

# 2023-2024

# Mifflinburg Elementary

# Student/Family Handbook

Mifflinburg Elementary School  
115 Shipton Street  
Mifflinburg, PA 17844  
Phone: (570) 966-8320  
[www.mifflinburg.org](http://www.mifflinburg.org)



Principal: Mr. James Case  
Dean of Students: Mrs. Taylor Montesinos  
Administrative Assistant: Mrs. Mandy Hummel  
Secretary: Miss Myrna Goss  
School Counselor: Mrs. Laura Kerstetter  
R.O.A.R Coaches: Mrs. Christine Hackenberg (Tier I)  
Mr. Tom Church (Tier II)

**Mr. James R. Case**  
*Building Principal*  
**Mrs. Mandy Hummel**  
*Administrative Assistant*  
**Mrs. Laura Kerstetter**  
*School Counselor*

## Mifflinburg Elementary School

115 Shipton Street, Mifflinburg, PA 17844  
Phone: 570-966-8320 Fax: 570-966-8339



Dear Parent(s)/Guardian(s):

Welcome to the 2023-2024 school year at Mifflinburg Elementary School. As the building principal, it is my hope to work together with all of you to establish a partnership in the education of your children. It is my goal to provide the finest educational opportunities throughout the school year to help foster a love of learning in all children.

At Mifflinburg Elementary School, our team of dedicated teachers and staff members strive to establish a warm and caring educational environment that promotes the social, emotional, and academic development of our students. We strive to provide all students with an educational program that will enable all students to learn to the full extent of their abilities and challenge them to work to their utmost potential.

The information presented in this handbook will help guide students and parents during the school year. Each section is designed as a reference for rules, guidelines, and procedures for every Elementary School student. This handbook is posted digitally on the Elementary School's website at the start of the school year. If families want a hard copy, they can request one through their child's classroom teacher or by contacting the school office. Families are asked to sign and return a slip indicating that the handbook has been read and reviewed.

A new school year enables each student to strive for excellence with a positive attitude. The staff at Mifflinburg Elementary School is ready to help make this school year a rewarding and exciting year of learning.

Sincerely,

Mr. James R. Case  
Building Principal

Mrs. Taylor Montesinos  
K-5 Dean of Students

*Mifflinburg Elementary, where early learning becomes life-long learning.*

*Life-long learning happens through: collaboration, inspiration, acceptance, and understanding of **all** students as individual*



**Table of Contents:**

Mifflinburg Elementary School Student/Family Handbook – Pages 1 – 17  
(information specific to the Elementary School)

Mifflinburg Area School District District-Wide Student/Family Handbook –  
Pages 18 - 35

## GENERAL SCHOOL INFORMATION AND GUIDELINES

### SCHOOL HOURS

#### Academic Hours

The instructional day for Mifflinburg Area Elementary School is 8:45 a.m. to 3:30 p.m. Students may enter the building beginning at 8:20 each day. Students arriving after 8:45 a.m. are considered late and should be escorted by an adult to the office to be signed in and provide their lunch choice.

Dismissal is at 3:30 p.m.

### TRAVELING TO AND FROM SCHOOL

Children who walk to and from school should be accompanied by an adult and take the safest route possible. Students are encouraged to stay on the sidewalk when possible. Students will not be permitted to walk along the road that leads up to the Elementary School from the intersection of Shipton and Mabel Streets as this is an extremely busy area that poses a safety risk. Parents are asked to escort their children to and from the Elementary School. Safe travel to and from school can reduce a great deal of stress that students feel about school. Students walking home with a parent will be released at 3:30 each day to the traffic circle area. Parents should discuss with their children what to do if a problem arises or if they are not there to escort them.

If your child is to go home with someone we must have written permission from you. This is for your child's safety. If you cannot send a note, please call the school at 570-966-8325 with the message. Do not rely on your child to give us the message; it can easily be lost, forgotten, or misunderstood. **We kindly request that all changes in dismissal routines for your child be communicated with the school before 3:15 p.m. to allow time to notify appropriate personnel.**

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

We encourage all parents who do not live within walking distance of the school to pick-up students via traffic circle in their vehicle. If a parent walks-up to pick-up their child from the traffic circle area, they must wait behind the fenced in area and should not be standing in the fenced in playground area and should not be parking in designated school parking lots.

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

### Bicycles

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

### Parent Traffic Circle Procedures

The parent traffic circle for drop-off and pick-up is at the Laney Street entrance and may become quite congested at arrival and dismissal times. In an effort to reduce delays, we encourage parents to line up from Line Street to Laney Street to create one straight traffic line and reduce wait times at the stop signs. Teachers will help unload and load students as quickly as possible.

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

1. Remain in line.
2. Pull up as far as possible when it is your turn.
3. Have your child as ready as possible to exit car quickly.
4. Have your child seated on the passenger side of the vehicle as much as possible.
5. Parents should not be exiting the vehicle.
6. Be patient, we are working with children and ensuring their safety.
7. **Do not arrive for dismissal pickUp before 3:15 p.m. (15 minutes before dismissal time).**
8. Students need to be picked up no later than 3:45 p.m.

**Attendance Reporting: Families are required to submit an excuse or doctor's note explaining why their child was absent within three days of returning to school if they are absent from school. Notes can be submitted to the office, your child's teacher, or via email at [esattendance@mifflinburg.org](mailto:esattendance@mifflinburg.org). Please see the District Handbook, pages 22-26, for more detailed information about attendance**

### **STUDENT SIGN OUT PROCEDURES**

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

### **EMERGENCY CARDS**

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

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

## **CURRICULUM**

It is necessary for the school district to meet the minimum curriculum standards directed by the Pennsylvania Department of Education. We constantly strive to offer educational opportunities beyond the minimum requirements and provide every child with the opportunity to reach his/her academic potential. The following subjects are offered in an attempt to prepare your child for the academic and social world of his/her future.

### **Graded Subjects/Courses:**

Reading (English/Language Arts)

Writing

Mathematics

Science

Social Studies

Art

Music

Physical Education/Health

### **Non-Graded Subjects/Courses:**

Technology

Library

Career Preparedness

PATHS – Social/Emotional Learning

## **GRADING / REPORT CARDS**

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

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

Indicators of Progress	
<b>M</b>	I have met grade-level expectations.
<b>I</b>	I am improving in grade-level expectations.
<b>N</b>	I need improvement to meet grade-level expectations.
<b>NA</b>	Not assessed

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

All teachers at the Elementary School use an electronic student information system called Synergy to submit report cards. Parents will be able to access these report cards online by setting up an account in Synergy. If you have any difficulty setting up an account or navigating Synergy, please feel free to contact Tammy Bollinger at Tech Services at 570-966-8209 or via email at [tbollinger@mifflinburg.org](mailto:tbollinger@mifflinburg.org). Report Cards should be posted to student accounts under the "documents" tab the day report cards are issued.

## **PARENT CONFERENCES**

Parent-teacher conferences will be scheduled at the end of the first and third marking periods. Marking Period 3 conferences will be Student Led Conferences. A notice will be sent home with each child at that time. That will allow you to schedule a convenient time to meet with your child's teacher.

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

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

## **VISITORS/STUDENT SAFETY**

Please note that for student safety our school policy governing visitations in our school will be strictly enforced. All visitors are required to register at the building office. No unauthorized person will be permitted to enter the school building and/or grounds. Visitors may be asked to provide photo identification or some other proof of identification. The north entrance leads directly to the office where visitors are to register. All visitors should park in the parking lot in the front of the building, not in the bus lane.

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

Students should not bring younger brothers and sisters to school with them nor have friends visit from other schools. Prior permission must be received from the principal for unusual visitation circumstances. Elementary School activities are closed to students from other schools.

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

## **PARENT/GUARDIAN/GRANDPARENT LUNCHESES**

Parents, Guardians or Grandparents are invited to visit our school and enjoy a lunch with their child or grandchild. **Please communicate with the school office by completing the School Visitor Lunch Form (located in the back of this handbook), 5 days prior to your visit.** Your visit will be confirmed using the School Visitor Lunch Form. We ask that you call the school office by 9:30 a.m. on the day of your scheduled lunch visit to notify the school of your lunch choice. **Parents, Guardians and Grandparents are welcome to visit during lunch one time per month per child in the building.** The cost of an adult lunch is \$4.75. **Please do not bring other children with you on your lunch visit.** Please refrain from the use of your cell phone and other electronic devices during your visit. For safety and privacy reasons we ask that you do not take

pictures while eating lunch with your child. Parents/Guardians/Grandparents must leave after their scheduled lunch period. They will be escorted back to the office to sign out.

Parents/Guardians/Grandparents are not permitted to stay for recess or go back to a classroom.

**\*Please see the lunch visitor request form at on page 17.**

### **PARENT VOLUNTEERS**

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

All volunteers must be in contact with the classroom teacher to make arrangements to volunteer. These visits should be coordinated with the classroom teacher at least 48 hours in advance. Classroom teachers will communicate with the front office, the date and time of the visit. If your name is not on the list in the front office, volunteers will be asked to contact the classroom teacher to reschedule their visit.

### **CLASSROOM PARTIES/BIRTHDAY TREATS**

Celebrations for special events require the approval of both the classroom teacher and the elementary principal. It is requested that parents dropping off food, drinks or supplies for a celebration should do so in the office before 12:00 p.m. and someone from the office or a classroom aide will deliver the items to the class. Parents will not be permitted to take any items to classrooms. All food and beverage items must be store purchased and should not require cutting or scooping.

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

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

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

### **SELLING / SOLICITING**

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

### **INSURANCE**

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

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



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

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association (HSA) is a parent-teacher association designed as a liaison between the school and community. Meetings are held throughout the school year. The organization provides money for such things as the teacher supply fund, school libraries, assemblies, and parties. All parents are encouraged to attend these meetings and become active in home and school affairs.

### **LOST AND FOUND**

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

### **SCHOOL PICTURES**

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

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

### **CANCELLATION OF SCHOOL**

Sometimes school must be delayed, canceled, or dismissed early due to inclement weather. All delays, cancellations, and early dismissals will be announced over radio and television stations as well as on the District Website. Listen to the radio and TV for all such announcements. **Please do not call the school.** Parents should also receive a recorded phone call and/or an email from a school official in the event of delays, dismissals or cancellations. This call is made promptly after the decision is made to delay or cancel school or send students home early. **Parents should make specific plans with sons and daughters in the event that school is closed early.**

### **GENERAL SCHOOL EXPECTATIONS**

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

1. Students will not be permitted to enter the building prior to 8:20 each morning
2. Each morning upon arrival, students will report to their assigned classrooms before going to breakfast.
3. Any student arriving after 8:45 a.m. will be marked tardy. Excuses will be required for tardiness.
3. Due to approximately 90% carpeting in the elementary school, the chewing of gum by students will not be permitted.
4. Students should move through the halls as quietly as possible at all times and always keep to the right.
5. Eating is limited to the cafeteria area unless otherwise specified.

6. In an attempt to foster respect and proper etiquette, headwear in any form; i.e., hats, caps, etc. should be removed when entering the school building and kept off until recesses or dismissal time.
7. Students are expected to dress in clothing that facilitates personal health and safety in the classroom and on the playground. Students who come to school dressed in a manner that poses harm to their personal health or safety, or that distracts from the educational process, may be temporarily excluded from regularly assigned activities or programs. Flip-flops and strapless sandals have proven to lead to foot injuries on the playground, for these reasons these types of shoes should not be worn. Closed-toed sneakers or shoes are highly recommended for each and every school day.
  - a. Summer shorts may be worn only during the 1<sup>st</sup> and 4<sup>th</sup> marking periods.
8. In your child's best interest he/she should bring a paint shirt or smock to be kept in school. The shirt or smock should be labeled with your child's name and should be large enough to protect your child's clothes.
9. Please do not send valuables and excess money to school with your child. The school is not responsible for lost, damaged, or stolen items.
10. Students should not bring toys or electronic devices to school except as directed by the teacher. Please do not send valuables and excess money to school with your child. The school cannot be responsible for missing or damaged items.

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

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

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

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

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

#### **R.O.A.R. Expectations:**

Respect Everyone and Everything

Organize Yourself

Act Safely

Remember to be Responsible

## **CAFETERIA**

For the 2023-2024 school year, all student meals are free of charge to all families. Milk can be purchased for \$.50. Breakfast is served daily 8:20-8:45. Students wishing to eat breakfast are to report to their classrooms before reporting to the cafeteria for breakfast.

## **RECESS**

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

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

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

On days when the weather does not permit outside recess (excessive cold, rain, etc.) modified recesses will be held indoors within the classroom. Please be assured that during the winter months, weather conditions are monitored by the school staff. Students should be dressed for cold weather conditions with a warm coat, hat, gloves, and boots.

## **Playground Guidelines**

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

## **CELL PHONES AND ELECTRONIC DEVICES**

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

## **STUDENT DISCIPLINE**

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

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

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

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

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

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

### **SEARCHES**

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

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

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

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

### **OVERDUE LIBRARY BOOKS**

When a library book is overdue:

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

contact the parent or guardian to determine if the parent or guardian would like to be reimbursed at 50% of the dollar amount paid.

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

### **TITLE I READING:**

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

### **COMPUTERS**

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

### **SCHOOL COUNSELOR SERVICES**

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

### **SCHOOL PSYCHOLOGIST**

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

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

### **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

Mifflinburg Elementary School offers Multi-Tiered System of Supports (MTSS) for all students. MTSS is a framework that offers support to children for academic, behavioral and/or social emotional needs. A parent/guardian, teacher, administrator, school counselor or other school staff can make a referral to the MTSS team. The MTSS team consists of the following: the child's parents/guardians, building principal, Director of Special Education, School Psychologist, guidance counselor, classroom teacher and any other school staff who works with the child.

During the MTSS process, the MTSS team reviews data and input about the child collected through the MTSS referral form. The MTSS team then creates an intervention plan with SMART Goal/s to track the student's progress. Student progress on their SMART Goal/s will be reported on monthly during building MTSS meetings as well as shared with the parents/guardians.

If you have questions about MTSS and/or would like to seek this support for your child please contact your child's teacher or Mr. Case.

### **SPECIAL EDUCATION SERVICES**

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

- **ACADEMICS**—Services for students whose primary need is assistance with classroom learning.
- **LIFE SKILLS**—Services for students whose primary need is learning independent living skills.
- **EMOTIONAL**—Services for students whose primary need is emotional support and structure.
- **SPEECH AND LANGUAGE**—Services for students with speech and language impairments.
- **SENSORY**—Services for students with vision or hearing loss affecting educational performance.
- **PHYSICAL**—Services for students who have physical disabilities. Both physical and occupational therapy are provided to enable students to benefit from educational programs.

### **GIFTED EDUCATION**

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

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

### **SPECIAL EDUCATION REFERRAL**

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

Other screening activities are ongoing and include:

- Teachers' observations of students
- Academic assessments
- Vision and hearing screenings
- Review of cumulative files-including attendance records, health reports and report card grades
- Speech/language screenings
- Support and monitoring from building teams

Requests for evaluation by a multidisciplinary team must be made in writing. Before an evaluation can be conducted, a parent must grant permission in writing on a form called *Permission to Evaluate Consent Form*. This form is available from the District Special Education Office. Teachers and parents may refer a child for evaluation. Parents are told...

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

## **EVALUATION**

A multidisciplinary team evaluates a child to determine whether a student exhibits a disability as defined under federal and state special education regulations. The team may include a special education teacher and supervisor, speech therapist, counselor and/or school psychologist in addition to the parent, a teacher and school principal. The team reviews the results of the evaluation contained in an evaluation report (ER) and determines if special education services are needed. If parents disagree with the results of the psycho-educational evaluation, they have a right to access an outside evaluation of their child. The Mifflinburg Area School District complies with all federal and state regulations and requirements regarding access to and provision of independent educational evaluations.

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

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

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

## **DUE PROCESS**

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

## **IEP/NOREP**

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

To ensure that a child's IEP is appropriate for continued growth, the plan is reviewed when major changes must be made (if goals are met more quickly or slowly than expected, or if a child's needs change), and at least once a year. Parents should keep a copy of the IEP to follow their child's progress and contact the child's teacher if they have questions.

NOREP: Before an IEP can be implemented, the parent is asked to give approval for special education placement by signing a Notice of Recommended Educational Placement (NOREP). This legal document notes the type of program in which the child is to be enrolled. A child's NOREP is reissued whenever programming is changed. Parents should keep the NOREP with the child's IEP in a safe place.

### **DRUGS/MEDICATION**

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

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

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

1. Only emergency medication or maintenance medication will be given.
2. Only medication prescribed by a physician will be given.
3. The parent or guardian must present with the medication a physician signed, dated request that identifies the medication by name. The physician's note must indicate the dosage and recommended duration for the medication.
4. The parent or guardian must complete and sign the school's official form of consent/release that may be secured from the school.
5. All prescription medications must be in the original pharmaceutical container and must contain the label prepared by the pharmacy. All over-the-counter medication must be provided in the original container and be accompanied by a physician's order for the medication.
6. All medications must be brought to the school by the parent/guardian and not sent to school with the student unless special arrangements are made with the school nurse. Parents should notify the school nurse or administrator in advance that medication will be carried to school by the student. The medication must be in a sealed envelope with a label noting student's name and number of pills.
7. Requests for long-term administration of medications must be accompanied by a doctor's order and renewed at the beginning of each school year. Any change in dosage or frequency of long-term medication must be documented in writing by the prescribing physician and will constitute a new order.



8. As with medications, any medical equipment necessary for the administration of a medication must be provided by the parent. Clear written instructions must be provided and the equipment must be in the original container.
9. Inhalers for asthma sufferers may be carried with current doctor's permission on file in the office. However, allowing students to do so does raise concerns. To address these concerns the school district is offering parents two options for students who use inhalers:

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

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

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

### **HEAD LICE**

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

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

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

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

### **FIRST AID AND ILLNESS**

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

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

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

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

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

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

### **SCHOOL HEALTH SERVICES**

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

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

## Lunch Visitor Request Form

Lunch Visitor,

Please complete the form below and return it to school **at least 5 school days before your planned lunch visit**. You will receive a call from the school office confirming your visit. If you do not hear from the office by the day before your planned visit, please call the office to confirm. The school reserves the right to deny a Lunch Visitor.

**Remember: Cell phones and/or taking pictures during your visit are not permitted. Please keep your cell phones in your car or pocket. If school staff sees you using your cell phone and/or taking pictures we will ask you to turn your phone in to our School Police Officer to ensure pictures were not taken of our students. Siblings or other guests are not permitted during the lunch visit. Thank you for understanding.**

Each student can have one visit with no more than 2 adults each month from September 11, 2023 through May 17, 2024. A maximum of 5 visitors per lunch period, per day will be approved. Please note, no lunch requests will be honored at the I.S. during PSSA Testing.

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**Visitor Name:** \_\_\_\_\_

**Date of Requested Lunch Visit:** \_\_\_\_\_

**Name and Grade of student(s) you are Visiting:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Visit Confirmed by Office on \_\_\_\_\_ by \_\_\_\_\_



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Mifflinburg Area School District  
2023-24 District-Wide Student Handbook  
Home of the WILDCATS  
District Website: [www.mifflinburg.org](http://www.mifflinburg.org)

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### **MIFFLINBURG AREA SCHOOL DISTRICT MISSION STATEMENT**

The Mifflinburg Area School District is committed to academic excellence, including the cultivation of individual strengths and talents so that all students may become independent, disciplined, and productive adults in a global society.

### **MIFFLINBURG AREA SCHOOL DISTRICT VISION STATEMENT/SHARED BELIEFS**

Through a commitment to shared beliefs and values, The Mifflinburg Area School District adopts the following principles for all district programs. The district's commitment to excellence is highly dependent upon the effective adoption of these non-negotiable suppositions, which form the foundation for decisions.

1. Everything we do is about educating young people.
2. With effort, everyone can achieve.
3. Schools are safe, engaging environments for learning.
4. Parents are our partners.
5. Working together makes us stronger.
6. Everyone needs help sometimes.
7. No two students are the same.
8. We embrace challenge.

### **ACADEMIC HOURS**

Mifflinburg Elementary School & Mifflinburg Intermediate School

- 8:45 a.m. to 3:30 p.m.
- School doors open at 8:20 am for all students
- Students arriving after 8:45 a.m. are considered late and must be signed in at the office by an adult.

Mifflinburg Middle School & Mifflinburg High School

- 7:45 am to 2:45 pm
- School Doors open at 7:15 am for all students
- Students arriving after 7:45 am are considered late and must be signed in at the office.

### **SYNERGY**

Synergy is the MASD student information system. All Students and Parents will have access to Synergy using their perspective accounts. For Parents, you will logon to Synergy via ParentVue the parent portal for accessing your child's information for grades, attendance, demographics, etc. Students will access Synergy from StudentVue, the student portal for Synergy. These portals are accessible on the District Website under Parents or Students or on ClassLink.

Changes of address or phone number during the school year as well as those made during the summer vacation should be reported to Tammy Bollinger in our district office by calling 570-966-8209.

### **DISTRICT TRANSPORTATION (SBP # 810)**

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

**Bus information for each child can be found in Synergy under the tab “Other Info”**

The following school board approved transportation policies are in place for Mifflinburg School District:

1. **No child/children will be permitted to ride a bus other than their assigned bus.**
2. As Needed Alternative Transportation (Bus Pass) is intended to provide transportation for childcare purposes or split guardianship that are long-term needs for a stop that is not located near a student’s residence.
3. Long-term Alternative requests can be completed on the district website → Departments → Transportation and should be completed **48 hours** in advance of the need for a change in transportation.
4. Long-term Alternative bus requests need to be completed individually for each child and **DO NOT** roll over from year to year.
5. **Long-term Alternate transportation stops are limited to one (1) alternate stop per student**, except for students with court ordered custody arrangements.
6. **One-Day bus passes will not be issued for any student. If you believe you have an emergency, please contact the building principal for guidance.**
7. Keep in mind when filling out requests for long-term alternative transportation that the district does not alter existing routes and will make every effort to use already existing bus stops at the closest proximity to the requested residence.
8. Long-term Alternative transportation requests are subject to availability of space on each bus.

**BUS RULES/REGULATIONS**

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

Please discuss the following rules with your child:

1. Children should go to their seats and remain there until they reach their stop.
2. Students should keep head and arms inside the bus—not sticking out the windows.
3. Students may not bring animals, beverages, water guns, squirt bottles, glass containers, or firearms and explosives, etc. on the bus.
4. Students should keep hands and feet to themselves while standing in line or when getting on and off the bus.
5. Students should use a quiet voice while riding the bus and while waiting in the bus line.
6. Older students should be considerate of younger children at all times.
7. When entering the bus, students should let it come to a full stop before entering.
8. Misbehavior will not be tolerated and will be handled accordingly. Proper discipline will be maintained by the driver, transportation director, and/or principal. Remember, riding the bus is a privilege, and as such, it can be taken away.

If you have a transportation issue or question for an individual child, please call the school in which your child is enrolled first to receive guidance. All school building offices are staffed at least one-half hour before and after the school day.

Elementary: 570-966-8320                      Middle: 570-966-8290  
Intermediate: 570-966-8273                  High: 570-966-8230  
District Transportation Office: 570-966-8246  
Rohrer Bus Company: 570-966-8390

## SCHOOL CLOSINGS

If school is delayed, canceled or dismissed early because of inclement weather or other emergencies, announcements will be made on Blackboard Connect, the district website, the district Facebook site as well as: WNEP-TV, Channel 16; WBRE-TV, Channel 28; WYOU-TV, Channel 22, and these radio stations: WPGM-1570AM, Danville; WKOK-1070AM, Sunbury; WMLP-1380 AM, Milton; WYGL-1240 AM and 92.3 & 98.3 FM, Selinsgrove; WILQ-105.1 FM and KISS-102.7 FM, Williamsport.

## **ATTENDANCE/ABSENCES**

Beyond becoming a life-long learner, developing time-management skills and developing an appreciation for citizenship; one of the most important life-skills learned by students in the Mifflinburg School District is attendance and timeliness. Any time a pupil has frequent absences from classroom learning experiences, the continuity of the instructional process is interrupted, and therefore the amount and quality of learning can be greatly diminished. For these reasons, the Mifflinburg School District has a comprehensive attendance and truancy policy that clearly outlines what is expected of students and their parents/guardians. The Board of Education requires that school aged students enrolled in the schools of the district attend school regularly and in accordance with the laws of the state.

### Attendance Definitions

Absence - Absence is the nonattendance of a student on those days and half days when school is in session.

- Students are credited with a half-day of absence on a regular school day, if they miss more than 2 hours and 15 minutes of school.
- Any student who misses 5 hours or more is credited with a full day of absence.
- Students missing school due to illness for 3 or more consecutive days must have a doctor's excuse.

Excused Absence - Excused absence includes the absence of a student for any one of the reasons listed below in the section titled "Excused Absences".

Person in Parental Relation - as used in this procedure, shall refer to a custodial biological or adoptive parent; a noncustodial biological or adoptive parent; guardian of the person of a child; or a person with whom a child lives and who is acting in a parental role of a child. This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

Unexcused/Unlawful Absence - Unexcused absence is the absence of a student for any reason that does not qualify as an excused absence, as defined herein and listed below in the section titled "Unexcused Absences".

Truant - Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually Truant - Habitually truant shall mean having incurred six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

School Attendance Improvement Conference (SAIC) - Schools must make meaningful attempts to encourage parent participation in attendance improvement conferences by advance written notice and attempts to communicate via telephone. The school must hold the conference even if the parent declines to participate or fails to attend. There is no legal requirement for either the child or parent to attend a student attendance improvement conference (SAIC). The school must document the outcome of any attendance improvement conference in a written student attendance improvement plan (SAIP). Schools may not take further legal action to address unexcused absences until after the date of the scheduled attendance improvement conference has passed.

### Attendance Excuse

Any absence shall be treated as unlawful/unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the student's return to school. Excuses can be hand written and taken to the front office of each school or emailed to each building to the following emails:

High School: [hsattendance@mifflinburg.org](mailto:hsattendance@mifflinburg.org)

Intermediate School: [isattendance@mifflinburg.org](mailto:isattendance@mifflinburg.org)

Middle School: [msattendance@mifflinburg.org](mailto:msattendance@mifflinburg.org)

Elementary School: [esattendance@mifflinburg.org](mailto:esattendance@mifflinburg.org)

### Excused Absences

**A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year.** Likewise, any reason for absence listed below that is substantiated by a written excuse from the healthcare facility, court, college, etc. will not count towards the ten (10) parental excuses. All absences beyond ten cumulative days with a parental excuse shall require written verification from a physician or licensed health care provider that the student has been seen in their office. The School District does not have to accept "Reported Illnesses" from a physician or licensed health care provider. For purposes of this policy, the following list of conditions or situations, not all inclusive, constitute reasonable cause for absence from school:

1. Illness/Medical reasons, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Death in the student's immediate family
  - a. Parent/Legal Guardian, Sibling, Grandparent, Aunt/Uncle, Near relative living in the home
4. Legal and exceptionally urgent reasons that may affect the child
  - a. Quarantine of the home
  - b. Death, other than an immediate family member such as a close friend or relative
  - c. Suspension from school
5. \*Non-school sponsored educational tours or trips, if the following conditions are met:
  - a. Prior to absence, the parent/guardian submits a written request for excusal on the appropriate form
  - b. The student's absence has been approved by the building principal. Permission will be based on academic eligibility, attendance, and educational value of trip.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the building principal.
  - d. The building principal may approve requests for no more than three (3) educational trips/experiences, which in aggregate, total no more than ten (10) school days per year.
  - e. Educational trips during standardized testing may not be approved.
6. Required court attendance
7. Participation in a project sponsored by a statewide or countywide group, upon prior written request.
8. Observance of a religious holiday observed by a bona fide religious group, upon written parental request.
9. Participation in a religious instructional program, if the following conditions are met:
  - a. The parent/guardian submits a written request for prior excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction

- c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the date and hours of attendance.

\*Each approved non-school sponsored educational tour or trip, regardless of the duration, will count as one (1) parental excuse of the maximum ten (10) cumulative lawful absences verified by parental notification. It is reasonable to expect that students should make up missed assignments.

#### Unexcused Absences

For purposes of this policy, the following list of conditions or situations, not all inclusive, may constitute unexcused/unlawful absence from school:

1. Failure to wake up for school
2. Missing a scheduled school bus or not having a ride to school
3. Absence without a parent/legal guardian's knowledge
4. Caring for a sibling in a non-emergency situation/babysitting
5. Running errands and/or shopping
6. Pursuing a talent or skill without the administrator's prior approval
7. Participation in a talent or sporting event that is not affiliated with the school's program
8. Going on vacation (educational trip) without the administrator's prior approval
9. Failure to provide a medical practitioner's excuse when requested or required
10. Failure to attend school either before or after a scheduled, excused appointment (for example, a dentist appointment, medical check, court appearance, driver's test, etc.)
11. School refusal

**If a student of compulsory age accumulates unlawful/unexcused absences, the district will proceed as follows:**

#### Third Unexcused Absence

Within ten (10) school days of a child's third unexcused absence, the school principal, assistant principal or designee shall send an Official Notice of Truancy to the person in parental relation who resides in the same household as the student. Included in this notice shall be a description of the consequences if the child becomes habitually truant. This notice may include the offer of a School Attendance Improvement Conference (SAIC).

#### Continued Unexcused Absences

If the child continues to incur unexcused absences after the issuance of the Official Notice of Truancy, the school shall then offer, by advance written notice and/or phone call, a School Attendance Improvement Conference (SAIC) to the child and the person in parental relation to the child, unless a conference was previously held following the Official Notice of Truancy. The following shall apply with respect to a School Attendance Improvement Conference (SAIC):

- There is no legal requirement that the child or person in parental relation attend the conference, and the conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice.
- The outcome of the conference shall be documented in a written School Attendance Improvement Plan (SAIP).
- Further legal action may not be taken to address unexcused absences by the child until after the date for the scheduled School Attendance Improvement Conference (SAIC) has passed.

#### Habitually Truant Students

When a child is habitually truant and under fifteen (15) years of age at the time of referral, the school:

1. Shall refer the child to the Union County Office of Children and Youth for services or possible disposition as a dependent child.



2. May file a citation in the office of the magisterial district judge having jurisdiction in the region against the person in parental relation who resides in the same household as the child.

The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

#### Additional Potential Actions

The building administrator may take further action for inconsistent attendance patterns – especially in the case of habitually truant students, whether the student is compulsory age or not. The actions may include, but are not limited to this list, and shall be based on the severity of the situation.

1. Counseling
2. Reprimand
3. Parent/Guardian Conference
4. Requirement of an excuse from a licensed practitioner of the healing arts
5. Report to child services agency
6. In-school suspension for the purpose of making-up assignments due to prior absences
7. Suspension from extra-curricular activities (clubs, assemblies, class trips, etc.)

#### Absence Procedures

When a student is absent from school or class, at any time or for any reason, the following procedures shall be used:

1. Parent is required to submit a written explanation for the student's absence (parent/doctor/etc) to the office upon the student's return to school. Failure to turn in a written explanation will result in the absence being declared unexcused.
2. The office will evaluate the written explanation and make a determination if the absence is excused or unexcused.

#### Absence Due to Accident or Illness

When an injury or illness necessitates extended absence from school, homebound instruction is available upon a request by a medical doctor and the parent or guardian. (A request for homebound instruction must be made to the school principal.)

#### Medical Appointments

If a student has a medical appointment in the morning, she/he is expected to return to school in the afternoon. Likewise, for an afternoon appointment, a student is expected to attend school in the morning. Only a half-day absence can be given to a student for a medical appointment unless there are circumstances supporting the need for the student to be out of school for the entire day.

#### Leaving School/Returning to School Due to an Appointment

Parents should attempt to schedule medical appointments when they do not interfere with a student's school day. However, when it is necessary to schedule a medical appointment during school hours, students should follow the following procedures:

1. Student must bring in a signed parent note and obtain an Appointment Excuse from the office at the start of the day.
2. Upon return to school, student presents the signed Appointment Excuse to the office.
3. Student is excused ONLY for the appointment and the time it takes to get to and return from the appointment.

## **EMERGENCY DRILLS AND PROCEDURES**

MASD currently employs four School Police Officers (SPO) that are stationed in each one of our buildings. While on duty during the day, our officers are consistently checking entrances, patrolling the inside and outside of our buildings, providing feedback for our emergency operating plans, and communicating with building Principals concerning the safety and security of each building.

Each of our school buildings has a single point of entry with indicators on outside doors to report to the main office for entry. All visitors must sign into the main office and register their drivers license through our Raptor software. Our district buildings are equipped with both inside and outside security cameras. All district employs are to have an ID badge visible at all times and all classroom doors are to be locked and secured throughout the school day. In addition, all of our school buildings practice the following emergency procedures and drills:

- Monthly fire drills
- Evacuation and reunification drills for a variety of emergency situations
- Intruder and lockdown drills using ALICE (Alert, Lockdown, Inform, Confront, Evacuate)
- Severe weather drills and bus evacuation drills

Schools need to practice emergency and intruder drills in order for students and staff to be prepared with the knowledge of how to respond should such an event occur. We will always keep families informed specifically of intruder drills prior to and during those events so that it will not create panic of not knowing if the event is real or not. As the year progresses, MASD will practice our emergency procedures by planning an emergency intruder/lockdown drill that includes sending messages out to families immediately to indicate that a drill is in progress in order to keep parents informed while also testing our communication system. It is the practice of our schools to always begin a drill with the alert to our students that “This is a drill.” The intent of all of our drills is to empower students to be knowledgeable of their surroundings and be well prepared for an emergency situation. All of our drills are practiced for a variety of situations and our district teachers make great efforts to prepare students accordingly.

In addition, there is a possibility that our middle school and high school will sweep the schools with police drug dogs to ensure that our schools are free of illegal substances at some point during the school year. If you have any concerns about the safety and security of any of our school buildings throughout the school year, please contact the building principal or feel free to reach out to Danielle Dressler, head of safety and security for Mifflinburg School District.

### **SECURITY CAMERAS**

Security of the school and buses is an important issue. Students are reminded that the school district is equipped with security cameras, inside and outside of all of our school buildings to enhance building security. Each school bus and school vehicle is equipped with video and audio recording equipment.

### **VISITORS**

All visitors must enter through the main office and sign in at the office upon entering the building. Visitors should present their driver’s license to be entered into the Raptor Identification system and given a name tag.

Visitors will be escorted by school personnel and should not be left unsupervised throughout the school building

### **PUBLIC CONDUCT ON SCHOOL PROPERTY (SBP #713)**

No person on school property shall:

1. Injure or threaten to injure another person.
2. Damage the property of another or of the school district.
3. Conduct him/herself in such a manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the school district or any other activity taking place on school property.

Violators of this policy will be subject to the following: suspension, expulsion, or other appropriate penalties as may be determined.

### **BULLYING /CYBERBULLYING (SBP #249)**

#### Bullying

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

#### Cyberbullying

Forms of verbal and psychological bullying may also occur on the Internet through email, messaging, social networking, and also other Internet platforms. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

A student who violates this policy shall be subject to appropriate disciplinary action ranging from counseling within the school, loss of school privileges, detention, suspension and expulsion, to referral to local law enforcement officials.

### **UNLAWFUL HARRASSMENT (SBP #348)**

The Mifflinburg Area School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. Any student who is found to have violated this policy will be subject to the following penalties; reprimand, counseling, detention, suspension, or expulsion.

### **WEAPONS AND DANGEROUS INSTRUMENTS (SBP #218.1)**

The Mifflinburg Area School District seeks to provide a safe environment free from weapons and dangerous instruments for students, school personnel, and persons using and visiting school property. School Board Policy #218.1 prohibits weapons of any kind on school property, at school events, or on school vehicles. This policy applies to students walking to or from school or a bus stop.

Weapons include such things as, but are not limited to: pocket knives, cutting instruments, martial art devices, guns, bows, pellet or BB guns. "Look-alike" weapons and toy guns are included in this policy.

Violations of this policy include suspension, expulsion, notification to law enforcement agencies, and a disciplinary record in the student's permanent record.

### **SAFE CRISIS MANAGEMENT: INFORMED CONSENT STATEMENT (SBP #218)**

Teachers and school authorities may use reasonable force in order to "quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense or for the protection of persons or property."

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

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

### **DRUG AND ALCOHOL ABUSE (SBP #227)**

The Mifflinburg Area School District recognizes that the use of drugs and/or alcohol illegally and/or inappropriately constitutes a hazard to the positive development of students. MASD assumes the adamant posture in prohibiting the use or possession of alcohol, drugs and/or drug paraphernalia on school property, on school buses, at school bus stops or at school sponsored activities.

A student who sells, uses, possesses, distributes, is under the influence of, and/or aids in the procurement of alcohol, restricted drugs, over-the-counter medication, any material purported to be a look-a-like drug, or drug paraphernalia while on school grounds or anywhere is subject to the provisions of this policy, including any disciplinary action.

Any student involved with these substances can expect the following consequences: suspension from school of 3 days up to 10 days, assignment of 12 – 18 sessions of detention, suspension from extra-curricular activities of 60 – 125 days and possible referral to local law enforcement. Depending upon the extent of involvement, students may be referred to the school board for an expulsion hearing.

### **SMOKING/TOBACCO/VAPE USE (SBP #222)**

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; smokeless tobacco in any form; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces, as well as look-alike items/devices including, but not limited to electronic cigarettes.

The Board prohibits students from possessing, using or selling tobacco at any time in a school building, on a school bus and on school property. The Board prohibits tobacco use, possession or sale by students at school sponsored activities that are held off school property. Any student who violates the tobacco use policy can expect the following consequences: suspension of one to three days, referral to local law enforcement for citation and other possible consequences.

### **STUDENT ASSISTANCE PROGRAM: SAP (SBP #227)**

In order to assist in the intervention and the referral of students who may have use or abuse problems, the Mifflinburg Area School Board endorses the Students Assistance Team Program and its philosophy to assist parents and students in establishing a drug-free school.

The SAP Team is made up of teachers, counselors, the nurse, and administrators who have special training in helping adolescents through difficult situations that may affect their general well-being. The Team can help teens with family problems, depression, truancy, eating disorders, suicidal tendencies, physical and sexual abuse, pregnancy, and chemical abuse. Parent permission is needed for a student to be a part of the SAP process.

Students are referred to SAP by other students, faculty, staff, parents/guardians and community members. Students, parents, and community members can contact the schools guidance department or a member of the SAP Team in any of our school buildings to express concerns about a student(s).

### **SAFE2SAY SOMETHING**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.

Here’s how it works: [www.safe2saypa.org](http://www.safe2saypa.org) or 1-844-safe2say (723-2729)

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

### **MEDICATION POLICY AND SCHOOL NURSE (SBP #210)**

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

1. Only emergency medication or maintenance medication (example antibiotics) will be given.
2. Only medication prescribed by a physician will be given. All medication must be in the original container and properly labeled with student's name, medication and dosage. All over-the-counter medication must be in the original container and be accompanied by a physician’s order for the medication.
3. Parent or guardian must present a signed, dated request with the medicine valid only on a specific case basis or need for the time period indicated on the request.
4. Parent or guardian must sign the school's official consent/release form which will be secured from the school.
5. Any drugs which are controlled by the Federal Narcotics Act (for example, Ritalin) must be brought to the school by the parent/guardian and cannot be sent to school with the student unless special arrangements are made with the school.
6. Requests for long-term administration of medications must be accompanied by a doctor's order and renewed at the beginning of each school year. Any change in dosage or frequency of a long-term medication must be documented in writing by the prescribing physician and will constitute a new order.
7. Standing order medications will be given at the discretion of the school nurse with prior parental/guardian permission.

8. Students must see the nurse, a secretary, or health aide for an excuse before going home because of illness.
9. All injuries and accidents are to be reported to the nurse.
10. Referrals for vision and hearing are sent from the nurse.
11. If the nurse is out, students should report to the main office.

The Mifflinburg Area School District will not assume responsibility for the schedule of administering the medication. In the event the child suffers a reaction to the medication or fails to receive the medication, the Mifflinburg Area School District and personnel will not be responsible for such reaction or failure

### **CONFIDENTIAL INFORMATION AND COMMUNICATIONS (SBP # 216)**

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

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

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

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

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

### **MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM (SBP # 251)**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

**DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11425(2)):  
CHILDREN WHO LACK A FIXED REGULAR AND ADEQUATE NIGHT TIME RESIDENCE:**

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

### Residency and Educational Rights

**Students who are in temporary, inadequate and homeless living situations have the following rights:**

1. Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
2. Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
3. Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

**When a student is identified as being McKinney-Vento eligible, staff will:**

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**For additional information, contact Danielle Dressler, Director of Student Services @ 570-966-8246.**

### **NON-DISCRIMINATION POLICY FOR TITLE IX, SECTION 504 AND CHAPTER VI (SBP #103)**

The Mifflinburg Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender or disability in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

TITLE IX - The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all

students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Title IX Coordinator Renee Jilinski may be contacted by telephone at (570) 966-8200.

For information regarding services, activities and facilities that are accessible to and useable by a person with disabilities, contact Jane Spickler, 570-966-8320.

### **FINANCIAL OBLIGATIONS**

Parents/guardians of students have an obligation to make restitution when students incur a financial obligation to the school such as textbook and Chromebook damage, library book fines, excessive lunch balances, school equipment or uniforms, etc. Financial obligations will be invoiced through the Business Office and payment will be expected in thirty days. Past due invoices may be reported to the District Magistrate or a collection agency for resolution.

### **MEALS AND PAYMENT AT THE CAFETERIA**

We are pleased to inform you that Mifflinburg School District will be implementing a program available to schools participating in the National School Lunch Program and School Breakfast Programs called the **Community Eligibility Provision (CEP)**. All enrolled students of Mifflinburg Elementary, Intermediate, Middle, and High Schools are eligible to receive a healthy breakfast and lunch at school at **no cost** to your household each day of the school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

### **INTEGRATED PEST MANAGEMENT (SBP #716)**

The Mifflinburg Area School District uses an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds. From time to time, it may be necessary to use chemicals to manage pest problems. When pesticides must be used, students and staff in the school are notified. Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications at their school.

To be on the notification registry, please do so in writing to Mr. George Boyer, IPM Coordinator, Administrative Office, 178 Maple Street, Mifflinburg, PA 17844 or by email at [gboyer@mifflinburg.org](mailto:gboyer@mifflinburg.org).





## Chromebook Information for Parents (SBP #815)

### Introduction:

Your child has been issued a Chromebook for use in their education in addition to any textbooks or student workbooks they may use. Chromebooks are the device of choice at Mifflinburg Area School District because they provide students of all ages with access to many tools that enhance their learning. Some highlights of those accesses:

1. Assist students in learning concepts in novel and meaningful ways not available in the past.
2. Learning can be customized to provide increased engagement and more purposeful learning.
3. Internet driven solutions are available to join student devices with teacher devices, to promote collaboration, communication, critical thinking, and creativity without regard for place and time, to make learning more seamless.
4. Provide access, even away from the school (with internet connectivity) to schoolwork and collaboration.

Since the device is an important tool in your child's education, we have included information below on the expected use, general use and care procedures, and repair responsibility below.

### General Use of the Chromebook at School:

1. The Chromebook is property of Mifflinburg Area School District and should be utilized for educational purposes only. The student must adhere to the Acceptable Use Policy and the Student Handbook, and failure to abide by these rules may result in a disciplinary referral and/or loss of privileges.
2. The student is **REQUIRED** to bring the Chromebook to school each day, with a fully charged battery.
3. The student is to be the sole user of the assigned Chromebook.
4. The student may receive a disciplinary referral from a teacher for repeatedly failing to bring the Chromebook to class or repeatedly not charging the Chromebook battery (if applicable).
5. The Chromebook will be subject to routine monitoring by teachers, administrators, and technology staff. The student shall have no expectation of privacy while using Mifflinburg Area School District electronic information resources, including but not limited to the contents of computer files or communications undertaken using the
6. The Chromebook and/or the District network. Teachers and/or Mifflinburg Area School District administration may conduct an individual search of a student's Chromebook, files, music, video, e-mail or other related items if there is suspicion that District or building policies, rules, or guidelines have been violated. student and parent/guardian are responsible for reviewing Mifflinburg Area School District's Internet Student Acceptable Use Policy. A copy can be found within the Technology Department at <http://www.mifflinburg.org/technology>.

7. The student is responsible for not leaving the Chromebook unattended and using OR STORING IT in areas which may lead to damage or theft. The student should not use the Chromebook around sporting activities or events. When using the power cord, the student should not leave the cord in areas that may cause a tripping hazard.
8. Mifflinburg Area School District reserves the right to block application downloads, implement security measures, change user permissions, change device settings, or take any other administrative or security steps, as deemed necessary in the District's sole discretion. Any attempt to modify the Chromebook, including but not limited to changing Internet access settings, will be construed as a violation of the Acceptable Use Policy.
9. The student is prohibited from installing or modifying any hardware, software, or peripherals on the Chromebook.
10. The student must observe any hardware/software license agreements entered by the District for the Chromebook and/or its equipment.
11. The student is expected to notify a staff member if information or a message that is inappropriate, dangerous, threatening or makes the student feel uncomfortable is viewed on the Chromebook.
12. Any attempt to bypass the Mifflinburg Area School District filter or change the configuration of the Chromebook will result in disciplinary action and/or loss of privileges.

#### Chromebook Use at Home (if applicable):

1. The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While the student is at school, staff will make every effort to assure that this resource is used appropriately.
2. The parent/guardian(s) is responsible for monitoring this resource at home (if applicable). It is not advisable for the student to be permitted to engage in long hours of unsupervised time online.
3. If you need internet access assistance at home, please contact your child's school for information on obtaining access.

#### Caring for Your Chromebook:

1. For prolonged periods of inactivity, please shut down the Chromebook completely before closing lid. Simply pressing the power button is an acceptable shutdown on a Chromebook.
2. Wait until the Chromebook screen is completely black before closing the lid.
3. **DO NOT write, draw, paint, place stickers/labels or otherwise deface your Chromebook or case. (Failure to adhere to this, WILL incur additional fees including cleaning and/or part replacement)**
4. Always use the Dell provided charger for your Chromebook, DO NOT purchase and/or use a self-purchased or owned charger.
5. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. NEVER PICK UP THE CHROMEBOOK BY THE SCREEN. Always close the lid before moving your Chromebook.
6. Be aware that overloading the carrying case will damage the Chromebook (if applicable). Textbooks, notebooks, binders, and other materials are not allowed in the Chromebook bags or cases (if applicable).

7. When using the Chromebook, keep it on a flat, solid surface so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage from overheating.
8. Liquids, food and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook. DO NOT keep food or food wrappers in your Chromebook carrying case.
9. Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
10. Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time (including in a car). Extreme heat or cold may cause damage to the Chromebook. If your Chromebook has been in a very cold environment for a long period of time, let it warm up before using it.

### Cleaning Your Chromebook (if applicable):

Students are encouraged to perform simple cleaning procedures to the Chromebook as outlined below:

1. Always disconnect the Chromebook from the power outlet before cleaning
2. Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or Chromebook.
3. Wash hands frequently when using the Chromebook to avoid build-up on the touch pad. Grease and dirt can cause the cursor to “jump around” on the screen.
4. You may clean the touch pad with a lightly dampened (not wet) lint free cloth.

### General Security:

1. Never leave your Chromebook unsecured.
2. No barcodes or labels should be removed from the Chromebook.
3. Lock your Chromebook in a designated storage facility or secure locker.

### Damage, Loss, or Theft:

1. The student and parent/guardian is responsible for filing a police report within 48 hours if the Chromebook is lost or damaged as a result of a theft or any other type of criminal conduct. Once the police report has been obtained, the parent/guardian is responsible for notifying building administration and providing a copy of the police report. Failure to report a stolen Chromebook to police within 48 hours will absolutely result in the parent/guardian being responsible for the fair market value of the Chromebook unless the Chromebook is subsequently recovered and is undamaged.
2. The student and parent/guardian is responsible for reporting loss to the school administration if the Chromebook is lost, left unattended in a classroom, or misplaced. If not found, the student and parent/guardian is responsible for paying the fair market value of the Chromebook.
3. The student and parent/guardian will be charged a fee for any damage to the Chromebook beyond normal everyday use, wear, and tear, regardless of whether the student is at fault, to help offset the actual cost of repair or replacement to Mifflinburg

Area School District. Mifflinburg Area School District also reserves the right to alter costs associated with damage and repair upon market availability of replacement parts. Examples of fees include, but are not limited to:

Chromebook: \$400	Motherboard: \$200
Screen: \$200	Charger (Dell OEM 65 watt): \$60
Keyboard: \$75	Shell (Per Side or Palm rest): \$45 each
Touchpad: \$50	Protective Case: \$30
Camera: \$20	Cleaning Fee \$25

4. We recommend that a Chromebook should always be in the protective case when being transported, including but not limited to, travel between classes. A Chromebook that is damaged while being transported without the case constitutes negligence, which will incur out of pocket repair costs.
5. If the Chromebook is damaged or destroyed because the student committed or facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less, and law enforcement may be notified by the school administrator of the damage or destruction of public property.
6. Repeated damage/loss of the Chromebook and/or failing to pay fees for repair/replacement due to damage/loss may result in the student facing disciplinary action by their Principal.
7. Mifflinburg Area School District reserves the right to repossess the Chromebook at any time if the student does not fully comply with all terms of this Agreement.
8. Unpaid fees of students leaving Mifflinburg Area School District may be turned over to a collection agency. School Mifflinburg Area School District may also file a report of stolen property with the local law enforcement agency if a Chromebook is not returned at the school's request. If families are unable to cover the cost of damage repair, please contact the District office to discuss repayment options.
9. Mifflinburg Area School District will offer Accidental Damage Coverage for accidental damage to the Chromebook at the expense of the parent/guardian for families wishing to participate. Information regarding the coverage is listed below.

**Repair/Replacement of Chromebook:**

1. The parent/guardian(s) and student agree:
  - a. Not to attempt to repair or reconfigure the Chromebook, including but not limited to attempting to open or tamper with the internal components of the

Chromebook.

- b. Report that the Chromebook has problems, malfunctions, or is otherwise in need of repair to the building technology department.
2. The Chromebook must be turned over to Mifflinburg Area School District staff upon request for maintenance, data and file backups, application upgrades, profile changes, or other administrative or support actions.
3. Mifflinburg Area School District technology staff will determine whether the Chromebook is in functioning condition or if a loaner (if available) will be issued to the student. Classroom computers and loaner Chromebooks are also covered by all terms and guidelines in this Agreement.

**Accidental Damage Coverage (ADC) Information:**

Mifflinburg Area School District offers Accidental Damage Coverage to help cover costs associated with repair of accidental damage incurred on a student’s Chromebook. This is a per student per year annual cost.

- a. The cost as of the 2023-2024 School Year is \$40 per student and will cover to September 1<sup>st</sup> of the following school year.
  - b. Should be paid online via EZSchoolPay ([www.ezschooldpay.com](http://www.ezschooldpay.com)) or check payable to MASD.
  - c. Families unable to pay for Accidental Damage Coverage may contact the District office for assistance.
2. **ADC** will help offset the repair costs of up to three instances of accidental damage with each claim resulting in less coverage:

First Claim:	100% of damage costs covered.
Second Claim:	50% of damage costs covered.
Third Claim:	25% of damage costs covered.
Additional Claims:	No damage costs covered.