

MILLVILLE AREA SCHOOL DISTRICT



2024 - 2025 STUDENT HANDBOOK

(570)458-5538
www.millsd.us

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Board of Education

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MILLVILLE AREA SCHOOL DISTRICT

Frequent Contacts

DISTRICT OFFICE

Joseph Rasmus, Superintendent	(570)458-5538 ext. 3221
Whitney Holloway, Business Manager	(570)458-5538 ext. 3247
Dee Davis, Director of Student Services	(570)458-5538 ext. 1007
Alexa Longacre, Director of Interventional Supports	(570)458-5538 ext. 1010
Dyson Savage, Director of Technology	(570)458-5538 ext. 1127
Matthew McWilliams, Supervisor of Buildings & Grounds	(570)458-5538 ext. 3275

ELEMENTARY SCHOOL

Brandon Gordner, Principal	(570)458-5538 ext. 1002
Kara Ferro, School Nurse	(570)458-5538 ext. 1012
Tarah Kishbach, Guidance Counselor	(570)458-5538 ext. 1003
Student Absence Report Line	(570)458-5538, Option 1, Select 5

HIGH SCHOOL

Matthew Mills, Principal	(570)458-5538 ext. 2301
Kara Ferro, School Nurse	(570)458-5538 ext. 2102
Amber Uranko, Guidance Counselor	(570)458-5538 ext. 2307
Rachel Verstraeten, Athletic Director	(570)458-5538 ext. 2108
Student Absence Report Line	(570)458-5538, Option 2, Select 5

MILLVILLE AREA SCHOOL DISTRICT HANDBOOK

GENERAL INFORMATION

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

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

Bicycle Riding

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

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

[See Policy #223 adopted by the Board of School Directors.](#)

Cafeteria

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

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

There is a link on the school website for MySchoolBucks, a program that allows you to make online payments, set low balance alerts, and monitor what your child is purchasing from the cafeteria. You may enroll in this program at any time, free of charge. Online payments do incur a small fee, however money can be deposited by sending payment to the school office. *****Any unused funds will be returned upon graduation of the last family member or transfer of the family from the District.**

Breakfasts and lunches are available in both buildings. Students receiving free or reduced lunch can purchase additional meals or a la carte items. However, additional items may not be charged. The student must have money in their account to purchase additional items.

Care of School Property/Textbooks

Students should be very proud of the excellent buildings and facilities provided for them by their parents and other taxpayers in the community. Should students cause damage or breakage to items of school property (windows, lockers, desks, teaching equipment, computers, iPads, etc.), they will be expected to bear the responsibility of the loss by paying for repair or replacement. Any damaged or broken items should be reported to the teacher or office at once. Students are responsible for the textbooks/computers/iPads issued to them and for their return in proper condition, beyond normal wear and tear, at the end of the school term. Charges will be assessed for books/computers/iPads that are damaged or lost. Damaged books/computers/iPads do not become the possession of the student upon payment of damages.

As part of the 1:1 computing initiative in the district, all students grades 4 - 12 will be issued iPads or laptops for their use. They are responsible for the care of the computer and accessories such as power cords, whether they choose to take the computers home or leave them in the school overnight.

[See Policy #224 adopted by the Board of School Directors](#)

Close or Delay of School

In the case of inclement weather or other emergencies, an All-Call will be initiated through our Parent Notification System. Generally, the following radio and television stations will carry the announcement of the close of school or any delays in opening:

WFBS - Berwick

WFYY - Bloomsburg

WGRC - Lewisburg

WHLM/WIMW - Bloomsburg

WBRE - TV Channel 28

WYOU - TV Channel 22

WKAB - Berwick

WKOK/WQKZ - Sunbury

WKSB/WRAK - Williamsport

WILQ/WHOT - Milton

WNEP - TV Channel 16

This information may also be obtained by calling the school district's main number at (570)458-5538 and pressing "6" at the prompt or checking the district website. In the event school is canceled for the entire day, please refer to the district's school calendar in this handbook for the makeup days. Extension "6" may also be called to receive information on bus delays. Families may register for the Parent Portal through Sapphire to receive notifications. Notifications are sent via Text, Phone Calls, and email. Please subscribe at no cost to you.

Contacting Students at School

The school district recognizes that parents and students may need to communicate during the school day. Parents and guardians should be cognizant that students are permitted to bring their cell phone to school. However, students are expected to keep their cell phones in designated locations

during instructional periods. Therefore, students' ability to communicate will be limited to non-instructional periods and transition times throughout their respective school day. In the event that a parent or guardian necessitates emergency or immediate contact with their child, they are encouraged to communicate directly to the principal's office.

Emergency Drills

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

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

Field Trips/Chaperoning Trips/Volunteering within the MASD:

The Board of Education recognizes the value of field trips as part of an approved program of study that affords a first-hand educational experience not available in the classroom. Furthermore, the Millville Area School District encourages parents, guardians, and community members to volunteer their time and energies to support educational activities that occur within our schools. Within our elementary and secondary educational programs, there are numerous opportunities for participation that would serve to enrich the experiences of our students.

Volunteers who are committed to assisting students are valued members of the school team. Volunteers relate appropriate experiences from the "outside world" to the students' experiences that occur within their school. Students greatly benefit from the perspectives and positive interactions shared with community volunteers.

The following steps must be completed prior to volunteering. All items needed can be submitted digitally below using the digital forms (preferred method) which are accessible on the district website.

Volunteer Information

- Read/Review the Volunteer Guidelines .
- Complete the Volunteer Acknowledgement Form
- Obtain clearances which include the Pennsylvania State Police Criminal Records Check (Act 34), the Child Abuse History Clearance (Act 151) and complete either the Volunteer Affidavit in Lieu of Fingerprinting or the Federal FBI Fingerprinting Background Check (Act 114).
- Complete the Chaperone Guidelines Form.
- Complete the Volunteer Confidentiality Agreement.

Parental permission slips are necessary for all trips. All school rules apply when participating in a school-sponsored activity.

[See Policy #121 adopted by the Board of School Directors.](#)

Lockers

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

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

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

Locks will be issued to all students at the secondary level upon request. Students are to use only school-issued locks and keep their lockers secured at all times. Students at the Secondary level may provide their own locks, however, in cases of emergency, lost key or forgotten combination where the lock must be cut off, it will be at the expense of the student. Millville School District will not be responsible for any associated cost for replacement.

Online Access and Parent Notification

Parents are encouraged to sign up for 24/7 access to student grades and attendance via the Sapphire Community Portal. You are also encouraged to sign up for notification of school delays/closings and other relevant school-related information. If you are interested in either or both of these free services, please contact the office in either school. Progress Reports and Report Cards are only posted on the parent portal unless a parent requests a paper copy.

Personal Property

The school district is not responsible for the loss or damage of personal property brought to school by students. Personal property, if brought to school, should remain in a bag, backpack, or locker.

Student use of personal electronic devices such as cell phones, electronic tablets, laptops, etc. is limited during the school day and can be used at the discretion of the classroom teacher. These items may be used before and after school, in the hallway during classroom transitions, as well as during lunch. These items are not authorized to be used during pep rallies or assembly programs.

- First offense - Warning, and the student may pick up the device at the end of the school day.
- Second offense - Lunch detention and student may pick up device at the end of the school day
- Third offense - After school detention and parent must pick up the device.
- Subsequent offenses - Multiple after school detentions, ISS or OSS, and phone privileges during school are revoked for the remainder of the marking period in which the offenses occurred.

Public Displays of Affection

Public displays of affection are not appropriate in the school setting. Violations of these rules will be referred to the office. Parents will be notified, and discipline may range from a warning to suspension for repeated offenses.

School Activities

Individual students or student groups must secure permission before using the school building for activities when school is not in session. Such students or groups must be under the direct supervision of an adult advisor, and the advisor is responsible for the conduct of the individual under his/her supervision. In order to participate in any school-sponsored activity, a student must be in school for a minimum of 3 ½ hours on the day of the event.

School Security and Safety

To provide for the safety of all students, access to the buildings after 7:50 am will be only through the main entrance of the building. It will be necessary for students and visitors to ring the bell and wait to be admitted. For safety purposes, our schools are continuously monitored using electronic surveillance.

Visitor Policy

The Millville Area School District welcomes visitors to our schools. All visitors are required to register at the school office and obtain a visitor badge. Visitors will return to the office upon completion of their business, relinquish the badge, and sign out before leaving. All are subject to administrative approval and escort.

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

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

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

GENERAL INFORMATION

Introduction

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

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

Attendance rates are one measure of the success of a school district. **The failure of students to maintain high attendance rates could result in sanctions to the district and increased costs to the taxpayers.** Parental encouragement of all students is vital.

[See Policy #204 adopted by the Board of Education.](#)

Attendance Guidelines

The following constitute reasonable cause for absence from school:

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

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

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

Absence Reporting

When a student is absent from school, that absence should be reported to the office in the building where they attend school. Please call the district number (570-458-5538) and follow the menu for the appropriate office. With the voicemail system, these calls can be made at any time, but absences should be reported no later than 8:00 a.m. **A written excuse is still required. Excuses can be physically sent in, emailed or submitted using the form on your student's Sapphire Community Portal. Please note: Requests for homework should not be left on the absence reporting line. A parent/guardian should speak with a secretary in the student's respective school.**

Educational Journey

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

1. The required form must be obtained from the school office, or on the district website, completed, and returned to the school office at least **one week** in advance of the start of a vacation of three (3) to ten (10) days in length.
2. The student must arrange with all of his/her teachers for the completion of homework assignments while traveling.
3. All work must be given to the teachers the first day back in class, and scheduling of make-up work is at the discretion of each teacher.
4. No more than ten (10) school days per year will be approved for educational trips.
5. **Days causing the student to reach 11 or more cumulative absences will be considered unlawful.**

College Visitations

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

Excuses for Absences

Students who have been absent from school are required to bring a signed excuse to school immediately upon returning after the absence. Students are considered to have an illegal/unexcused absence until the school receives such an excuse. **Failure to present an excuse within three (3) days of return will result in the absences being permanently recorded as unexcused or illegal.** The excuse is to contain the following information:

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

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

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

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

Illegal or Unexcused Absences

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

Student is Truant

Tuant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. In the case of any student who has accumulated three (3) days of illegal absence, the parents will receive an official notice and meet with the office staff for a **Student Attendance Improvement Conference (SAIC)**.

School Attendance Improvement Conference (SAIC)

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the SAIC:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Student is Habitually Truant

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

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. **May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.**

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

- 1. Refer the student to a school-based or community-based attendance improvement program; or**
- 2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.**

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

[See Policy #204 adopted by the Board of Education.](#)

Make-Up Work Following Illegal of Unexcused Absences

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

Make-Up Work Following Excused Absences

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

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

Early Dismissal/Appointments

A student who finds it necessary to be excused from school early must bring a written excuse from home, signed by the parents, with an explanation for the early dismissal. The only accepted appointments are doctor, dentist, or legal obligations. Students will not be permitted to go home for forgotten items, including homework, iPads, laptops, or class materials.

At the elementary school, these notes are to be given to the teacher as soon as the student arrives at school. Students leaving before 11:30 a.m. will be credited a half-day absence. Parents or designee will be required to sign out all students at the office. Photo ID may be required.

At the secondary buildings, these notes are to be taken to the main office before **7:50** a.m. Students leaving before 11:30 a.m. will be credited a half-day absence. Students are expected to sign out before leaving the building and sign back into school if they return before the end of the school day.

Change of Name, Address or Telephone

It is extremely important that the office has the correct name and address for each pupil. **Any** change of address or phone number, no matter how short a distance from the original address, is to be reported promptly to the school office. This can now be done through the Community Portal in Sapphire or a form submitted with proof of residency.

Late Arrival at School (Tardies)

A student is considered tardy if they arrive to their homeroom after 7:50 a.m. Students arriving between 8:25 and 11:30 a.m. will count as a half-day absence. After 11:30 a.m. will count as a full-day absence. At the elementary and secondary levels, a warning letter will be sent after two tardies in a semester. **At the secondary level, an accumulation of three tardies during the semester could result in an After School Detention and class cut. Once a student accumulates four class cuts, they will be charged with a ½ day illegal absence. Once a student accumulates eight (8) class cuts, they will be charged with a full day illegal absence.**

Leaving School Without Permission

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

Withdrawal from School

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

1. Bring a note from parents/guardians to the school office stating the last day of attendance and giving the name and address of the new home and school.
2. Secure a withdrawal form from the school office to be signed by parents and teachers indicating an accounting for all books, locks or other obligations.
3. Return the signed withdrawal form to the office. All obligations (i.e., textbooks, library materials, equipment including iPads/computers, etc.) must be met before any school records are forwarded.
4. Records will be sent directly to the new school.

SCHOLASTIC INFORMATION

High School Credit Requirements

All students in grades 7 - 12 must be enrolled in at least 7 credits or their equivalent per year.

Subject Area	Required Credits
English	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.0
World Language	1.0
Computer	.50
Internet	.50
Wellness (.50 Health 10th grade & .50 PE)	1.0
Personal Finance	.50
Electives	10.0
TOTAL	27.5 credits

High School Grade Scale

A	93 - 100
B	85 - 92.9
C	78 - 84.9
D	70 - 77.9
F	0 - 69.9

Junior High School

Pupils who have successfully completed the academic program outlined for a particular grade level will be promoted to the next highest grade for the ensuing school year. **Any 7th or 8th grade student that fails two or more core classes will be retained.**

Pupils who demonstrate mastery of the academic standards of a particular grade level, or has met IEP goals will be promoted to the next highest grade level for the ensuing year.

Make-Up of Credits/Summer School

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

Promotion and Retention

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

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

[Refer to Policy #215 adopted by the Board of School Directors.](#)

Academic Dishonesty

Plagiarism, cheating or copying the work of another or any unauthorized communication between students for the purpose of gaining advantage during an examination, is strictly prohibited. Academic dishonesty can result in grade of a zero for that assignment.

MEDICAL INFORMATION

Introduction

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

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

Emergency Form/Registration

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

Health Screenings

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

1. A complete medical examination upon entry into school, and during the sixth and eleventh grades, and prior to issuing a work permit;
2. An annual vision screening;
3. Annual measurement of the student's height and weight;
4. Annual BMI assessment, a height for stature index, with results mailed home;
5. Periodic hearing screening;
6. Periodic scoliosis screening;
7. A dental examination on entry into school, and during the third and seventh grades.

Illness

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

Immunizations

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

1. 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after 4th birthday)
2. 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
3. 2 doses of measles, mumps, rubella***

4. 3 doses hepatitis B
5. 2 doses of varicella (chickenpox) vaccine or evidence of immunity.

*Usually given as DTP or DTaP or if medically advisable, DT or Td

**A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

***Usually given as MMR

Students attending 7th grade will also need the following:

1. 1 dose of Tdap (tetanus, diphtheria, acellular pertussis) on the first day of 7th grade
2. 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

On the first day of 7th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

Students attending 12th grade will also need the following:

1. 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

On the first day of 12th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

Medication Policy

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

If a student must have medication of any type given during school hours, **including over-the-counter drugs**, except those medications listed on the Emergency Contact form, the procedures for the school nurse to administer any medications are:

1. A written request must be brought from the doctor that includes the student's name, the name of the medication to be administered, the effective date, dosage to be administered, and frequency of administration. A parental signature is **required** for those medications/treatments listed on the Emergency Contact form.
2. Parents or guardians must submit a written request for the medication to be administered as prescribed by the physician.
3. Medication brought to school is to be taken to the nurse's office or building office. Medication will be kept in the nurse's office. Students will not be permitted to carry pills or medications during school hours. Any exceptions should be in doctor's written instructions. (Ex: Occasionally a doctor may request for a student to carry an inhaler).

4. The medication must be received in a new/unopened package or factory sealed individually packaged labeled items (i.e. individually packaged Lactaid). For prescriptions, it must be the most recent script container or container labeled by the pharmacy for the use of the school.
5. Unused medication should be picked up at the end of the time period stated on the form. All other medications should be picked up at the end of the school year. Unused medications not picked up will be destroyed.
6. These rules apply to medications obtained by prescription or over-the-counter medicines.

[Refer to Policy #210 adopted by the Board of School Directors.](#)

Student Insurance

Accident Insurance is available for purchase to all students of the Millville Area School District. The school provides insurance only for students during the time they are participating in athletics. If you do not have private insurance, you may wish to consider these policies. Information and applications are available on the school district website.

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

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

EXTRACURRICULAR ACTIVITIES

Introduction

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

Refer to Policies [#122](#) and [#123](#) adopted by the Board of Education.

Absences

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

Suspensions

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

Academic Eligibility

The Millville Area School District Policy is as follows:

1. Faculty will report every Friday on each student who is involved in an on-going activity. The ineligibility period is from Sunday through Saturday.
2. If a person is failing one subject, he/she is on probation and may continue to participate.
3. If a person is reported as failing two subjects for a specific week, he/she is excluded from the activity for a period of one week, and practicing is not permitted.
4. If a person is failing two subjects at the end of a marking period, he/she is excluded from the activity for a period of 15 school days, including practice.
5. A student must attend school for at least 3.5 hours to participate in an activity held on that day.
6. **To leave a contest or activity with a parent or guardian instead of using school provided transportation, students must give a written note to the supervising adult. NOTE: Students are not allowed to leave an activity with anyone other than their own parent or guardian.**
7. Final grades for the school year will be used to determine eligibility for the beginning of the next school year.

Athletic Physical Examinations

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

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

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

CO-CURRICULAR AWARDS APPRECIATION

The Millville School District celebrates the outstanding achievements of students in earning district and state level distinctions.

In recognition of their successes, the district is pleased to provide financial support towards the awards for such accomplishments. The award options can include but are not limited to: certificates, trophies, framed photos, and apparel.

Extra-Curricular Awards and Funding:

League Champion	Not to exceed \$25
State Chorus/Band Qualifier	Not to exceed \$40
State Chorus/Band 1st Chair	Not to exceed \$50
District Athletic Champions	Not to exceed \$50
State Athletic Champions	Not to exceed \$60

****All proposed awards shall be submitted to the building principal and forwarded to the superintendent for final approval prior to ordering.**

*****Funds are to be allocated only for the highest distinction achieved.**

SPECIFIC REGULATIONS

Changing Buses

Millville Area School District will not permit students to be transported on any bus other than their assigned designated district-provided transportation. Students who attempt to embark on a bus other than that assigned will be denied access and referred to administration.

In the event of an emergency situation, parents and/or guardians should contact their school principal to discuss any or all changes to their student(s) transportation. Please be cognizant that the district will not afford students bus passes to use alternate transportation based upon parental notification in writing.

Conduct on Buses

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

No passenger may:

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

Each passenger will:

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

Procedures for Bus Misconduct

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

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

Dress Code

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

Students

General

- All clothing should be neat, clean and properly fitting
- Clothing that is dirty or gives off a foul odor is not to be worn
- Clothing with tears or holes may be worn with other apparel underneath or if the said hole is from wear and tear and/or not revealing.

Footwear

- Shoes or other foot covering must be worn at all times
- Closed shoes and sneakers are recommended
- Sandals are acceptable; however, some teachers may require closed shoes for safety
- Sneakers, with laces tied, must be worn in Phys. Ed.

Pants/Dresses/Skirts/Shorts

- All dresses, shorts, skirts, and skorts must be longer than a student's fingertips when their arms are extended at their sides.
- Pants should not extend beyond the bottom of the shoe and should not drag on the floor. They should be worn around the natural waistline with absolutely no underwear showing at any time.
- Biker shorts, spandex, and short shorts are not permitted

Shirts

- Tops may not be "low cut" or exposing
- The following are unacceptable school attire:
 - Tank Tops/Muscle Shirts
 - Spaghetti Strap/Halter/Mesh Tops
 - See-through blouses or shirts
 - Tube Tops/Crop Tops
- Any top that is skin tight or allows the midriff, cleavage or undergarments to be exposed is not permitted.
- Hooded sweatshirts may be worn; however, the hood must be down.
- Coats and jackets worn for protection from the weather are prohibited in classrooms unless approved by the teacher.

Miscellaneous

- Sunglasses, hats, bandanas, sweatbands and visors may not be worn in the building.

- Spiked jewelry, wallet chains, choker chains, chains or straps hanging from pants or attached to wallets, or any jewelry that could cause injury or constitute a hazard are not permitted.
- Clothing/accessories that ridicule, mock, or otherwise demean people because of race, religion, ethnicity, or individual views are prohibited.
- Clothing/accessories illustrating and/or advocating drugs, alcohol, tobacco, sex, violence (including text with double meanings) are not permitted.

Consequences

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

Detention will be used when necessary at the Elementary School. Arrangements will be made with parents if detention is deemed an appropriate consequence for an infraction. There is no bus service, so transportation arrangements will have to be made.

1. Parents will be notified of the detention. Elementary students are to return their notification with parental signature.
2. A student who is absent from school the day of detention will be expected to serve it the next detention day.
3. If a student misses detention, he/she will be assigned an additional day and/or in-school suspension will be assigned.
4. Three detentions or failure to serve two successive detentions will likely result in an in-school suspension. **Note: Please see the secondary section for more specific information on discipline procedures at that level.**

Secondary Students

- First Offense: Speak with principal, phone call home, copy of discipline referral sent home, student warned
- Second Offense: Speak with principal, phone call home, copy of discipline referral sent home, possibly After-School-Detention or In-school suspension.
- Subsequent offenses: Speak with principal, phone call home, copy of discipline referral sent home, possibly After-School-Detention or In-school suspension or Out-of-school suspension. Parent must reinstate student into school after suspension.

Refer to [Policy #221](#) adopted by the Board of Education.

Discipline Policies

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

1. Making the student cognizant of when he/she is disregarding a rule.
2. Setting up consequences.

3. Implementing those choices.
4. Rewarding appropriate behavior.

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

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

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

See [Policy #233](#) adopted by the Board of School Directors.

STUDENT POLICIES

Harassment

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

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

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

Internet/Computer Network and Facilities

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

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

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

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

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

Refer to [Policy #815](#) adopted by the Board of School Directors.

Integrated Pest Management Policy

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

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

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

Refer to [Policy #716](#) adopted by the Board of School Directors.

Weapons and Dangerous Instruments Policy

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

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

“Dangerous weapons” means any weapon, device, instrument, material or substance which, under the circumstances in which it is used or threatened to be used, is readily capable of causing death or serious physical injury.

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

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

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

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

See [Policy #218.1](#) adopted by the Board of School Directors.

Tobacco/Nicotine Policy

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board **also** prohibits possession, use or sale of tobacco, nicotine and nicotine delivery devices by students at school-sponsored activities that are held off school premises.

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.

See [Policy #222](#) adopted by the Board of Directors.

Controlled Substances/Paraphernalia Policy

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

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

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

1. All dangerous controlled substances prohibited by law.
2. All "look alike" drugs.
3. All alcoholic beverages.
4. Tobacco and tobacco products

5. Any drug paraphernalia
6. Anabolic Steroids
7. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.

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

See [Policy #227](#) adopted by the Board of School Directors.

Student Discipline Policy

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

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

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

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

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

See [Policy #218](#) adopted by the Board of School Directors.

State Laws Which Apply to Students

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

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

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

If any person shall willfully or maliciously break into, enter, deface, or write, mark, or place any obscene or improper matter upon any public school building, or other building used for school purposes or other purposes provided for in this act...or shall deface, injure damage, or destroy any school furniture, books, paper maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes...or shall inure, damage, or destroy any shade trees, shrubbery, fences, or any other

property of any kind upon any public school grounds, or upon any public school playground, such person shall be guilty of a misdemeanor, and upon conviction...be sentenced to pay a fine...or undergo an imprisonment...or both.

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

Student Records Policy

As required by the Family Educational Rights and Privacy Act of 1974, the Millville Area School District has a written policy regarding the control of data in student records. This policy may be seen at the offices of the Superintendent or the building principals following a written or telephone request for an appointment. Parents have the right to inspect, review, copy and request correction of their child's school records.

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

[See Policy #216 adopted by the Board of Education.](#)

STUDENT ASSISTANCE

Child Abuse

All district employees are mandated reporters. **To fulfill this legal mandate, when a mandated reporter has reasonable cause to suspect that a child is being abused, he/she must immediately make the report to Childline (at 1-800-932-0313) or a county agency.**

Student Assistance Program

The Millville Area School District, in conjunction with the Pennsylvania Departments of Education and Health, has established a functioning Student Assistance Program within each building.

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

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

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

SPECIAL EDUCATION/GIFTED SERVICES

The Millville Area School District is dedicated to providing the best and most appropriate education to all students. Millville Area School District conducts ongoing identification activities as a part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Deaf-blindness
3. Deafness
4. Emotional disturbance
5. Hearing impairment
6. Intellectual disability
7. Multiple disabilities
8. Orthopedic impairments
9. Specific learning disability
10. Speech and language impairment
11. Traumatic brain injury
12. Visual impairment

If you believe that your child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Mrs. Dee Davis, Director of Student Services

Additional information about available services can be found on the school website, or by calling Mrs. Dee Davis a (570)458-5538, ext. 1007 or the Administrative Assistant at ext. 1008.

MCKINNEY-VENTO HOMELESS ACT

The McKinney-Vento Homeless Act guarantees a free and appropriate public education for all homeless children and youth. Federal and state laws make the school district's responsibility clear.

- A student whose family becomes homeless may remain in the school he/she was attending prior to becoming homeless for the duration of the school year.
- If it is feasible, a student may transfer to a school if it is closer to his/her transitional housing.
- The receiving school may not prevent or delay the enrollment of a homeless child by requiring proof of residency or lack of documentation, such as immunization records.
- Transportation for the homeless must begin as soon as possible.

Students are considered eligible for any of the following reasons: eviction, natural disaster, fire, incarceration of parent, poverty related situations or any other situation that causes a family to lose permanent housing.

McKinney-Vento Homeless Education Assistance Improvements Act of 2001

On July 22, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America. Recently included in the 2001 No Child Left Behind Act, it is now called the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

The Education for Homeless Children and Youths (EHCY) program, authorized under the McKinney-Vento Homeless Assistance Act (McKinney-Vento Act), is designed to address the needs of homeless children and youths and ensure educational rights and protections for these children and youths. The Every Student Succeeds Act (ESSA) amended the McKinney-Vento Act, and changes made by the ESSA took effect on October 1, 2015.

For more information, please call Mrs. Dee Davis at (570)458-5538, ext. 1007.

NON-DISCRIMINATION NOTICE

The Millville Area School District is an equal opportunity education institution and will not discriminate on the basis of sex, race, color, national origin, creed, age, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. Individuals may report concerns or questions to the Title IX Coordinator and/or view our non-discrimination policy on our website at: millsd.us.

For information regarding Title IX, civil rights, grievance procedures or access, contact Title IX Section, 504

Coordinator: Dee Davis

Director of Student Services

570-458-5538

davisd@millsd.us

Note: The district website is located at www.millsd.us. Please visit it often for up to date information about the district. Parent/Community Portal information will be shared throughout the year.

MILLVILLE ELEMENTARY SCHOOL HANDBOOK

PRINCIPAL'S WELCOME

Greetings,

Our faculty and staff would like to welcome all of you to Millville Elementary School. We are delighted to look forward to the 2024-2025 school year and anticipate an outstanding year for our children.

This handbook has a great deal of information pertaining to the elementary school and the district as a whole. Please take the time to read the handbook with your child to better acquaint yourselves with our policies and procedures. A major value of education results when home and school work closely together. Frequent visits to the school, two-way communication, conferences with teachers, and participation in the Parent/Teacher Organization (PTO) offer outstanding opportunities for parents and school to unite and to provide your child with every possible advantage for the development of his/her potential.

I am excited to partner with you throughout this year and seeing the school filled with our community's children. As always, the staff and I are here for our children and their families, and if at any time you have questions or concerns, please feel free to contact me at the school at (570)458-5538, Option 1.

Thank you for all your continued efforts and support in striving to make the 2023-2024 school year a positive one and a productive experience for all!

Brandon Gordner, Principal
Millville Elementary School

GENERAL INFORMATION

School Hours

Elementary Students	7:40 am - 3:00 pm
Office	7:30 am - 3:30 pm
Summer	8:00 am - 1:00 pm
Teachers	7:40 am - 3:10 pm

Philosophy

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

Assemblies

Assembly programs are scheduled and sponsored by Student Council, PTO, or by individual classes.

Fire Drills

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

Honor Roll

Honor roll begins in the fourth grade. Distinguished honor roll requires a minimum average of 93%. The regular honor roll requires a minimum average of 89%. Students receiving a “D” or a failing grade will not be eligible for honor roll.

Lost and Found

Misplaced items may be placed on the stage in the cafeteria. Parents and students should check periodically for missing belongings.

School Pictures

School pictures will be taken in September, with retakes scheduled later. Photos will be distributed before Christmas.

School Store

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

CURRICULUM

Language Arts

The Wonders reading program has been implemented at Millville Elementary, which incorporates the subject areas of reading, writing, English, vocabulary, and spelling.

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

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

All children have the opportunity to utilize technology as part of the reading program. Through appropriate use of technology, students are able to read a variety of books gauged to their ability and interest levels. They also are able to demonstrate their mastery of material through ways other than paper and pencil tests. Big books, charts, instructional books, and independent classroom and library books are part of children's daily reading.

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

Quaker Time

Quaker Time is dedicated time throughout the day for targeted interventions, providing students what they need through a prescriptive program based upon assessment data. iReady is a program that provides data garnered from adaptive diagnostic assessments, designed to identify specific strengths and areas for growth for each student.

Mathematics

Our mathematics program is i-Ready Classroom Mathematics. This series incorporates alignment to the core standards that have been developed and implemented at the national and state levels. Children will be working on grade level with the material that was deemed appropriate to their year of schooling and aligned to PA Core Standards. We will be utilizing an Intervention Framework for the content area. Student diagnostics will help us identify strengths and areas for growth. Students will be grouped for Quaker Time to provide specific instruction that addresses growth areas.

Science

Students will enter the exciting world of Science through online textbooks from Discovery Education. They will be able to read about volcanoes as they see the video of an actual eruption. They will also have hands-on activities associated with their learning. We are also implementing FOSS Science to give experimental, hands-on, minds-on learning experiences to enhance our Science instruction.

A planned course of study has been revised to include health, AIDS, drug and alcohol education, and safety topics to empathize critical thinking skills.

Social Studies

The MyWorld interactive series has been purchased for use in Social Studies to develop the appropriate concepts, appreciations, and understanding in grades one through five. Grade six uses TCI: Ancient History Alive! Presently the emphasis is on the incorporation of thinking skills.

Art, Music, Physical Education

All students experience art, music, and physical education at least once in the six-day cycle. Please refer to the calendar that is sent home at the beginning of each month, and posted on the website, to see the rotation of the six day cycle. Students are required to wear sneakers on the day they have physical education.

Instrumental Music

Band instruments are introduced on a voluntary basis with the child supplying the instrument. We do provide a rental service through a local music store as an aid to families. Lessons are of a group nature usually lasting one half hour. All attempts are made to avoid intrusion on core academic subject time.

Technology Applications

All students in K-6 receive instruction in Computer Education courses, exposing them to an overview of computers and digital devices. This provides for continual growth in the use and understanding of computer knowledge. Specialization in computer areas takes place in the offering at the senior high school level. Students work with the following types of courseware: Application, word processing, CAI, problem solving, tutorial, drill and practice, and simulation. Each student will utilize an iPad for this instruction. 6th grade students will begin the transition to the high school by using Chromebooks. They will be taught the basics of logging on, system navigation, file storage and access, Microsoft Office (Word, Excel, PowerPoint) and transitioning to Google Classroom, among other programs.

Career Education

Career Education helps students gain career awareness through the use of Smart Futures, a program that provides lessons and tracking for student artifacts. Students study various career clusters beginning as early as Kindergarten and progress to developing a potential career plan by the end of 6th grade. Students gain a variety of experiences through online videos, conversations, and building on personal experiences. This course meets once in a six day cycle for students in grades K-6.

Library

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

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

Speech Therapy

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

Title I Reading

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

Special Education

Students with specific learning disabilities as defined by an Individualized Education Program will be provided support and work with members of the Special Education team.

School Psychologist

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

ESL

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

MILLVILLE ELEMENTARY SCHOOL HOMEWORK POLICY

Homework is a necessary part of all education.. Its purpose is to reinforce or to extend classroom work and activities. It may take many forms, such as paper and pencil exercises, newspaper article collection, project work, or even listening to radio and/or TV. These assignments are given for specific purposes and **are expected to be completed**. There is often some time given in school to work on the assignments, but if not completed, it should be finished at home. **You should be prepared to support homework being given to a maximum of 10 minutes per grade level.** (ex: A first grade student should receive a maximum of 10 minutes of homework, a sixth grade student should receive a maximum of 60 minutes of homework in all subject areas collectively.) Below is a list of suggestions to help make your child's school experience fulfilling and worthwhile.

1. Ask your child for school papers, or school news, each day.
2. Use the Sapphire Community Portal for frequent communication with your child's teacher(s).
3. Supply your child with a small notebook or use their technology device to capture their assignments. It also makes him/her feel as he/she has accomplished something as items are checked off the list.
4. Talk to your child. Take an interest in what he/she is doing in school. Be supportive of accomplishments and help your student through his/her difficulties.
5. Provide a good study area, away from interference, and as much as possible, a set time to do the work. Good study habits are essential to a successful school experience.
6. Study the pictures, diagrams and charts as much information can be visually obtained in this manner.
7. Go over class notes to make sure they are understood.
8. Oftentimes a short break of 15 minutes or so does a lot to relieve frustration.
9. If there are questions on assignments, feel free to contact the teacher involved. *Constant communication with the school helps us all to stay informed.*

SUPPLEMENTARY SERVICES

Counseling Services

Children often need some help in coping with individual concerns, peer relationships, learning problems, home and school adjustments, crisis situations, etc. Our Guidance staff provides additional help in individual and small group sessions. Conferences with teachers, parents, school specialists and social service personnel will be scheduled, as needed, to exchange information that will help the child. The guidance counselor coordinates the testing program.

Testing Program

Several strategies are used to monitor children's progress. Diagnostic assessments provide specific information about student strengths and areas to grow. In the classroom, individual children are observed by the teacher to note interest, involvement, and motivation in the learning environment. Oral and written examinations are given on units of study being taught.

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

A guidance counselor, school psychologist, reading specialist, or other school specialist, when needed, may administer individual diagnostic evaluations and screenings. These identify specific learning needs.

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

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

Title I Service

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

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

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

There are at least two parent meetings a year to provide information, in addition to parent teacher conferences. Families can request a meeting with staff at any time during the year to discuss the program and their child.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS PROGRAM

Who participates in PBIS?

- All faculty, staff and students at the elementary school participate in PBIS.

What is our PBIS program designed to do?

- Teach, recognize and praise the behaviors we want from our students through positive reinforcement.
- Take attention away from negative behavior.
- Establish consistent expectations for our students so that everyone knows what is expected from them at all times and places, regardless of who is with them.

Where does PBIS occur?

- PBIS occurs in all areas of the school environment.

When does PBIS occur?

- PBIS occurs from the time students enter their bus, or enter the school until they are dismissed from school or exit the bus.

What are our behavior expectations?

- Be Safe
- Be Respectful
- Be Responsible

How do we teach our behavior expectations?

- At the beginning of the year and again in January, students are taught the expected behaviors through a series of lessons.
- Teachers help students to learn what the expectations look and sound like in every setting of the school environment.
- These lessons are retaught and reinforced through the school year as needed.
- Posters are displayed throughout the school detailing the specific behaviors expected in each area.

How does PBIS work?

- Students are recognized by an adult for following behavioral expectations. Recognition results from random drawings for developmentally appropriate prizes.
- Random drawings for adults and students will be completed throughout the year.

How do we handle discipline when behavior expectations are not met?

- Even with clear expectations, sometimes children do not meet the desired behavior expectations. Behaviors are divided into two categories.
 - Classroom Managed Behaviors are those that are disruptive to the learning environment and are handled by the teachers; should these behaviors become a pattern that do not meet school expectations, it becomes an office managed referral.
 - Office Disciplinary Referrals are issues sent to the office that are tracked in Sapphire; Parents/guardians are notified of these referrals. When a student repeatedly receives office disciplinary referrals, a team will meet to develop an effective behavior intervention plan for that child.

What are the guidelines for re-teaching?

- Make sure expectations have been previously taught.
- Only take the time needed to reteach the behavior.
- Reteach expectations during the student's valued time.
- Verbally review the desired behavior.
- Model the desired behavior.
- Have the student demonstrate the desired behavior.
- Give verbal praise when the behavior is demonstrated correctly.

Occasionally, some students don't respond to Positive Behavioral Interventions. In these cases, progressive disciplinary action will be used.

BEHAVIOR EXPECTATIONS

All behavior is under the PBIS philosophy of being safe, respectful, and responsible. behavioral expectations for each area of the school are explicitly taught, recognized, and reinforced when students are demonstrating appropriate behaviors.

Auditorium Rules

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

Hall Rules

Walk on the right side. Walk quietly. Keep hands and feet to yourself. Respect other people's rights to walk in the hall.

Lavatories

Children should use laboratories before school, at lunch time, and at recess. The lavatories will be patrolled routinely to reinforce appropriate behavior. Teachers may designate times throughout the day when the class will use the lavatories. Please encourage your students to flush the toilets and wash their hands after use.

Lunchroom Rules

- Be on time.
- Children are to wash their hands before lunch.
- Children are expected to walk in an orderly manner through the halls.
- Children are to have lunch tickets or money ready for the cafeteria staff.
- There are no "saving places" for friends in the lunch line.
- Be careful in getting and carrying lunch trays - if you spill, YOU CLEAN UP!
- Students may talk **quietly** to friends who are near.
- Try new foods - you may like them.
- Children may give away unwanted food-selling of food is not permitted.
- Condiments are provided at a condiment table next to the lunch line exit. Students should use the condiments table before sitting down for lunch.
- When finished eating, clean up the table area, take trays to the designated area. Return to the group and wait quietly until the cafeteria duty aide excuses you.
- After being excused, line up at the assigned area.
- Walk quietly to the classroom for playground supplies and outdoor clothing.

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

Playground Rules

Designated Areas

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

General Rules

- ROUGH PLAY WILL NOT BE TOLERATED
- No tackle football.
- No hardballs.
- No sharp items allowed on the playground.
- Do not play close to the building.
- Staff off the fence that borders the school.
- Keep out of the fields and off all shrubbery around the building.
- Do not use bikes during school hours.

Equipment

- General Equipment
 - Hold all balls and equipment while leaving the building and entering the building.
 - Be responsible for all equipment taken out. All equipment should be returned to its proper place.
- Swing Set
 - Be willing to take turns.
 - DO NOT leap from swings.
 - Be seated at all times.
 - DO NOT climb on the support brackets.
 - Stay clear of the swing area while they are in use. This includes those students waiting for a turn.
- Sliding Board
 - Stay on the inside of the confined area of the platform.
 - DO NOT walk up the slide.
 - Stay seated while sliding.
- Macadam Area
 - This area is designated for both basketball and other surface games. It must be shared.
 - Kick ball on grass field
- Goals and Backstop
 - DO NOT climb on the goals or the backstop.

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

Progressive Discipline

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

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

Student Discipline

1. **Denial of Privileges** - Privileges will be withdrawn for improper behavior. Students will be placed on a restriction status which may include revocation of any of the privileges afforded to a student based on the discipline infraction(s). The length of the privilege restriction depends on (a) the nature of the infraction and (b) the previous behavior record of the student. Student privileges include but are not limited to: participation in extracurricular events, clubs, and student activities, attendance at dances, pass privileges, attendance at assemblies and pep rallies, and other student incentives.
2. **Detention** - Detention will be assigned in accordance with School Board Policy 218. Every effort will be made to provide 48 hours notice to the student, so that transportation arrangements can be made. A copy of the disciplinary action will be sent home for parent notification. Failure to report to a detention will result in the assignment of two after school detentions. If either of the two rescheduled detentions is missed, a day of in-school suspension will be assigned followed by an after school detention on the same day. Legitimate excuses for a student not reporting to detention will be considered on an individual basis and alternative times for serving detention will be determined. If prior arrangements are not made and the student does not report for the detention, it will be considered as a failure to serve the detention and appropriate disciplinary action will be taken.
3. **In-School Suspension** - Students may be suspended from school in accordance with School Board Policy 233 for a period of one to ten consecutive school days. Students who are assigned in-school suspension will report to the elementary school office each day of their assigned suspension by the start of school. Failure to report to the scheduled date for in-school suspension may result in an out-of-school suspension. Cell phones must be turned over at the start of the school day. Failure to adhere to the in-school suspension rules may result in either the assignment of additional in-school suspension dates or out-of-school suspension dates. Teachers will supply students with the work that would be missed that day. Suspended students will be given the appropriate credit for work completed and submitted during their suspension period. The strictest study rules will be maintained. This

includes, but is not limited to, no talking, no sleeping, and no misconduct. Any violation of the above rules could lead to an additional suspension or out-of-school suspension.

4. Out-of-School Suspension (up to three days) - The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. The reason for the suspension shall be stated in a written correspondence to the home in accordance with School Board Policy 233. Efforts will be made to contact parents by phone prior to the suspension.
5. Out-of-School Suspension (up to ten days) - This type of suspension shall be reserved for serious or persistent infractions of school rules. If the offense is of a very serious nature, the suspension may last for up to ten days. Efforts will be made to contact parents by the phone prior to the suspension. In accordance with School Board Policy 233, when a suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing with designated school officials as soon as possible after the suspension, within the first five days of the suspension. Students may not participate or attend any extracurricular activities during the dates of suspension and are not permitted to be on school grounds for any reason. This includes evening activities and activities that occur over the weekend. Failure to follow these rules may result in the assignment of additional suspension dates. In case of any out-of-school suspension, students will be permitted to make up exams and work missed which has not been assigned previous to the suspension. Any work or tests assigned previous to suspension are to be completed by the end of the suspension to receive credit. It is the responsibility of the student / parent to request assignments through the Main Office when an out-of-school suspension occurs. Parents may either email teachers directly or contact the Main Office. Please allow 24 hours for the request to be processed.
6. Expulsion (exclusion from school beyond ten days) - Such action results only from the Board of Education action preceded by a recommendation from the Elementary School Principal to the Superintendent of Schools, consistent with School Board Policy 233. The student is given a formal hearing in front of the School Board, in accordance with Section 12.6 of the PA School Code. Students who are expelled may not come on school property or attend any extracurricular activities either as spectators or participants during the dates of suspension.
7. Students violating the laws of the Commonwealth of Pennsylvania on school property may face arrest. Citations for such action would be processed by the local police department and the local magistrate.

DISCIPLINARY OFFENSE AND LEVELS

Level I Offense

Level I offenses can usually be handled by an individual staff member through classroom management techniques, but sometimes require the intervention of other school personnel. The following is a list of Level I offenses; however, offenses are not limited to this list:

1. Leaving class or assigned areas without permission.

2. Habitual tardiness to class.
3. Minor incidence of insubordination.
4. Minor incidence of disruptive behavior in class, halls, cafeteria, bus, field trips, etc.
5. Minor incidence of use of abusive language, obscene or profane language or gestures.
6. Academic misconduct/cheating.
7. Failure to follow classroom rules.
8. Minor incidence of disrespectful behavior.
9. Outside of assigned area without a pass
10. Public displays of affection.
11. Lying
12. Misconduct in the halls (roughness, horseplay, loitering).
13. Having an open container of food or drink (other than water) outside of the cafeteria without teacher or administrative permission.
14. Littering
15. Minor incidence of throwing objects.
16. Minor incidence of iPad/computer usage violations.
17. Other minor infractions of unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard.

Level I Action

Level I Disciplinary Action may include the issuance of a verbal warning or require intervention by a building administrator. **Prior to the submission of a disciplinary referral to the building principal for a Level I misbehavior, the teacher shall communicate with a parent/guardian.** All communication will be documented in Sapphire. If referred to the building principal, infractions will be documented in the Student Information System. **Based on the referral, the building principal will determine the appropriate discipline and communicate such with the student and parent/guardian.**

Level II Offense

Level II offenses are typically frequent or serious in nature that tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level, because the execution of Level I redirections/warnings has failed to correct the situation. These offenses are serious enough to require corrective action on the part of the administrative personnel. **Based on the referral, the building principal will determine the appropriate discipline and communicate such with the student and parent/guardian. All infractions will be documented in the Student Information System.**

1. Continuation of unmodified Level I misbehavior.
2. Insubordination (includes the refusal to surrender an electronic device when directed to do so by a staff member).

3. Forgery.
4. Failure to report to a scheduled class, homeroom, or assigned area.
5. Failure to report to school ("skipping school") /leaving school without permission.
6. Isolated name-calling, taunting, or teasing. This includes derogatory comments on body shape, racial slurs or homophobic remarks.
7. Violation of the MASD Appropriate Use Policy (AUP).
8. Continued minor disruptive behavior in class.
9. Disrespect to staff.
10. Bus Disturbance (2nd Offense).
11. Opening, entering, and/or tampering with another student's locker.
12. Possession of a lighter, matches, or any other material that creates a flame.
13. Possession of e-cigarette paraphernalia including chargers, pods, electronic vaporizing devices.
14. Intentionally defacing school property such as books, posters, electronic devices, classroom materials, furniture.
15. Pushing, hitting, tripping, or any other minor form of physical offenses toward others.
16. Hostile or intimidating behavior towards others; making threats.
17. Failure to serve detention.
18. Habitual tardiness to school.
19. Dress code violations.
20. Entering an unauthorized area.
21. Minor harassment - physical or verbal.
22. Actions that may cause harm to others.
23. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard.

Level II Action

Level II Disciplinary Action may include the issuance of a lunch detention, after school detention, in school suspension (ISS), or out of school suspension (OSS). All infractions and actions will be documented in the Student Information System. Students are responsible for making up exams and work missed while on suspension and will be permitted to complete these assignments upon return to school. The philosophy of the MASD administration includes "progressive discipline," when appropriate. While the district endeavors to consider progressive discipline, depending upon the facts and circumstances of each case, based on the totality of the circumstances, it may require the Administration to increase the severity of the discipline.

Level III Offense

Level III offenses are serious in nature and require immediate intervention of administrative personnel.

1. Continuation of unmodified Level II misbehavior.
2. Verbal or physical assault.

3. Abusive, obscene, or profane language or gestures directed toward staff.
4. Fighting and disorderly conduct.
5. *Vandalism; more serious destruction of school property; destruction of electronic equipment (computers, cameras, etc.).
6. Stealing/Theft.
7. Use and/or possession of tobacco products and products containing nicotine.
8. Use and/or possession of e-cigarettes, electronic vaporizers, and/or liquids to fill electronic devices.
9. Use and/or possession of spray inhalants such as but not limited to Mace or pepper sprays.
10. Use of “look alike” weapons to intimidate or create fear.
11. Inappropriate touching.
12. Bullying or harassment: sexual harassment, bullying, intimidation, discriminatory behavior, cyber bullying. This includes repeated name-calling, taunting, or teasing that creates a hostile education environment, such as repeated derogatory comments on body shape, racial slurs, or homophobic remarks.
13. Possession of pornography (including pictures or videos of sexually explicit images).
14. Other more serious misconduct.
15. Disruptive behavior during In-School Suspension.
16. More serious incidences of computer usage violations.
17. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard.

*Act 16 of 1994 amends the Crimes Code to expand the offense of “institutional vandalism” to include carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking devices into an institution, such as a school building, with the intent to vandalize. PA C.S. Section 3304 (a) (4).

*Act 17 of 1994 amends the Crimes Code to define defacing public and private property with spray paint or indelible markers as “criminal mischief.” The Act also provides the court with a community service sentencing option in lieu of jail time for such an offense. Pa. C.S. Section 3307 (a.3).

Level III Action

The philosophy of the MASD administration includes “progressive discipline,” when appropriate. This means that the administration will attempt to assign a fair, consistent, and appropriate consequence given the disciplinary infraction. Subsequent offenses of the same level or greater will result in elevated consequences.

*Note: Fighting, disorderly conduct, vandalism, and tobacco violations will result in a Level III disciplinary action and may result in a citation from police. Depending upon the serious nature of the Level III offense, the administration reserves the right to determine the number of days of a suspension for a first time offense occurrence as well as possible referral to the police.

Level IV Offense

1. Continuation of a Level III offense.

2. Major physical assault.
3. Major insubordination, rage and hostility, hitting, or threatening behavior towards students, faculty, staff or principals.
4. Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; under the influence of drugs and/or alcohol or any unauthorized substance intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance. This includes school grounds, school buildings, school buses or while participating in or attending an approved school function.
5. Hazing
6. Bullying or harassment: sexual harassment; bullying; intimidation; discriminatory behavior; cyber bullying. This includes repeated name calling, taunting, or teasing that creates a hostile educational environment, such as repeated derogatory comments on body shape, racial slurs, or homophobic remarks.
7. Arson or tampering with fire alarms, extinguishers, or activating a false alarm.
8. Bomb threats.
9. Major vandalism (refer to the Pennsylvania Crimes Code).
10. *Possession of weapons.
11. Major incidents of discriminatory behavior, major racial or homophobic comments/threats or comments/threats regarding sexual orientation.
12. Possession, use, or transfer of fireworks or related materials.
13. Production/distribution of pornography (including pictures or videos of sexually explicit images).
14. Commission of any other act punishable under the PA Crimes Code.
15. Major computer use violations.
16. Other very serious misconduct.

*The Federal gun-free School Act of 1994 states, “Any student who brings a firearm or weapon to school (as defined in Section 912 of Title 18, United States Code) shall be referred to the criminal justice system.” (Public Law 103-382).

*The definition of “weapon” includes: [a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose, knives, cutting instruments, cutting tools, martial arts devices, nunchaku, firearms, shotguns, rifles, air rifles, BB gun, pellet gun, and pistols, sling shots, explosive devices, chemical agent, and any other tools, instruments, or implements capable of inflicting serious bodily injury, where the intent is to use such a tool, instrument, or implement as a weapon is present. Also included are “look-alikes” of the weapons listed above and any projectiles including bullets, shotgun shells, or the like.

*See Pennsylvania Department of Education Act 26 of 1995. See DASD Policy 218.1.

Level IV Action

Level IV acts include those which result in violence to another person or their property or which pose a threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions, which may result in police involvement and in the immediate removal of the student from school.

*This is not a complete account of disciplinary policies. Please refer to Millville Area School District Policies.

ARRIVAL AND DISMISSAL

Morning Rules

Doors open at 7:40 am. If a student is a drop off, they must remain in their parent / guardian's car until 7:40, when staff arrive to open the doors. Breakfast is free to all students and will be served in the classroom.

Dismissal

Safety patrol members leave at 3:00 pm and report to their posts. Students will be dismissed by grade level at 3:02 pm. Safety Patrol members will be the last students to leave the building to board buses.

Students Riding School Buses

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

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

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

Notes:

- Infractions involving school bus regulations may lead to the suspension of bus transportation privileges.

- After a student has received three bus conduct notices, he/she may be removed from the bus for three days and transportation will be the responsibility of the parent.
- Children must go home on their regular bus unless they have a parental note indicating otherwise. Phone calls requesting a change in transportation should be made no later than 11:00 am. Requests made after 2:30 pm will be honored only in extreme emergency situations.

Students Driven to School

1. Students should not arrive before 7:40 am and no later than 7:50 am.
2. Children are to be dropped off at the stadium lot, where they will be guided to the Library entrance.
Students should remain in their parent / guardian's car until staff have arrived to open the doors.
(Students should not be lined up at the doors, waiting to enter the building without staff supervision.)
3. Once the buses have left, students may be dropped off on the side of the school.
4. Students are to be ready to immediately exit the car onto the sidewalk.
5. Please leave the area as soon as the students have cleared the car.
6. If there is a need to exit the car, please park in a parking spot in the stadium.
7. If your student is eating breakfast, please arrive early enough for them to finish by 7:50 am.

Picking Up Students After School:

Pickup students will be dismissed to the gymnasium. Family members will remain outside and may wait while their child is called. The child will be dismissed to the exit doors and upon verification, be released to the appropriate person. Photo identification may be required for a child to be released to anyone a staff member does not recognize. **Please work with us to ensure that student safety is our top priority.**

1. Family members who wish to pick children up at the end of the school day may come to the gym entrance no earlier than 3:00 pm. Students will be called from the gymnasium to be picked up after being called.
2. Parents who wish to pick up students in addition to their own children must have a note from that child's parent stating that this is permissible.
3. Once students have boarded a bus, they cannot be released from the bus without permission from and administrator or their designee.

Safety Patrol

The objectives of the Safety Patrol are as follows:

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

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

There are two Patrol members stationed at the entrance of the Elementary School and Batten Lane. There is one Patrol member located at the bike rack (parking lot of Elementary School). There are also three Patrols on duty during bus loading and discharge. Inside, there are two Patrols near the library entrance.

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

Walker's Rules

1. Walkers report to the cafeteria at dismissal and leave the building at approximately 3:05 pm.
2. Follow the directions of the crossing guard.
3. Always walk safely.
4. Go directly home.
5. Look both ways when crossing the street.
6. Go with a buddy.

In order to accomplish the above objectives, Safety Patrol Members have been placed at many locations at various crossings on the way to school, at the bus stop areas and in the corridors inside the school. Their job is to reinforce PBIS expectations and serve as witness to any violation of expectations. They report incidents to adults in the school for dispensation of appropriate action.

MILLVILLE JR./SR. HIGH SCHOOL HANDBOOK

PRINCIPAL'S WELCOME

Welcome, Millville Jr/Sr High School students! As your principal, I am thrilled to embark on this academic journey with each and every one of you. Our school is not just a place of learning, but a community of individuals dedicated to supporting and uplifting one another. Let us strive to build a strong, inclusive community where every voice is heard and valued. I encourage you to embrace opportunities to enhance your writing skills, as effective communication is a powerful tool in academics and beyond. Let us also remember the importance of meaningful social interactions, where we can learn from each other and grow together. I am excited to see the positive impact we can make when we come together as a unified school family. Here's to a successful and fulfilling academic year ahead! With Quaker Pride.

Mr. Matt Mills
Principal

GENERAL INFORMATION

School Hours

Secondary Students	7:50 am - 2:58 pm
Office	7:30 am - 3:30 pm
Summer	8:00 am - 1:00 pm
Teachers	7:40 am - 3:10 pm

Announcements

Announcements for the day are broadcast during homeroom. Announcements may be made at the end of the day, with the approval of the principal.

Assemblies

All students in Millville Jr./Sr. High School are expected to display good manners and respect for others during assembly programs. Performers are guests in our school and receive a lasting impression from their brief

contact with Millville Jr./Sr. High School students. Whistling, waving, shouting, or any other displays of poor manners will not be tolerated.

Bell Schedule

Warning Bell - 7:47 am

Homeroom	7:50 am	8:10 am
Period 1	8:13 am	8:53 am
Period 2	8:56 am	9:36 am
Period 3	9:39 am	10:19 am
Period 4	10:22 am	11:02 am
Period 5	11:05 am	11:45 am
Lunch A	11:48 am	12:18 pm
Period 6A	11:48 am	12:28 pm
Lunch B	12:31 pm	1:01 pm
Period 6B	12:21 pm	1:01 pm
Period 7	1:04 pm	1:44 pm
Period 8	1:47 pm	2:27 pm
Activity Period	2:30 pm	2:58 pm

Dances

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

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

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

Students who are suspended from school may not attend dances.

For selected dances, a student may bring one guest from another school. Guests must be under **18** years of age. Registration forms are available in the office and are to be completed at least TWO DAYS before the dance.

School dress code applies to all dances. Modifications are made for Homecoming, Snowball, and Prom.

Food and Beverages

Sanitary standards and difficulty in cleaning make necessary a prohibition of eating food and snacks or drinking beverages in the hallways. Such items are not to be taken from the cafeteria or brought into school. Students purchasing a Grab-and-Go breakfast may eat the items in their homeroom classroom prior to the beginning of instruction.

To promote good health, students are permitted to carry drinks in personal sized, sealable, spill proof containers.

Backpacks

Backpacks are not permitted during the school day. Students will be allowed to transport their books and personal property into and out of the school building. However, students will be expected to store their backpacks within the district-designated lockers throughout the school day. While students will be afforded with opportunities to access instructional resources between classes, they are encouraged to limit the number of times they visit their lockers. This will reduce the possibility of being tardy for class.

Hall Passes

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

Lavatory Use

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

Lost and Found

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

Opening Exercises

Opening exercises consist of the Pledge of Allegiance to the flag and morning announcements. During announcements, students should be silent and listening attentively.

ACADEMIC INFORMATION

Class Materials

All students will report to all classes prepared for that class. Repeated violation of this policy will result in a parent conference and possible disciplinary action.

High School Grade Scale

A	93 - 100
B	85 - 92.9
C	78 - 84.9
D	70 - 77.9
F	0 - 69.9

Homework

Student homework will only count as 10 percent of the total course grade.

Final Exams

Students in grades 9-10 will be required to take final exams in their four main subject areas: Math, Science, English, and Social Studies. Students who take an AP test will be exempt from taking the final exam for that particular subject. Final exams will be weighted as one-ninth (1/9) of the student's final average for the course. Students who are absent for the final exam will be given a grade of zero unless they have prior approval from the principal or a written excuse from a doctor. All students in grades 11 and 12 who have a 93% average the day prior to finals beginning, have the option of exempting or taking the final exam.

Grade Weighting

In order to give more weight to courses which require more effort, the system of grade weighting has been approved by the Board of School Directors. The students' grades will be multiplied by 1.06 for Honors

Courses and 1.10 for Advanced Placement courses listed below. This grade will be figured into the GPA (grade point average) and, therefore, the class rank.

Example #1: A student receives a grade of 90 in AP English. Multiplying that 90 by the grade weighting value of 1.10 equals 99. This will be the grade value of AP English for this student when computing the GPA. Note: The grade of 90 is this person's grade but the value of the grade when figuring out GPA is 99, which is then multiplied by the course credit (generally 1.5 for AP courses).

Example #2: A student has a grade of 90 in chemistry. Multiplying 90 times 1.06 (the value of courses listed under the Honors Section) results in the student earning a 95.4 when figuring out GPA ($90 \times 1.06 = 95.4$).

The following courses are listed with their weighted values:

<u>Honors (1.06)</u>	<u>Advanced Placement (1.10)</u>
Honors English 9	AP English 12
Honors English 10	AP European History
Honors English 11	AP Calculus
Honors Algebra I, II	AP Government
Trig/Pre-Calculus	AP Biology
Honors Geometry	Spanish V
Honors Earth Science	French V
Biology II	
Honors Chemistry	
Physics	
Spanish III	
Spanish IV	
French III	
French IV	

Honor Roll

Distinguished honor roll requires an average of 96%. The regular honor roll requires an average of 93%. Students must be enrolled in 6 school course credits to be eligible for the honor roll.

Library

The Millville Jr./Sr. High School Library provides services for students in grades 7-12. Students may come to the library from study halls or Activity Period. Students may work on term papers or conduct research. They are also welcome in the library for recreational reading or book selection as long as their behavior is appropriate. Students lacking a purpose in using the library facilities will be sent back to their study hall. Failure to abide by library rules and regulations will result in the loss of library privileges.

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

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

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

OPPORTUNITIES

School Counts

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

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

College Courses/Dual Enrollment

During high school, students may enroll in college classes offered at nearby colleges and universities. A maximum of eight credits for these college courses will count as elective credits toward graduation. Upon completion of each course, students must have an official college transcript sent to the high school guidance office before credit will be granted. These completed classes will be included on the transcript but are not averaged into a student’s GPA. A written request to enroll must be submitted to the building principal for approval before beginning any college class. All costs associated with these classes are the responsibility of the students and their families. Students are prohibited from enrolling in college courses offered in the high school curriculum.

Eligible students must meet the following requirements:

- Be in 11th or 12 grade
- **—Have all graduation requirements met or scheduled.**

- Students must report to school **at the conclusion of college classes for the day.**
- Students must take courses in both fall and spring semesters or return to the district with a full daily schedule.
- Students are required to report to school on days when no college courses are scheduled.
- High School cumulative GPA of 90 or greater is required.
- Less than 15 days absent in the prior school year.

Work Study

The Work Study Program is designed for seniors who are interested in gaining job experience while still in high school.

Class schedule and graduation requirements take first priority. Students wishing to participate in the Work Study Program must be able to schedule all graduation requirements.

The school assumes no responsibility for transportation, safety, employment problems or appropriate insurance.

Work Study applications are to be initiated and completed by the student. The application must be signed by the student, parent or guardian, employer and a school official. Students participating in the Work Study Program must abide by the following additional regulations:

1. Must be able to schedule all required courses to meet graduation requirements by the time of the requested release.
2. May not be failing any courses.
3. When a student is not able to attend school they are not able to attend their work release program.
4. If a student is assigned detention, the student is required to return to school at 3:00 PM.
5. Terminate work release if suspended from school for any reason.
6. Maintain a minimum 15 hours of work weekly between Monday to Friday during school hours.
7. Must notify the guidance office immediately of a termination and return to full time.
8. Notify administration or senior high school counselor in advance if there is a change in location of the job site, doing work related errands, or having an excused appointment.
9. Sign out daily in the main office at the end of the last scheduled class period.

10. All required paperwork must be completed and turned into the Guidance Office for initial approval.

The Guidance Office will forward all documents to the High School Principal for final approval prior to the student being allowed to begin work release.

An administrator or the senior high school Coop Coordinator will be checking the work site to confirm that the student is complying with the Work Study Guidelines. Final approval is granted by administration. Consideration will

be given to the student's educational goals, attendance, scholastic record and school citizenship. If problems arise in any of these areas, Work Study may be terminated.

National Honor Societies

Students are first eligible for NHS during their sophomore year. They must have been attending the school at least one semester and have a cumulative scholastic average of 93% since ninth grade. Selection for membership is made by a faculty committee from completed applications and is based on character, leadership, scholarship and service. Selected members must complete 40 hours of community service each year.

Students in grades 7-9 are eligible for membership in NJHS. The invitation to membership is based on the same four criteria as the NHS. All of these criteria have equal weight in the process. Having high grades is not the only or chief criterion for membership.

BEHAVIOR EXPECTATIONS

Progressive Discipline

At the secondary level, it is assumed that students will behave in a manner appropriate to an educational setting. However, increasing levels of discipline are provided for those who need such support.

Parents/guardians will be notified of the need for these increasing levels of consequences for inappropriate behaviors.

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

Student Discipline

8. **Denial of Privileges** - Privileges will be withdrawn for improper behavior. Students will be placed on a restriction status which may include revocation of any of the privileges afforded to a student based on the discipline infraction(s). The length of the privilege restriction depends on (a) the nature of the infraction and (b) the previous behavior record of the student. Student privileges include but are not limited to: participation in extracurricular events, clubs, and student activities, parking on campus, attendance at dances or prom, pass privileges, open campus, attendance at assemblies and pep rallies, and other student incentives.
9. **Detention** - Detention will be assigned in accordance with School Board Policy 218. Every effort will be made to provide 48 hours notice to the student, so that transportation arrangements can be made. A copy of the disciplinary action will be sent home for parent notification. Failure to report to a detention will result in the assignment of two after school detentions. If either of the two rescheduled detentions is missed, a day of in-school suspension will be assigned followed by an after school detention on the same day. Legitimate excuses for a student not reporting to detention will be considered on an individual basis and alternative times for serving detention will be determined. It is the student's responsibility to contact the high school administration to inform him/her of their inability to attend

an upcoming after school detention. If prior arrangements are not made and the student does not report for the detention, it will be considered as a failure to serve the detention and appropriate disciplinary action will be taken.

10. In-School Suspension - Students may be suspended from school in accordance with School Board Policy 233 for a period of one to ten consecutive school days. Students who are assigned in-school suspension will report to the high school office each day of their assigned suspension by the start of school. Failure to report to the scheduled date for in-school suspension may result in an out-of-school suspension. Cell phones must be turned over at the start of the school day. Failure to adhere to the in-school suspension rules may result in either the assignment of additional in-school suspension dates or out-of-school suspension dates. It is the student's responsibility to bring textbooks and materials when scheduled for an in-school suspension. Suspended students will be given the appropriate credit for work completed and submitted during their suspension period. The strictest study rules will be maintained. This includes, but is not limited to, no talking, no sleeping, and no misconduct. Any violation of the above rules could lead to an additional suspension or out-of-school suspension.
11. Out-of-School Suspension (up to three days) - The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. The reason for the suspension shall be stated in a written correspondence to the home in accordance with School Board Policy 233. Efforts will be made to contact parents by phone prior to the suspension.
12. Out-of-School Suspension (up to ten days) - This type of suspension shall be reserved for serious or persistent infractions of school rules. If the offense is of a very serious nature, the suspension may last for up to ten days. Efforts will be made to contact parents by the phone prior to the suspension. In accordance with School Board Policy 233, when a suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing with designated school official as soon as possible after the suspension, within the first five days of the suspension. Students may not participate or attend any extracurricular activities during the dates of suspension and are not permitted to be on school grounds for any reason. This includes evening activities and activities that occur over the weekend. Failure to follow these rules may result in the assignment of additional suspension dates. In case of any out-of-school suspension, students will be permitted to make up exams and work missed which has not been assigned previous to the suspension. Any work or tests assigned previous to suspension are to be completed by the end of the suspension to receive credit. It is the responsibility of the student to request assignments through the Main Office when an out-of-school suspension occurs. Parents may either email teachers directly or contact the Main Office. Please allow 24 hours for the request to be processed.
13. Expulsion (exclusion from school beyond ten days) - Such action results only from the Board of Education action preceded by a recommendation from the High School Principal to the Superintendent of Schools, consistent with School Board Policy 233. The student is given a formal hearing in front of the School Board, in accordance with Section 12.6 of the PA School Code. Students

who are expelled may not come on school property or attend any extracurricular activities either as spectators or participants during the dates of suspension.

14. Students violating the laws of the Commonwealth of Pennsylvania on school property may face arrest. Citations for such action would be processed by the local police department and the local magistrate.

DISCIPLINARY OFFENSE AND LEVELS

Level I Offense

Level I offenses can usually be handled by an individual staff member through classroom management techniques, but sometimes require the intervention of other school personnel. The following is a list of Level I offenses; however, offenses are not limited to this list:

18. Leaving class or assigned areas without permission.
19. Habitual tardiness to class.
20. Minor incidence of insubordination.
21. Minor incidence of disruptive behavior in class, halls, cafeteria, bus, field trips, etc.
22. Minor incidence of use of abusive language, obscene or profane language or gestures.
23. Academic misconduct/cheating.
24. Failure to follow classroom rules.
25. Minor incidence of disrespectful behavior.
26. Outside of assigned area without a signed agenda or pass.
27. Public displays of affection.
28. Lying.
29. Misconduct in the halls (roughness, horseplay, loitering).
30. Having an open container of food or drink (other than water) outside of the cafeteria without teacher or administrative permission.
31. Littering
32. Minor incidence of throwing objects.
33. Minor incidence of computer usage violations.
34. Other minor infractions of unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard.

Level I Action

Level I Disciplinary Action may include the issuance of a verbal reprimand/warning or require intervention by a building administrator. **Prior to the submission of a disciplinary referral to the building principal for a Level I misbehavior, the teacher shall communicate with a parent/guardian.** All communication will be documented in Sapphire. If referred to the building principal, infractions will be

documented in the Student Information System. **Based on the referral, the building principal will determine the appropriate discipline and communicate such with the student and parent/guardian.**

Level II Offense

Level II offenses are typically frequent or serious in nature that tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level, because the execution of Level I redirections/warnings has failed to correct the situation. These offenses are serious enough to require corrective action on the part of the administrative personnel. **Based on the referral, the building principal will determine the appropriate discipline and communicate such with the student and parent/guardian. All infractions will be documented in the Student Information System.**

24. Continuation of unmodified Level I misbehavior.
25. Insubordination (includes the refusal to surrender an electronic device when directed to do so by a staff member).
26. Forgery.
27. Failure to report to a scheduled class, homeroom, or assigned area.
28. Failure to report to school ("skipping school") /leaving school without permission.
29. Isolated name-calling, taunting, or teasing. This includes derogatory comments on body shape, racial slurs or homophobic remarks.
30. Violation of the MASD Appropriate Use Policy (AUP).
31. Continued minor disruptive behavior in class.
32. Disrespect to staff.
33. Bus Disturbance (2nd Offense).
34. Opening, entering, and/or tampering with another student's locker.
35. Possession of a lighter, matches, or another other materials that create a flame.
36. Possession of e-cigarette paraphernalia including chargers, pods, electronic vaporizing devices.
37. Intentionally defacing school property such as books, posters, electronic devices, classroom materials, furniture.
38. Pushing, hitting, tripping, or any other minor form of physical offenses toward others.
39. Hostile or intimidating behavior towards others; make threats.
40. Failure to serve detention.
41. Habitual tardiness to school.
42. Dress code violations.
43. Entering an unauthorized area.
44. Minor harassment - physical or verbal.
45. Actions that may cause harm to others.
46. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard.

Level II Action

Level II Disciplinary Action may include the issuance of an after school detention, in school suspension (ISS), or out of school suspension (OSS). All infractions and actions will be documented in the Student Information System. Students are responsible for making up exams and work missed while on suspension and will be permitted to complete these assignments upon return to school. The philosophy of the MASD administration includes “progressive discipline,” when appropriate. While the district endeavors to consider progressive discipline, depending upon the facts and circumstances of each case, based on the totality of the circumstances, it may require the Administration to increase the severity of the discipline.

Level III Offense

Level III offenses are serious in nature and require immediate intervention of administrative personnel.

18. Continuation of unmodified Level II misbehavior.
19. Verbal or physical assault.
20. Abusive, obscene, or profane language or gestures directed toward staff.
21. Fighting and disorderly conduct.
22. *Vandalism; more serious destruction of school property; destruction of electronic equipment (computers, cameras, etc.).
23. Stealing/Theft.
24. Use and/or possession of tobacco products and products containing nicotine.
25. Use and/or possession of e-cigarettes, electronic vaporizers, and/or liquids to fill electronic devices.
26. Use and/or possession of spray inhalants such as but not limited to Mace or pepper sprays.
27. Use of “look alike” weapons to intimidate or create fear.
28. Inappropriate touching.
29. Bullying or harassment: sexual harassment, bullying, intimidation, discriminatory behavior, cyber bullying. This includes repeated name-calling, taunting, or teasing that creates a hostile education environment, such as repeated derogatory comments on body shape, racial slurs, or homophobic remarks.
30. Possession of pornography (including pictures or videos of sexually explicit images).
31. Other more serious misconduct.
32. Disruptive behavior during In-School Suspension.
33. More serious incidences of computer usage violations.
34. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard.

*Act 16 of 1994 amends the Crimes Code to expand the offense of “institutional vandalism” to include carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking devices into an institution, such as a school building, with the intent to vandalize. PA C.S. Section 3304 (a) (4).

*Act 17 of 1994 amends the Crimes Code to define defacing public and private property with spray paint or indelible markers as “criminal mischief.” The Act also provides the court with a community service sentencing option in lieu of jail time for such an offense. Pa. C.S. Section 3307 (a.3).

Level III Action

The philosophy of the MASD administration includes “progressive discipline,” when appropriate. This means that the administration will attempt to assign a fair, consistent, and appropriate consequence given the disciplinary infraction. Subsequent offenses of the same level or greater will result in elevated consequences.

*Note: Fighting, disorderly conduct, vandalism, and tobacco violations will result in a Level III disciplinary action and may result in a citation from police. Depending upon the serious nature of the Level III offense, the administration reserves the right to determine the number of days of a suspension for a first time offense occurrence as well as possible referral to the police.

Level IV Offense

17. Continuation of a Level III offense.
18. Major physical assault.
19. Major insubordination, rage and hostility, hitting, or threatening behavior students, high school faculty, staff or principals.
20. Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; under the influence of drugs and/or alcohol or any unauthorized substance intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance. This includes school grounds, school buildings, school buses or while participating in or attending an approved school function.
21. Hazing
22. Bullying or harassment: sexual harassment; bullying; intimidation; discriminatory behavior; cyber bullying. This includes repeated name calling, taunting, or teasing that creates a hostile educational environment, such as repeated derogatory comments on body shape, racial slurs, or homophobic remarks.
23. Arson or tampering with fire alarms, extinguishers, or activating a false alarm.
24. Bomb threats.
25. Major vandalism (refer to the Pennsylvania Crimes Code).
26. *Possession of weapons.
27. Major incidents of discriminatory behavior, major racial or homophobic comments/threats or comments/threats regarding sexual orientation.
28. Possession, use, or transfer of fireworks or related materials.
29. Production/distribution of pornography (including pictures or videos of sexually explicit images).
30. Commission of any other act punishable under the PA Crimes Code.
31. Major computer use violations.
32. Other very serious misconduct.

*The Federal gun-free School Act of 1994 states, “Any student who brings a firearm or weapon to school (as defined in Section 912 of Title 18, United States Code) shall be referred to the criminal justice system.” (Public Law 103-382).

*The definition of “weapon” includes: [a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose, knives, cutting instruments, cutting tools, martial arts devices, nunchaku, firearms, shotguns, rifles, air rifles, BB gun, pellet gun, and pistols, sling shots, explosive devices, chemical agent, and any other tools, instruments, or implements capable of inflicting serious bodily injury, where the intent is to use such a tool, instrument, or implement as a weapon is present. Also included are “look-alikes” of the weapons listed above and any projectiles including bullets, shotgun shells, or the like.

*See Pennsylvania Department of Education Act 26 of 1995. See DASD Policy 218.1.

Level IV Action

Level IV acts include those which result in violence to another person or their property or which pose a threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions, which may result in police involvement and in the immediate removal of the student from school.

*This is not a complete account of disciplinary policies. Please refer to Millville Area School District Policies.

Lunch Procedures

Students with individual problems or questions should see the Director of Food Services, in the cafeteria.

Please observe the following regulations during your lunch period:

1. Closed lunch periods are observed at Millville Jr./Sr. High School.
2. All students must return trays to the dishwashing area after clearing their tables.
3. Students should remain seated until the dismissal bell rings.
4. Appropriate manners should be observed.
5. Visitors are not permitted during lunch.
6. Chairs must not be moved at any time from tables in the cafeteria. Round tables have 7 chairs. Rectangular tables have 8 chairs. Keep the same number of chairs at each table.
7. Students may choose to eat lunch in the courtyard. Permission will be given at the discretion of lunchroom faculty and will be based on good behavior.

Profanity

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

Student Responsibilities

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

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

The students' responsibilities are to:

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

ARRIVAL AND DEPARTURE

Parking Regulations

All student vehicles must be registered in the office during the first week of school. A copy of the student's license, registration card, and proof of insurance is required. Students are required to keep their parking pass placard visible in their rearview mirror while parked on school property.

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

Drivers are required to park in their assigned numbered parking space. Students are not allowed to go to their cars during the school day without asking permission from the office. Vehicles are subject to search by administration.

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

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

Students in the Park

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

2024-2025 MASD SCHOOL CALENDAR

MASD Calendar 2024 - 2025



AUGUST 2024	August	DECEMBER 2024	December	APRIL 2025	April
<div>S M T W T F S</div> <div>1 2 3</div> <div>4 5 6 7 8 9 10</div> <div>11 12 13 14 15 16 17</div> <div>18 19 20 21 22 23 24</div> <div>25 26 27 28 29 30 31</div>	<div>16 - New Teacher Induction 19-21 - Act 80 Day - no students 22-23 - Teacher In-Service 22 - Kdg Open House @ 5 pm 22 - Elem Open House @ 6-7 pm 22 - HS Open House @ 7-8 pm 26 - First Student Day</div>	<div>S M T W T F S</div> <div>1 2 3 4 5 6 7</div> <div>8 9 10 11 12 13 14</div> <div>15 16 17 18 19 20 21</div> <div>22 23 24 25 26 27 28</div> <div>29 30 31</div>	<div>2 - Local Holiday 20 - Early Dismissal 23-24 - Vacation 25 - Local Holiday 26-31 - Vacation</div>	<div>S M T W T F S</div> <div>1 2 3 4 5</div> <div>6 7 8 9 10 11 12</div> <div>13 14 15 16 17 18 19</div> <div>20 21 22 23 24 25 26</div> <div>27 28 29 30</div>	<div>17 - Makeup Day 18 - Local Holiday 21 - Vacation</div>
SEPTEMBER 2024	September	JANUARY 2025	January	MAY 2025	May
<div>S M T W T F S</div> <div>1 2 3 4 5 6 7</div> <div>8 9 10 11 12 13 14</div> <div>15 16 17 18 19 20 21</div> <div>22 23 24 25 26 27 28</div> <div>29 30</div>	<div>2 - Vacation 26-27 - Vacation</div>	<div>S M T W T F S</div> <div>1 2 3 4</div> <div>5 6 7 8 9 10 11</div> <div>12 13 14 15 16 17 18</div> <div>19 20 21 22 23 24 25</div> <div>26 27 28 29 30 31</div>	<div>1 - Local Holiday 2 - Vacation 3 - Act 80 Day - no students 15 - End of Marking Period 2 17 - Makeup Day 20 - Vacation</div>	<div>S M T W T F S</div> <div>1 2 3</div> <div>4 5 6 7 8 9 10</div> <div>11 12 13 14 15 16 17</div> <div>18 19 20 21 22 23 24</div> <div>25 26 27 28 29 30 31</div>	<div>8 - Makeup Day 9 - Act 80 Day - no students • Jr/Sr Prom 26 - Vacation</div>
OCTOBER 2024	October	FEBRUARY 2025	February	JUNE 2025	June
<div>S M T W T F S</div> <div>1 2 3 4 5</div> <div>6 7 8 9 10 11 12</div> <div>13 14 15 16 17 18 19</div> <div>20 21 22 23 24 25 26</div> <div>27 28 29 30 31</div>	<div>4-5 - Homecoming 14 - Act 80 Day - no students 25 - End of Marking Period 1</div>	<div>S M T W T F S</div> <div>1</div> <div>2 3 4 5 6 7 8</div> <div>9 10 11 12 13 14 15</div> <div>16 17 18 19 20 21 22</div> <div>23 24 25 26 27 28</div>	<div>13 - Makeup Day 14 - Act 80 Day - no students 17 - Vacation</div>	<div>S M T W T F S</div> <div>1 2 3 4 5 6 7</div> <div>8 9 10 11 12 13 14</div> <div>15 16 17 18 19 20 21</div> <div>22 23 24 25 26 27 28</div> <div>29 30</div>	<div>4-5- HS Finals (Open Campus); ES Full Day 6 - Last Student Day: HS Dismiss 10:30 am; ES Dismiss 11:00 am 9 - Teacher In-Service</div>
NOVEMBER 2024	November	MARCH 2025	March	IMPORTANT TO NOTE	
<div>S M T W T F S</div> <div>1 2</div> <div>3 4 5 6 7 8 9</div> <div>10 11 12 13 14 15 16</div> <div>17 18 19 20 21 22 23</div> <div>24 25 26 27 28 29 30</div>	<div>7 - Early Dismissal • P/T Conferences 12:30-4:15 pm; 5:30-8 pm 8 - Act 80 Day -no students 27 - Early Dismissal 28 - Local Holiday 29 - Vacation</div>	<div>S M T W T F S</div> <div>1</div> <div>2 3 4 5 6 7 8</div> <div>9 10 11 12 13 14 15</div> <div>16 17 18 19 20 21 22</div> <div>23 24 25 26 27 28 29</div> <div>30 31</div>	<div>6 - Early Dismissal • P/T Conferences 1-5:15 pm 7 - Act 80 Day -no students 10 - Makeup Day 26 - End of Marking Period 3</div>	<div> <div> <div>■ - Teacher Induction</div> <div>■ - First/Last Student Day</div> <div>■ - Teacher In-Service</div> <div>■ - Act 80 Day - No Students</div> <div>■ - Early Dismissal</div> <div> <div>• HS - 12:20 pm</div> <div>• ES - 12:25 pm</div> </div> <div>■ - Vacation</div> <div>■ - Local Holiday</div> <div>■ - Makeup Days (Additional days made up at the end of the year)</div> <div>■ - HS Finals (Open Campus)/ES Full Day</div> </div> <div> Testing Dates <ul style="list-style-type: none"> PSSA - Grades 3-8 <ul style="list-style-type: none"> ELA - April 21-25, 2025 Math, Science & Makeups <ul style="list-style-type: none"> Apr 28 - May 2, 2025 Keystones <ul style="list-style-type: none"> December 4 - 18, 2024 May 12 - 23, 2025 <div>◆ - End of Marking Period</div> </div> </div>	