



Intermediate School STUDENT/FAMILY HANDBOOK 2026-2027

MIFFLINBURG AREA INTERMEDIATE SCHOOL

250 Mabel Street

Mifflinburg, PA 17844

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www.mifflinburg.org

Hello Mifflinburg Area Intermediate School Families,

The information presented in the District Wide and Intermediate School Handbooks will help guide students and parents during the school year. Each section is designed as a reference for rules, guidelines, and procedures for every Intermediate School Student. Both handbooks are posted digitally on the Intermediate School's website at the start of every school year. If families want a hard copy of the handbooks, they can request one through their child's classroom teacher or by contacting the office. Families are asked to sign and return a slip indicating that they have read both the District Wide and Intermediate School Handbooks.

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

Sincerely,

Philip Heggenstaller
Principal

Taylor Montesinos
K-5 Dean of Students



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District Wide Information:

For District wide information please see the Mifflinburg Area School District 2026-2027 District-Wide Student/Family Handbook which is posted online with the Intermediate School Student/Family Handbook.

SCHOOL HOURS

Academic Hours

The instructional day (school hours) for Mifflinburg Area Intermediate School is 8:45 a.m. to 3:30 p.m. Students arriving after 8:45 a.m. are considered late and must be signed in at the office by an adult. Dismissal is at 3:30 p.m.

The Intermediate School's doors open at 8:20 a.m. for all students. Upon entering the school students should report to their designated grade level location or the café for breakfast.

TRAVELING TO AND FROM SCHOOL

Children who walk to and from school should take the safest route possible. Students are encouraged to stay on the sidewalk and use crosswalks when possible. Students will not be permitted to walk along the road that leads up to the Intermediate School from the intersection of Shipton and Mabel Streets as this is an extremely busy area that poses a safety risk. Parents are asked to review and practice with their children the route they want them to take. Safe travel to and from school can reduce a great deal of stress that students feel about school. Parents should discuss with their children what to do if a problem arises while he/she is walking.

If your child is to go home with someone else, we must have written permission from you. This is for your child's safety. If you cannot send a note, please call the school with the message. Do not rely on your child to give us the message; it can easily be lost, forgotten, or misunderstood. **We request that all changes in dismissal routines for your child be communicated to the school before 2:45 p.m. to allow time to notify appropriate personnel.**

Those who are dropped off or picked up by parents will enter and exit the building at the doors on the east side of the building (baseball field side). This arrangement provides separation of bus traffic from carpool traffic as a safety precaution.

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

PARENT DROP-OFF / PICK-UP PROCEDURES

The parent drop-off/pick-up lane on the east side of the building may become quite congested at arrival and dismissal times. Staff will help load students as quickly as possible; however, you should anticipate a delay. Staff will load up to 10 cars at one time in the pick-up lane to help keep the pick-up line moving. Students will enter their car off of the sidewalk next to the pick-up lane.

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

1. Remain in line.

2. Pull up as far as possible when it is your turn.
3. If you must leave your car, do not park it in line. Parking space is available in the parking lot.
4. Be patient, we are working with children and ensuring their safety.
5. **Do not arrive for dismissal pick-up before 3:15 p.m. (15 minutes before dismissal time).**
6. Students need to be picked up no later than 3:45 p.m.

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

STUDENT SIGN OUT PROCEDURES

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

EMERGENCY CARDS

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

In accordance with board policy #238, pupils should be released from school only to the parent of record, unless prior arrangements have been approved by the parent of record. Parents must state **in writing** to whom their child is to be released (**adult**) for any purpose, i.e., appointments, going home with another student, etc. The office may need to call the parent of

record to verify arrangements if someone not listed on the student's emergency card attempts to pick up the child.

CURRICULUM

It is necessary for the school district to meet the minimum curriculum standards directed by the Pennsylvania Department of Education. We constantly strive to offer educational opportunities beyond the minimum requirements and provide every child with the opportunity to reach his/her academic potential.

The following subjects are offered in an attempt to prepare your child for the academic and social world of his/her future.

Graded Subjects/Courses:

Reading (English/Language Arts)

Writing

Spelling (Language Study - Grades 3 and 4)

Science

Social Studies

Mathematics

Art

Music

Physical Education/Health

Choir (if applicable)

Band (if applicable)

Non-Graded Subjects/Courses:

Technology

Library

Career Preparedness

PATHS – Social/Emotional Learning

GRADING / REPORT CARDS

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

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

Grading Scale

A	92-100	Excellent
B	84-91	Above Average
C	76-83	Average
D	70-75	Below Average
E	69-Below	Failing
I	Incomplete*	

*Incompletes are issued for students who have missed work. A maximum of two weeks is provided for students to make up this work.

Progress Scale

O – Outstanding
S – Satisfactory
N – Needs Improvement
I - Improvement Shown
N/A – Not Yet Accessed

ACCESSING YOUR CHILD’S GRADES

All teachers at the Intermediate School use an electronic student information system called Synergy to record and track student grades in all subjects. Parents will be able to access these grades online by setting up an account in Synergy. If you have any difficulty setting up an account or navigating Synergy, please feel free to contact Tammy Bollinger at Tech Services at 570-966-8209 or via email at tbollinger@mifflinburg.org. Grades should be posted no later than a week after assessments have been given.

PARENT CONFERENCES

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

You may arrange additional conferences with teachers and/or the principal. These conferences can be easily scheduled anytime during the school year by calling the school. We prefer to arrange these conferences within the school day (during a teacher's preparation period),

or shortly after school if possible. Evening conferences are difficult to arrange, however, every effort will be made to meet your needs.

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

VISITORS/STUDENT SAFETY

Please note that for student safety our school policy governing visitations in our school will be strictly enforced. All visitors are required to register at the building office. No unauthorized person will be permitted to enter the school building and/or grounds. Visitors may be asked to provide photo identification or some other proof of identification. The north entrance leads directly to the office where visitors are to register. All visitors should park in the parking lot in front of the building.

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

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

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

PARENT/GUARDIAN/GRANDPARENT LUNCHESES

Parents, Guardians or Grandparents are invited to visit our school and enjoy lunch with their child or grandchild. **Please communicate with the school office by completing the School Visitor Lunch Form, page 19, 5 days prior to your visit.** Your visit will be confirmed using the School Visitor Lunch Form. We ask that you call the school office by 9:30 a.m. on the day of your scheduled lunch visit to notify the school of your lunch choice. **Parents, Guardians and Grandparents are welcome to visit during lunch one time per month per child in the building.** The cost of an adult lunch is \$ 4.85. **Please do not bring other children with you on your lunch visit.** Please refrain from the use of your cell phone and other electronic devices during your visit. For safety and privacy reasons we ask that you do not take pictures while eating lunch with your child. Parents/Guardians/Grandparents must leave after their scheduled

lunch period. They will be escorted back to the office to sign out. Parents/Guardians/Grandparents are not permitted to stay for recess or go back to a classroom.

SELLING / SOLICITING

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

INSURANCE

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

The amount of coverage for special accidents is spelled out in the policy. These policies are available upon request at the beginning of the school year from the Administration Office and should be read very carefully before a decision is made for or against this insurance.

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

LOST AND FOUND

Many articles of clothing and other personal property are found in school buildings and on school grounds. There is a "Lost and Found" area in the café lobby. Children and parents are invited to check the lost and found area as needed throughout the school year. Any student who finds lost articles should bring them to the office so they may be returned to the owners.

SCHOOL PICTURES

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

The fall pictures are used for the school yearbook and for student records. During the spring session, class pictures are taken. Families will need to purchase the class picture if they want one for their child. Order forms are shared digitally from the picture company.

CANCELLATION OF SCHOOL

Sometimes school must be delayed, canceled, or dismissed early due to inclement weather. All delays, cancellations, and early dismissals will be announced over radio and

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

GENERAL SCHOOL GUIDELINES

PLEASE REVIEW THE FOLLOWING GUIDELINES WITH YOUR CHILD/CHILDREN:

1. All children are to go directly to their designated grade level location or the café for breakfast upon entering the school in the a.m. Children are not to leave the school property once they arrive. Staff will monitor student entry doors until 8:45 a.m. Students arriving after 8:45 a.m. are considered tardy and must be brought to the school office to be signed in.
2. Students are not permitted to chew gum on school property. All candy, food, and drinks brought to the school must remain sealed until lunch and may only be consumed in the cafeteria as part of lunch.
3. Students should walk through the halls quietly and always keep to the right.
4. In an attempt to foster respect and proper etiquette, headwear in any form; e.g., hats, caps, bandanas, etc. should be removed when entering the school building and kept off until recesses or dismissal time. Children wearing head coverings for religious reasons may be exempt.
5. Students are expected to dress in clothing that facilitates personal health and safety in the classroom and on the playground. Students should view the school as their workplace and should dress in a manner that supports a safe and comfortable work environment. Students who come to school dressed in a manner that poses harm to their personal health or safety, or that distracts from the educational process may be temporarily excluded from regularly assigned activities or programs. Such clothing includes short shirts or tops that expose the midriff, excessively baggy clothing, pajamas and sleepwear, and clothing with messages or slogans deemed inappropriate for a public school setting. Boys are not permitted to wear muscle shirts or sleeveless shirts. Girls are permitted to wear sleeveless tops or dresses that have shoulder straps; however, the straps must be at least 1.5 inches wide. Strapless tops and dresses are not permitted. Shorts should be no shorter than the end of the thumb when standing relaxed. Please be mindful of weather conditions when wearing shorts.

Heavy neck chains, heavy necklaces and “dog collars” are not to be worn around the neck or wrist.

Roller skate shoes, flip-flops, and strapless sandals have proven to be quite dangerous on stairs. Roller skate shoes can damage the floors. **For these reasons, these types of footwear may not be worn.**

Undergarments, or parts of undergarments, should not be exposed.

Your child should wear sneakers on the day they have Physical Education class. Jewelry should not be worn to P.E. class, particularly “hoop” or “dangling” earrings that may catch in clothing.

In your child’s best interest, he/she should bring a paint shirt or smock to be kept in school. The shirt or smock should be labeled with your child’s name and should be large enough to protect your child’s clothes.

Styles and trends in fashion change frequently; therefore, it is difficult for school administration to predict upcoming fashion. The principal has the final decision regarding the appropriateness of clothing.

7. During assemblies or presentations by resource persons, students are expected to show proper respect.
8. Parents are asked to encourage children not to bring toys to school except as directed by the teacher.
9. Gaming devices, electronic tablets-notebooks-computers, audio/video players, and cameras, are not permitted to be used at school during school hours or at any educational events conducted on/off school property unless specific permission is given.
10. Students are permitted to bring cameras on field trips. This does not include cell phones that include a camera feature. The device must be a stand-alone camera or a non-phone device with a camera.
11. **It is understood that cell phones and smart watches are an important tool for students and parents to communicate with after school. For this purpose, students may bring cell phones/smart watches onto school property, but they must be turned off and left in a backpack or coat during school hours and during school-sponsored/approved events (on- or off-campus). If a child takes out a cell phone during these times or events, the device may be taken and kept by a school staff member, or in the school office, for a parent to pick up later. Cell phones may not go with students on field trips unless otherwise approved. Parent communication/internet options should be turned off on smart watches**

during school hours. Smart watches should be place on “school mode” if worn by students during the school day.

12. The use of electronic readers, such as Kindle or Nook, or similar eReaders, for the sole purpose of reading electronic books, is acceptable at school. These devices are not permitted to connect to the internet or be used for gaming or as a communication device.
13. Please do not send valuables and excess money to school with your child. The school is not responsible for lost, damaged, or stolen items.
14. Students are not permitted to bring “fidgets” or “stress balls” from home to school. These include but are not limited to “dumplings”, “Squishy” or “NeeDohs”. These types of “fidgets/stress balls” often cause a distraction and can be very messy when they break making them not the best choice for the school setting. In collaboration with families and at the discretion of school staff, the school will provide “fidgets” and “stress balls” to the students when/if needed. If one of these items is brought from home the classroom teacher will ask the student to put it in their backpack and to take it home. Families will be contacted by their child’s teacher if the item continues to come to school.

BICYCLES/E-BIKES

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

CAFETERIA

The cafeterias of the district endeavor to offer well-balanced meals to all children at a nominal cost. To ensure proper record keeping the Mifflinburg Area Intermediate School cafeteria will be using a permanent meal account for every student.

Breakfast and lunch are free of charge to all students at the Intermediate School during the 2026 – 2027 school year. Please note, if a student is a packer and chooses to purchase milk, they will need to pay for the milk. Families can add money to their child’s lunch account by using EZSchoolPay. Please see the District Website under the Parents tab for information on EZSchoolPay.

Children who are allergic to milk will be served another beverage with their meal, e.g., orange, apple, or grape juice. Please provide a doctor’s note for the milk allergy. We recommend that water or low sugar drinks be packed in lunches to encourage healthy eating.

Students purchasing ice cream must have cash. Students cannot use money on their lunch account to purchase ice cream.

RECESS

All children are expected to go outside for recess during appropriate weather. We realize that on a rare occasion it may be necessary for your child to stay inside for medical reasons. If this situation occurs, please send a note requesting that your child remain inside for recess. If staying inside at recess becomes habitual with a child, we will require a doctor's excuse.

On days when the weather does not permit outside recess (excessive cold, rain, etc.) modified recesses will be held indoors. Please be assured that during the winter months, weather conditions are monitored by the school staff. Recess is only held outside when weather conditions will not jeopardize a child's health or safety.

PLAYGROUND GUIDELINES

1. Students should always remain within the designated play area.
2. Students are expected to be respectful and cooperative with others.
3. Fighting or aggressive play is prohibited.
4. Rough play is not permitted.
5. Students should practice safety rules on all playground areas.
6. Students who are to stay inside due to health reasons must bring a note from the parent or guardian stating this.

SCHOOL-WIDE POSITIVE BEHAVIOR AND BULLYING PREVENTION

We have instituted a School-Wide Positive Behavior Program, called R.O.A.R., to teach students how to behave in school and have positive interactions with adults and peers. Our school ROAR expectations are explicitly taught to all students the first week of the school year and during the first week after our winter break. ROAR expectations are taught as needed to students or groups of students throughout the school year outside of these two scheduled times.

ROAR expectations are:

Respectful

Organize Themselves

Act Safely

Responsible throughout the school and on the bus

Each day, teachers and staff will look for students who are following behavioral expectations. If "caught," students receive a recognition point through our PBIS Rewards System. As these points accumulate, students have the chance to "purchase" items from our ROAR Store which is open monthly. Periodically, random drawings will be held for special treats/prizes using the PBIS Rewards System.

Families can download the parent PBIS Rewards app and use a school generated QR code to track their child's PBIS Rewards points. The school will provide each family with their child's specific QR code within the first two weeks of the school year.

Throughout the year students will have the opportunity to participate in other fun events to support School-Wide Positive Behavior and Bullying Prevention. Some of these include Freedom Fridays where students can sit with their friends at any table of their choice and Dance Parties where students are randomly picked through PBIS Rewards to enjoy a dance party in the gym.

The Intermediate School recognizes some students need additional support meeting the school's ROAR expectations. To help support these students our ROAR program has a mentoring program called Check-in/Check-out (CICO). In CICO, a student receives a teacher mentor to meet with in the morning and afternoon to review our school expectations and to celebrate their successes throughout the day. The teacher mentor will also help support the student if they had a difficult situation happen during the day. In CICO, the student receives a digital behavior log where their success at meeting our ROAR expectations is tracked throughout the periods of the day. This log is reviewed by the student and their mentor at the end of the day. Families can track their child's daily progress via the PBIS Rewards app. We encourage families to track and review their child's progress to help support their child and the school.

For a student to qualify for CICO, the student must receive 3 major office referrals within a 9-week period. These referrals are tracked in our SWIS student referral system. There are times when school staff and families can decide to move a child into CICO without meeting these criteria. Major office referrals are defined for students, staff, and families in our PBIS ROAR program.

When students meet their daily behavior goal for a 4-week period the student moves into a 2-week self-monitoring period. If the student is successful during the 2-week self-monitoring period, they graduate from CICO.

We have found CICO to be very beneficial for students who need extra help meeting our ROAR expectations. The Intermediate Schools views CICO as a positive experience geared towards supporting students and their needs.

DISCIPLINE

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

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

With the help of parents, we at school will provide a positive school environment that will have significant positive effects on all our students. When a student has difficulty adhering to a school rule, a teacher may note this situation on a minor or major incident report. School protocols dictate that parents will be contacted directly by the teacher upon the completion of a second minor report or when any major report is recorded.

At times the principal may need to get involved with student discipline concerns. The principal will follow district guidelines for student discipline when handling student discipline concerns which can include but are not limited to a parent meeting, loss of privileges, re-teaching a rule/expectation, other restrictions, in-school suspension, out-of-school suspension, etc.

CARE OF PERSONAL AND SCHOOL PROPERTY

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

OVERDUE LIBRARY BOOKS

When a library book is overdue:

1. The student will be made aware of the overdue library book at the point of approximately one week overdue.
2. The district librarian or designee will call the student's parents or guardians when the library book is approximately two weeks overdue.
3. When the library book is approximately three weeks overdue, the business office will send a bill to the student's parents or guardians. The cost of the replacement book will be determined by the established publisher's list price. Parents or guardians may, however, purchase the same book or materials in acceptable condition from another source and present the book to the district office if they wish to do so.
4. If a parent or guardian has paid for books or materials and the books or materials are found and returned to the library at a later date in acceptable condition, the district librarian or designee will contact the parent or guardian to determine if the parent or guardian would like to be reimbursed at 50% of the dollar amount paid.

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

SEARCHES

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

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

REMEDIAL READING AND MATH SUPPORT

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

Students who struggle in math or reading may also benefit from our after-school Wildcat Camp. A teacher, parent/guardian, school counselor, or administrator may recommend that a child participate in this offering that occurs after school Tuesdays and Thursdays, from October to March. While at Wildcat Camp, students will be given a snack and time to get a head start on any homework. They may participate in a mini lesson on a timely math or reading skill and/or complete a math or reading skill session using one of several digital resources. Parents must pick up their children from camp at 4:30 p.m.

Multi-Tiered System of Supports (MTSS)

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

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

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

Walking Wild Cats

Walking Wild Cats is a morning walking club where students can walk with staff members in the gym to burn energy, wake up their brains, and get ready for a successful day. During Walking Wild Cats, students walk the perimeter of the gym while listening to music and talking with friends. Walking Wild Cats is open to all students Mondays, Wednesdays, and Fridays throughout the school year.

Students are expected to follow the Walking Wild Cats expectations. If they do not follow these expectations students will be asked to leave and could lose their privilege to walk for a set amount of time.

Technology

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

SCHOOL COUNSELOR SERVICES

The Intermediate School provides the services of a school counselor in order to meet the varying needs of students. School counselor support can be provided through parent or teacher request.

SCHOOL PSYCHOLOGIST

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

DRUGS/MEDICATION

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

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

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

1. Only emergency medication, standing order medications or maintenance medications will be given.
2. Only medication prescribed by a physician will be given. Standing order medications need to be prescribed by a physician. Parents/Guardians are responsible every school year to complete and return the "Standing Order Medication Permission Form".
3. The parent or guardian must present with the medication a physician signed, dated request that identifies the medication by name. The physician's note must indicate the dosage and recommended duration for the medication.
4. The parent or guardian must complete and sign the school's official form of consent/release that may be secured from the school.
5. All prescription medications must be in the original pharmaceutical container and must contain the label prepared by the pharmacy. All over-the-counter medication must be provided in the original container and be accompanied by a physician's order for the medication.
6. Due to concerns about choking, children wanting them like candy, and their lack of any noticeable effect, cough drops are not permitted in school. Cough drops will not be dispensed by the school nurses, and they are not to be sent into school from home. The school nurses will provide saltwater gargles to students having difficulty with coughing. We also suggest that parents dispense cough medication (as approved by your doctor) at home in the morning or, if essential, bring cough medication to school following the above instructions for over-the-counter medications. If a cough is so severe that it will be disruptive to the class in spite of cough medication, please keep your child at home and follow up with your child's doctor.
7. All medications must be brought to the school by the parent/guardian and not sent to school with the student.
8. If the medication is a controlled medication, it will be counted with school staff or school nurse and the medication count log will be filled out and signed by the parent/guardian and school staff/school nurse immediately.

9. Requests for long-term administration of medications must be accompanied by a doctor's order and/or renewed at the beginning of each school year. Any change in dosage or frequency of long-term medication must be documented in writing by the prescribing physician and will constitute a new order.
10. As with medications, any medical equipment necessary for the administration of a medication must be provided by the parent. Clear written instructions must be provided and the equipment must be in the original container.
11. Inhalers for asthma sufferers may be carried with current doctor's permission on file in the health room. However, allowing students to do so does raise concerns. To address these concerns the school district is offering parents two options for students who use inhalers:

Option #1 – The student comes to the health room where the inhaler is kept and uses it under supervision. The advantage is that the medication will be used correctly, in the proper amount, and records will be kept. A number of students keep inhalers in the health room and come before PE, recess, or as needed. All medications brought to school must be in their original prescription container with a signed parental permission note giving the child's name, grade, dose and time for the medication to be given.

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

HEAD LICE

Head lice are tiny bugs about the size of a sesame seed (2-3 millimeters long). Their bodies are usually pale and gray, but their color may vary. One of these tiny bugs is called a louse.

Head lice feed on small amounts of blood from the scalp. They can't survive more than 1-2 days without a blood meal.

They hatch from small, yellow white eggs, called nits, which the female louse attaches to individual hairs with a glue-like substance.

Head lice are crawling insects. They cannot jump, hop, or fly. The main way that head lice spread is from close, prolonged head-to-head contact. There is a very small chance that head lice will spread by sharing items such as combs, brushes, hats and sports helmets, however, children should still be instructed not to borrow clothing and personal items from other people.

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

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

FIRST AID AND ILLNESS

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

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

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

SCHOOL HEALTH SERVICES

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

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

STUDENT WELFARE

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

In each district building, a team of teachers and staff are trained annually on deescalating and managing student crises. Physical intervention may be used as a last resort to keep students safe when de-escalation strategies have proven unsuccessful.

When a student requires physical intervention, district nursing staff will give a follow-up exam. School officials will notify parents/guardians whenever physical interventions are used so that appropriate behavioral planning and medical or mental health care can be determined. If you have any questions, please contact the building administrator.

Lunch Visitor Request Form

Lunch Visitor,

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

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

A school lunch can be ordered via our café with advanced notice. If you bring food from outside of the school it can only be eaten by you and/or your child. You cannot bring food for your child's table or friends.

Each student can have one visit with no more than 2 adults each month starting after Labor Day through April 16, 2027. A maximum of 5 visitors per lunch period, per day will be approved.

Visitor Name: _____

Date of Requested Lunch Visit: _____

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

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Visit Confirmed by Office on _____ by _____