

**MID VALLEY
ELEMENTARY CENTER
2017 - 2018**

MISSION STATEMENT

The mission of the Mid Valley School District is to teach, challenge and encourage all students to become responsible citizens and continue a life of learning.

THIS CENTURY 2000 BELONGS TO OUR CHILDREN

This 21st century unfolds with all the promise – and mystery – of the future. Today's children will shape that future and set goals for the new millennium. To ensure success they rely on teachers, administrators, staff, parents and community to reaffirm their commitment to quality education, the future – most importantly – the children.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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ACCELERATED READER INCENTIVE PROGRAM

The Accelerated Reading Program (AR) will be available to all students in grades 2-5. The Accelerated Reader Program will be administered through our school library.

The AR Program is an individualized program that allows each student to move at his or her own pace, level of ability and most importantly, motivational level. The Supplemental Reading Program is designed to promote independent reading, while strengthening comprehension.

The AR Program involves the following procedures:

1. The student chooses a book from the library and has it approved by the classroom teacher.
2. After the student reads the book he/she takes a multiple-choice test on the computer.
3. Points are assigned to the student dependent upon the number of correct answers the student has given on the test. The higher the reading level the more points a book is worth.
4. Parents will be informed of student's goal and points earned on the student's quarterly report card.
5. Parents can now access their child's progress logging on to our web site www.mvdsd.us and following the elementary link to AR Logon.

THE AR PROGRAM CAN IMPROVE ANY STUDENT'S READING SKILLS AND THEIR SCORES ON THE STANDARDIZED ACHIEVEMENT TEST GIVEN EACH SPRING.

THE KEY TO IMPROVING READING SKILL IS TO HAVE STUDENTS PRACTICE READING BOOKS AT THEIR INDEPENDENT LEVEL ON A REGULAR BASIS SO THAT THE STUDENT'S COMPREHENSION LEVEL TESTS AT AN 85-92% ACCURACY LEVEL. YOUR SUPPORTIVE INVOLVEMENT WILL MAKE A BIG DIFFERENCE IN YOUR CHILD'S READING ACHIEVEMENT.

Incentives are awarded to students based on the number of points that they accumulate. Some incentives are longer term, either a nine-week period or a full year.

Guidelines/dishonesty concerning the Accelerated Reader Program

If during a particular session of the A/R Program it is determined that a student has taken a test for another student or provided answers for a fellow student both students will lose the incentive [i.e. movie/bowling] for that particular session.

Students will remain eligible for the end of year incentives provided they are not involved in any other A/R incidents for the remainder of the school year.

ADMISSION

All children who are legal residents within the limits of the Mid Valley School District and who have met the minimum age requirements may enter Mid Valley Schools. Students entering kindergarten must have reached their fifth birthday on or before August 31st of the year in which they plan to begin school.

ATTENDANCE POLICY AND CHANGES TO COMPULSORY ATTENDANCE LAWS

Mid Valley School District participates in a program which is aimed at stopping truancy. Social service organizations and the local magistrate have joined forces with the schools under the S.T.A.R.S. program (Stop Truancy and Really Succeed). The Pennsylvania Department of Education requires the school district, along with the family to develop a Student Attendance Improvement Plan (SAIP). The purpose is to discuss the cause of the child's truancy and create an

agreed upon plan to resolve truant behavior. The SAIP meeting will also include a school representative and truancy liaison. TEP meetings will be scheduled after a student has accumulated 10 unexcused absences.

Students must have a written excuse from their parents for all absences. If after 3 days from the absence, a written excuse is not submitted, the student may be subject to disciplinary action. If a student is absent from school, a parental telephone call to the Mid Valley Elementary Center is required before 8:45 a.m. on the day of absence. Please call **570-307-3241**, messages reporting student's absences can be left anytime, day or night.

Regular attendance is necessary if a student is to maintain scholastic standards. Also, because of the "No Child Left Behind" initiative it has become necessary for the school district to adjust our attendance policy as follows: **Beginning with the 11th unexcused absence we may begin to file the necessary paperwork to begin truancy actions against the student with our magistrate. Excuses from your physician may be used to cancel out absentees. We encourage you to obtain doctor's excuses immediately following your child's absence.**

It is the obligation of parents and guardians to make sure that your child attends school on a regular basis. A letter will be sent home to inform parents of a student's absence when the student has reached a 5, 8 or 10 day interval. On the 11th day of absence the student will then be subject to truancy proceeding with the magistrate barring any extenuating circumstances or long-term illness. At times during the school year, we may phone your doctor to check on an excuse that may be in question. The school district, in accordance with the PA State Law on Truancy, is obligated to file truancy charges with the magistrate's office. **Please note: In accordance to Section 1354 of the Pennsylvania School Code a child is considered to be truant after three unexcused absences.**

Parents of students who have been before the magistrate previously need to be aware that they will be subject to the terms of the court proceedings as set by the magistrate.

Many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child.

Over the past few years we have had a large number of requests for students to be excused from classes at the elementary center during the school day to receive religious instruction. Section 1546 of the PA Public School Code allows parents to make written requests to the superintendent of schools to have their children released from school for religious instruction for a total of **36 hours** each school year. To be granted, requests must identify and describe the instruction, the dates and times for which absences are requested, as well as written confirmation from parents attesting that their child attends such instruction (24 P.S.* 15-1546). With this in mind we are requesting parents to exercise appropriate time management with regards to having their children excused from classes from the elementary center to attend religious education classes.

ATTENDANCE PROCEDURE

It is important for your child to attend school in a timely manner. The regular instructional day begins at 8:45 a.m. with dismissal at 3:15 p.m. There is an early drop off time from 8:00-8:30 a.m. with regular drop off time at 8:30-8:45.

If you want your child to be excused from school early, or use a different procedure than normal to leave school, for example: walk rather than ride the bus, **we must have a note to that effect given to the homeroom teacher. This must be done every time there is a change in your child's method of leaving school. This will eliminate unnecessary phone calls from the school to insure your child's safety.**

Parents are reminded that when notes are sent into the school for early dismissal or to change a bus on a particular day certain vital information is needed. **WE ASK THAT YOU PLEASE PRINT OUT THE FULL NAME OF THE STUDENT WHO WILL BE LEAVING EARLY OR CHANGING A BUS AS WELL AS THE GRADE AND THE HOMEROOM TEACHER'S NAME. FINALLY, SIGN AND DATE THE NOTE.**

We are asking you for your help with this because some days the main office is overwhelmed with notes from the classrooms. If we are dealing with only first names on the notes and no homeroom listed, our efforts to effectively deal in these situations is diminished.

A scheduled early dismissal (Teacher Inservice Days) begins at 8:45 a.m. with dismissal at 12:00 p.m. for all grades.

Habitual tardiness could result in a one-half day unexcused absence being recorded on a student's attendance record. Should this occur, parents will be notified of the situation. After-school detention and truancy citation could be assigned for chronic unexcused tardiness or other discipline deemed necessary by administration.

- A student who signs in after 8:45 a.m. will be counted tardy for that day.
- A student who signs in at 12:00 p.m. will be marked as absent for the morning session but present for afternoon.
- A student leaving the school before 12:00 p.m., who does not return, will be charged with a ½ day absence.
- A student who arrives for school but then becomes ill and is dismissed by the school nurse or an administrator will be given credit for only half of a day's attendance.
- A student who is absent on a day when we dismiss early because of an emergency situation will be assessed a full day's absence.
- A student who is absent because of a religious holiday will be marked as absent, however it will be an excused absence.

Students will be permitted early dismissal from school only for emergency reasons. Parents are requested not to arrange early dismissal for medical appointments unless it is impossible for appointments to be made after school hours. A student who wishes to be excused for medical appointment must submit a note from his/her parent to the Main Office during homeroom on the day of the appointment. Any student who is excused from school **MUST BE SIGNED OUT OF THE MAIN OFFICE BY AN ADULT**. A doctor's excuse must be submitted the following day to insure a legal absence.

BACK-PACKS AND FOOD/BEVERAGES (As Per Mid Valley District Policy)

The Mid Valley Board of Directors in recognition of its responsibility to better protect the health, safety, and welfare of students and staff, prohibits the following:

1. The eating of food or the drinking of beverages in classes, study halls, corridors or other areas of the school ordinarily considered to be inappropriate. Reclosable beverage containers or containers that are purchased for one time use only may be allowed to enter the school building but may not be allowed to leave. This relates to juices, water, or soda products that have been purchased by students or their parents in the cafeteria or outside the school building. These products will be consumed in the cafeteria while the student is at their particular lunch period. Contents that are not consumed will need to be discarded upon leaving the cafeteria.
2. The carrying and use of back-packs or items similar in nature in hallways, classrooms or any other area of the Mid Valley Elementary and Secondary Centers during the school day, and while participating in or attending after

school activities, including athletic events and dances. Prior to the beginning of the homeroom period, students who bring back-packs or items similar in nature to school must store them in their locker, or at the elementary level, in designated storage areas until the end of the school day.

Back-packs or items similar in nature can pose potential tripping hazards when removed and placed, as they often are, on the floors.

Occasionally, they may also be misused to conceal drugs, alcohol, weapons, tobacco products, etc., thereby making the implementation and enforcement of associated policies more difficult. Accordingly, this policy is intended to serve precautionary purposes.

BREAKFAST PROGRAM

A breakfast program will be provided to all students throughout the school year. Children who are eligible for free and reduced lunch will automatically be entitled to free or reduced breakfast.

The following procedures will be followed:

1. Children who ride the bus and wish to have breakfast will go directly to the cafeteria upon their arrival at school. *
Please note – Late buses arriving after 8:40 a.m. will not be served due to the constraints of the school day.
2. Children who are in the gym and wish to have breakfast will be dismissed to the cafeteria.
3. Any delay to the start of the school day will result in no breakfast service for that given day.
4. There will be no charging of breakfast items.
5. A breakfast menu for each month will be sent home with your child.

CHILD ABUSE

Each year in the United States one million children are abused; five thousand die as a result of child abuse.

Act 124, the Child Protective Services Act, mandates that teachers and educational personnel report suspected cases of child abuse. Under PA law, “an abused child means a child under 18 years of age who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental, sexual abuse, or serious physical neglect, if the injury, abuse, or neglect has been caused by the act or omissions of the child’s parents or by a person responsible for the child’s welfare, provided, however, no child shall be deemed to be physically or mentally abused for the sole reason he is in good faith being furnished treatment by spiritual means through prayer alone in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof or solely on the grounds of environmental factors which are beyond the control of the person responsible for the child’s welfare such as inadequate housing, furnishing, income, clothing and medical care.”

It is the responsibility of the Mid Valley School District to report suspected cases of child abuse, as per PA State Law.

CHILDREN’S BIRTHDAY PARTIES

Parents are asked to please consider the following factors when planning private birthday parties for their children involving their classmates at the elementary center.

If you are not inviting all members of your child’s class, please do not have your child distribute invitations at the school, unless the entire class or all boys/all girls are invited. We ask this in order to ensure that feelings of our students are not hurt.

COUNSELING/PSYCHOLOGICALSERVICES

Students are provided individual and group counseling services on a referral basis. Counseling services may be initiated by parents, teachers, school nurses, and/or administrative personnel through our referral procedures. Parents will be contacted when students are seen for counseling. Parental involvement is a vital factor in the counseling process. **The central purpose of elementary counseling, taken in its broadest context, is to enhance and facilitate meaningful learning experiences for children so that each pupil has an opportunity to learn to the best of his/her ability.**

In carrying out this task, the elementary school counselor functions in three major areas of responsibility: counseling, consultation, and coordination. He/she through our referral procedures performs a counseling function with students and parents, when necessary, regarding academic, social or emotional problems. He/she confers with teachers and other educational specialists and community agency personnel.

MID VALLEY ELEMENTARY STUDENT EXPECTATIONS

- Come to school ready to learn.
- Arrive to class on time prepared with books, pencils, notebooks and homework assignments.
- Try their best in all they do.
- Show responsibility for keeping our school environment clean.
- To respect the rights of others.
- To refrain from shouting, throwing items, or physical contact.
- Walk quietly in hallways while moving to and from classes.
- Follow cafeteria and playground rules.
- Refrain from gum chewing.
- Conduct in the halls is everyone's responsibility.

Students should:

- Maintain a steady smooth flowing pattern of traffic/single file.
- Maintain reasonable silence in the halls so as not to disturb others.
- Have all materials ready to move from one class to another.

Rules and Regulations related to Cafeteria Behavior

Students will always observe the following rules in accordance with our school wide behavior program:

- I will come to lunch prepared.
- I will wait my turn in line.
- I will use good table manners.
- I will keep my food in my tray.
- I will keep my area clean.
- I will keep my hands and feet to myself.
- I will speak softly and use kind words.
- I will be honest.
- I will be quiet as soon as the lunch bell rings.

Rules and Regulations Related to Playground Behavior

Students will line up and be escorted out onto the playground by teachers assigned for that particular purpose. Once out on the playground students will be expected to behave in a manner so as not to endanger themselves or other students who are also on the playground.

Students will always observe the following rules in accordance with our school wide behavior program:

- I will dress appropriately for the weather.
- I will use the playground equipment appropriately.
- I will include everyone and share the playground equipment.
- I will keep my hands and feet to myself.
- I will be honest and play fairly.
- I will use kind words.
- I will line up quietly.

Teachers will use their discretion in dealing with students who they perceive may be causing a hazardous situation on the playground. Students who may seem to be causing a disturbance or creating a problem may be asked to place themselves in a “Time Out” area for a part of the recess period to reinforce to the student that they are acting inappropriately.

Inappropriate behavior may be but not necessarily limited to:

- Running in a manner that may be hazardous to others on the playground.
- Pushing/shoving/generally rough play.
- Inappropriate use of the playground equipment.
- Leaving the playground area without proper permission from the teachers/aides on duty.

DISCIPLINE

The Administration and Staff of the Mid Valley School are committed to the idea of a sound educational environment for our students. We wish to emphasize that good discipline is one of our major goals. Our policy is based on the concept that all people must learn to live by the rules. Our staff is very much aware that children need to be given guidance and direction in the development of acceptable patterns of behavior.

In our day to day interaction with the students we may judge that a situation can be dealt with “in house” without contacting a parent or guardian because of the minor nature of the infraction. We have found at times students can be easily redirected in their behavior by just making them aware that their behavior caused a problem and we would be monitoring them. However, when a situation becomes repetitive or when it is of a very serious nature you as the parent or guardian will be called upon to help reinforce good behavior and an adherence to the rules.

Be assured that our staff will continually monitor the behavior of students in our school.

In the past few years, the Internet has become a very large part of our students’ everyday life. This fact has advantages as well as disadvantages for everyone concerned – students, parents, and the school community.

When students are engaged in computer activities at home, we believe the parent has the responsibility to supervise these activities. At times parents want the school to discipline or correct problems concerning social media that are being generated from one particular student’s home to another’s. The school has no control over these situations and therefore

the parent should take the proper steps to ensure that this practice will stop. **However, it is only through the continued cooperation of the parents and school working together as a team that will ensure the best educational environment possible.**

Because parents have the most power to reinforce good behavior or change that, which is unacceptable, we ask you to review this policy with your child:

- 1) Discuss the rules contained in this book with your son or daughter so that they know you are willing to work together with the school.
- 2) Tell your child clearly and specifically to follow the rules.
- 3) Inform your child that you, as a parent, are willing to take an active role to insure that all rules will be followed.
- 4) When necessary, your child will call you at home or work if he/she breaks the rules and as a parent you will be asked to reinforce good discipline immediately over the telephone.

The staff of the Mid Valley Elementary School has always had a good rapport with parents. We hope, by working together, to continue to provide an organized setting that is conducive for students to learn, develop, and mature into young citizens.

Our school counselors present a program in each classroom called “Bully Proofing Your School.” The program is designed to help students recognize what bullying is and teach strategies to handle these situations. The students are taught the importance of seeking assistance from faculty and staff in the event they are being bullied. The program runs approximately 6 weeks. The program also presents skills to those children who may be bullies to assist them in changing their behaviors.

Finally, we ask that you sign and return the form located in the back of this handbook stating that you not only read it, but also actively support the rules contained herein. Together we can provide a positive atmosphere in which every student can realize his or her full potential.

DISCIPLINE POLICY (As Per Mid Valley School District Policy)

Level I Misbehavior which interferes with orderly classroom procedures or orderly operations of the school. **These behaviors will be handled by the individual teacher in immediate authority. These offenses will not require a formal disciplinary report to be filed with the office.**

If these events become excessive the teacher should make a parental contact and advise the parent that if the infractions are to continue he/she will begin to file formal disciplinary notices on the student. The teacher in question will need to log in when and how this parental contact was made.

<u>Examples</u>	<u>Discipline Options</u>
Loud behavior in hallways	Verbal reprimand
Cafeteria or assembly misconduct	Notification of parents
Violation of general rules of conduct	Recess detention
Failure to do homework	Loss of privileges as they pertain to a routine school day
Unprepared for class – no books or classroom supplies needed to complete assignments	
Gum chewing on school property	

Level II Misbehavior which disrupts the learning climate of the school. These misbehaviors are usually handled by the Administration.

<u>Examples</u>	<u>Discipline Options</u>
Disrespect to persons in authority	Notification of parents
Leaving building without permission	Guidance referral
Scuffling/pushing/shoving	After school/ Saturday detention
Forged notes from parents	Loss of privileges, e.g. field trips, recess, etc.
Use of profanity	Out-of-school suspension up to 5 days
Misconduct that endangers the safety and well being of others	
Public displays of affection	
Cheating/lying	

Level III Acts directed against persons and property and drug and alcohol related incidents. These acts normally may seriously endanger the health and safety of others in the school environment.

<u>Examples</u>	<u>Discipline Options</u>
Fighting	Notification of parents
Drug and/or alcohol related incidents	Loss of privileges, e.g. field trips, recess, etc.
Smoking or possession of tobacco products	Guidance referral
Theft or possession of stolen property	After school/ Saturday detention
Insubordination	Restitution
Belligerent behavior	Special Assignment
Vulgar behavior	Out-of-school suspension up to 10 days
False alarm	Arrest
*Minor vandalism	Prosecution
^Threats	
^Harassment	
Sexual harassment as per Mid Valley School District Policy	
^ We at the Elementary Center will use an effective threat management system that will include a standardized method for evaluating threats and harassment on an individual basis so consistent discipline options can be employed.	

Threat Management System

Many children use idle threats as a common response to frustration. With this in mind we will attempt to deal with these situations and the individuals directly involved in the incident, looking into all the facts and bringing the incident to closure. Alternatively, one of the most reliable indicators that a child or anyone for that matter is likely to commit a dangerous act toward self or others is a ***DETAILED*** and ***SPECIFIC*** threat to use violence.

We here at the elementary center ***WILL*** take all threats that are reported to us seriously and document them as necessary. A threat will be considered serious and a danger until it is determined to be otherwise.

All threats are not the same and we will look at all threats on an individualized basis so as to be as consistent as possible with our discipline options. Some of the factors we will explore when dealing with a threat situation are:

- Was the threat made directly to the victim
- Was, or is there real intent to cause harm or damage
- Does the person making the threat have the ability to carry out the threat as stated
- Does the individual receiving the threat really believe that the threat will be carried out as stated
- Does the student making the threat have a past history of disciplinary problems in school
- Does the student making the threat have a past history of violence or harassment outside of school
- Is the student chronic about making threats to others

We here at the elementary center plan to intervene early to educate our students through our curriculum to develop healthy ways of dealing with anger, frustration and conflict.

Level IV Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school environment.

<u>Examples</u>	<u>Discipline Options</u>
Assault and battery	Suspension
Extortion	Expulsion
Drug dealing	Arrest
Bomb threat	Prosecution, etc.
Arson	Notification of parents

Possession or use of weapons (A clear and vigorous response is necessary and the administration will investigate and respond to each incident as needed.)

*Vandalism

*Defacing school property and vandalism represent the same type of deviant behavior. For purposes of response, damages in excess of \$10.00 will be considered as vandalism while those of less than \$10.00, will generally be considered as defacing school property. In cases of less than \$10.00 in damages, discretion may be exercised by the Administrator in classifying the action of vandalism based on extenuating circumstance, e.g., repeated offenses. In all cases, however, restitution will be sought with the application of disciplinary action as stated in the policy.

DISCIPLINE REPORTS

The purpose of a discipline report is to inform the parent or guardian of a disciplinary incident involving your child. Upon receipt of a third discipline report, your child will be assigned an after school detention. Upon receipt of a fourth discipline report your child will be assigned a second after school detention. Upon assignment to detention, "an administrator will notify the parents via mail and/or telephone as to the date the detention will be served.

Detentions will be on Tuesday and Thursday afternoons from 3:30 p.m. to 4:30 p.m. After receiving two after school detentions, the student will be issued a Saturday morning detention. Saturday detention will be held from 9:30 a.m. to 11:30 a.m. Twenty-four (24) hour notice will be provided if the student uses school transportation because **transportation of a student on detention will be the responsibility of the parent.** If a student must walk home, a letter must be sent indicating that you are allowing him/her to walk home.

DETENTION SUPERSEDES ALL OTHER SCHOOL ACTIVITIES.

Work will be given to the students to complete in a manner appropriate to their grade level.

If a student must miss an after school detention, the parent is to notify the school office in writing or by phone. This will result in the student being assigned to the next after school detentions.

Failure to report for a make-up detention will result in a Saturday detention or an immediate suspension from school and a parental conference will be required before readmission will be considered.

Parents need to be reminded to go over with their child the disciplinary notice once it arrives at your home. At the time the notice is sent to the office we will attempt to discuss the incident with the student to give some guidance and direction to hopefully correct the problem.

If the parent begins to notice an inordinate number of notices being sent or a pattern in the notices, they should make contact with the teacher to discuss the specifics of the problem. Based on our tracking of disciplinary notices over the past several years, it may be advisable for the parent to contact the school once the child has received three such notices. Again, this is simply an advisory for the parent because most of the time it is much easier for the parent to make contact with the teacher.

DRUG AND ALCOHOL POLICY (As Per Mid Valley District Policy)

Preface

In accordance with the Memorandum of Understanding **between** the school district and local law enforcement agencies, the district may request the assistance of law enforcement officials at anytime in the implementation of Board policy. The district will notify law enforcement officials of any violation of this policy as noted below.

Statement of Policy

Drug and alcohol abuse is a major health and safety problem nationwide and must be prevented in every conceivable way in our community. The School District wishes to establish and maintain conditions which will deter students from using school facilities, grounds, activities as a center for the possession, use, manufacture, distribution, or sale of drugs or alcohol. Although the District will make every effort to develop and implement programs aimed at prevention and guidance, decisive corrective actions will be taken when necessary.

The District publicly acknowledges and accepts its leadership responsibility in addressing and opposing the epidemic of dysfunctional or self-destructive behaviors which block growth and inhibit learning. The District further acknowledges the establishment of prevention programs and services within the School District which will formally establish our commitment to the prevention of teen-age suicide. Through curriculum, classroom activities, community support and resources, Student Assistance Programs, and strong and consistent administrative and faculty effort, the School District will work to educate, prevent and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by the entire student population.

The primary purpose for any action on the part of the school staff is the protection of the health, safety and welfare of students, staff and school property.

Definitions

Contraband: any controlled substance, drug, inhalant, cosmetic, weapon, or any other object deemed prohibited by **law, Board policy** or the school, which is possessed by any person not entitled to possess that item.

For purposes of this policy, controlled substances shall include all:

- 1. Controlled substances prohibited by federal and state law.**
- 2. Look-alike drugs or counterfeit substances.**
- 3. Alcoholic beverages.**
- 4. Anabolic steroids.**

5. **Drug paraphernalia.**
6. **Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.**
7. **Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.**
8. **Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.**

Distribution: actual or attempted transfer from one person to another of a controlled substance. Distribution includes the delivering, selling, passing, sharing, or giving any drug from one person to another.

Counterfeit substances: any substances which, in their overall finished appearance, are substantially similar in size, shape and color, marking or packaging to a specific controlled substance.

Drug Paraphernalia: all equipment, products, and materials of any kind which are used, intended for use, or designed for use in manufacturing, converting, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. **Drug paraphernalia** includes any utensil or item which, in the school's judgment, can be associated with the use of **controlled substances**, alcohol or mood altering substances. Examples include, but are not limited to, roach clips, pipe, bowls, cigarette rolling papers, etc.

Furnishing: supplying, giving, providing, or allowing possession of an item on school property or any location under the jurisdiction and control of the school district.

Jurisdiction and Control of the School District: school buses, school grounds, and the site of any athletic, social, educational or any other function sponsored in full or in part by the school, whether or not held on school property.

Manufacture: production, preparation, propagation, compounding, conversion, or processing of a controlled substance, other drug or the packaging or repackaging of such substance or article, or the labeling or re-labeling of the commercial container of such substance or article.

Parental notification: includes, at a minimum, immediate personal contact by the principal or his/her designee of the parent(s) or guardian. (Contact by U.S. mail is generally insufficient to constitute parental notification, but may be required because of extenuating circumstances.)

Law enforcement notification: includes the immediate contact by the principal or designee of the local police department(s) for the **municipality** in which the school is located or in which the off-campus incident occurs. If the police department cannot be contacted or cannot respond, the principal shall immediately contact the Lackawanna County District Attorney's Office.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Personal Property: items which are in the actual or constructive possession of people enrolled in or employed by the school district. Personal property includes, but is not limited to, all backpacks, book bags, gym bags, purses, clothing or any other items which are used for the purpose of storing or transporting personal property.

Possession: holding, without any attempt to distribute, any alcohol, drug, or mood altering substances determined to be illegal or as defined by this policy.

School Official: a school employee or any person authorized by the School District to act under these provisions.

School Property: building facilities and grounds, school campus, school parking areas, and any facility being used for a school function or school sponsored trip. All lockers shall remain the property of the school district and may be entered by district officials, **in accordance with Board policy.**

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

Prohibited Conduct

- A. The following acts and/or the causing thereof by a student or employee of the School District while on school property or while under the jurisdiction and control of the school district or its authorities are hereby prohibited:
1. Being under the influence **of** any controlled substance.
 2. The manufacture, sale or delivery, holding, offering for sale, soliciting to possess, or possession of any controlled substance, or other drug, including a prescription drug.
 3. The use or possession of drug paraphernalia for the purpose of manufacturing, packing, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance.
 4. The manufacture, sale, or delivery, holding, offering for sale, or possession of a non-controlled substance that has a stimulant or depressant effect on humans, other than a prescription drug which, or the label or container of which, substantially resembles specific controlled substance.
 5. The sale or delivery, holding, offering for sale, or possession of non-controlled substance upon the express or implied representation that the substance is controlled substance; or upon express or implied representation that the recipient, in turn will be able to distribute or sell the substance as a controlled substance.
- B. Suspected or possible violations of the above stated conduct will have consequences as established in this policy.

Consequences of Prohibited Conduct

A. Any student found by the Principal or designee to be in violation of this policy shall be subject to the following guidelines:

B. Situation Guidelines:

1. The possible use of **controlled substances** by a student is suspected based on corroborated information from reliable sources, but there is no observation by a school official of violation of law or school regulation.
 - a. Immediate Action: The student is informed of available help and encouraged to seek assistance.
 - b. Investigation: Referral to Student Support Team.
 - c. Parental Notification: Parents /Guardians will be notified.
 - d. Law Enforcement Notification: Not required.
 - e. Consequences: At the discretion of the Student Support Team.
2. Based on direct observation by a school official, a student demonstrates symptoms of **controlled** substance use such as staggering, slurred speech, dazed appearance, incoherence, inability to respond and/or odor of alcohol:

- a. **Immediate Action:** The person detecting the activity will summon the school nurse and the principal or designee. If necessary, the student will be transported to a medical facility at parental expense.
 - b. **Investigation:** The Principal or designee will investigate the incident. This may include a search of the student, his/her locker, and other personal property.
 - c. **Parental Notification:** Parents/Guardians will be notified of the incident.
 - d. **Law Enforcement Notification:** Required.
 - e. **Consequences:** To be determined by school officials and local law enforcement officials.
3. **A student possesses drug-related paraphernalia or counterfeit drugs and/or indicates the intention to sell or distribute counterfeit drugs.**
- a. **Immediate Action:** The person detecting the activity will secure the item and summon the Principal or designee, who will confiscate the paraphernalia or substance.
 - b. **Investigation:** The Principal or designee will search the student and his/her locker. The student's car and other personal property may be searched.
 - c. **Parental Notification:** Required.
 - d. **Law Enforcement Notification:** Required.
 - e. **Consequences:** To be determined by school officials and local law enforcement officials.
4. **At a school-sponsored function, a school official observes a student demonstrating obvious symptoms of possible controlled substance use:**
- a. **Immediate Action:** The parent will be notified. Student will be detained until parent/guardian arrives or parent /guardian makes arrangements for student. If necessary, student will be transported to a medical facility at parental expense. The chaperone/advisor will notify the Principal or designee .
 - b. **Investigation:** The Principal or his/her designee will search the student and his/her locker. The student's car and other personal property may also be searched.
 - c. **Parental Notification:** Required.
 - d. **Law Enforcement Notification:** Required.
 - e. **Consequences:** To be determined by school officials and local law enforcement officials.
5. **A student possesses, uses, or is under the influence of controlled substances:**
- a. **Immediate Action:** The person detecting the activity will summon the school nurse and the Principal or designee.
 - b. **Investigation:** The student, his/her locker and personal property will be searched by the principal or designee in the presence of the police.
 - c. **Parental Notification:** Parents/Guardians will be notified of the incident.
 - d. **Law Enforcement Notification:** Required.
 - e. **Consequences:** To be determined by school officials and local law enforcement officials.
6. **A student is distributing a controlled substance or is furnishing alcohol on school property or in a location in the jurisdiction and control of the school district.**
- a. **Immediate Action:** The person detecting the activity will summon the principal or designee.
 - b. **Investigation:** The student, his/her locker and personal property will be searched by the principal or

designee in the presence of the police.

c. **Parental Notification:** Required.

d. **Law Enforcement Notification:** Required.

e. **Consequences:** To be determined by school officials and local law enforcement officials.

C. Handling of Confiscated Drugs, Drug Paraphernalia, etc. All drugs, drug paraphernalia, and/or alcohol found or confiscated on School District property will be turned over to the principal or designee. In the case where an item is found in a location other than on school property, the item will be turned over directly to the Superintendent or designee.

Confiscated material will be labeled with the following information: date found, place found, person confiscating or finding the item. The item should be turned over to the appropriate local law enforcement officials on the same day when possible. When immediate turnover is not possible, the confiscated material will be stored in a secure location on school property.

EDUCATIONAL VACATIONS....FIELD TRIP

We believe at Mid Valley the educational growth of students depends upon the exposure to various aspects of cultural and historical places and events, which are not possible to attain within the confines of the classroom environment. Educational vacations may offer students an educational outlet, which greatly enhances the classroom setting by increasing the student's cultural and social awareness.

With this in mind both parents and teachers must work together to ensure the student continues to follow the curriculum as well as gain enrichment from the family's educational vacation. In order to maintain these goals and be granted an educational vacation status these requirements must be met.

1. Notification to classroom teacher and principal of anticipated educational vacation at least two weeks prior to the date of the vacation. An itinerary must be presented with a short description of how it will benefit your child educationally.
2. All work supplied by the classroom teacher must be returned to the appropriate teacher no longer than five (5) school days after returning from the family vacation.
3. A daily journal must be returned to the classroom teacher detailing the day's events and how the student has benefited educationally. Grades K- 3 can provide a picture journal.

When all the above requirements are met the student will be granted an educational vacation status. This status will allow the student to regain the days lost because of the vacation.

If the requirements are not met within the required time restraints, the student will be marked absent and these days will be credited toward their cumulative record and possible truancy action.

EDUCATIONAL VACATIONS WILL BE LIMITED TO ONE PER SCHOOL YEAR.

Please be advised that if your child does take an educational trip, he/she will be assessed these days and will lose their eligibility for perfect attendance for the year.

Concerning the practice of "Take Your Child to Work Day," your child may be excused on the designated day with prior notification being made to the School District. It should be noted that this day will not be marked towards truancy, but will be assessed towards perfect attendance.

Parents should be reminded that if their child has missed an inordinate number of school days this year because of illness, they may want to seriously consider **NOT** taking part in the "Take Your Child to Work Day" Program.

Here at the elementary center we are of the belief that if your child has missed 15 days of school up to this point in the school year, they are not gaining all they can from the formal educational environment. If your child has missed 15 days of school that would translate to 33% of a regular quarter of school.

School and PTA sponsored field trips are conducted throughout the year. Permission slips must be signed by parent or guardian and returned to the homeroom teacher in order for the student to participate. **Students must ride district transportation to and from their field trip destination. Medicals must be accompanied by a parent/guardian on all field trips.** Medicals can be classified as any student who is taking a prescribed drug on a daily basis.

A student may be denied the privilege of an end of the school year field trip and /or end of the year activity as follows:

1. If a student has had 15 or more unexcused absences .
2. Student has been previously suspended from school.
3. Student has continuously displayed a lack of self-control in the classroom which could prove unsafe to that student or fellow students, in a less structured field trip environment.
4. Student has received 4 or more detentions.
5. If suspended 15 school days prior to the date of the class field trip, the trip **WILL BE FORFEITED AUTOMATICALLY**. District administration is of the opinion that there would not be sufficient time to judge if the student has truly turned his/her behavior around.

Any/all disciplinary action shall be subject to the discretion of administration.

If a student is denied a field trip because of previous problems encountered during the school year, they will NOT be granted the tickets for admission for the park or attraction.

EMERGENCY SCHOOL CLOSING OR DELAYED OPENING

If the school district must be closed or have a delayed start due to poor weather conditions or other emergency situations, parents, students and staff members will be notified through the district notification system.

The system will give our school district the ability to contact all our parents, students and staff in a matter of minutes. This system provides us the ability to send automated messages to our parents. The school will enter the message into the system via the internet or by phone. The system will then take that message and transmit it to all the contact paths given by the parents, until the parent confirms the message was received by the press of a button.

IMPORTANT: This system is only as effective as the information provided by the parents. You need to be as detailed as possible with the information given to the school, or the information you input yourself.

If during the course of the school year any of the information you have provided to this system previously has changed, you must make the appropriate changes within the system to ensure you will be notified in the event of an emergency situation.

HEALTH INFORMATION

The following is designed to give you information concerning the rules and regulations of the Department of Health concerning communicable diseases:

<u>DISEASE</u>	<u>EXCLUSION PERIOD</u>
Chicken Pox-----	5 days after the appearance of vesicles, if all lesions have dried and crusted
German Measles-----	7 days after rash appears
Impetigo-----	Doctor's Certificate
Measles-----	4 days from onset of rash
Mumps-----	9 days after appearance or until swelling has gone
Pediculosis (Head Lice)-----	After prescribed shampoo treatment and until free of all lice and nits
Pink Eye-----	24 hours after medication has begun and without a discharge.
Ringworm of the scalp-----	Under treatment; if lesion is covered with Doctor's certificate presented
Scabies-----	Doctor's Certificate
Streptococcal Sore Throat-----	10 days or until 24 hours after the beginning of adequate & effective therapy
Fever-----	Temperature of 100 degrees or higher. The student should not return to school until fever-free (without medication) for 24 hours.
Vomiting -----	Two or more episodes in the previous 24 hours. The student should not return to school until the vomiting or urge to vomit stops.
Diarrhea-----	Increased number of stools, compared with a person's normal pattern, along with watery stools and/or decreased stool form. The student should not return until the diarrhea stops.

Emergency Cards

In the beginning of each school year all students are supplied with new emergency cards for parents to fill out and return to the nurse. The importance of having these cards on file in school cannot be stressed enough since, in emergency situations, phone numbers as listed on the cards are used to contact parents, relatives or doctors.

(One should take note that alternate phone numbers listed are people who will be available during school hours.)

It is imperative that every child in your family has a card on file with up-to-date, accurate information. Changes in address, phone numbers, or health information are to be reported to the office.

Head Lice (Pediculosis Capitis)

Head lice infest millions of school-age children every year. Lice spread through either direct physical contact or contact with infested items such as combs, brushes, bedding, hats, coats, and scarves. Head lice most commonly afflict grade school children, but they can spread to other family members as well.

Once head lice are detected, the problem should be taken care of promptly in order to prevent it from spreading to others. This means they must be treated with a product (shampoo) manufactured for this purpose. This should be followed by the

use of a fine toothcomb to eliminate dead lice and nits. They must be free of all nits before they will be allowed to return to school. We expect that students will be properly treated and return to school the day after exclusion.

Please notify the school nurse or Principal if you detect this problem with your child.

Health Services Provided

Grade 5-6 - Height, Weight, Vision Test

Grade 4 - Height, Weight, Vision Test

Grade 3 - Height, Weight, Vision Test, Hearing Screening, Dental Exam

Grade 2 - Height, Weight, Vision Test, Hearing Screening

Grade 1 - Height, Weight, Vision Test, Hearing Screening

Kindergarten - Height, Weight, Vision Test, Hearing Screening, Physical Exam, Dental Exam Scoliosis Screening

Grades K-3 – Calculation of Body Mass Index

Immunization Requirements

Under new regulations of the PA Dept. of Health, all children attending school are required to provide proof of having received the following immunizations:

1. **Diphtheria and Tetanus** – 4 or more properly spaced doses of DTP, DtaP, TD or DT, or any combination of the three with 1 dose administered on or after the fourth birthday.
2. **Polio** – 3 or more properly spaced doses of polio vaccine.
3. **Measles, Mumps & Rubella** – 2 properly spaced doses of MMR with the first dose administered at 12 months of age or older.
4. **Hepatitis B** – 3 properly spaced doses of Hepatitis B vaccine.
5. **Varicella** – 2 doses administered at 12 months of age or older.

Medication Procedure

All medication (**prescribed or over-the-counter**) must be accompanied by a physician's authorization sheet signed by the physician and the parent or it will not be administered.

*A parent or guardian must bring all medication to the school office. Students are not to bring any medication to school.

* All medication must be in the original bottle with the pharmacy label. Inhalers must be in the box with the pharmacy label.

*Over-the-counter medication, including cough drops, cannot be administered without the physician's authorization sheet.

The Mid Valley School District has an approved policy for anaphylaxis due to allergic reaction or asthma.

The action plan would be used if a child suffered an allergic reaction and would ensure that the child received appropriate care. This action plan would also be used in the event of severe allergic reaction for a child with no known allergies. If you wish to review the policy, please feel free to discuss this with the school nurse.

Parents of children with known allergies will still be required to have a physician's authorization to administer medication and will be required to supply the medication to the nurse.

HOMEBOUND INSTRUCTION

Purpose-

When students are unable to attend school because of a physical disability, illness or injury, or when confinement is recommended for psychological or psychiatric reasons, the Board shall provide, pursuant to rules of the State Board of Education, individual instruction to such student confined to home or hospital.

Eligibility-

1. Persons of school age, who are unable to attend or be transported to school as attested to by a licensed physician, qualify for homebound instruction.
2. Persons of school age confined by order of the court in a facility without an appropriate approved educational program, qualify for homebound
3. Persons of school age enrolled in non-public schools may qualify for homebound instruction if they are withdrawn from the active roll of the non-public school and entered on the active roll of the public school.

Organization of the Program –

Referral: Information that a child is to be homebound for a period of two or more weeks is to be forwarded to the principal and the counselor.

Status: The attending physician must submit a written request with diagnosis, prognosis, and the estimated time the child must remain out of school. If the case involves social and emotional disturbances, the diagnosis or prognosis and time estimate must be made by a licensed psychiatrist.

Arrangements: Requests for homebound should be directed to the main office. The program of individual instruction given each student shall be in accordance with the standard established by the Secretary of Education. A maximum of 5 hours per week shall be taught by the assigned teacher.

HOMEWORK GUIDELINES

The amount of homework given is usually determined by objectives and activities conducted on a daily basis in the classroom.

Homework guidelines have been established and distributed to all teachers.

- They are:
- Grades K- 2 - 15 to 20 minutes
 - Grade 3 - 20 to 30 minutes
 - Grade 4 - 30 to 40 minutes
 - Grade 5-6 - 40 to 50 minutes

Because all students are different, work differently and learn at different rates, no time schedule for homework can work perfectly. Occasionally, slight variations from the above schedule will occur.

Quarterly grade will reflect homework effort based on the discretion of the individual teacher. Homework should not be used as a form of punishment or as a method of discipline.

If parents experience a continuous variation from this policy, they should contact the classroom teacher in order to determine the reason and to rectify the problem. Teachers will be responsible to implement a homework plan as part of their classroom management procedures.

INFORMATION TECHNOLOGY RESOURCES POLICY

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must

1. **Respect and protect the privacy of others.**
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
2. **Respect and protect the integrity, availability, and security of all electronic resources.**
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Not to use any type of proxy avoidance.
3. **Respect and protect the intellectual property of others.**
 - Not infringe copyrights (no making illegal copies of music, games, or movies!)
 - Not plagiarize
4. **Respect and practice the principles of community.**
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher. (cyber bullying)
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

PARENTS: PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

LIBRARY PROGRAM

Children in grades 1-6 receive a structured library class on a regular basis for the purposes of selecting a library book and receiving instruction in library skills. Under the direction of the elementary librarian, library skill classes are scheduled to provide students with library materials and services in order to stimulate and guide pupils in all phases of their reading. The library will provide children with an opportunity to experience literature and to help children become skillful and discriminating users of printed and non-printed materials.

Circulation Policy – Books are circulated for one week.

Overdue Policy – If a book is not returned on its due date, no new book can be taken out until the original book is returned.

Lost Library Books – If books are definitely lost, the pupil is responsible for reimbursing the library for the cost of the book.

PARENTS' RIGHT TO KNOW

Regulations 200.61

If your child's school receives Title I funding and is included under the regulations of the "No Child Left Behind Act" (NCLB) that was signed into law by President Bush on January 8, 2002.

NCLB requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

Under NCLB, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). This is to inform you of your right to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

PARENT/TEACHER CONFERENCES

Two formal parent-teacher conferences will be conducted during the school year.

Use these five steps for a successful conference. Parent-teacher conferences are an important way to learn about your child. Here are tips to help you have a more successful parent-teacher conference:

1. Plan for it. Before you come to our conference, write out questions you'd like to ask. Here are suggestions:
 - Does my child get along with others?
 - How is my child's behavior in class?
 - Does my child read at the level you would expect for this grade?
 - Is my child able to do the math that you would expect for a student at this grade?
 - What are my child's strengths and weaknesses?
2. Keep an open mind. Your goal is to work for cooperation between you and your child's teacher. Even if the teacher says something you disagree with, try to listen to what she has to say.
3. Ask to see your child's work. There's no better way to see how your child is progressing.
4. Ask for suggestions. If your child is doing well, ask what you can do to keep things on a positive track. If there are problems, ask what you can do to help.
5. Clarify and summarize as you go. Teachers sometimes use educational buzz words. If you don't understand something the teacher says, just ask.

PERSONAL POSSESSIONS

The school is not responsible for items of a personal nature that are lost or stolen, such as toys and games. With this in mind we would like to remind all parents to speak to their children concerning this issue so we may avoid any potential problems.

Electronic devices of any kind, including cell phones, are not allowed to be used on school buses or during the instructional school day. These items when used during inappropriate times will be confiscated. They will be held in the main office where parents/guardians may claim them. Administration will make exceptions for electronic devices needed to assist any student in his or her education.

Laser pointers may be harmful to eyesight and, if used improperly, could be detrimental to the safety of students and staff. Consequently, the possession of laser pointer devices similar in purpose while at school, or on school buses or attending school related events are prohibited and, in the event of violation, shall be subject to confiscation and disciplinary action.

PHYSICAL EDUCATION CLASSES

On the days that students have physical education class, appropriate dress should be worn to school. Sneakers are the only approved footwear for physical education class.

A wide variety of skills and games are presented at the elementary level. These activities are designed to promote physical fitness, coordination, basic skill development, and good sportsmanship.

PROMOTION POLICY

It is the philosophy of the Mid Valley School District that retaining a child should serve as an educational benefit and never as a punishment.

The Board of Directors recognizes that each student learns at a different rate and pace. No matter what is done instructionally, learning is always individualized. Because their personal, social, physical, psychological and educational growth varies, children should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

If a child is experiencing problems, it is the hope of the administration to discover these problems early and to retain appropriate children as early in their school years as possible in order to obtain maximum benefits.

Procedures-

Retention on the elementary level will take place at the following levels of our educational program:

1. Kindergarten – When it is determined by classroom teachers, in conjunction with the Counselor/psychologist and Principal, that the student has not achieved that reading readiness level necessary for successful achievement on the first grade level.
2. Grades 1-6 – When it is determined by classroom teachers, in conjunction with the Counselor/psychologist and Principal that the student's grade experience has not resulted in a mastery of the competencies necessary for successful achievement on the next elementary grade level.

Responsibility-

Whenever retention is being considered (usually mid-term), the teacher will fill out the necessary referral forms so that a meeting could be established with the Principal, Counselor and other staff members involved with the child.

A letter will then be sent home to the parents of those children who are being considered for retention requiring them to meet with the appropriate personnel to discuss the matter.

At the meeting the staff will outline to the parents what steps must be undertaken that could prevent retention. The classroom teacher will then be expected to speak or correspond with the parents at least monthly regarding the child's progress.

Guidelines-

In the primary grades, the Reading grade will carry the most weight in determining retention.

In grades 4-6, students must fail two out of five major subjects to be considered for retention. Major subjects include Reading, Math, Language Arts, Science and Social Studies.

Regular school attendance is an extremely vital part of a child's educational development. Compulsory school attendance is mandated by State Law.

Excessive absenteeism drastically inhibits students from learning and consequently may prevent students from being promoted. Any student who misses more than thirty days in one school year may be considered for retention at his/her present grade level. Extenuating circumstances, such as a long-term illness, must be discussed with the Principal, Counselor, and Classroom Teacher. In the case of long-term illness, retention will not be mandated.

In those cases where illegal absences exist, the school is prepared to prosecute in compliance with the Pennsylvania School Compulsory Attendance Law.

P.T.A.

Our parent organization raises money for many of those expenditures that we cannot obtain from our school budget. Some of the activities supported by these funds include our assembly programs, parties and field trips. Your assistance and involvement with our parent organization is important in obtaining support for our students.

PUBLIC COMPLAINT POLICY

Anyone wishing to view the Mid Valley School district Public Complaint Policy should visit our web site at www.mvvsd.us or call the Administration Office at 570- 307-1150.

SCHOOL INSURANCE

School insurance is available to all students. Application forms are distributed the first week of school. This student insurance is made available at a nominal cost as a service by the school.

SCHOOL SECURITY

To insure the safety of all children, the elementary center is equipped with a video camera and television monitor to identify visitors entering the school. All doors in the school building are locked and visitors are carefully monitored. We encourage all students not to open doors for anyone. Please do not ask them to break this rule.

Ensuring the safety of our students is a primary concern of the administration, faculty and staff at the elementary center. With this in mind we have developed many procedures to make sure of our students safety while they are attending school. Periodically we practice various drills to lock down our building in the event of an emergency. It is not our intent to go into detail about these procedures. Our only goal is to alert parents and students to the fact that we do have in place a plan to deal with an emergency situation that may require both teachers and students to react to coded instructions from the office.

SEARCHES (As Per Mid Valley District Policy)

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety, and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

SPECIAL SERVICES

Gifted Program

Gifted services are provided to identify students at all elementary grade levels. A multidisciplinary team that includes the elementary principal, elementary guidance counselor, school psychologist, classroom teacher, and other specialists as needed, meets periodically to determine program eligibility. Multiple criteria including teacher recommendations, daily classroom performance, standardized, norm referenced achievement and ability data, and an individually administered intelligence test score of at least 130 is used by team members to provide an objective basis for identifying gifted students.

The goal of gifted education is to develop critical thinking or higher order skills through program offerings that are both challenging and enriching. Each child's specific objectives and activities are submitted to parents for prior approval as part of an IEP planning meeting.

Instructional Referral Team

The Mid Valley School initiated an Instructional Referral Team to address the individual needs of regular education students. This team approach provides the regular education student with support in both behavioral and academic matters and is part of the District's pre-referral process.

The core members include an administrator or designee, regular education teacher, reading specialist, speech therapist, counselor, psychologist and parent.

The process entails classroom observations, curriculum based screening, and interventions within the regular classroom. Interventions may be provided by the regular education teacher, reading specialist, speech therapist, counselor, parent and/or other pertinent support staff.

Students with Disabilities

Students identified through the multidisciplinary (MDE) process will be eligible for services under IDEA and the American Disabilities Act. The MDE team will determine if the student is in need of an IEP or a 504 Service Plan. Services are provided by specialized support staff.

Speech, Vision, Hearing Services

Children in K through 6 who have speech or hearing defects can receive special help. Children, upon identification and evaluation as to severity, receive remedial assistance with speech and hearing problems. Individualized therapy plans are developed and implemented with parental approval.

Title 1

Title 1 reading is provided to eligible public and non-public students in grades K through 6. The program is designed to provide supplemental services in reading. The primary objective of the program is to provide individual and small group instruction in the basic skills of reading in order to help students keep pace with regular classroom instruction.

Eligibility is based on below grade level performance on district administered, nationally normed standardized tests along with classroom teacher recommendations.

Reading specialists are utilized to gather additional diagnostic information and to develop learning prescriptions, which, in turn provide the basis for remedial instruction in reading.

Title 1 services are in addition to not a replacement for the regular reading instruction.

STUDENT UNIFORM POLICY (As Per Mid Valley School District Policy)

Purpose

The intent of this policy is to ensure that our students dress appropriately, are not disruptive to the educational process, and do not compromise the safety and security of our school. While requiring a specific type of clothing, it is not our purpose to interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objectives of our school. **The school uniform policy will be consistently enforced.**

General Information

- All students must attend school each day in uniform.
- Embroidery/monogramming with Mid Valley School District logo is optional.

- All uniform pieces must be appropriately sized for the child, that is, they must be no more than one regular size larger than the student actually measures. Extra wide, extra full, extra long, baggy or sagging pants, cargo pants and shorts are not acceptable. All pants and shorts must be worn waist high. If necessary, a belt must be worn.
- Quarter size emblems, tags, or logos (including the optional district monogramming/embroidery) are allowed on uniform tops.
- All colors must be solid, that is, without patterns, designs, checks, slogans, etc.
- Shorts, no more than 5 inches above the knee (between April 1 to October 31), Skirts/skorts, no more than 3 inches above the knee.

Tops

Solid color tops in the following colors: light blue, white, royal blue, navy, and gray

Golf style shirt with collar, long or short sleeve

Dress blouse with collar (girls)

Oxford style button down shirt (All button-down shirts must be buttoned except for the top two buttons.)

Turtle neck/Mock turtle neck (only under approved school shirt)

Sweaters/Vest, Turtle necks, Crew-neck Sweatshirts with collars underneath

Bottoms

Colors: khaki, navy

Dress long pants

Dress shorts (no more than 5" above the knee)

Skirts/skorts (girls) (no more than 3" above the knee)

Capris are allowed (girls)

Jumpers navy/khaki (girls K-6)

Tights must be worn under skorts/skirts (October 31-April 1)

Gym Attire (K-6 only)

Color: light blue, white, royal blue, navy, and gray

Sweatpants – cotton blend – navy/royal blue/gray

Tee shirts – light blue, white, royal blue, navy, and gray (with or without logo)

Mesh shorts or cotton blends – navy/royal blue/gray

Sweatshirt – navy/royal blue/gray (with or without logo)

Articles of Non-Compliance

- No cargo pants
- No flip-flop type shoes (shoes without backs). No open toe. Some style of shoe/sneaker must be worn at all times. Any footwear that poses a safety hazard is not permitted. Shoe laces must be tied.
- No baggie/skateboard pants

- No denim, denim-like material or jeans
- No hooded sweatshirts (pullover or zippered)
- No spandex/yoga pants
- No stirrup pants
- No mini/micro skirts (no more than 3" above knee)
- No hats, caps, head bands or bandanas
- No bare midriff or low-cut, scoop neck tops
- No tank tops, tube tops, halter tops or sleeveless shirts
- No tee shirts
- No off the shoulder garments
- No sheer clothing
- No display of any undergarments
- No shorts that are more than 5 inches above the knee

Subsidy

The Mid Valley School district will work to provide clothing for students from donations and second hand items that have been donated to the district.

Discipline Guidelines

Grade K-6

1st Offense – Notification to parent - Whereby the parent will be responsible to have student dressed in compliance with policy.

2nd Offense – Notification to parent – Student excluded from class until the parent brings appropriate attire as per policy.

3rd Offense – Exclusion from school until the student is in compliance with policy. After three days of illegal absences, both parent and student are subject to prosecution in the court system for violation of the school attendance laws.

Transfer Students

Transfer students will be allowed five school days from the date of admission to be in compliance with the uniform policy.

TERRORISTIC THREATS/ACTS (As Per Mid Valley District Policy)

The Board recognizes the danger that terroristic threats by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic Threat: shall mean a threat communicated either **directly or indirectly** to commit **any crime** of violence with the intent to terrorize another; to cause evacuation of a building, **place of assembly or facility of public transportation**; or to **otherwise** cause serious public inconvenience, or **cause terror or serious public inconvenience with** reckless disregard of the risk of causing such terror or inconvenience.

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or school building.

In the case of a student with disabilities, the district shall take all steps **required** to comply with the Individuals with Disabilities Education Act and Board Policy.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Staff members and students shall **be made aware of their responsibility** for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or **designee shall** react promptly to information and knowledge concerning a possible or actual terroristic threat. **Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.**

The Superintendent shall be responsible for developing administrative regulations to implement this policy.

The Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office of Safe Schools on the required form in accordance with state law regulation.

TESTING

Psycho/Educational Testing

Psycho/educational testing services are provided by a multidisciplinary child study team. The team is composed of the following personnel: principal, LEA, school psychologist, classroom teacher, educational diagnostician, school nurse, speech and language therapist, remedial reading/arithmetic specialists and other medical and /or community agency personnel as deemed necessary. Any student thought to be in need of special education services (including gifted) is eligible for evaluation. Evaluation services may be initiated by parents, school nurse, Instructional Support Team and/or administrative personnel. A conference and parental consent are required prior to the initiation for any evaluation. Results are reviewed in person with parents and appropriate school personnel.

Testing Programs

The Board of School Directors has approved a testing program designed to provide information concerning the proficiency of students on standardized tests of academic achievement and aptitude. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to the child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide the child with necessary and more effective individualized instruction. For more information on any of these tests, contact your child's counselor.

Individual testing results will be forwarded to the parent. You will be afforded an opportunity to discuss your child's educational program with school personnel on a large group or/and individual basis.

The approved testing program is as follows:

MAP (Measure of Academic Progress)/Study Island Assessment	Grades K-2
PA System of School Assessment	Grades 3-6
Kindergarten Language	K –Registrants
Screening Test	

TRANSFERS AND WITHDRAWALS

In the event that you should move and your child will be attending a different school district, the following procedure must be followed:

The parent/child must present the immunization record to the new school the child is entering. By law, the school cannot accept your child without this information. You may obtain a copy of your child's immunization card by calling the school nurse. All other health and school records are sent to the new school district upon their written request.

All instructional materials provided to your child must be returned to the school district prior to the child leaving the district. This will include all textbooks and/or library materials, which was being used by the student.

TRANSPORTATION

Bus Transportation

All bus problems should first be directed to the proper Administration Office. In many cases the school may not have immediate answers concerning late buses or children who have boarded the wrong bus, etc. If that is the situation, parents are asked to call the school administrator directly.

The intent of the Mid Valley School District's Board of Directors is to provide a safe, clean and well-regulated school bus. Students whose behavior detracts from the ability of the district to provide safe, clean and well-regulated school buses will be subject to the disciplinary provisions of the school and transportation administration.

Parents are not allowed to board school buses at any time. If you have an issue concerning your child on the bus you may speak to the bus driver at the bus stop or contact the transportation administration at the school.

Level I Misbehaviors on the school bus that may interfere with the orderly operation of the school bus and may at times distract the driver from his primary duty of driving the bus in a safe manner.

Examples

- Pushing/tripping/scuffling
- Rude/discourteous/annoying
- Eating/drinking/littering
- Excessive mischief
- Unacceptable language
- Minor safety violations (i.e. standing while in motion)

Discipline Options

- Recess detention
- Assigned seats

If Level I Misbehaviors become excessive, it may become necessary to move the student into a Level II Category and at this point the student will be subject to all regulations under Level II Misbehaviors.

Level II Misbehaviors that are directed against persons and property and can lead to very serious problems if not corrected a timely manner. These acts have a greater potential to endanger the health and safety of others on the school bus or persons who happen to pass the school bus during its daily routine.*****

Examples

- Violation of safety procedures
- Destruction of property

Discipline Options

- Notification of parent and student
- Student may be put into disciplinary system

- Throwing items from the bus or in the bus
- Belligerent behavior toward the driver
- Physically threatening, intimidating another student
- Playing with matches/cigarette lighters
- Smoking

1. In the event of an infraction, which happens on the bus during transportation to or from school, the building principal or designee will attempt to notify the parent of the infraction. The principal or designee and the student will conduct a discussion of the bus conduct report or students involved. Both student and parent will be notified if another problem occurs, the student will be required to serve an after school detention, as governed by the regulations as set forth in the student/parent handbook.

2. In the event of a second infraction, the building principal or designee will assign the student an after school detention, as required by the student/parent handbook. At this time it may be necessary to have a formal meeting with the parent/guardian, guidance, administration and possibly the bus driver to discuss the prevention of a bus suspension.

3. In the event of a third infraction, the building principal or designee will be authorized to suspend a student's transportation privileges for a period of up to five days.

4. A fourth infraction will result in another after school detention, as required by the student/parent handbook and/or a suspension of student's transportation privileges for a period of up to ten days.

5. In the event of a fifth infraction, it will become necessary for the building principal or designee to authorize the suspension of bus privileges for this student for the remainder of the school year.

*******Level II infractions can move right to a bus suspension stage if circumstances warrant.**

Bus drivers do not have the authority to suspend students from riding the school bus. If your child is to be suspended from riding the school bus, the principal or designee will notify you so you can make other arrangements to transport your child to and from school.

During any suspension from bus-riding privileges, it shall be the parent's responsibility to arrange for private transportation for the student to and from school. If the student fails to attend school because of a bus suspension, he/she will be risking being put into "Stars Truancy Program" which will place them before the magistrate.

Serious infractions specified in the policy include but are not necessarily limited to the following violations: physically threatening, intimidating, pushing, hitting or grabbing another student, throwing objects on the bus or out of the windows, playing with matches, or violating safety procedures.

At times discipline at the bus stops can be very difficult to control. We must rely on parents for some help in this area to reinforce the idea that good behavior is important at the bus stop to ensure a safe area for all children to wait for their bus.

We will try as best we can to work with parents concerning problems we may be having at a particular bus stop. However, sometimes when a problem cannot be solved through the school, it may be necessary for the parent to contact their local police department.

Parent Transport

Students driven to school by parents should be dropped off at the main entrance of the school. The side entrance is to be used exclusively for bus traffic only.

Parents can only accompany their children to the entrance of the school. If a parent wishes to see a teacher, that parent is required to follow visitor procedure.

It is strongly advised that the parent sets up a mutual time period to meet with the teacher during or after school hours. In order to provide a strong learning environment, classroom interruptions must be limited. Parents have been asked not to interrupt the class during the day unless absolutely necessary.

Children are not allowed to bring bicycles to the elementary center.

Kindergarten Transportation

In the interest of the safety and well-being of our kindergarten students, a parent or parent designee must be at the bus stop to receive the kindergarten child. The teacher should be made aware of whom that person will be and notify the school of any changes. Please note: that person must be an adult, not a student.

UNLAWFUL HARASSMENT (As Per Mid Valley District Policy)

Purpose

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Authority: The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as result of good faith charges of harassment.

Definitions: For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender (including gender identity or expression), age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Delegation of Responsibility: In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that she/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Office if the building principal is the subject of the complaint.

Complaint Procedure-Student/Third Party

Step 1- Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report from available from the building principal, but oral complaints shall be acceptable.

Step 2- Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare and submit a written report **to the Compliance Officer** within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

The investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. **District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.**

Disciplinary actions shall be consistent with **Disciplinary Guidelines**, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, **and may include educational activities and/or counseling services.**

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. **The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.**

USE OF REASONABLE FORCE (As Per Mid Valley District Policy)

The Mid Valley School District believes that physical punishment is not an effective or desirable form of discipline; therefore, Corporal Punishment, physically punishing a student for an offense, may not be administered to any student in the Mid Valley School District.

Reasonable force may be used by teachers and school district administrators in the following instances:

- a. To quell a disturbance
- b. To obtain possession of weapons or other dangerous objects
- c. For the purpose of self-defense
- d. For the protection of persons or property
- e. For that purpose deemed appropriate and necessary by school district administrators.

VISITOR PROCEDURE

Parents/visitors are asked to press buzzer to gain entrance to the elementary center. After being identified the office personnel will activate the system to allow you to gain entrance to the office area.

Parents/visitors are not allowed beyond the office area without a VISITOR'S PASS. Staff has been instructed to question and report to the office anyone without a visible visitor's pass.

PLEASE NOTE: PARENTS/VISITORS MAY ONLY ENTER AND EXIT VIA THE FRONT OFFICE.

ZERO TOLERANCE (As Per Mid Valley District Policy)

In recognition that safe schools are committed to eliminating violence in the school setting, and further recognizing that safe schools are an essential prerequisite for effective learning to take place, the Mid Valley Board of School Directors embraces a policy of zero tolerance whereby the following acts will not be tolerated in school or at school related activities:

- 1. The possession of weapons or dangerous objects, regardless of intent to use. Consistent with Act 26, weapons shall include, but are not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle or any other tool, instrument or implement capable of inflicting serious bodily harm. The Act is also applicable to any object in circumstances in which the object has been or is likely to be used as a weapon.
- 2. The possession, regardless of intent to use, or the actual use of drugs/alcohol or other mood-altering substance, as consistent with school policy regarding medications.
- 3. Arson.
- 4. Assault involving the deliberate attack of an individual or group of individuals upon another individual or group of individuals.

Any student(s) determined by school administration to have committed any of the above acts will be so charged. As required by law, a due process hearing will be convened by the Mid Valley Board of School Directors to consider the charges brought by administration. Along with the filing of charges against the student(s) determined to have committed any of the above referenced acts, the administration will recommend expulsion from school or placement in an appropriate out-of-school- alternative program in accordance with school law.

THE MID VALLEY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYMENT, EDUCATIONAL AND SERVICE ORGANIZATION.

PRINCIPAL'S/MAIN OFFICE	570-307-3241
ASSISTANT PRINCIPAL	570-307-3241
SCHOOL COUNSELORS	
MRS. BUCKSHON	570-307-3264
MR. KROPA	570-307-3287
SPECIAL ED.	570-307-2165
DEPT. OF PSYCHOLOGICAL SERVICES	
MRS. MOYLAN	570-307-3241
EMERGENCY SCHOOL CLOSING	570-307-1150

I have read and explained the Mid Valley discipline policy to my child.

If a problem develops, we are willing to cooperate with the school.

(Child's name and grade)

(Parent's signature)

I/We can be contacted at the following numbers:

Home phone: _____ Work phone: _____

Please detach and return this form to your child's homeroom teacher by 9/18/17