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Due to heightened security awareness, there is a change to our pick-up procedure. Students will be dismissed to the cafeteria. Family members will remain outside and may enter the vestibule to request their child. The child will be dismissed to the exit doors and upon verification, be released to the appropriate person. Photo identification may be requested for a child to be released.
SUPERINTENDENT’S WELCOME

Welcome to the 2018-19 school year. With revisions and changes occurring, we are continuing our focus on the Mission and Vision Statements of the district:

Mission: The mission of the Millville Area School District is to provide a quality education for every student through the combined efforts of a dedicated staff, involved parents, and a supportive community.


The education of today’s young people relies on collaboration and communication between the students, parents, teachers, and administrators. This educational journey also includes all parties being responsible and accountable for their words and actions as the district strives to provide a safe, positive, supportive, and fun learning environment where everyone is treated with dignity and respect.

Children learn in different ways, through different modalities, and at different rates. If you believe your child is in need of extra support or services to be successful, please contact Mrs. Dee Davis for more specific information. All inquiries and information shared will be treated confidentially in accordance with state and federal law.

The Parent Notification System, informing you of schedule changes, inclement weather and special events as well as having access to the parent portal has been very effective. The parent portal allows you to obtain academic information about your child, their assignments, grades, and attendance. You will also be able to manage your child’s lunch account online. This supports the collaboration and communication between school and home. In addition, STEM classes, the ACE program, college courses through Bloomsburg University and Pennsylvania College of Technology will be available to enhance the education opportunities for our students.

We will continue to work together to provide the students with a quality education. Our goal is for students to achieve and grow through effort. We will accomplish this goal by working together to support the educational foundation the district is providing.

Please read this handbook carefully as it contains information you need for this year. Please contact any administrator if you have questions or concerns about the contents.

Sincerely,

Cynthia Jenkins
Superintendent
# BOARD OF EDUCATION

<table>
<thead>
<tr>
<th>Name</th>
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<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Berger</td>
<td>570-772-7084</td>
<td>Robert McWilliams</td>
</tr>
<tr>
<td>Vice-President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colleen Eves</td>
<td>570-458-6941</td>
<td>Susan Farr</td>
</tr>
<tr>
<td>Roger Glidewell, Jr.</td>
<td>570-458-4066</td>
<td>Heather Mausteller</td>
</tr>
<tr>
<td>Susan Myers</td>
<td>570-458-6093</td>
<td>Deborah Price</td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cathleen Woomert</td>
<td>570-458-6326</td>
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# MILLVILLE AREA SCHOOL DISTRICT

## Frequent Contacts

### DISTRICT OFFICE

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Jenkins, Superintendent</td>
<td></td>
<td>570-458-5538 x3221</td>
</tr>
<tr>
<td>Kaitlin Rosselli, Business Manager</td>
<td></td>
<td>570-458-5538 x3247</td>
</tr>
<tr>
<td>Dee L. Davis, Special Education Supervisor</td>
<td></td>
<td>570-458-5538 x1007</td>
</tr>
<tr>
<td>James Hess, Technology Coordinator</td>
<td></td>
<td>570-458-5538 x1127</td>
</tr>
<tr>
<td>Brent Crispell, Supervisor Buildings/Grounds</td>
<td>570-458-5538 x3275</td>
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### ELEMENTARY

<table>
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<tr>
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<tbody>
<tr>
<td>Edward T. Sanders, Jr., Principal</td>
<td></td>
<td>570-458-5538 x1002</td>
</tr>
<tr>
<td>Sara Wolfe, School Nurse</td>
<td></td>
<td>570-458-5538 x1012</td>
</tr>
<tr>
<td>Tarah Kishbach, Guidance Counselor</td>
<td></td>
<td>570-458-5538 x1003</td>
</tr>
<tr>
<td>Jill Bruder, Prevention Specialist</td>
<td></td>
<td>570-458-5538 x1010</td>
</tr>
<tr>
<td>Student Absence Report Line</td>
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### HIGH SCHOOL

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<tr>
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<tbody>
<tr>
<td>Eric T. Stair, Principal</td>
<td></td>
<td>570-458-5538 x2301</td>
</tr>
<tr>
<td>Sara Wolfe, Nurse</td>
<td></td>
<td>570-458-5538 x2102</td>
</tr>
<tr>
<td>Amber Uranko, Guidance Counselor</td>
<td></td>
<td>570-458-5538 x2307</td>
</tr>
<tr>
<td>Palmer (PJ) Steiner, Athletic Director</td>
<td></td>
<td>570-458-5538 x2108</td>
</tr>
<tr>
<td>Student Absence Report Line</td>
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<td>570-458-5538, Option 2, Select 5</td>
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MILLVILLE AREA SCHOOL DISTRICT HANDBOOK

GENERAL INFORMATION

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

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

Bicycle Riding

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

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

Cafeteria

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

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

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

Breakfasts and lunches are available in both buildings with Grab-and-Go as an option at the Jr/Sr High School. For the 2018-2019 school year the charges will be:

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch (Elementary)</th>
<th>Lunch (Secondary)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1.10</td>
<td>$1.90</td>
<td>$2.15</td>
</tr>
</tbody>
</table>

Students in grades 4 – 6 may purchase an additional entrée for $1.25

Snacks/extras may not be charged at any time.

Care of School Property/Textbooks

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

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

See Policy #224 adopted by the Board of School Directors 2-13-17.

Close or Delay of School

In the case of inclement weather or other emergencies, generally the following radio and television stations will carry the announcement of the close of school or any delays in opening:

- WFBS – Berwick
- WFYY – Bloomsburg
- WGRC - Lewisburg
- WHLM/WIMW – Bloomsburg
- WILQ/WHOT – Milton

- WKAB – Berwick
- WKOK/WQKZ - Sunbury
- WGBK/RRKZ – Williamsport
- WBRE – TV Channel 28
- WNEP - TV Channel 16
- WYOU – TV Channel 22

This information may also be obtained by calling the school district’s main number at 570-458-5538 and pressing “6” at the prompt or checking the district website. In the event school is cancelled for the entire day, please refer to the district’s school calendar in this handbook for the make-up days. Extension “6” may also be called to receive information on bus delays. A form will be sent at the beginning of the school year for those who wish to participate in our Parent Notification System at no cost.

Contacting Students at School

School telephones are for business use and may only be used by students in the case of extreme emergency. No student will be called to the telephone during school time. Messages will be taken and delivered at the appropriate time.

In the elementary building the teacher will determine permission to use the classroom phone. The following situations do NOT warrant a call home:

- Calling someone to bring homework or equipment to school.
- Calling to get permission to go to someone’s house.
- Calling to arrange a ride home when the student knew beforehand of the need.

Emergency Drills

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

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

The Board of Education recognizes the value of field trips as part of an approved program of study that affords a first-hand educational experience not available in the classroom. Chaperones must be at least 21 years of age and have appropriate clearances when the trip involves an overnight stay.

Parental permission slips are necessary for all trips. Grades will be considered when permission is granted for a field trip. Failing grades, behavior or an absentee rate of 10% or more may eliminate a student from going on a field trip. Occasionally, family members may be asked to accompany a class on a field trip.

Absence just prior to the field trip may result in denial of participating in this privilege. All school rules apply when participating in a school-sponsored activity.

See Policy #121 adopted by the Board of School Directors 11-14-16.

Lockers

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

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

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

Locks will be issued to all students at the secondary level upon request. Students are to use only school-issued locks and keep their lockers secured at all times.

Online Access and Parent Notification

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

Personal Property

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

At the secondary level, all electronic devices such as cell phones, MP3 players, etc. can be used at the discretion of the classroom teacher. These items may be used before and after school, in the hallway during classroom transitions, as well as during lunch. These items are not authorized to be used during pep rally’s or assembly programs.

- First offense—Warning, and student may pick up device at the end of the school day.
- Second offense—In-school suspension (secondary) or detention (elementary), and parent must pick up device.
- Subsequent offenses—ISS or OSS, and device is retained until end of year with loss of phone privileges.
Any student refusing to give a teacher a cell phone or other electronic device will receive out-of-school suspension and loss of phone privileges.

**Public Displays of Affection**

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

**School Activities**

Individual students or student groups must secure permission before using the school building for activities when school is not in session. Such students or groups must be under the direct supervision of an adult advisor, and the advisor is responsible for the conduct of the individuals under his/her supervision. In order to participate in any school-sponsored activity, a student must be in school for a minimum of 3½ hours on the day of the event.

**School Security and Safety**

To provide for the safety of the students, access to the buildings after 8:00 a.m. will be only through the main entrance of each building. It will be necessary for persons to ring the bell and wait to be admitted. For safety purposes, our schools are continuously monitored using electronic surveillance.

**Visitor Policy**

Only visitors with school related business are allowed. These visitors are required to register at the school office and obtain a visitor badge. Visitors will return to the office upon completion of their business, relinquish the badge, and sign out before leaving. Such visitors are subject to administrative approval and escort.

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

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

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

**ATTENDANCE POLICIES AND PROCEDURES**

**Introduction**

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

The Millville Area School District follows pupil accounting procedures established by the Pennsylvania Compulsory School Attendance Laws. Since good attendance and grades are highly correlated, each school attempts to build close contact with parents through student attendance accountability. Students are reminded that attendance records become part of their permanent record and can have beneficial or detrimental results, depending upon the record established.
Attendance rates are one measure of the success of a school district. The failure of students to maintain high attendance rates could result in sanctions to the district and increased costs to the taxpayers. Parental encouragement of all students is vital.

See Policy #204 adopted by the Board of Education 6-12-17.

Attendance Guidelines
The following constitute reasonable cause for absence from school:

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

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

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

Absence Reporting
When a student is absent from school, that absence should be reported to the office in the building where they attend school. Please call the district number (570-458-5538) and follow the menu for the appropriate office. With the voice mail system, these calls can be made at any time, but absences should be reported no later than 8:00 a.m. A written excuse is still required. Please note: Requests for homework should not be left on the absence reporting line. A parent/guardian should speak with a secretary in the student’s respective building.

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

1. The required form must be obtained from the school office, completed, and returned to the school office at least one week in advance of the start of a vacation of three (3) to ten (10) days in length.
2. The student must arrange with all of his/her teachers for the completion of homework assignments while traveling.
3. All work must be given to the teachers the first day back in class, and scheduling of make-up work is at the discretion of each teacher.
4. The student must complete the appropriate requirements on the Validation of an Educational Journey form.
5. No more than ten (10) school days per year will be approved for educational trips.
**College Visitations**

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

**Excuses for Absences**

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

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

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

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

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

**Illegal or Unexcused Absences**

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

In the case of any student who has accumulated three (3) days of illegal absence, the parents will receive an official notice and meet with the office staff for a Truancy Elimination Meeting. Further absences of this kind will oblige the school to take legal action to enforce the compulsory attendance laws. Additional days of illegal absence will result in the school requiring a medical excuse for future absences and/or a fine/arrest to be initiated with the courts to comply with the compulsory attendance laws.

**Make-Up Work Following Illegal or Unexcused Absences**

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

**Make-Up Work Following Excused Absences**

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

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

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

At the elementary school, these notes are to be given to the teacher as soon as the student arrives at school. Students leaving before 12:00 p.m. will be credited a half-day absence. Parents or designee will be required to sign out all students at the office. Photo ID may be required.

At the secondary building, these notes are to be taken to the main office before 8:00 a.m. Students leaving before 12:00 p.m. will be credited a half-day absence. Students are expected to sign out before leaving the building and sign back into school if they return before the end of the school day.

**Change of Name, Address or Telephone**

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

**Late Arrival at School (Tardies)**

A student is considered tardy if they arrive to their homeroom after 7:55 a.m. Students arriving between 8:25 and 11:30 a.m. will count as a half-day absence. After 11:30 a.m. will count as a full-day absence.

At the elementary and secondary level, a warning letter will be sent after three tardies in a semester. An accumulation of three additional tardies during the semester could result in After School Detention.

**Leaving School Without Permission**

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

**Withdrawal from School**

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

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

High School

All students in the Class of 2016 and beyond must have 26 credits to receive a diploma.

The courses must include:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Mathematics</td>
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<td>Health and Physical Education</td>
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<td>Personal Finance or Stepping Out</td>
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<tr>
<td>Electives</td>
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</tbody>
</table>

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

Junior High School

Pupils who have successfully completed the academic program outlined for a particular grade level will be promoted to the next highest grade for the ensuing school year.

Elementary School

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

Make-Up of Credits/Summer School

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

Students must attain an average of at least 60% for the year to make up a course in summer school. No exceptions will be made without faculty approval.

Promotion and Retention

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

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

Refer to Policy #215 adopted by the Board of School Directors 2-13-17.
MEDICAL INFORMATION

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

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

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

Health Screenings
As part of the school health program, certain screenings and examinations are mandated. Every student must have the following:
1. A complete medical examination upon entry into school, and during the sixth and eleventh grades, and prior to issuing a work permit;
2. An annual vision screening;
3. Annual measurement of the student’s height and weight;
4. Annual BMI assessment, a height for stature index, with results mailed home;
5. Periodic hearing screening;
6. Periodic scoliosis screening;
7. A dental examination on entry into school, and during the third and seventh grades.

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

Immunizations
All students are required to have a certificate of immunization on file. Students entering school for the first time in kindergarten or first grade are required to have a certificate of immunization on file before entering school. The only exemptions to the school laws for immunizations are medical reasons and religious beliefs. If your child is exempt from immunizations, he or she may be removed from school during an outbreak. The required immunizations are:
1. 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after 4th birthday)
2. 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
3. 2 doses of measles, mumps, rubella***
4. 3 doses hepatitis B
5. 2 doses of varicella (chickenpox) vaccine or evidence of immunity.
   * Usually given as DTP or DTaP or if medically advisable, DT or Td
   ** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose
   ***Usually given as MMR

Students attending 7th grade will also need the following:
1. 1 dose of Tdap (tetanus, diphtheria, acellular pertussis) on the first day of 7th grade
2. 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade
   On the first day of 7th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

Students attending 12th grade will also need the following:
1. 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.
   On the first day of 12th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

**Medication Policy**

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

If a student must have medication of any type given during school hours, including over-the-counter drugs, except those medications listed on the Emergency Contact form, the procedures for the school nurse to administer any medications are:
1. A written request must be brought from the doctor that includes the student’s name, the name of the medication to be administered, the effective date, dosage to be administered, and frequency of administration. A parental signature is required for those medications/treatments listed on the Emergency Contact form.
2. Parents or guardians must submit a written request for the medication to be administered as prescribed by the physician.
3. Medication brought to school is to be taken to the nurse’s office or building office. Medication will be kept in the nurse’s office. Students will not be permitted to carry pills or medication during school hours. Any exceptions should be in doctor’s written instructions. (Ex: Occasionally a doctor may request for a student to carry an inhaler).
4. The medication must be received in a new/unopened package or factory sealed individually packaged labeled items (i.e. individually packaged Lactaid). For prescriptions, it must be the most recent script container or container labeled by the pharmacy for the use of the school.
5. Unused medication should be picked up at the end of the time period stated on the form. All other medications should be picked up at the end of the school year. Unused medication not picked up will be destroyed.
6. These rules apply to medications obtained by prescription or over-the-counter medicines.

Refer to Policy #210 adopted by the Board of School Directors 2-13-17.
**Student Insurance**

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

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

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

**EXTRACURRICULAR ACTIVITIES**

**Introduction**

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

Refer to Policies #122 and #123 adopted by the Board of School Directors 11-14-16.

**Absences**

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

**Suspensions**

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

**Academic Eligibility**

The Millville Area School District Policy is as follows:

1. Faculty will report every Friday on each student who is involved in an on-going activity. The ineligibility period is from Sunday through Saturday.
2. If a person is failing one subject, he/she is on probation and may continue to participate.
3. If a person is reported as failing two subjects for a specific week, he/she is excluded from the activity for a period of one week, and practicing is not permitted.
4. If a person is failing two subjects at the end of a marking period, he/she is excluded from the activity for a period of 15 school days, including practice.
5. A student must attend school for at least 3½ hours to participate in an activity held on that day.
6. Students involved in any extra-curricular activity must get written permission from the principal to leave a contest or activity with a parent or guardian instead of using school provided transportation.
Permission forms are available in the office, on the district website, and from the coaches. NOTE: Students are not allowed to leave an activity with anyone other than their own parent or guardian.

7. Final grades for the school year will be used to determine eligibility for the beginning of the next school year.

**Athletic Physical Examinations**

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

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

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

**SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) PROGRAM**

**Who participates in PBIS?**

- All faculty, staff and students participate in PBIS.

**What is our PBIS program designed to do?**

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

**Where does PBIS occur?**

- PBIS occurs in all areas of the school environment.

**When does PBIS occur?**

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

**What are our behavior expectations?**

- Be Safe
- Be Respectful
- Be Responsible

**How do we teach our behavior expectations?**

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


- Posters are displayed throughout the school detailing the specific behaviors expected in each area.

**How does PBIS work?**

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

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

Even with clear expectations, sometimes children do not meet the desired behaviors. Behaviors are divided into two categories.

- Classroom Managed Behaviors are behaviors that are disruptive to the learning environment and are handled by the teachers. Should these behaviors become a pattern that do not meet school expectations, it becomes an office managed referral.
- Office Disciplinary Referrals are issues that are sent to the office. These referrals are tracked in Sapphire. Parents/Guardians are notified of these referrals. When a student repeatedly receives office disciplinary referrals, a team will meet to develop an effective behavior intervention plan for that child.

**What are the guidelines for re-teaching?**

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

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

**SPECIFIC REGULATIONS**

**Changing Buses**

If it is necessary to ride a bus other than the one assigned, a note from the parent or guardian must be brought to the office, signed by the principal or his/her designee, and given to the bus driver. If your student is riding a bus home with another student, even if it is their regular bus, a note must be sent from both parties.

**Conduct on Buses**

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

No passenger may:

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

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

**Consequences for Bus Misconduct**
Whenever problems arise that cannot be resolved, the following procedures will be used:
1. The bus driver will report the incident to the building principal.
2. After an administrator has investigated the incident, the bus driver will be informed of the action.
3. Persistent misconduct on the bus will result in loss of bus transportation.

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

**Students**

**General**
- All clothing should be neat, clean and properly fitting. Clothing that is excessively baggy or too tight may not be worn.
- Clothing that is dirty or gives off a foul odor is not to be worn.
- Clothing with tears or holes may be worn with other apparel underneath.

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

- All dresses, shorts, skirts, and shorts must not more than three (3) inches above the knee.
- Pants should not extend beyond the bottom of the shoe and should not drag on the floor. They should be worn around the natural waistline with absolutely no skin or underwear showing at any time.
- Biker shorts, spandex, and short shorts are not permitted.
- Pajamas are not allowed.

Shirts

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

Miscellaneous

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

Consequences

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

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

1. Parents will be notified of the detention. Elementary students are to return their notification with parental signature.
2. A student who is absent from school the day of detention will be expected to serve it the next detention day.
3. If a student misses detention, he/she will be assigned an additional day and/or in-school suspension will be assigned.
4. Three detentions or failure to serve two successive detentions will likely result in in-school suspension.

Please see the secondary section for more specific information on discipline procedures at that level.
Secondary Students

First Offense  Speak with principal, phone call home, copy of discipline referral sent home, student warned.

Second Offense  Speak with principal, phone call home, copy of discipline referral sent home, possibly After-School-Detention or In-school suspension.

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

Discipline Policies

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

1. Making the student cognizant of when he/she is disregarding a rule.
2. Setting up consequences.
3. Implementing those choices.
4. Rewarding appropriate behavior.

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

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

Refer to Policy #221 adopted by the Board of School Directors 2-13-17.
These suspensions may be of one to ten days duration or may result in a recommendation of expulsion to the Board of Education. Discipline guidelines may be found at the end of this book.

*See Policy #233 adopted by the Board of School Directors 2-13-17.*

**STUDENT POLICIES**

**Harassment**

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

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

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

*See Policy #248 adopted by the Board of School Directors 2-13-17.*

**Internet/Computer Network and Facilities**

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

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

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

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

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

Refer to Policy #814.1 adopted by the Board of School Directors 11-25-13.

NEW information by 8-28-18--Refer to Policy 815 adopted by the Board of School Directors 8-27-18

Integrated Pest Management Policy

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

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

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

Refer to Policy #716 adopted by the Board of School Directors 1-22-18.

Weapons and Dangerous Instruments Policy

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

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

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

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

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

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

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

See Policy #218.1 adopted by the Board of School Directors 2-13-17.

Tobacco Possession and Use Policy

Tobacco possession and/or use by students is prohibited in school buildings, on school property, on school buses which are leased, owned, or under the control of the district, or at any school sponsored activity. This includes use or possession of a lighted or unlighted cigarette, pipe, or other lighted or unlighted smoking product or smokeless tobacco in any form. The use of tobacco products by all employees and visitors of the school who are in school buildings, on school property, or riding school buses which are leased, owned or under the control of the district at any time is also prohibited.

State Law provides for violations of the above rules to be a summary offense. A student who commits an offense under this law shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine and court costs.

Possession of these materials anywhere on school property is sufficient reason for prosecution.

See Policy #222 adopted by the Board of Directors 2-13-17.

Drug and Alcohol Policy

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

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

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

1. All dangerous controlled substances prohibited by law.
2. All “look alike” drugs.
3. All alcoholic beverages.
4. Tobacco and tobacco products.
5. Any drug paraphernalia.
6. Anabolic Steroids
7. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.

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

See Policies # 227 adopted by the Board of School Directors 2-13-17.
**Student Discipline Policy**

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

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

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

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

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

*See Policy #218 adopted by the Board of School Directors 2-13-17.*

**State Laws Which Apply to Students**

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

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

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

If any person shall willfully or maliciously break into, enter, deface, or write, mark, or place any obscene or improper matter upon any public school building, or other building used for school purposes or other purposes provided for in this act . . . . or shall deface, injure, damage, or destroy any school furniture, books, paper maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes . . . . or shall injure, damage, or destroy any shade trees, shrubbery, fences, or any other property of any kind upon any public school grounds, or upon any public school playground, such person shall be guilty of a misdemeanor, and upon conviction . . . . be sentenced to pay a fine . . . . or undergo an imprisonment . . . . or both.

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

**Student Records Policy**

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

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

*Refer to Policy #216 adopted by the Board of School Directors 2-13-17.*
STUDENT ASSISTANCE

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

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

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

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

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

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

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

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

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

**DISCRIMINATION CLAUSE**

The Millville Area School District is an equal opportunity education institution and will not discriminate on the basis of sex, race, color, national origin, creed, age, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

The Superintendent of Schools is the Title IX, Act 504 and IDEA compliance officer. For information regarding civil rights or grievance procedures, contact:

Cynthia Jenkins, Superintendent
Millville Area School District
Millville, PA 17846
Phone: 570-458-5538, x3221

The District Website is located at [www.millsd.us](http://www.millsd.us) or [www.millville.k12.pa.us](http://www.millville.k12.pa.us)

Please visit it often for up to date information about the district. Parent/Community Portal information will be shared throughout the year.
PRINCIPAL’S WELCOME

Our faculty and staff would like to welcome all of you to the Millville Elementary School. We are delighted to look forward to the 2018-19 school year and anticipate an excellent year for our children.

This handbook has a great deal of information pertaining to the elementary school and the district as a whole. Please take time to read through this handbook with your children to better acquaint yourselves with our policies and procedures.

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

Thank you for all your continued efforts and support in striving to make the 2018-2019 school year a positive and productive experience for all!

Edward T. Sanders, Jr., Principal
Millville Elementary School

GENERAL INFORMATION

School Hours

Elementary Students  7:40 – 2:50
Office                7:30 – 3:30
Summer               8:00 – 1:00
Teachers             7:40 – 3:10

Philosophy

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

Assemblies

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

Fire Drills

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

Gum

Gum chewing is NOT permitted in the Elementary building.

Honor Roll

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

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

School Pictures

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

School Store

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

CURRICULUM

Language Arts

The Harcourt Journeys reading programs has been implemented at Millville Elementary which incorporates the subject areas of reading, writing, English, and spelling.

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

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

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

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

Mathematics

Our mathematics program is Houghton Mifflin Harcourt’s Go-Math. This series incorporates alignment to the core standards that have been developed and implemented at the national and state levels. Children will be working on grade level with the material that was deemed appropriate to their year of schooling. We will be utilizing an Intervention Framework for the content area.

Students will utilize IXL and Exact Path software programs to extend learning in school and at home.

Science

Students will enter the exciting world of science through online textbooks from Discovery Education. They
will be able to read about volcanoes as they see the video of an actual eruption. They will also have hands-on activities associated with their learning.

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

**Social Studies**

The MyWorld Interactive series has been purchased for use in Social Studies to develop the appropriate concepts, appreciations, and understandings in grades one through five. Presently the emphasis is on the incorporation of thinking skills.

**Art, Music, Physical Education**

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

**Instrumental Music**

Band instruments are introduced on a voluntary basis with the child supplying the instrument. We do provide a rental service through a local music store simply as an aid to families. Lessons are of a group nature usually lasting one-half hour.

**Technology Applications**

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

**Library**

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

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

**Speech Therapy**

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

**Reading Specialist**

Reading specialists are employed by the district to test children’s progress in reading and to provide special instruction. The reading specialists coordinate the program from Kindergarten through grade six and are responsible for grouping and pacing of students within those grade ranges.
**Title I Reading**

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

**Learning Support**

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

**Math Support**

Small groups and individuals work with our math coach to develop proficiency in mathematics. Qualified teachers and aides work on developing both positive attitudes and specific skill achievement.

**School Psychologist**

A psychologist is available on a full-time basis to test children and to make recommendations for student placement. See p. 29 for information about requesting an evaluation.

**ESL**

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

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**MILLVILLE ELEMENTARY SCHOOL HOMEWORK POLICY**

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

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

Counseling Services

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

Testing Program

Several strategies are used to monitor children’s progress. In the classroom, individual children are observed by the teacher to note interest, involvement, and motivation in the learning environment. Oral and written examinations are given on units of study being taught.

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

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

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

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

Title I Service

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

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

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

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

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

Hall Rules
Walk on the right side. Walk quietly. No running. Keep hands and feet to yourself. Respect other people’s rights to walk in the hall.

Lavatories
Children should use lavatories before school, at lunchtime, and at recess. The lavatories will be patrolled routinely to be sure that behavior is appropriate. Do not use playground exits of lavatories. They are to be used only in an emergency. Flush the toilets after use.

Lunchroom Rules
- Be on time.
- Children are to wash their hands before lunch.
- Children are expected to walk in an orderly manner through the halls.
- Children are to have lunch tickets or money ready for the cafeteria staff.
- There is no “saving places” for friends in the lunch line.
- Be careful in getting and carrying lunch trays – if you spill, YOU CLEAN UP!
- Students may talk quietly to friends who are near.
- Try new foods—you may like them.
- Children may give away unwanted food—selling of food is not allowed.
- When ketchup, mustard, and onions are on the tables, use and pass them on so that everyone will have access to the items.
- When finished eating, clean up table area, take trays to the designated area. Return to the group and wait quietly until the cafeteria duty aide excuses you.
- After being excused, line up at the assigned exit.
- Walk quietly to the classroom for playground supplies and outdoor clothing.

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

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

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

Equipment

• General Equipment
  Hold all balls and equipment while leaving the building and entering the building.
  Be responsible for all equipment taken out. All equipment should be returned to its proper place.

• Swing Set
  Be willing to take turns.
  DO NOT leap from swings.
  Be seated at all times.
  DO NOT climb on the support brackets.
  Stay clear of swing area while they are in use. This includes those students waiting for a turn.

• Sliding Board
  Stay on the inside of the confined area of the platform.
  DO NOT walk up the slide.
  Stay seated while sliding.

• Macadam Area
  This area is designated for both basketball and other surface games. It must be shared.
  Kick ball on grass field.

• Goals And Backstop
  DO NOT climb on the goals or the backstop.

*Flip flops and open-toed shoes are strongly discouraged during outdoor recess and on the playground equipment due to safety concerns and the well-being of your child.
ARRIVAL AND DISMISSAL

Morning Rules

Doors open at 7:30 a.m. Students arriving between 7:30 and 7:40 a.m., shall report to the cafeteria. At 7:40 a.m., students will be dismissed to their homerooms. Walkers and bus students arriving at the Elementary School after 7:40 a.m. may go directly to their assigned classrooms.

Breakfast will be available for purchase. Walkers and parent drop-offs needing breakfast should arrive before 7:40 a.m. to allow enough time to begin the day at 7:55.

Dismissal

Safety patrol members leave at 2:40 p.m. and report to their posts. Kindergarten dismisses at approximately 2:45 p.m. and grades 1-6 dismiss at 2:50 p.m. Bus students go directly to the bus and board immediately. No students are to be in the rooms after 2:55 p.m. unless requested to stay by a teacher and supervised by the teacher.

Students Riding School Buses

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

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

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

Notes:

Infractions involving school bus regulations may lead to removal of bus transportation privileges.

After a student has received three bus conduct notices he/she may be removed from the bus for three days. Transportation will be the responsibility of the parent.

Children must go home on their regular bus unless they have a parental note indicating otherwise. Phone calls requesting a change in transportation should be made no later than 11:00 a.m. Requests made after 2:30 will be honored only in extreme emergencies.

Students Driven to School

1. Students should not arrive before 7:30 a.m. and no later than 7:55 a.m.
2. Children are to be dropped off in front of the building when buses are at the school.
3. Once the buses have left, students should be dropped off on the side of the school.
4. Students are to be ready to immediately exit the car onto the sidewalk.
5. Please leave the area as soon as the students have cleared the car.

6. If there is a need to exit the car, please park in the visitor areas at the front of the building.

**Picking Up Students After School:**

*Due to heightened security awareness, there is a change to our pick-up procedure. Students will be dismissed to the cafeteria. Family members will remain outside and may enter the vestibule to request their child. The child will be dismissed to the exit doors and upon verification, be released to the appropriate person. Photo identification may be requested for a child to be released.*

1. Family members who wish to pick children up at the end of the school day may come into the vestibule no earlier than 2:50 p.m. Students will be called from the cafeteria to be picked up after sign-out.

2. Parents who wish to pick up students in addition to their own children must have a note from that child’s parent stating that this is permissible.

3. No child will be released from the bus.

**Safety Patrol**

The objectives of the Safety Patrol are as follows:

1. To safeguard school children as they cross streets, move through school corridors, and school buses.

2. To develop in school children a constant awareness of traffic hazards.

3. To provide activities and opportunities, the development of character, leadership, and cooperative citizenship.

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

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

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

**Walker’s Rules**

1. Walkers report to the cafeteria at dismissal and leave the building at approximately 3:00.

2. Follow the directions of the crossing guard.

3. Always walk safely.

4. Go directly home.

5. Look both ways when crossing the street.

6. Go with a buddy.

In order to accomplish the above objectives, Safety Patrol Members have been placed at many locations at various crossings on the way to school, at the bus stop areas and in the corridors inside the school.
The District Website is located at
www.millsd.us or www.millville.k12.pa.us
Please visit it often for up to date
information about the district. Parent/Community Portal
information will be shared throughout the year.
PRINCIPAL’S WELCOME

I am excited and honored to welcome each and every one of you to the beginning of a new school year at Millville Jr/Sr. High School. This school year will be a year of setting and reaching attainable goals by taking our school and student achievement to the next level of academic success. At Millville Jr/Sr. High School we are dedicated to our students and work hard to challenge our students to work to their fullest potential. As a team of educators, we are here to support all of you, by any means necessary, to ensure your student is successful. We look forward to working with you to provide the education that you deserve.

At Millville Jr/Sr. High School you can look forward to encountering a challenging academic program that will push you to work to your fullest potential. I am confident that each student has the ability to meet our expectations and demands. Our goal is to ensure that all students become responsible citizens, critical thinkers, and active problem-solvers. We do this to prepare them for the demands of the real world, so they are prepared to become our future leaders.

I look forward to working with all of you and encourage you to take advantage of all the opportunities that are available to you. On behalf of the team of educators of Millville Jr/Sr. High School, I want to again welcome all of you and thank you for being a part of our school, where SUCCESS IS THE ONLY OPTION.

Mr. Eric T. Stair
High School Principal

GENERAL INFORMATION

School Hours

- Secondary Students: 7:55 – 3:00
- Office: 7:30 – 3:30
- Summer: 8:00 – 1:00
- Teachers: 7:40 – 3:10

Announcements

Announcements for the day are broadcast during first period. Announcements may be made at the end of the day, with the approval of the principal. All announcements must be signed by a faculty member and submitted to the office by 7:45 A.M.
Assemblies

All students in Millville Junior/Senior High School are expected to display good manners and respect for others during assembly programs. Performers are guests in our school and receive a lasting impression from their brief contact with Millville Junior/Senior High School students. Whistling, waving, shouting, or any other displays of poor manners will not be tolerated. **NO ONE IS EXCUSED FROM ATTENDING ASSEMBLY PROGRAMS.**

Dances

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

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

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

Students who are suspended from school may not attend dances.

For selected dances, a student may bring one guest from another school. Guests must be under 21 years of age. Registration forms are available in the office and are to be completed at least two days before the dance.

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

Food and Beverages

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

Bottled water in its original, clear container is permitted with the permission of the classroom teacher.

Hall Passes

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

Guidance passes will be issued prior to or during Activity Period. In the case of an emergency, a teacher may issue a pass for a student to see a counselor.

Lavatory Use

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

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

**Opening Exercises**

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

**Activity Period**

Activity period placements are supervised by a member of the faculty, and students are expected to use their study time for completing homework assignments, preparing for tests, and reviewing notes. Students may be assigned tutoring and other study sessions during this time.

**ACADEMIC INFORMATION**

**Class Materials**

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

**Homework**

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

**Final Exams**

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

**Grade Weighting**

In order to give more weight to courses which require more effort, the system of grade weighting has been approved by the Board of School Directors. The students’ grades will be multiplied by 1.06 for Honors Courses and 1.10 for Advanced Placement classes listed below. This grade will be figured into the GPA (grade point average) and, therefore, the class rank.

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

Example #2: A student has a grade of 90 in chemistry. Multiplying 90 times 1.06 (the value of courses listed under the Honors section) results in the student earning a 95.4 when figuring out GPA (90 x 1.06 = 95.4).
The following courses are listed with their weighted values:

<table>
<thead>
<tr>
<th>Honors (1.06)</th>
<th>Advanced Placement (1.10)</th>
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<tbody>
<tr>
<td>Honors English 9</td>
<td>AP English 12</td>
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<tr>
<td>Honors English 10</td>
<td>AP European History</td>
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<tr>
<td>Honors English 11</td>
<td>AP Calculus</td>
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<tr>
<td>Honors Algebra I, II</td>
<td>AP Government</td>
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<tr>
<td>Trig/Pre-Calculus</td>
<td>Spanish V</td>
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<tr>
<td>Honors Geometry</td>
<td>French V</td>
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<tr>
<td>Honors Earth Science</td>
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<td>Biology II</td>
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<td>Honors Chemistry</td>
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<td>Physics</td>
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<td>Spanish III</td>
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<td>Spanish IV</td>
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<td>French III</td>
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<td>French IV</td>
<td></td>
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<tr>
<td>Independent Study – Computers</td>
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**Honor Roll**

Distinguished honor roll requires an average of 93%. The regular honor roll requires an average of 88%. Students must be enrolled in 6 school course credits to be eligible for honor roll.

**Library**

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

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

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

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

**Opportunities**

**School Counts**

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

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

**ACE Program/Dual Enrollment**

Students are invited to participate in the ACE program at Bloomsburg University and obtain college credits at greatly reduced tuition costs. They may also enroll in Penn College NOW courses which are extensions of courses taught in the district. Students must meet university and school graduation requirements, as well as state laws, when participating in these programs.

Details are available in the Guidance Office.

**National Honor Societies**

Students are first eligible for NHS during their sophomore year. They must have been attending the school at least one semester and have a cumulative scholastic average of 95% since ninth grade. Selection for membership is made by a faculty committee from completed applications and is based on character, leadership, scholarship and service. Selected members must complete 40 hours of community service each year.

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

**BEHAVIOR EXPECTATIONS**

**Progressive Discipline**

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

**FIRST OFFENSE:** Speak with the principal, phone call home, copy of discipline referral sheet mailed home, student warned.

**SECOND OFFENSE:** Speak with the principal, phone call home, copy of discipline referral sheet mailed home, lunch detention, after-school detention, or in-school suspension. If a student receives in-school suspension, they will not be eligible to attend after school activities that day. This includes athletic practices, games, or tournaments.

**THIRD OFFENSE:** Speak with the principal, phone call home, copy of discipline referral sheet mailed home, parent must reinstate student back into school after suspension.

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

**Lunch Procedures**

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

Please observe the following regulations during your lunch period:

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

**Profanity**

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

**Student Responsibilities**

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

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

The students' responsibilities are to:

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

Level I

Infraction: Misconduct that impedes orderly classroom procedures or interferes with the orderly operation of the school. These may include, but are not limited to, the following:

- General misconduct
  - Horseplay
  - Inappropriate displays of affection
- Late to class/lunch without pass
- Minor disruptive behavior (classroom, bus, cafeteria)
- Unauthorized possession or use of electronic devices (cell phones, digital cameras, etc.)
- Use of profane language or lewd gestures

Possible Consequences

- Warning
- Parent/guardian contact
- Confiscation of property (if applicable)
- Lunch Detention
- After-School Detention
- In-School Suspension
- Suspension for repeated level one violations

Level II

Infraction: Misconduct that occurs with frequency or seriousness and tends to disrupt the learning climate of the school. Includes more willful disrespect of misbehavior... These may include, but are not limited to the following:

- Excessive Level I offenses (5 or more)
- Bullying
- Physically aggressive behavior
- Willful disobedience/insubordination
- Major classroom disruption
- Minor acts of vandalism
- Possession/use of any tobacco products
- Academic cheating/Plagiarism
- Harassment
- Truancy
- Theft
- Non-compliance with computer rules
- Unauthorized/improper use of school materials/equipment

Possible Consequences

- Parent/Guardian contact
- Parent/guardian conferences
- Restitution if applicable
- In-School Suspension
- Suspension
- Suspension of privileges, such as:
Field trips
School dances
Parking (High School)
Extra-curricular activities
Athletics (High School)

Level III
Infraction: Serious acts directed against a person or school property of the continued frequency of lesser violations. These may include, but are not limited to, the following:

- Excessive Level II offenses (5 or more)
- Verbal abuse/profanity directed at faculty/staff
- Engaging in lewd and inappropriate behavior
- Fighting
- Threats to fellow students/staff/school personnel
- Severe safety violation
- Vandalism/property damage
- Insubordination/Disrespect
- Inappropriate sexual contact
- Violation of medication policy

Possible Consequences
- Parent/Guardian contact
- Parent/guardian conferences
- Restitution if applicable
- Out-of-school suspension
- Possible Police contact
- Suspension of privileges, such as:
  - Level II options
  - School Trips
  - Junior/Senior Prom
- Possible referral to alternative education

Level IV
Infraction: Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. These acts may be considered criminal or considered to be the continued frequency of lesser violations. These may include, but are not limited to, the following:

- Excessive Level III offenses (4 or more)
- Possession/use of a dangerous instrument/weapon
- Possession/use of drugs/controlled substance/alcohol
- Terroristic/Bomb threats
- Arson
- Activating fire alarm or misuse of emergency equipment
- Assault with injuries
- Physical abuse of school employees
- Use of computer/electronic device for malicious intent
- Intent to damage or damage to the property of school employees
Possible Consequences
- Parent/Guardian contact
- Loss of school privileges
- Police contact
- Out-of-school suspension and possible recommendation for expulsion
- Agency referral
- Alternative Education placement
- Superintendent hearing

ARRIVAL AND DEPARTURE

Parking Regulations

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

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

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

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

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

Refer to Policy #223 adopted by the Board of School Directors 2-13-17.

Students In The Park

Any student who rides the bus or drives a vehicle to school is required to enter the school immediately upon arrival. Students are not to go to the Millville Park. Students who walk to school must not come on to school property and then go to the park. Once any student is on school property, he/she must remain on school property. Violations of this policy will result in consequences relevant to the circumstances.
### 2018-2019 Yearly Calendar

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### Dates to Remember

**Open House for JSHS**
- Aug 20 - 6:30 PM
- 7th Grade Orientation
  - Aug 20 - 7:00 PM
  - Grades 7-12

**Open House for Elementary**
- Aug 21 - 7:00-8:00
  - Grades 1-6
- Aug 21 - 6:00-7:00
  - Kindergarten

**Parent/Teacher Conferences**
- November 8 - 12:30-4:15/5:30-8:00
- March 28 - 1:00-5:15 (invites only)

**Progress Reports**
- Oct 4 -- 1st Marking Period
- Dec 11 -- 2nd Marking Period
- Feb 26 -- 3rd Marking Period
- May 3 -- 4th Marking Period

**PSSA Assessments**
- Apr 15-26 -- ELA (Grades 3-8)
- Apr 29-May 3 -- Math (Grades 3-8)
- Apr 29-May 3 -- Science (Grades 4, 8)
- Apr 29-May 3 -- Make-ups

**Keystones Exams**
- Dec 3-14
- Jan 7-18
- May 13-24

### Key:
- First/Last Student Day
- Vacation/No School
- In-service/No Students
- Act 80/No Students
- Early Dismissal (12:20 elem, 12:30 HS see green box)
- New Teacher Induction
- Snow Make-up Day
- Local Holiday

**End of marking period
Final Exams**
- Nov 8 and Mar 28--P/T Conferences (all students)
- Nov 21 (students and staff)
- June 3, 4, 5 -- finals (all students)
- June 6 dismissal 10:50 Elem; 11:00 HS for students

Revised Calendar Board approved on 3.26.18
Revised Calendar Board approved on 9.10.18