



Milton Area Elementary Schools

Parent/Student Handbook, 2026-2027

Available online at www.miltonsd.org

TABLE OF CONTENTS

ADMINISTRATIVE STAFF	4
MISSION STATEMENT.....	5
SCHOOL-WIDE POSITIVE BEHAVIOR	5
BUILDING SCHEDULES	6
CONTACT INFORMATION.....	7
ARRIVAL PROCEDURES.....	8
BACKPACKS	8
SKATEBOARDING, ROLLERBLADING, SCOOTERING AND LIKE DEVICES.....	8
FOOD AND NUTRITION SERVICES	8
CHANGE OF ADDRESS.....	9
DESK SEARCH	9
DISTRICT ISSUED ELECTRONIC DEVICES	9
DISMISSAL PROCEDURES (END OF SCHOOL DAY)	10
EMERGENCY DELAYS & CLOSINGS.....	10
GUIDANCE SERVICES	11
INSURANCE	11
LIBRARY.....	11
LOST & FOUND.....	11
MEDIA RELEASE INFORMATION.....	11
PARENT CONFERENCES.....	11
PARENT-STUDENT ASSOCIATION	12
PERSONAL POSSESSIONS.....	12
PROCESS FOR LIMITED ACCESS	12
SCHOOL PICTURES	12
SCHOOL RESOURCE OFFICER.....	12
STUDENT DELIVERIES	13
STUDENT USE OF SCHOOL TELEPHONES	13
STUDENT WELLNESS	13
TRANSPORTATION ELIGIBILITY	13
TRANSPORTATION TO BABYSITTER/DAYCARE	14
VIDEO SURVEILLANCE (POLICY #816)	14
VISITORS	14
VOLUNTEERS (POLICY #916).....	15
WEATHER/EMERGENCY DRILLS.....	15
WITHDRAWAL FROM SCHOOL.....	15
ABSENCE INFORMATION	16
ATTENDANCE LINE.....	17
AUTOMATED MESSAGES.....	17
EARLY DISMISSAL PROCEDURES.....	18
EDUCATIONAL TRIPS	18
REQUESTS FOR ASSIGNMENTS.....	18
TARDINESS.....	19
ACADEMIC INTEGRITY.....	20

<i>HOMEWORK PHILOSOPHY</i>	20
<i>MILTON CYBER PROGRAM</i>	20
<i>GRADING</i>	20
<i>REPORT CARDS</i>	21
<i>MULTI-TIERED SUPPORT SYSTEM (MTSS)</i>	21
<i>RETENTION AND PROMOTION</i>	21
<i>SCHOOL-SPONSORED TRIPS</i>	22
<i>SUMMER ACADEMIC PROGRAMS</i>	22
<i>ACCEPTABLE USE OF DISTRICT NETWORK AND THE INTERNET PROCEDURES</i>	23
<i>BICYCLE RULES</i>	24
<i>BULLYING & HARASSMENT</i>	25
<i>AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES (POLICY #816)</i>	27
<i>BUS RULES</i>	27
<i>CAFETERIA RULES</i>	28
<i>CARE OF SCHOOL PROPERTY</i>	29
<i>CODE OF CONDUCT (22 PA. CODE 12.2)</i>	29
<i>DISCIPLINE AND DISCIPLINARY CONSEQUENCES (POLICY #218)</i>	29
<i>MILTON AREA SCHOOL DISTRICT STUDENT DISCIPLINE SYSTEM</i>	30
<i>DRESS CODE</i>	33
<i>DUE PROCESS HEARINGS</i>	33
<i>PERSONAL ELECTRONIC DEVICES</i>	34
<i>PLAYGROUND RULES</i>	35
<i>SCHOOL-WIDE DISCIPLINE STATEMENT</i>	35
<i>SEARCHES</i>	36
<i>FIRST AID TREATMENT/ILLNESS IN SCHOOL</i>	37
<i>HEALTH SCREENINGS</i>	37
<i>MEDICATIONS</i>	38
<i>MEDICATIONS FOR FIELD TRIPS</i>	ERROR! BOOKMARK NOT DEFINED.
<i>FERPA</i>	39
<i>McKINNEY-VENTO HOMELESS EDUCATION PROGRAM</i>	40
<i>SPECIAL EDUCATION SERVICES</i>	41
<i>STUDENT ASSISTANCE PROGRAM (SAP)</i>	41
<i>SUICIDE PREVENTION (POLICY #819)</i>	42
<i>SCHOOL BOARD POLICIES</i>	43
<i>REPORT FORM FOR COMPLAINTS OF DISCRIMINATION</i>	46
<i>REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT</i>	46
<i>ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS</i>	48
<i>AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS</i>	49
<i>SUNSCREEN USE PARENT PERMISSION FORM</i>	50
<i>TITLE 1 OVERVIEW</i>	51
<i>TITLE 1 OVERVIEW (SPANISH)</i>	52
<i>TITLE 1 SCHOOL-PARENT-STUDENT COMPACT</i>	53
<i>TITLE 1 SCHOOL-PARENT-STUDENT COMPACT (SPANISH)</i>	55

GENERAL INFORMATION

ADMINISTRATIVE STAFF

Dr. John Bickhart, Superintendent	jbickhart@miltonsd.org
Andrew Rantz, CTE Director and Secondary Curriculum	arantz@miltonsd.org
Michael S. Bergey, Senior High School Principal	mbergey@miltonsd.org
William “Max” Campbell, Senior High Assistant Principal	wcampbell@miltonsd.org
Seth Decker, Middle School Principal	sdecker@miltonsd.org
Adam Paulhamus, Middle School Assistant Principal	apaulhamus@miltonsd.org
David Slater, James F. Baugher Elementary Principal	dslater@miltonsd.org
Lee W. Kaar, Elementary Assistant Principal	lkaar@miltonsd.org
Julie Lohr, White Deer Elementary Principal & Federal Programs Coordinator	jlohrr@miltonsd.org
Derrek Fink, Secretary/Business Administrator	dfink@miltonsd.org
Darren Tull, Assistant Business Administrator/Transportation Director	dtull@miltonsd.org
Rod Harris, Director of Athletics	rharris@miltonsd.org
Ashley Reese, Director of Food Services	areese@miltonsd.org
Catherine Girton, Assistant Superintendent	cgirton@miltonsd.org
Misty Harris, Supervisor of Special Education	mharris@miltonsd.org
Jeffrey Hoffman, Maintenance/Custodial Supervisor	jhoffman@miltonsd.org
Duane Gemberling, Network Administrator	dgementling@miltonsd.org
Courtney Hamm, Supervisor of Educational Data Analysis	chamm@miltonsd.org

IMPORTANT DISTRICT PHONE NUMBERS

District Office	570.742.7614 Option-9
Food Services	570.742.7687
Maintenance/Custodial	570.742.7614
Special Education Supervisor	570.742.0539
High School	
Main Office	570.742.7614 Option-3
Attendance Line	570.742.7614 Option-3 →3
Athletic Director	570.742.7614 Option-3 →5
Middle School	
Main Office	570.742.7614 Option-4
Attendance Line	570.742.7614 Option-4 →3
Baugher Elementary	
Main Office	570.742.7614 Option-5
Attendance Line	570.742.7614 Option-5 → 3

White Deer Elementary
Main Office
Attendance Line

570.742.7614 | Option-5
570.742.7614 | Option-5

MISSION STATEMENT

The Milton Area School District is committed to preparing students for 21st century success through educational excellence. Through strong emphasis on community, empathy, enthusiasm, integrity, leadership, loyalty, resiliency and respect, all members of the Milton Area School District strive to promote:

Creativity and Innovation
Critical Thinking and Problem Solving
Collaboration and Transparency
Self-Management and Flexibility

SCHOOL-WIDE POSITIVE BEHAVIOR

In an effort to train students on the expectations of conduct in school, extensive modeling will occur at the beginning of the year and when students return from the winter holiday break. The building-level School-Wide Positive Behavior teams have identified “hot spots” within each of our elementary buildings. These targeted areas include: cafeteria, school bus, hallway, restrooms, and playgrounds, as well as when students are at recess or assemblies. Teachers will still be responsible for creating classroom rules and expectations with their students. A matrix has been created to identify “what it looks like” when students are meeting the standard of conduct in each of these areas. Because each of our elementary schools is somewhat different, the individual building-level matrix is available on the school’s web page and by request in the respective building’s main office.

In addition to stating clear expectations, students can be recognized for exhibiting good conduct and for exercising good judgment. As part of the process to develop our School-Wide Positive Behavior Plan, teacher-led teams from K-5 have defined what PAWS will stand for. Students can earn a Panther Paw point by going above and beyond in each category.

- **Practice Respect and Kindness**
- **Act Responsibly**
- **Work Hard**
- **Stay Safe**

SCHOOL DISTRICT CALENDAR

Milton Area School District 2026-2027 School Calendar

17-19 New Teacher Induction 20, 24, 25 Prof. Dev. (#1, 2 & 3) 26 Schools Open First Day for Students OPEN HOUSE SCHEDULE 20 Kindergarten Group 1, 4:30-6:00 Group 2, 6:00-7:30 BE, Gr. 1-3, 4:30-6:00 24 MS/HS 6:00-7:30 25 WD 4:30-6:00	<table><tr><th colspan="7">AUGUST 2026</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table>	AUGUST 2026							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<table><tr><th colspan="7">SEPTEMBER 2026</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></table>	SEPTEMBER 2026							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				4 Early Dismissal BE: 11:45; WD: 11:55 MS/HS: 12:30 7 Labor Day
AUGUST 2026																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
						1																																																																																																						
2	3	4	5	6	7	8																																																																																																						
9	10	11	12	13	14	15																																																																																																						
16	17	18	19	20	21	22																																																																																																						
23	24	25	26	27	28	29																																																																																																						
30	31																																																																																																											
SEPTEMBER 2026																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
		1	2	3	4	5																																																																																																						
6	7	8	9	10	11	12																																																																																																						
13	14	15	16	17	18	19																																																																																																						
20	21	22	23	24	25	26																																																																																																						
27	28	29	30																																																																																																									
2 Early Dismissal BE: 11:45; WD: 11:55 MS/HS: 12:30 12 Professional Dev. (#4) 29 End of 1 st Nine Weeks	<table><tr><th colspan="7">OCTOBER 2026</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table>	OCTOBER 2026							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table><tr><th colspan="7">NOVEMBER 2026</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table>	NOVEMBER 2026							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						5 Act 80 Day; Parent/Teacher Conf; PD Day (#4.5) 8:00am-8:00pm Parent/Teacher Conf; PD Day (#5) 8:00am-11:40am 23-27 Thanksgiving Break							
OCTOBER 2026																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
				1	2	3																																																																																																						
4	5	6	7	8	9	10																																																																																																						
11	12	13	14	15	16	17																																																																																																						
18	19	20	21	22	23	24																																																																																																						
25	26	27	28	29	30	31																																																																																																						
NOVEMBER 2026																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
1	2	3	4	5	6	7																																																																																																						
8	9	10	11	12	13	14																																																																																																						
15	16	17	18	19	20	21																																																																																																						
22	23	24	25	26	27	28																																																																																																						
29	30																																																																																																											
23-31 Winter Break	<table><tr><th colspan="7">DECEMBER 2026</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	DECEMBER 2026							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table><tr><th colspan="7">JANUARY 2027</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	JANUARY 2027							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							1 Winter Break 4 Professional Dev. (#6) 4 Make-up Day #1 5-15 Keystone Exams-HS 18 MLK Jr. Day 22 End of 2 nd Nine Weeks
DECEMBER 2026																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
		1	2	3	4	5																																																																																																						
6	7	8	9	10	11	12																																																																																																						
13	14	15	16	17	18	19																																																																																																						
20	21	22	23	24	25	26																																																																																																						
27	28	29	30	31																																																																																																								
JANUARY 2027																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
					1	2																																																																																																						
3	4	5	6	7	8	9																																																																																																						
10	11	12	13	14	15	16																																																																																																						
17	18	19	20	21	22	23																																																																																																						
24	25	26	27	28	29	30																																																																																																						
31																																																																																																												
15 Presidents Day 26 Early Dismissal BE: 11:45; WD: 11:55 MS/HS: 12:30	<table><tr><th colspan="7">FEBRUARY 2027</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	FEBRUARY 2027							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							<table><tr><th colspan="7">MARCH 2027</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table>	MARCH 2027							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				24 Early Dismissal BE: 11:45; WD: 11:55 MS/HS: 12:30 25-30 Spring Break 25 Make-up Day #2, if needed, the early dismissal would be moved to 3/25 30 Act 80 Day							
FEBRUARY 2027																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
	1	2	3	4	5	6																																																																																																						
7	8	9	10	11	12	13																																																																																																						
14	15	16	17	18	19	20																																																																																																						
21	22	23	24	25	26	27																																																																																																						
28																																																																																																												
MARCH 2027																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
	1	2	3	4	5	6																																																																																																						
7	8	9	10	11	12	13																																																																																																						
14	15	16	17	18	19	20																																																																																																						
21	22	23	24	25	26	27																																																																																																						
28	29	30	31																																																																																																									
1 End of 3 rd Nine Weeks PSSA/Grades 3-8 26-30 English Language Arts Early Dismissal BE: 11:45; WD: 11:55 MS/HS: 12:30	<table><tr><th colspan="7">APRIL 2027</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr></table>	APRIL 2027							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<table><tr><th colspan="7">MAY 2027</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table>	MAY 2027							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						PSSA/Grades 3-8 3-7 Mathematics & Science 17-28 Keystone Exams-HS 31 Memorial Day
APRIL 2027																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
				1	2	3																																																																																																						
4	5	6	7	8	9	10																																																																																																						
11	12	13	14	15	16	17																																																																																																						
18	19	20	21	22	23	24																																																																																																						
25	26	27	28	29	30																																																																																																							
MAY 2027																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
						1																																																																																																						
2	3	4	5	6	7	8																																																																																																						
9	10	11	12	13	14	15																																																																																																						
16	17	18	19	20	21	22																																																																																																						
23	24	25	26	27	28	29																																																																																																						
30	31																																																																																																											
4 Last Day of School Early Dismissal BE: 11:45; WD: 11:55 MS/HS: 12:30 7:00 pm – Graduation APPROVED: 02-17-2026	<table><tr><th colspan="7">JUNE 2027</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></table>	JUNE 2027							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				No school for staff or students No school for students – Act 80 day No school for students – Professional Development day Early Dismissal for students After utilizing the two make-up days, the next two closings will be Act 56 days.																																																									
JUNE 2027																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
		1	2	3	4	5																																																																																																						
6	7	8	9	10	11	12																																																																																																						
13	14	15	16	17	18	19																																																																																																						
20	21	22	23	24	25	26																																																																																																						
27	28	29	30																																																																																																									

BUILDING SCHEDULES

	James F. Baugher Elementary	White Deer Elementary
Office open	7:00 am	7:15 am
Doors open	7:00 am	7:00 am
Starting Time for Teachers	7:30 am	7:30 am
School Starts- K-5 students must be in classrooms	7:45 am	7:55 am
Lunch begins	11:00 am	10:45 am
Dismissal for Bus Students	2:15 pm	2:25 pm
School Ends- Grades K-5/Walkers and Parental Transportation	2:25 pm	2:45 pm
End of Teachers' Day	3:05 pm	3:05 pm
Office Closed	3:30 pm	3: 30 pm

CONTACT INFORMATION

James F. Baugher Elementary

60 Brenda Rovenolt Circle
Milton, PA 17847

Telephone: 570.742.7614

Fax: 570.742.6025

Attendance: 570.742.7614

White Deer Elementary

631 New Columbia Road
New Columbia, PA 17856

Telephone: 570.742.7614

Fax: 570.568.0566

Attendance: 570.742.7614

ARRIVAL PROCEDURES

To ensure adequate supervision of students arriving prior to the start of the school day, students are not permitted to enter the elementary school buildings before the following times:

James F. Baugher Elementary	7:00 am
White Deer Elementary	7:00 am

Students may not leave the building after arrival without following proper dismissal procedures.

BACKPACKS

Backpacks are permitted to be carried to and from school and must be a size that can be readily stored in lockers, cubbies, or student assigned storage space. Students are not permitted to carry backpacks throughout the school day. Athletic bags and musical instruments must be placed in the assigned storage areas immediately upon arrival at school. Students are reminded that backpacks, athletic bags and instrument cases are subject to search and inspection at any time to ensure everyone's safety and well-being.

SKATEBOARDING, ROLLERBLADING, SCOOTERING AND LIKE DEVICES

Because of related safety hazards, students are not permitted to ride/use these devices on school property.

FOOD AND NUTRITION SERVICES

Current Food Prices	Paid	Reduced	Milk
Breakfast (Elementary/Secondary)	FREE	FREE	\$.50
Lunch (Elementary/Secondary)	FREE	FREE	\$.50

Students wishing to order extra food, ice cream, water, or additional milk must have money in their lunch account to pay for those purchases.

Balanced nutrition throughout the day contributes to student success in and out of the classroom. Research demonstrates that school meal programs play an important role in supporting student health.

Students are served through the POS system using their unique 5-digit pin number. This personal and confidential identification number is used to access the student's meal account. Deposits to student accounts may be made daily, weekly, monthly or yearly. Parents and students are able to make cash or check deposits into meal accounts in person or pay online by setting up an account at EZSchoolPay.com (service fees apply).

Parents may check account balances at any time by calling the Food Services Office at 570-742-7687 or parents can set up an account at EZSchoolPay.com to monitor balance information at no charge. If a student's balance falls short, charging on a limited basis is permissible. However, no student will be allowed to charge ala carte items if they have a negative balance. There will be a maximum charge limit imposed. Legal action will be followed for unpaid charges. Envelopes will be sent home to Elementary students through the classroom teacher when the student is in the negative. At the secondary level students will be told through the lunch line that their balance is low or they can ask the cashier at any time for a balance check. Automated phone calls to all negative accounts districtwide will be made daily, to avoid automated calls, please maintain a positive balance in your account. NO STUDENT WILL EVER BE DENIED A SCHOOL MEAL FOR ANY REASON.

Excess funds in meal accounts will roll over from year to year. Upon graduation the balance will be transferred to a younger sibling or refunded. It is up to the parent/guardian to request a refund from the account if they are withdrawing a student. If excess funds are left in a withdrawn account they will be donated to a student needing assistance paying for meals.

Free and reduced application instructions are distributed to students on the first day of school via Sapphire. Parents are encouraged to apply online at www.schoolcafe.com. If you prefer a paper application to complete,

please call the Food Service Office at 570.742.7687. All households must complete a new application each school year unless they are notified in writing prior to the start of the school year.

Students eligible for free meals will automatically be coded into the system and will be allowed one breakfast and one lunch meal daily. Eligible students wishing to purchase snacks, milk or extras will require additional deposits into their account. If a student receiving free/reduced lunches packs, he/she must have money for the milk. Milk is only free with the school meal. Students eligible for reduced meals will also be automatically coded into the system and will need to make deposits into their accounts.

The Milton Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. Your District is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activities as part of the total learning experience. Throughout the year you will receive wellness materials to support our commitment to building healthy students. Please support these efforts by following the wellness policy as set forth by the District. If you have any questions or would like to serve on the Wellness Committee, please contact the Food Service Director at 570.742.7687.

All food service information and forms can be accessed from the Milton Area School District website at www.miltonsd.org, departments, food service, documents.

FOOD GUIDELINES IN THE CLASSROOM

In adherence to Policy #246 Student Wellness, food or beverages for the purpose of sharing with children in the classroom should only be brought to school when approved by the classroom teacher. Classroom parties shall offer a minimal amount of foods containing added sugar as the primary ingredient and no homemade food items or snacks are permitted. Any items sent into the classroom must be store bought with a USDA Nutrition Label.

Please consider there is a possibility of severe food allergies in your child's classroom and we must monitor all shared foods closely. If something is sent in to the school that does not follow the guidelines, it will be returned home with the student. Milton Food Service Department offers complimentary snacks that can be ordered and delivered to your child's classroom at a nominal charge.

All guidelines for acceptable snacks and forms are located on the website under the food service department document's section.

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the appropriate school office promptly so that parents can be contacted in the event of an emergency.

DESK AND/OR LOCKER SEARCH

All desks are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students. No student may use a locker, desk or cabinet as a depository for a substance or object which is illegal, prohibited or which constitutes a threat to the health, safety and welfare of the occupants of the school building or the building itself.

All desks issued to students (including gym and sports lockers) are school property and are subject to inspection at any time by the administration; therefore, students have no reason to assume privacy while storing possessions in their lockers.

DISTRICT ISSUED ELECTRONIC DEVICES

The Milton Area School District issues each student an electronic device to improve and personalize their learning. It is essential that parents/students follow all guidelines to ensure safe, efficient and proper operation of devices.

Students may be permitted to use headphones/ear buds with their devices at the discretion of their classroom teacher(s). The elementary school will provide each student with one pair of headphones/ear buds at the beginning of the school year. Students who purposefully damage their headphones will need to pay a fee of \$1.00 for any subsequent replacement pair after the first issued set. There will be no charge if a student's school-issued headphones need to be replaced due to accidental damage or normal wear-and-tear. Students are permitted to bring their own headphones/ear buds from home if they choose.

DISMISSAL PROCEDURES (END OF SCHOOL DAY)

Bus Students

Elementary students are expected to leave school according to their current assignments as walkers or bus students. Bus students must also ride the bus to which they are currently assigned.

Bus students will need signed notes from their parents if they will be walkers for the day. The signed notes need to be presented to their homeroom teachers and sent to the office. Parents need to sign their bus students out of school before dismissal time. If the parent does not want his/her child to ride the bus, the child will be dismissed with all of the walkers after the buses have departed. This procedure is necessary for the safety of all children and to verify all changes with parents and the schools.

Walkers

Pupils riding home by car are considered walkers and will not be dismissed with the bus students. Parents are not permitted to remove students from the bus line during this time. Teachers have been cautioned not to allow walkers to come to the main exit with the bus students.

When dismissed, walkers are required to wait in front of the designated exit and to stay a safe distance from the curb. For safety reasons, we are requesting that all parents pull up to the curb to pick up their children. Students are not permitted to walk into the parking lot unless accompanied by an adult. Parents should not pull around cars in the pick-up lane.

Students should wait in front of the building- they may not play on the playground equipment. Students should return to the building if their ride does not come.

School safety patrol is provided to assist all students in safely walking within school zones. Students are reminded that it is their responsibility to adhere to all safe walking rules and to comply with requests from safety patrol members.

Your understanding and cooperation during inclement weather and increased traffic will contribute to improving the safety of all students.

EMERGENCY DELAYS & CLOSINGS

In the event of school closings or delayed starts due to inclement weather or any other emergency, the announcement will be made by the local radio stations and television stations. Automated phone messages will be delivered in a timely manner when available during inclement weather.

It is important in an emergency to keep the telephone lines open.
Please do not call the school offices or the home of school officials.

If an emergency situation causes an early dismissal, it is recommended that students have a prearranged place to go should their parents not be at home.

Announcements will be made on the following local radio and television stations:

FM Radio Stations

AM Radio Stations

Television Stations

WVLY – Milton
WKSJ – Williamsport
WILQ – Williamsport
WKOK – Sunbury

WMLP – Milton
WRAK – Williamsport
WLYC – Williamsport
WKOK – Sunbury

WNEP – Channel 16
WYOU – Channel 22
WBRE – Channel 28

NOTE: Deteriorating weather conditions may force the district to change from a two hour delay to a cancellation. If necessary, this change will be announced in a timely manner. Please continue to monitor the radio or television when a delay is called so you learn of the cancellation if it becomes necessary.

GUIDANCE SERVICES

Students are welcome to consult with their counselor, who functions in a supportive capacity in any and all school-related situations. These services may include assistance in academic and study problems, career exploration, specialized testing and personal counseling.

INSURANCE

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary, not mandatory. However, the school highly recommends that any student who is going to be involved with any interscholastic or after-school intramural program should enroll in the insurance program.

LIBRARY

Library facilities are available to students with the permission of a content area teacher. Books may be borrowed for a period of two weeks. A charge is assessed for overdue books. In addition, students are responsible to pay the replacement cost of any book not returned to the library. Reference books and magazines may be borrowed with special permission from the librarian or designee.

LOST & FOUND

Students who find articles should take them to the office where the owner may claim them. The school is not responsible for items that are lost or stolen. Labeling items with the student's first and last names helps ensure items are returned to the appropriate owner.

MEDIA RELEASE INFORMATION

Throughout the year, the district website, district calendar, newspaper and/or television will publish stories and photographs of events held throughout the Milton Area School District.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on the web or other public medium because we cannot control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work and achievements.

We understand that some parents may not want this information shared throughout the district and community.

Personally identifiable information includes student names, photos and videos, and would be used to recognize your child's personal achievements or participation in a district group or event.

If you, as the parent or guardian, do not wish to allow your child's information to be released to various district publications, area publications or the district web site, please complete the Parent/Guardian Identification Consent Form (found in the appendix of this document and available online) and return this form to the school immediately.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors or building administration by phoning the school office. In addition, Parent/Teacher Conference Day will be held for all parents in November. Please

note that the first report card for students will be distributed at parent-teacher conferences. Conferences will be held on Thursday, November 5, 2026, and Friday, November 6, 2026. Parents will be contacted by the classroom teacher to schedule a 10-15 minute conference to discuss your child's progress and to receive the report card. Detailed information regarding the conferences and sign-up times will be sent to you in September and October in addition to handouts at Open House.

PARENT-STUDENT ASSOCIATION

All parents are encouraged to enjoy membership in our active Parent-Teacher-Student Association (PTSA). Each elementary building has a group, which sponsors several activities each year to benefit the children of the Milton Area Elementary Schools. Early in the school year, your child will bring home an invitation to join the PTSA, along with a meeting date and time. Please consider joining. Your involvement is important to your child and us.

PERSONAL POSSESSIONS

Students, staff and parents are discouraged from bringing money or other personal valuables with them to school. All personal belongings kept on school property will be at the sole risk of the owner. The possession of sports cards, radios, MP3 players, cellular phones, laser pointers, and electronic games is prohibited in the elementary schools unless authorized by a classroom teacher as part of the instructional program. Any of the above items that become a distraction as determined by the teacher will be confiscated and parents may be required to come to school for pickup of the item. The district will not accept responsibility for loss or damage to any personal belongings on school property. This includes loss or damage to bicycles, musical instruments, electronic devices, clothing, shoes, glasses, and all other personal belongings. The Milton Area School District does not insure personal possessions and will not accept or pay any claim for loss or damage to personal property while on school property. This disclaimer includes any property left overnight or for extended periods of time on school property.

PROCESS FOR LIMITED ACCESS

In order to ensure the safety of children, parents or guardians may request the right to prohibit the access of their children to individuals during school hours. Parents requesting limited access of their children must provide appropriate documentation. This may include supporting legal documents (custody, protections from abuse, etc.). This process is to be completed at the beginning of each year.

SCHOOL PICTURES

Individual school pictures will be taken in the fall of each school year. Students will receive detailed information on cost and options approximately one week prior to their scheduled date.

During the school year, additional pictures of students and displays of student work may be taken by local newspapers, clubs and parent-school association representatives. These pictures, to include the identification of students by name, may be used within our district's web site, www.miltonsd.org. Should you object to having your child's picture taken or object to the display or publication of any selected materials (artwork, written papers, class projects, computer projects, etc.), that identifies your child by name, please notify your child's building principal in writing. Every effort will be made to exclude your child from these activities.

SCHOOL RESOURCE OFFICER

As part of the Milton Area School District's efforts to provide a safe environment for all students to learn, a member of the Milton Borough Police serves as the School Resource Officer. Among his/her job responsibilities is:

1. To confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students, parents, staff and community members at school-related activities.
2. To establish and maintain a close partnership with school administrators in order to provide for a safe school environment.

3. To provide law enforcement and police services to the school, school grounds and areas adjacent to the school by enforcing school policy, state and local laws and ordinances.
4. To investigate allegations of criminal incidents occurring in the school or on school property per police department policies and procedures.

All evidence collected as part of school investigations can and will be shared with police for all incidents that may be criminal in nature. The school's consequence for misconduct is separate from any consequence imposed by the police. As such, it is possible that students can receive both a school and legal consequence for the same incident.

STUDENT DELIVERIES

Deliveries to students of balloons, flowers, presents, etc. during school hours are discouraged. Due to the disruption of the classroom and possible problems transporting these items on a school bus, such items will be held in the school office until dismissal and it will be the responsibility of the parent to transport them home.

STUDENT USE OF SCHOOL TELEPHONES

Students do not have access to public telephones. Business use of the school telephones allows for very limited use by students. Staff members will determine the need for student telephone calls according to emergency circumstances (not including forgotten homework, forgotten projects, backpacks, etc.) and availability of telephones. Secretaries will accept important messages for students, but students may not be called to the telephone (except for emergencies).

STUDENT WELLNESS

The Milton Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. Your school is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activities as part of the total learning experience. Throughout the year you will receive wellness materials to support our commitment to building healthy students. If you have any questions regarding the Milton Area School District Wellness Policy, please contact the School Food Service Department at (570) 742-7687 or consult the policy online.

TRANSPORTATION ELIGIBILITY

Transportation to and from school will be provided for all elementary students. At the White Deer Elementary School, all students are eligible for bussing due to hazardous walking conditions.

Transportation to and from school will be provided for secondary students who reside more than two miles from the school to which they are assigned (Approved 7/27/71). Exceptions to (1) and (2) are granted for students living on roads designated as hazardous. Recommendations state that students be provided transportation within the Milton Area School District who must walk along selected sections of the following routes: (1) US Route 15, (2) PA Route 405, (3) PA Route 147, (4) PA Route 254, (5) PA Route 642, (6) PA Route 154, (7) PA Route 45, (8) Housels Run Road. All of these roads have inadequate sidewalks or shoulders and are extremely hazardous for children to walk along. (August 2, 1973 – Bureau of Traffic Safety). Since the original listing, several other areas have been declared hazardous also, they are: (Sept. 1990) Pleasant View Road – Intersection of New Columbia to first house on left, (April 1990) River Road – Creek South of West Milton Park to Old Route 15 through New Columbia, (April 1990) Old Route 15 South at DeHart's to New Columbia Village, Golf Course Road – Park Avenue to Red Top Road (Sept 1990), Route 405 – South of Cameron Avenue (Sept 1990), Limestone Road – Hepburn Street to Broadway (April 1990). Students may be required to walk up to 500 feet along a roadway designated as hazardous.

Students are assigned to a bus by their home address. Road name, trailer park or description of their location must be provided by the parents on the district transportation form so that the proper bus assignment and stop can be determined. Parents must notify the school of any change in address or telephone number to ensure appropriate bus transportation. Parents requesting their children be picked up or delivered to a babysitter must make arrangements with the transportation coordinator by the first week of August. Pupils covered by the district policy

on students at child care and/or babysitters must be transported to or from the alternate location every day for the school year. Changes may be granted if seating is available on the affected bus. A written request for a transportation change during the school year must be submitted five days in advance of the effective change date. All daycare and babysitting arrangements are voided at the end of the school year.

Transportation for non-public school students who reside in the district will be on the same basis as public school students. Transportation outside the district may not exceed the ten (10) mile limit specified under the provisions of Act 372 of 1972 (December 1982). The board shall not be responsible for the transportation to or from school of any student residing outside of school district boundaries.

TRANSPORTATION TO BABYSITTER/DAYCARE

Requests for students needing transportation to a day care facility or a babysitter will be considered. In order to have transportation with the start of school, arrangements need to be made with the Director of Transportation at 570.742.7614 by the first week of August.

1. Only pupils who are eligible for busing from their residence and whose parents have submitted a written request may be transported to or from an alternate location. Notices of approval/disapproval will be returned to the parents by mail or telephone call from the transportation coordinator.
2. No attempts will be made to re-route buses to accommodate day care facilities or babysitters outside the area of the established bus route.
3. All stops must conform to existing school policy and guidelines. New stops will not be created if an existing stop is within the stated walking distance in present policy or guidelines.
4. Pupils covered by this policy must be transported to or from the alternate location every day for the school year. Changes may be granted if seating is available on the affected bus. A written request for a transportation change during the school year must be submitted five days in advance of the effective date.
5. The name, address, and telephone number of the child care provider must be provided. A description of the house, road name, etc., must be supplied so the exact location of the child care provider can be determined.
6. Parents and/or day care personnel assume responsibility for ensuring that children board the bus at the proper place and time.
7. Milton Area School District personnel will try to accommodate child care related transportation requests.

If an influx of students during the school year causes buses to be overloaded, the District reserves the right to no longer accommodate your child's babysitter or day care arrangements. In this case, we will make every effort to notify affected parents as soon as possible.

VIDEO SURVEILLANCE (POLICY #816)

For the safety of our students and staff, all school buildings and property within the Milton Area School District may be recorded and electronically monitored.

The District's Board of School Directors has adopted a Policy that expressly authorizes such audio/video recordings on school buses and school vehicles for disciplinary and security purposes; will annually notify its students and their parents/guardians of this Policy by mailing a letter to the students' home address; and will prominently post that students may be audio taped on each school bus or school vehicle where such recording occurs.

VISITORS

The Board of Education, administrators, and faculty welcome and encourage visits to the school by parents, residents of the district, and friends of the school. Specific guidelines have been developed in an effort to establish a uniform procedure to protect students and staff.

The superintendent and/or the building level principal have the authority to regulate who comes into the building and for what purpose. The following procedures are in effect in the schools of the Milton District:

1. The main entrance/lobby area to each building is the only public access permitted for entry.
2. All visitors will be given a visitor's badge that must be worn and be visible at all times while they are in the building. They must follow the sign in/sign out procedure.
3. Parents/visitors will not be allowed to contact any student or teacher in the instructional area without prior permission.
4. Should an emergency require a student to be called to the office to meet with a visitor or parent, the principal or designee shall be present during the meeting.
5. Classroom visitations may be scheduled during non-instructional times. Visitation will depend upon the availability of the teacher. Please check at the office prior to making any teacher contact.
6. All requests for Parent/Teacher Conferences must be scheduled in advance.
7. In the elementary schools, parents must report to the office prior to picking up a student for any type of early dismissal. The students will not be allowed to wait for a ride outside of the building.

These policies are in effect for the safety of all of our students.

VOLUNTEERS (POLICY #916)

All volunteers must be in compliance with Act 153 Clearance Provisions. Please see the district website for information regarding volunteers.

WEATHER/EMERGENCY DRILLS

Drills at regular intervals are required by law and are an important proactive, safety measure. The teacher in each classroom will give the students instructions regarding the appropriate drill. For everyone's safety – following administrative or faculty/staff direction is essential.

WITHDRAWAL FROM SCHOOL

A family moving out of the area must enroll the student in the new school district. The receiving district will request records for the new student. Contact the office if you are planning to withdraw your student.

ATTENDANCE

ABSENCE INFORMATION

Regular school attendance is a prerequisite for good school performance. School curriculum is planned and taught as a progression of learning activities and ideas, with each day's work building on work previously completed. When students are absent, they may miss one or more steps in the learning process. For this reason, all schools will monitor student attendance in order to bring to the attention of parents any potential problems and in order to work together in the best interest of the students.

Absence is defined as nonattendance in school in an individual class, the entire day or a combination of both. Absence includes tardiness to class and/or school as well as early dismissal.

Excused Absence is defined to include the following:

1. Illness/Quarantine
2. Serious illness
3. Death in the immediate family
4. Emergency medical or dental attention
5. Educational Trips
6. Authorized religious holidays
7. Required court attendance
8. Involuntary exclusions from school/out-of-school suspensions
9. School approved activity

Unexcused/unlawful absence is defined as any absence that is not excused/lawful. If the school does not receive a written explanation within three (3) calendar days of the absence, the absence will be permanently counted as unexcused/unlawful.

- If student attendance does not improve, a Student Attendance Improvement Plan (SAIP) meeting will be held involving school and both parents and student to identify the reasons why poor attendance has occurred. Further unlawful absences could result in the District filing a summary complaint with the District Justice citing the parent/guardian for their child's truancy and/or a referral for assistance with Milton County Children and Youth. Fines and imprisonment may be levied in accordance with Pennsylvania School Code. For those students over the age of seventeen (17), accumulation of unexcused absences will result in disciplinary consequences as per board policy. Consequences may include two (2) or three (3) hour Saturday detention and/or suspension. Unlawful/Unexcused absences include the following: 1. Absence from school with parent's/guardian's consent for reasons other than those considered excusable. 2. Leaving school during school hours without permission from the administrator.
- Unlawful/Unexcused absences include the following:
 1. Absence from school with parent's/guardian's consent for reasons other than those considered excusable.
 2. Leaving school during school hours without permission from the administrator.
 3. Absence from school without knowledge or permission of the parents/guardians (truancy).
 4. Absence from school without knowledge or permission of the school authorities (truancy).
 5. Absences from school without written excuse submitted within three (3) school days of the absence.
 6. For students who are on a required doctor's notes, absences from school that requires a written doctor/physician note that is not submitted within three (3) school days of the absence.

Students are not encouraged to attend school if they are ill. A student with a fever should remain at home until his/her temperature has been normal for 24 hours.

Upon return to school after an absence each student must bring a written excuse from his/her parent or guardian

unless they have called the attendance line. This written excuse must state the date(s) of the absence, the reason for the absence, and must bear the signature of his/her parent or guardian. This excuse must be presented to the office immediately upon return. Parents must define the reason for absence; simply stating "personal" will not be accepted. If such excuse is not presented within three (3) days, the absence will be considered unexcused and/or unlawful. If the reason for the absence is satisfactory, a student is entitled to make up any and all work.

School administrators and staff will periodically review the attendance records of all students to ensure the enforcement of attendance regulations. Parents/guardians will be notified by letter should students accumulate excessive numbers of absences and/or tardies. The purpose of these letters is to inform parents/guardians of absences and tardies in order to help raise awareness of attendance requirements and assist in preventing patterns of attendance that may seriously affect students and parents.

Ten (10) days of cumulative lawful absences verified by parental notification will be permitted during the school year. This number includes excused educational trips. Absences beyond ten (10) days will require a doctor's excuse for each additional day of absence. After that point, any absences without a doctor's excuse will be considered unexcused/unlawful.

In an effort to be proactive with potential truancy issues, a Student Attendance Improvement Plan (SAIP) meeting will be held involving school personnel, parents/guardians and student for students who have accumulated excessive absences. Should any student accumulate three (3) days of unlawful absences, a report of such absences will be forwarded to the Superintendent of Schools. As a result, parents will receive an official notice warning that the student and parent may be subject to all penalties specified in the Compulsory Attendance Law of the State of Pennsylvania pursuant to section 1327 of Public School Code for any additional unlawful absences. The Compulsory Attendance Law states "Compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Further unlawful absences could result in the District filing a summary complaint with the District Justice citing the parent/guardian for their child's truancy and/or a referral for assistance with the Northumberland or Union County Children and Youth. Fines and imprisonments may be levied in accordance with Pennsylvania School Code.

ATTENDANCE LINE

Parents are encouraged to call the attendance hotlines at the appropriate building in order to report absences for their students. In the message, parents should clearly state the student's name, date of absence, and reason for absence. If parents call the attendance line they do not need to send in a written excuse unless their child has accumulated ten or more absences.

All dismissal changes and absences should be reported to the main office. Absences and dismissal changes should not be reported directly to the teacher.

Baughers Elementary: 570.742.7614
Middle School: 570.742.7614

White Deer Elementary: 570.742.7614
High School: 570.742.7614

AUTOMATED MESSAGES

The Milton Area School District uses an automated messaging service to improve the communication between the school and parents. Parents may receive automated phone calls each day that their student(s) are absent. The system will begin calling after approximately 9:00 am each school day after attendance has been submitted and verified. If you wish to change the telephone number being called, please call the school office to request this change. To avoid being called, please ensure that your child has been excused by calling the Attendance Hotline before 9:00am on the day of the absence. Please note that the system is automated and is susceptible to error. If you believe you have received a message in error, please call the appropriate school office to report it.

EARLY DISMISSAL PROCEDURES

Any student who must be excused during the school day should bring a note signed by a parent or guardian requesting such change. Telephone requests will be honored only in emergency situations and must be followed by written verification. Early dismissals will be granted for the same reasons allowable for legal absences. Students must submit appropriate appointment documentation upon return to school in order for the dismissal to be excused.

Whenever possible, parents are asked to request regularly scheduled medical appointments at times other than during school hours. If after-school appointments are unavailable or if an emergency demands, the appointments should be made as early or as late in the school day as possible. If the length of an early dismissal exceeds 100 minutes, student will be given one-half day excused absence.

Students will not be permitted to wait in the office for an early dismissal. Students will be called to the office when the parent arrives at the building. All parents and emergency contacts should be prepared to show photo identification during any part of the school year.

Procedure

1. Note signed by parent or guardian requesting early dismissal should be presented by the student to the homeroom teacher at the beginning of the school day.
2. The homeroom teacher will send the note to the main office so the building secretary can note the early dismissal time on the Sapphire home page.
3. The adult picking up the student should report to the building office to sign out the student.
4. The designated adult picking up the student (other than the parents) must be listed on the Student Information Card. If an adult not listed on the Student Information Card is to pick up a child, arrangements must be made in advance by contacting the office.
5. The student will be called to the office when the adult arrives. The person picking up the student should allow time for the student to leave class and arrive at the office area.
6. If an appointment is completed while school is in session, the student should be returned to school, signed in by an adult, and return to class.

EDUCATIONAL TRIPS

Parents who wish to obtain their child's release from school for family trips, family business, college visits, or other activities must notify the main office by phone call, handwritten note, or by submitting a Student Data Form through Sapphire. Parents must define the nature of the activity, its duration, and its purpose. No request will be honored for simply "personal" reasons. We encourage regular school attendance on the part of our students and ask that careful consideration be given to the school calendar when planning educational trips. In adhering to state guidelines, educational trip requests will not be approved if a student has accumulated over 10 days of absence.

REQUESTS FOR ASSIGNMENTS

Parents requesting homework for absent students should do so by 9:00am on the day of the absence. Homework assignments may be picked up in the main office at the end of the school day, but not before 2:30pm. If parents cannot come to the school to pick up homework, it may be sent home with a reliable student living nearby. If possible, the student being asked to pick-up work should be notified by the parent asking the request.

Students who become ill and must leave school during the day will not be provided homework by their classroom teacher. Parents are asked not to request homework for a one-half day absence.

Requests for additional homework should not be made until work previously requested has been returned. Teachers will need to assess the completed work so they can more accurately assign additional work.

TARDINESS

Being on time for school assures a student's presence when classroom material is presented and encourages responsible behavior for the future. A student is considered tardy when not in his/her assigned location when the tardy bell rings. When tardy, the student should report to the office and must be signed in by an adult before going to homeroom or class. Students arriving beyond 100 minutes of school being in session will be considered ½ day absent. Unresolved tardy problems may result in a referral to an appropriate agency.

If a student is dropped off in the morning and the front doors to the building are shut and locked, an adult must accompany the student into the building and sign them in at the office.

ACADEMICS

ACADEMIC INTEGRITY

Plagiarism, both intentional and accidental, is illegal. Students who plagiarize, cheat or engage in academic dishonesty will receive consequences from the instructor. Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-examination access to the test form, representing someone else's work as their own, and unauthorized use of aids, including electronic/telecommunication devices during examinations, projects and assignments. Disciplinary decisions related to plagiarism and cheating will be made by the teacher. All decisions rendered by the teacher may be appealed by the student's parents to the building principal.

HOMEWORK PHILOSOPHY

Homework is an important part of the total educational process. Through homework, classroom instruction is reinforced, high expectations are supported, students are motivated toward self-direction and responsibility and the relationship between home and school in the learning process is strengthened.

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom or home. The purpose of homework is to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the pupil. Homework is a learning activity which should increase in complexity with maturity of the pupil. In addition, homework, properly planned and purposeful in nature, should help the student to:

1. Learn to work independently and become self-reliant
2. Think, plan, organize and apply
3. Extend proficiency in effective habits and skills
4. Increase knowledge and its use
5. Develop insights and stimulate creativity

The information for any homework assignment should be clear and specific so that the pupil can complete the assignment. Homework assignments should take into consideration individual differences of pupils such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the pupil has had instruction in the use of them.

There are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning consistent assignments.

While students assume the major responsibility for completing the homework assignments, parents should be encouraged to take an active part in homework by:

1. Ensuring a system of accountability for your child to promote success. Providing a definite time and suitable place for study
2. Making resource materials available
3. Checking work for neatness
4. Limiting distractions
5. Providing assistance
6. Contacting the school if homework is seldom or never seems to be brought home

MILTON CYBER PROGRAM

The Milton Area School District Cyber Program is an option offered to K-12 students that provides a learning environment of cyber instruction through a Milton Area School District partnership with the CSIU 16. The Milton Cyber Program gives each student an individually designed course of instruction. Cyber students are considered full-time Milton Area School District students who may enjoy the academic, co-curricular, athletic, and social opportunities available to all District students. A student's progress and achievement will be monitored and assessed throughout his/her enrollment in the program.

GRADING

The following grading scale will be used for student report cards:

A	90 – 100
B	80 – 89
C	70 – 79
D	65 – 69
F	0 – 64
I	Incomplete

The following scale will be used for student report cards to indicate student success in meeting behavior expectations in each subject area throughout the marking period:

Citizenship Rubric

4 = Accomplished Citizenship

3 = Respectable Citizenship

2 = Developing Citizenship

1 = Lacking Citizenship

REPORT CARDS

Report cards are issued one week after the end of each quarter or nine weeks session. The initial report card is provided at the parent teacher conference. Remaining report cards are available on the Parent Community Web Portal.

MULTI-TIERED SUPPORT SYSTEM (MTSS)

MTSS is a process designed to help schools match student needs to research-based interventions. Student progress is monitored on a frequent basis. The information gained from the MTSS process is used by school personnel to make decisions regarding the student's educational program. The greatest benefit of an MTSS approach is that it allows for early help or support within the general education setting. Through school-wide screening, progress monitoring, and teacher input, students are identified, and interventions are put into place to address learning needs. MTSS is a multi-tiered support system to meet the needs of all students. Supports may include enrichment, Title I reading support, math support, guidance and behavioral support among others. If you feel your child is in need of academic or behavioral support or interventions or for more information about MTSS, contact the appropriate elementary office.

RETENTION AND PROMOTION

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.

A student shall be promoted when he/she has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating proficiency to move ahead to the educational program of the next level and the degree of social, emotional and physical maturation necessary for a successful learning experience at the next learning level.

The recommendation of the classroom teachers shall be required for consideration of promotion or retention of a student. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student. In all cases of retention, the parents shall be fully involved and informed throughout the process. Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents. The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

SCHOOL-SPONSORED TRIPS

The following information applies to students on school-sponsored trips:

1. Dress shall be appropriate for the occasion. Since the trip is considered a school day, students shall follow the same regulations as outlined by the school, or as authorized by the person(s) in charge and the administration.
2. Any student violating the school rules or demonstrating inappropriate behavior, as determined by the person(s) in charge, may receive disciplinary consequences. The school is responsible for the student from the time he/she boards the bus (or other method of transportation) until such time as he/she is discharged from the vehicle upon return to the care of the parent/guardian at the original departure point.
3. Students must travel to and from the destination on district-provided transportation unless parents have made prior arrangements with the appropriate building's administration.
4. A field trip permission slip, medical information, and parent information letter is required from each student at least one week in advance of the trip.

SUMMER ACADEMIC PROGRAMS

There are a number of summer programs available to elementary school students within the Milton Area School District. The **Jumpstart Program** is offered to children entering kindergarten. Invitation to the Jumpstart Program is contingent upon multiple factors including enrollment figures, performance on the registration assessment, and guidance counselor recommendation.

Bridging to First is a program offered to students entering first grade. Invitation to this program is based on teacher recommendation, assessment data, and academic achievement.

STUDENT CODE OF CONDUCT

ACCEPTABLE USE OF DISTRICT NETWORK AND THE INTERNET PROCEDURES

Internet and Network Policy/Copyright Materials:

Delegation of Responsibility

Students are responsible for acceptable behavior on school computer networks just as they are in any school setting or in any school-related activity. Individuals using the district computer network are responsible for their behavior and communications over that network.

It is presumed that users will comply with the goals and standards of behavior of the MASD Acceptable Use Policy, and that they will honor the agreement signed permitting their access to the network.

Access is a privilege, not a right, and requires responsibility on the part of the user. For students, parent permission is required.

A Network/Internet Acceptable Use contract can be obtained within our school office. The contract is to be completed by the student and parent(s).

The abundance of information on the Internet is truly exciting, but it must be emphasized that some resources accessible may contain material that is illegal, defamatory, inaccurate, or potentially offensive. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media and information resources, including, but not limited to, the Internet. Families bear the same responsibility for guidance as they exercise with information resources such as television, movies, radio, and other potentially offensive material. To that end, the MASD respects and supports each family's right to decide whether or not to apply for access to the district's computer network opportunities.

It is the responsibility of the school staff to use computer communication technology in an ethical and legal manner. Teachers will instruct students in the proper use of the network and guide students toward appropriate materials available via the network. Beyond the affirmation and clarification of the MASD goals and standards of behavior, the district cannot be responsible for restricting, monitoring, and controlling all communications of all individuals using the network.

Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), the Milton Area School District will implement filtering and/or blocking software to restrict access to Internet sites containing materials that are inappropriate for school use. No software is fool-proof, and there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

Procedures

In compliance with CIPA, the Milton Area School District and its representatives will implement a mechanism to monitor all student and employee on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discover a user has violated or may be violating this policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board. The Milton Area School District reserves the right to monitor all users' online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

Network storage areas are not private property. Network administrators may review files and communications to

maintain system integrity and insure that users are using the system responsibly.

As outlined in Board policies, procedures, and student handbooks, the following behaviors are not permitted:

1. Violating any local ordinances, state or federal laws
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, attacking, or insulting others
5. Vandalizing computers, computer systems or computer network
6. Violating copyright laws
7. Using or sharing anyone else's password or name
8. Trespassing in another's folders, work, or files
9. Intentionally wasting limited resources
10. Employing the network for commercial purposes
11. Unauthorized copying of software
12. Offering and/or facilitating internet access to any individual not authorized for access

Sanctions

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in conjunction with existing regulations regarding inappropriate language or behavior.
- When applicable, law enforcement agencies may be involved.
- Academic ramifications as determined by the teacher.

Limitation of Liability

The Milton Area School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District's Computer Information Systems (CIS) will be error-free or without defect. The district does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply the endorsement of the content by the school district. The district is neither responsible for nor guarantees the accuracy or quality of the information obtained through or stored on the CIS system. The District will not be responsible for any damage the user may suffer, including but not limited to information that may be lost, damaged, delayed, mis-delivered, or unavailable when using the computers, network and electronic communication systems. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the district's CIS systems. In no event shall the school district be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the CIS system. Parents can be held financially responsible for any harm to the system as a result of intentional misuse.

BICYCLE RULES

Bicycles that are ridden to school must be registered at the office of each elementary building.

1. A registration form may be obtained from building secretaries. Forms must be completed by a parent or guardian.
2. Students riding bicycles are expected to be familiar with and to follow Pennsylvania laws for vehicular traffic. While these rules are often reviewed in school, it is the responsibility of the parent or guardian to determine a child's readiness to use a bicycle for travel to and from school.
3. For safety reasons, students are not permitted to ride bicycles in the parking areas of the elementary buildings. Students must walk their bicycles on school grounds.
4. Bicycles should be secured to the bike rack with locks. The school district cannot be responsible for their security, but will use bicycle registration information to report any problems to the local police.
5. Students riding bicycles to school are dismissed with the walkers.

Reminder – Pennsylvania State Law requires all children eleven years and under to wear a safety helmet when riding a bicycle.

BULLYING & HARASSMENT

BULLYING

Purpose: The Milton Area School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

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

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

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Authority: The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, during the time students necessarily spend traveling to and from school or school sponsored activities, or at a designated bus stop. The school district will also not tolerate known acts of bullying occurring outside of school settings if those acts have the effect of substantially interfering with a student's education, creating a threatening environment or substantially disrupting the orderly operation of the school.

Delegation of Responsibility: INTERVENTION

Teachers who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a teacher's personal safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

Guidelines: STUDENT, PARENT/GUARDIAN AND EMPLOYEE REPORTING

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying. A sample complaint form is attached to this Handbook as Appendix B to submit a complaint in writing. Complaints will be addressed consistent with Board Policy.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal.

Safe2Say

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the "Safe2Say Something" (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019. S2SS is a life-saving and life-changing school safety program that allows tipsters to anonymously report this information through the S2SS app, website (<https://www.safe2saypa.org/> and <https://www.safe2saypa.org/tip>) or 24/7 Crisis Center Hotline (1-844-Saf2Say or 1-844-723-2729).

Program Background: The Office of the Attorney General (OAG) has established S2SS and will manage and maintain the program. The OAG, in partnership with Sandy Hook Promise (SHP), a leader in anonymous reporting systems, has built out the app, website, and PA-based 24/7 Crisis Center. SHP is a national non-profit committed to creating safe schools and communities through their four evidenced-based Know the Signs intervention programs. To date, SHP has delivered its programs to 10,000+ schools and trained 5+ million youth and adults in every state resulting in countless suicide, school shooting and firearm threat interventions and countless bullying, drug use, and other acts of violence and victimization interventions.

How it Works

1. Via mobile app, website, or phone call—arriving first at the S2SS Crisis Center.
2. Crisis Center analysts vet and triage the tip, then engage the tipster in anonymous two-way chat in order to provide detailed and immediately-actionable information to schools and dispatch.
3. Crisis Center analysts deliver the tip to the impacted school and, as needed, local law enforcement via 911 County dispatch.
4. The school and, as needed, local law enforcement, assess and intervene with threat- risk individual.
5. The school then closes out the tip and reports actions taken as a record for their school.

INVESTIGATION PROCEDURES

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians or school employees. Any investigation of a report may include meetings with students, parents/guardians or employees; a review of student records and other reasonable efforts to better understand the facts surrounding a reported incident.

CONSEQUENCES/DISCIPLINE

Consequences for students who are found to have bullied others may include counseling, a parent conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities. Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

DISSEMINATION AND TRAINING

1. This policy shall be included in the student handbook.
2. This policy shall be conspicuously posted on the district's web site, in every classroom and in a prominent location within each school building where notices are usually posted.
3. Discussion of the policy shall be included in the orientation of each new teacher and periodically in staff development workshops.

CONFIDENTIALITY

The Milton Area School District recognizes that both the complaining student and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Education Privacy Rights Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians of the outcome of the investigation.

UNLAWFUL HARASSMENT

The Board recognizes that harassment has no place in the public schools of this community. This applies to all phases of the educational programs. It is the policy of the Milton Area School District to maintain a learning and working environment that is free from sexual or any other form of harassment.

The term harassment includes, but is not limited to, slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap or disability. When a student believes that he or she is being harassed, the student should immediately inform the harasser that his or her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall report the incident(s) to the office of the Principal. The complaint procedure for such incidents is:

1. A student shall report a complaint of harassment, in writing, to the building Principal or other designated employee, who shall inform the student of his or her rights and of the complaint process.
2. The building Principal shall immediately notify the Superintendent. The Principal shall conduct an impartial, thorough, and confidential investigation of the alleged incident.
3. The building Principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.
4. If the investigation results in a substantiated change of harassment, the District shall take prompt corrective action to ensure the harassment ceases.
5. A substantiated change against a district student shall subject such student to disciplinary action consistent with the student discipline code and may include educational activities/assignments and/or counseling services related to unlawful harassment.
6. If it is substantiated that a student has made false accusations of harassment, the student will be subject to disciplinary action.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a student in the school district shall subject that student to student disciplinary action.

Please also refer to applicable policies: Policy #249 Bullying and Cyber Bullying, #248 Unlawful Harassment and #247 Hazing.

AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES (POLICY #816)

For the safety of our students, school buses may be monitored with audio and video surveillance.

The District's Board of School Directors has adopted a Policy that expressly authorizes such audio recordings on school buses and school vehicles for disciplinary and security purposes; will annually notify its students and their parents/guardians of this Policy by mailing a letter to the students' home address; and will prominently post that students may be audio taped on each school bus or school vehicle where such recording occurs.

BUS RULES

1. All students riding school buses should be at their bus stop five (5) minutes before the scheduled arrival of their bus. All school bus/van drivers attempt to maintain their schedules; however, various conditions such as red lights, road repairs, accidents, traffic volume, etc., may prevent a bus arriving at the exact minute. By the student being ready to board their bus/van it may help maintain the schedule at later stops. Many accidents occur at school bus stops as a result of children running to catch the bus. This practice is very dangerous, as a student may trip or fall under the bus. If the bus does not arrive on time, student should wait for fifteen (15) minutes from the scheduled pickup time before returning home.
2. Students are expected to observe regular classroom conduct except for ordinary conversation and follow the bus driver's instructions. The bus driver has the same authority on the bus as a teacher in the classroom. Disrespect of the bus driver will be considered a serious violation. Inappropriate conduct on the bus is very distracting to the driver. The driver's ability to maintain discipline and drive the vehicle requires the full and immediate cooperation of all students.
3. Students must remain seated while the bus is in motion, and wait for the bus to come to a complete stop

before getting on or off the bus. The design and construction of all school buses afford the maximum amount of protection from bodily injury in the event of an accident when the student is seated. The seat construction, framing and padding are the most secure part of the bus chassis. Students properly seated, facing forward, with both feet on the floor in front of them are in less danger than a standing or moving student, who may become a flying object in the event of an accident. The movement of students from one seat to another is also a distraction for the school bus driver.

4. Students must not extend or place their arms, hands, head or other items out of the school bus windows. The placing of arms, hands or other body parts out the bus /van window can be very dangerous. In rural areas, many low hanging tree branches often come in close contact with the side of a school bus or van. A hand or arm can very easily be amputated by these low hanging branches.

5. Students must not damage or tamper with any parts of the bus or equipment or use the emergency door except in the case of an emergency or emergency drills. Parents will be held responsible for willful acts of destruction. The equipment on a bus/van serves a very specific purpose. The safety and comfort of all students is affected by the proper care and treatment of this equipment. The padding provides comfort along with protection in the event of an accident. Any tampering of this material is a direct result in reduced safety.

6. Horseplay, fighting, vulgarity, profanity or throwing trash items in or out of the bus or behavior, which affects the safety of the school bus or distracts the driver, is considered improper conduct and is not permitted. Fighting on the bus or at the bus stop may result in an immediate one (1) week bus suspension with additional disciplinary consequences in school.

7. Students are not permitted to bring or use any of the following items on school vehicles: Live animals, insects, weapons (or items which may inflict bodily harm), controlled substances (drugs), alcohol, tobacco, radios, headsets, laser pointers, skateboards, rollerblades, water pistols or items used to shoot liquids.

8. Aisles must be kept free at all times. Items which are too large for the student to hold on their laps, including musical instruments and projects, are not permitted. Students may not block the aisle with their feet or other possessions. Large objects can obstruct the evacuation as well as become a flying object if not properly secured.

9. Students may not leave the bus for any reason, or get off at a location other than their assigned stop without permission from a school official (Director of Transportation). The school is required by law to maintain an accurate roster of the students assigned to all school buses/vans. In an event of a missing child or an accident, the district may quickly review this roster to determine the number of children who should be on the bus/van.

10. Any conduct that endangers the safety of other students, the school bus driver, or other motorist, will be considered severe and could result in the immediate loss of bus riding privileges.

Please reference the School-Wide Positive Behavior building-level matrix on the school's web page or by request in the respective building's main office.

CAFETERIA RULES

Good nutrition plays an important role in the physical development of elementary students. Because of this, each elementary student must bring a packed lunch from home or purchase a school lunch.

When in the cafeteria, students should:

1. Cooperate with and follow the directions of the cooks and cafeteria aides.
2. Quietly and patiently wait to be served.
3. Be prepared with all necessary paper items and utensils while waiting.
4. Avoid making deposits into their accounts to avoid money-handling while students are in the lunch line. (Deposits should be made prior to lunch.)

5. Stay in their assigned seats when seated by cafeteria aides for the duration of lunch.
6. Refrain from trading or giving food to other students.
7. Raise their hands when in need of assistance or requesting restroom privileges.
8. Talk quietly; use good table manners; and respect the rights of other students.
9. Return trays and paper to the dishwashing area only with the permission of the cafeteria aide.
10. Be responsible for keeping their eating areas clean.
11. Avoid bringing cans or bottles for safety reasons.

Please reference the School-Wide Positive Behavior building-level matrix on the school's web page or by request in the respective building's main office.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure damage or destroy school property or equipment will be required to pay for the damage or to replace the item at cost, and be subject to disciplinary action.

CODE OF CONDUCT (22 PA. CODE 12.2)

Students are expected to exhibit the characteristics of a responsible citizen and to respect the rights and property of all who are involved in the educational process. A student does not have the right to interfere in the education of fellow students and should avoid any behavior or activity that is disruptive to the learning climate. Students should be prepared to attend school daily, except when excused, and to be on time for all classes. They should make every effort to be honest, follow directions, participate and attempt to complete all courses to the best of their abilities. All students are asked to maintain a climate of respect and cleanliness for all school property. They should maintain a high level of respect for all adult supervision within the building and when moving through the building, should do so quietly and orderly.

Students shall respect the rights and feelings of other students. The use of inappropriate or abusive language either written or verbal is strictly prohibited. This includes both the use of profanity and the use of obscene physical gestures. Students violating the rights of other students will be subject to disciplinary action.

During educational assemblies, students are expected to exhibit appropriate behavior and to support an atmosphere of courtesy and respect for those presenting the assembly as well as the listening audience. Unacceptable behavior during assemblies will not be tolerated and students may be removed and/or possibly excluded from one or more future assemblies.

Gum chewing is not permitted in the elementary schools. There will be no eating of snacks in school or during recess periods unless authorized as part of a teacher-conducted classroom or school activity. Students may eat in the classroom with teacher permission.

DISCIPLINE AND DISCIPLINARY CONSEQUENCES (POLICY #218)

In accordance with the disciplinary policy of the Milton Area School District, the philosophy of the elementary program maintains that it is the responsibility of the total school community to foster an atmosphere that is conducive to teaching, learning, and living. Everyone involved in the educational process has the right to expect that the environment shall be safe, pleasant, and well-organized. The climate should produce security and consistency through the establishment of reasonable rules and guidelines which encourage interaction based upon mutual respect and cooperation. The emphasis should be on courtesy and consideration as well as the fulfillment of necessary obligations at all times.

One of the following disciplinary actions may be taken in order to assure that a positive learning environment is maintained in the elementary schools:

After-School Detention

The administration or any teacher may, if necessary, detain a student for disciplinary reason after school hours. Detention on one day is to be for a minimum of 30 or a maximum of 60 minutes.

The following should be observed when detaining a student:

1. Students and parents are to be given 24 hours-notice so that they can arrange for transportation after the detention. The school will not be responsible for transportation.
2. If administration feels that 60 minutes is not sufficient, then another day of detention can be assigned to the student.
3. Students are never to be left alone during their detention. They must always be supervised by the detaining teacher or appropriate person.
4. Occasionally a pupil requests to be excused from a detention for that particular day. This decision will be made by the teacher who assigned the detention. Sometimes, due to family situations and emergencies, it is best that the student's request be honored. However, it is suggested that the teacher call or write the pupil's parents and arrange an alternative day.

In-School Suspension

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school suspension shall be conducted in conformance with the following guidelines:

1. Students will be assigned to an in-school suspension by school administrators.
2. The administration will inform all staff members of the names of those students assigned to in-school suspension.
3. The administration will notify the parents in writing that a student has been assigned to in-school suspension, giving reason for such assignment, and an opportunity for a conference.
4. Credit shall be given for all assigned class work completed during the period of suspension. This material is to be turned in the first day that the student returns to regular class. The student may also make up any test or quiz given during the suspension. Evaluation of the class work and test/quiz shall be done by the classroom teacher.
5. Referral to the guidance counselor will be made for all students who are given in-school suspension a second time. Guidance contact shall be recorded in the student's discipline file.
6. The administration will request, in writing, a conference with the parents of those students assigned in-school suspension a second time.
7. Students will not be re-admitted to class until their assignment to the in-school suspension room has been fulfilled.
8. Students may not attend or participate in extra-curricular activities while under in-school suspension.

Milton Area School District Student Discipline System

The discipline system of the Milton Area School District is designed with five levels of consequences based on the severity of the infraction. The system is designed on a progressive basis. Dependent upon the specified situation, the administration has the prerogative to amend and accelerate the disciplinary procedure, as needed and have police involvement as warranted.

Bullying or harassment: sexual harassment; bullying; intimidation; discriminatory behavior; cyber bullying. This includes repeated name-calling, taunting, or teasing that creates a hostile educational environment, such as repeated derogatory comments on body shape, racial slurs or homophobic remarks.

Level One Offenses

Include, but are not limited to:

- Cafeteria/auditorium misconduct
- Cutting assigned area
- Dress code infraction
- Excessive unexcused tardiness to class

- Horseplay
- Inappropriate display of affection
- Inappropriate language and/or actions
- Misuse of computer/network
- Pestering/teasing others
- Refusal to participate in class
- Unauthorized use of personal electronic devices

Level One Consequences

May include, but are not limited to any combination of following:

- Phone communication with parent AND
- Student conference with teacher, counselor, and/or building administrator AND
- Loss of privileges OR
- Detention (before school, after school, and/or lunch)

Level Two Offenses

Include, but are not limited to:

- Damage and/or destruction to school property
- Defiance
- Disruption of school bus
- Excessive unexcused tardiness to school
- Failure to comply with building procedure
- Failure to serve consequences
- Repeated Level One offenses

Level Two Consequences

May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, parent, and/or building administrator AND

One or more of the following possibilities:

- Loss of privileges
- Multiple Detentions (before school, after school, and/or lunch)
- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Suspension of transportation privileges
- Written cease and desist order

Level Three Offenses

Include, but are not limited to:

- Abusive language or threats
- Bullying and/or retaliation
- Failure to comply with school policy
- Forgery/falsification/plagiarism
- Harassment and/or retaliation
- Leaving school grounds without permission
- Repeated Level Two offenses

Level Three Consequences

May include, but are not limited to any combination of the following:

- Phone communication with parent AND

- Student conference with teacher, counselor, parent, and/or building administrator AND

One or more of the following possibilities:

- Loss of privileges
- Multiple Detentions (before school, after school)
- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- Police referral

Level Four Offenses

Include, but are not limited to:

- Fighting
- Repeated Level Three offenses
- Theft
- Use/possession of tobacco
- Vandalism

Level Four Consequences

May include, but are not limited to any combination of the following:

- Administrative meeting with parent and student AND

One or more of the following possibilities:

- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- School Resource Officer (SRO) referral
- Recommendation for alternative education placement
- Administrative review for recommendation to the Board of School Directors for an expulsion hearing

Level Five Offenses

Include, but are not limited to:

- Possession of weapons on school property, school bus or any other school-sponsored activity
- Possession, use, or distribution of drugs including alcohol, drug paraphernalia, or drug look-a-likes
- Repeated Level Three or Level Four Offenses

Level Five Consequences

May include, but are not limited to any combination of the following:

- Administrative meeting with parent and student AND

One or more of the following possibilities:

- Exclusion from extra-curricular activities
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- School Resource Officer (SRO) referral
- Recommendation for alternative education placement
- Administrative review for recommendation to the Board of School Directors for an expulsion hearing

The District reserves the right to adjust or recommend a different penalty based upon the totality of the circumstances.

DRESS CODE

The question of appropriate school clothing for elementary pupils is often raised by students, staff, and parents, especially during very warm weather. According to the Pennsylvania Student Bill of Rights, Section 12.11 (b), (c), and (d): "School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard. Students may be required to wear certain types of clothing while participating in physical education classes, shop, extra-curricular activities, or other situations where special attire may be required to ensure the health or safety of the student. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard."

It is the policy of the Milton Area Elementary Schools to base exclusion of a student because of dress on the criteria of safety and/or disruption of the educational process.

Any manner of attire, appearance, or grooming, which interferes with classroom procedure, will be subject to disciplinary action. The wearing of hats or head coverings, unless recognized to be part of the student's practiced religious beliefs, is discouraged. In order to encourage the practice of good grooming and courtesy, students will be expected to remove and abstain from wearing hats or head coverings during the instructional day.

Parents are encouraged to send their child to school with a jacket and sneakers. Jackets and sneakers are not available to be borrowed unless in an emergency. Also, sizes available in these items are extremely limited.

As a guideline for parents, students should not wear clogs, sandals, flip flops or other non-supportive footwear (shoes without heel straps) that would be unsafe on tiled floors, playgrounds, steps, or in gym classes. Likewise, short shorts, tank tops and halters that are revealing or t-shirts with offensive slogans will be considered disruptive to the educational process and are not permitted. Regular shorts, jogging suits, etc., are permitted.

Students are not permitted during school hours or school activities to wear inappropriate attire including, but not limited to, any clothing or accessories that depicts slogans, pictures, images, symbols, advertisements, etc. that do any of the following:

- a. Depict or suggest the use of drugs, alcohol, tobacco, weapons or violence.
- b. Depict or involve sexual connotation or innuendo.
- c. Degrade any individual or group on the basis of race, ethnic background, national origin, religion, gender, age, disability, sexual orientation, etc.
- d. Include profane, obscene or violent language or images.
- e. Depict any other derogatory or negative messages or endorse illegal activities.

Note: The above dress code may be amended at any time by the building administration. Any student's appearance deemed to be educationally disruptive will not be tolerated within the school setting.

Final decision on dress in the elementary schools is the responsibility of the principal.

DUE PROCESS HEARINGS

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

FORMAL HEARING (EXPULSION)

"A formal hearing" before the Board of School Directors, a Committee of at least three members of the Board of School Directors or a qualified hearing examiner appointed by the Board of School Directors is required in all expulsion actions. Expulsion shall mean exclusion from school for an offense for a period exceeding ten school days, and may be a permanent expulsion from the school rolls. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

1. The following due process requirements are to be observed with regard to the formal hearing:
 - i. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - ii. Sufficient notice of the time and place of the hearing.
 - iii. The hearings shall be held in private unless the student or parent requests a public hearing.
 - iv. The student has the right to be represented by counsel.
 - v. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - vi. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - vii. The student has the right to testify and present witnesses on his own behalf.
 - viii. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - ix. The proceeding must be held with all reasonable speed.
2. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
3. Students who are less than seventeen years of age are still subject to the compulsory school attendance law, even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to be accepted at any other school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home, or placement in an alternative setting. The school district must take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

INFORMAL HEARING (SUSPENSION OF AT LEAST 3 DAYS)

4. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
 - i. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
 - ii. The following due process requirements are to be observed in regard to the informal hearings:
 - Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
 - Sufficient notice of the time and place of the informal hearing.
 - A student has the right to question any witnesses present at the hearing.
 - A student has the right of the student to speak and produce witnesses on his own behalf.
 - The informal hearing will be held within the first three days of the suspension.

PERSONAL ELECTRONIC DEVICES

A **Personal Electronic Device or PED** is an electronic device that emits an audible or visual signal, displays a text message, visual image or otherwise summons the user of the device in some manner. This definition of this term includes, but is not limited to, CD/DVD/audio cassette tape players, cellular telephones, digital audio players (iPods or MP3 players), digital cameras, digital video recorders, electronic e-mailing devices, laptop computers, tablet

computers (iPads, eReaders and similar devices), pagers, portable game players, radios, smart phones, smart watches, video cameras or any device that provides a wireless connection to the Internet as well as any new technology developed with similar capabilities.

Personally owned electronic devices are permitted for use during the school day for educational purposes and/or in approved locations only. Use of appropriate technology will be at the classroom teachers' discretion. The district shall not be liable for the loss, damage, misuse, theft of any personally-owned device brought to school.

Students will refrain from calling, text messaging, emailing or electronically communicating with others from their personal devices, including other students, parents/guardians, friends and family except during allowable times.

Students not following expectations for use of personal devices will face disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

Use of personal devices in locker rooms, restrooms, and nurses' offices are prohibited.

No student shall be allowed to photograph or videotape any person or to tape record any conversation of any kind without prior approval by the Building Principal.

PLAYGROUND RULES

Because safety on the playground is extremely important, the following rules have been developed to inform students of basic guidelines to be followed when playing in a large group. Health and Physical Education instructors review this information each year and parents are also encouraged to periodically discuss these rules with their child:

1. No one should hang upside down on monkey bars. We do not have the training or safety equipment to do gymnastics on the playground. Children can climb up and over.
2. Swinging from monkey bars causes blistered hands. Again, we do not provide gloves or the materials to prevent this from happening.
3. Children who are waiting for a swing should stay away from the area where swings are moving in order to avoid being hit.
4. Children are not to jump from moving swings, but should stop the swing and get off properly.
5. Only one child should be at the top of the sliding board at a time. Others should wait on the ladder until the child goes down the slide. The next child should wait until the child clears the bottom of the slide before going down.
6. Children should not get on or off merry-go-rounds when they are in motion. Merry-go-rounds should be stopped to allow getting on and getting off.
7. Trees have been planted for eventual shade and should not be hung on or climbed in while using the playground.
8. Children should not be climbing walls or fences near play area.
9. No hard balls, wooden or metal bats are to be used during recess period. Nerf, soft rubber balls, and plastic balls are recommended.
10. No balls are to be thrown against the building walls nor kicked in areas close enough to buildings to have them land on the roof.

Please reference the School-Wide Positive Behavior building-level matrix on the school's web page or by request in the respective building's main office.

SCHOOL-WIDE DISCIPLINE STATEMENT

The purpose of the Milton Area Elementary School discipline plan is to provide a safe, orderly, and positive learning environment that fosters the educational development of individual students. This will be accomplished through the cooperative effort of students, parents, and school personnel.

SEARCHES

School Officials have the authority to lawfully search students and their personal belongings, automobiles and lockers, if there is individualized reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population or evidence that there has been a violation of the law, Board policy or school rules. Individualized reasonable suspicion may not be necessary if conducting a random or general search of students, lockers, vehicles, or other belongings for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials. See Board Policy 226 for a more detailed description of searches permissible by School Officials.

MEDICAL INFORMATION

FIRST AID TREATMENT/ILLNESS IN SCHOOL

If an accident or sudden illness occurs, first aid will be administered. When it is necessary for the child to go home, or be taken to a doctor or the hospital, the parent or person named on the emergency card will be called. Upon notification, it is the responsibility of the parent/guardian to arrange transportation from the school.

In an emergency, school personnel will contact appropriate medical help.

A student who becomes ill in school must get permission from his/her teacher to report to the nurse. If the nurse is not in, students are to report to the office. The school nurse or an administrator has authority for the dismissal of students for illness during the day. If, in his or her professional judgment, a student should go home, then he/she will make the necessary arrangements by telephone and notify the office. If the school nurse or administrator determines that a student should remain in school, then the student is to remain.

At no time should students call home to request someone to come and pick them up. Students calling home without the permission of the school nurse or administration will be subject to disciplinary action and the student's absence will be deemed unexcused/unlawful.

HEALTH

SCREENINGS

A Health Record is kept during the entire school career of your child. Your cooperation in reporting immunization records and acute and chronic illnesses, which your child has had or currently has, will aid the nurses and the teachers to keep up-to-date records but, most importantly, permit for optimal student safety.

Pennsylvania Mandated School Health Services

Physical Examinations- Grades K/1, 6, and 11

Dental Examinations- Grades K/1, 3, and 7

Growth Screening (height and weight)- Grades K-12

Vision Screening- Grades K-12

Hearing Screening- Grades K, 1, 2, 3, 7, and 11

Scoliosis Screening- Grades 6 and 7

If a physical or dental form is not turned in by March 1st of the current school year, and your child needs one in their health record, the school physician and dentist will perform the exam.

Any parent choosing not to comply with any of the mandated school health programs must submit, in writing, their refusal of service. In addition, because these services are mandated by the state, the parent must provide the results of the examinations and screenings from a family physician or dentist.

IMMUNIZATIONS

In Pennsylvania, students attending school (K-12) are required to be immunized against certain diseases. Specific vaccines are mandated, and students must have these vaccines or have a plan to complete them, or they may face exclusion from school. These requirements allow for the following exemptions: medical reasons, religious beliefs, or philosophical/strong moral or ethical convictions. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of a vaccine preventable disease.

For attendance in all grades, students need the following immunizations by the first day of school:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on/after 4th birthday and at least 6 months after previous dose)
- 2 doses of measles, mumps, rubella (MMR)
- 3 doses of hepatitis B

- 2 doses of varicella (chicken pox) or evidence of immunity

For attendance in 7th grade, students need the following immunizations by the first day of school:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

For attendance in 12th grade, students need the following immunization by the first day of school:

- 1 dose of MCV (if one dose is given at 16 years or older, this will count as 12th grade dose).

MEDICATIONS

Ideally, all medication and treatment should be given at home. You should discuss with your doctor an alternative schedule for administering medication (e.g. outside of school hours), especially regarding 8am and 2pm, or once in a day oral medication, such as antibiotics. It is also recognized that, at the present time, many students are able to attend regular school because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student who is required to take medication or treatment during the regular school day must comply with the following school district regulations:

Medication Administration Guidelines

- An *Authorization for Medication During School Hours* form (See Attachment C) must be completed and include the following:
 1. Student's name
 2. Name, dosage, and route of the medication
 3. Frequency and time of medication administration
 4. Special instructions for administration, if necessary
 5. Diagnosis
 6. Medical provider's signature and date
 7. Parent/guardian signature and date
- All over the counter (OTC) medications must have parent permission for administration. Additionally, all OTC medications not included as a standing order approved by the MASD school physician, must have an *Authorization for Medication During School Hours* form completed by a prescribing licensed provider. This includes standing order medications that are requested frequently and on a regular basis for the same complaint. **A renewal order for medication is needed on file at the beginning of each new school year.**
- All medication must be brought to school by the parent/guardian or a responsible adult designated by the parent/guardian. All medication will be stored in the nurse's office, with the exception of those medications permitted to be self-carry (asthma inhalers, epi-pens, and diabetic insulin). In order to self-carry and administer medication, students must have written permission from the physician and parent and demonstrate competency to the nurse (See Attachment D).
- All medication must be in the original labeled container. Medication in plastic bags or other non-original containers is not acceptable. This can be done by asking the pharmacist to divide the dosage into two labeled containers (one for school and one for home) when the prescription is filled. If that is not possible, please bring the original container to school with the necessary amount of medication for school dosage and keep the remainder at home.
- Any medication remaining at the end of the school year must be picked up by the parent/guardian or a responsible adult designated by the parent/guardian. Medication will be destroyed if it is not picked up within one week following the termination of the order or on the last day of the school year.
- The first dose of any prescription medication must be given at home 24 hours before requesting the medication to be given at school, so parents/guardians can observe for side effects or any reactions.
- Morning medications will NOT be given on days that there are delayed openings, unless specified by the physician. Medications may only be given 30 minutes prior or 30 minutes after the ordered time.
- School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by their physician, and the medication has been received in an

appropriately labeled container. In order to protect the safety of the child and those administering medication, there will be NO exceptions to this policy.

- It is the responsibility of the student to report to the nurse for his/her medication at the prescribed time.

Medication Storage and Delivery

- Adequate storage in a secure area such as a refrigerator and locked cabinet is available for medication. Medication should not be stored in a teacher's desk.
- The amount of medication stored by the school should be based on the length of time medications are to be administered and other individual factors. No more than a thirty school day supply for any medication should be stored at school.

Medication for Field Trips

The Milton Area School District recognizes that field trip experiences are a valuable asset to the school curriculum. Students who receive prescription medication on a daily basis may have to continue this schedule when away from the school environment. Because a nurse is the only licensed person who may administer medication on a field trip to students, other than asthma inhalers, epi-pens and diabetic insulin, students may not self-administer medication on a field trip. A doctor's order and parent/guardian permission are required for the nurse to administer medication on a field trip. With appropriate clearances and School Board approval, parents/guardians shall be permitted to accompany their child on field trips, if deemed necessary, to monitor special health concerns or administer prescription medication to their child.

- Parent/guardian must acquire a doctor's order to administer medication. An *Authorization for Medication During School Hour* form must be completed.
- Parent /guardian should arrange for medications to be provided in an original, labeled container with only the amount of medication that will be needed for the field trip from the pharmacist.
- Parents/Guardians must contact the school nurse at least five school days prior to the scheduled field trip to arrange for medication administration by a nurse, if medical orders have not been previously received in the nurse's office prior to a field trip.

Epinephrine Opt-Out

The Pennsylvania Public School Code, Section 1414.2 (g) allows parents/guardians to request an exemption to the administration of epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, and to review and sign the opt-out form (See Attachment E).

Sunscreen Permission

Pennsylvania Act 105 of 2018 allows school students to possess, apply, and use topical sunscreen during school hours and at school-sponsored activities when the proper form is completed and submitted to the school.

The sunscreen must be non-aerosol and approved by the FDA for over-the-counter use for purposes of limiting ultraviolet light-induced sun damage.

- Parents and students must each submit a permission form to the school for a student to self-carry and self-apply sunscreen. (See Attachment F)
- Students who are unable to self-apply sunscreen must have an order from the school physician or their primary care provider along with parental permission as with any other over-the-counter medication.

HEAD LICE

The Milton Area School District follows the recommendations from the Pennsylvania Department of Health and the American Academy of Pediatrics regarding head lice management. If lice are suspected, the school nurse will check the student and notify the parent/guardian if lice are found and recommend appropriate treatment. In order

to minimize educational disruption, students will not be excluded from school, as head lice are not a serious health concern, nor do they spread disease. Due to the lack of evidence of effectiveness of screening for head lice, routine classroom screenings are no longer recommended.

School Nurse Phone and Fax Numbers

<u>Phone</u>	<u>Fax</u>	
James F. Baugher Elementary	570-742-7614	570-742-6025
White Deer Elementary	570-742-7614	570-568-0566
Middle School	570-742-7614	570-742-4857
High School	570-742-7614	570-742-4928

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a U.S. federal law passed in 1974 that protects the privacy of student education records. The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) provides certain rights for parents regarding their children's education records. FERPA gives these rights to custodial and noncustodial parents alike, unless there is a court order, legally binding document, or State law that specifically provides to the contrary. Parents have the right to inspect and review all official student files within 45 days of submitting a written request to the principal. If you believe any information in these records is inaccurate, misleading, or violates your child's privacy, you have the right to request an amendment to correct the files.

OTHER SERVICES

McKINNEY-VENTO HOMELESS EDUCATION PROGRAM

McKINNEY-VENTO HOMELESS ASSISTANCE ACT:

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

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

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

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

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

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

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

SPECIAL EDUCATION SERVICES

The Milton Area School District, through annual and ongoing screening and evaluation, identifies children with special needs and abilities and ensures them a free and appropriate education in the least restrictive environment. A full range of services for exceptional students is offered by the school district and is complemented by programs offered by Central Susquehanna Intermediate Unit.

Special Education programs and services in the Milton Area School District provide specially designed instruction to meet the needs of the exceptional child. The nature of the need may be related to autism/pervasive developmental disorder, blindness or visual impairment, deafness or hearing impairment, mental giftedness, intellectual disability, multiple disabilities, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, or speech and language impairment.

Academic or behavioral concerns should be brought to the attention of the classroom teacher, guidance counselor, building administrator, or the Supervisor of Special Education.

A comprehensive school-based evaluation will be completed with written parent permission. An Individualized Education Plan (IEP) will be developed if the student qualifies for special education services. An IEP directs the educational program including goals, specially designed instruction, accommodations/adaptations, related services, and type of special education support appropriate to meet the student's needs. A Gifted Individualized Education Plan (GIEP) will be developed for a student qualifying for services with mental giftedness.

Further information on screening, evaluation, programs and services, placement, confidentiality and all related matters may be obtained from Mrs. Misty Harris, Supervisor of Special Education, at 570.742.7614.

STUDENT ASSISTANCE PROGRAM (SAP)

Student Assistance programs, which are in place in all 501 school districts in Pennsylvania, are designed to be intervention, not treatment, programs for students. Through a systematic procedure, students who are experiencing school-related difficulties are identified and helped in the most appropriate manner possible. Student Assistance Programs revolve around a "core team" which is composed of teachers, school counselors, administrators, nurses, and agency personnel who have been specifically trained for their participation on the SAP team. The goal of the SAP team is to help students who are having difficulties for one reason or another.

Process:

1. SAP team receives referrals from staff, parents, and students themselves.
2. Information is subsequently gathered from staff members who have contact with the referred student.
3. A team member volunteers to meet individually with the referred student.
4. Team members meet to determine appropriate next-steps.
5. If recommended by the team, trained specialists, who work closely with team members, offer formal assessments to students.
 - a. Team recommendations may include a referral for treatment and/or school-based services.

NOTES: 1. Throughout the process confidentiality between student and school personnel will be respected and maintained in the best interest of the student.

2. Any student who violates the School Board Policy #351, Drug and Substance Abuse, will be referred to Student Assistance and be expected to comply with any recommendations made by the drug and alcohol counselor.

SUICIDE PREVENTION (POLICY #819)

The School Board is committed to protecting the health, safety, and welfare of its students and school community. This policy will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. School counselors serve as liaisons and a point of contact/or students in crisis and to refer students to 25 appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a mental health professional associated with the school and its SAP team who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - The National Suicide Prevention Lifeline, 1-800-273-8255 (TALK), www.suicidepreventionlifeline.org
 - The Trevor Lifeline, 1-866-488-7386, www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable in seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

DATING VIOLENCE, POLICY #103

Dating violence is inconsistent with the educational goals of the district and is prohibited at all times. Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term. Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

The Board encourages students who have been subjected to dating violence to promptly report such incidents. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any students who violates this policy.

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violates of law against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to

address the issues of alleged discrimination as well as the incidents of alleged dating violence. Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy

STUDENTS CONVICTED OR ADJUDICATED DELINQUENT OF SEXUAL ASSAULT, ACT 110 (2020)

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.

School setting – means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the district.

Sexual assault – means any of the following offenses:

1. Rape.
2. Statutory sexual assault.
3. Involuntary deviate sexual intercourse.
4. Sexual assault.
5. Aggravated indecent assault.
6. Indecent assault.

Authority

The Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.

Delegation of Responsibility

A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction.

Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:

1. Recommend that the Board expel the student, in accordance with law and Board policy.
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program within the district.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the district. Although action is not required, the district maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.

Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.

The district shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to School

The district may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:

1. The victim is no longer enrolled in the district.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the school district receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the district may assign that student to an alternative assignment or may provide alternative education services.

In an effort to streamline both the student and parent handbooks for the Milton Area School District, many of the school board policies that were previously listed have been removed. All school board policies (including those which have never been listed in the handbooks) are available online at:

http://www.psba.org/districts_policies/m/363/index.asp

Please note that policies can be reviewed and/or revised throughout the school year, so students and parents are encouraged to revisit the site when specific questions or concerns arise. A Policy Manual is available in all school buildings' main offices for perusal as well.

To ensure that all parents and students are aware of these policies, a Parent Handbook Receipt will be required at the start of every school year.

Policies formerly found in the student/parent handbooks include (Policy Number):

Aggressive Physical Behavior (218.3)
Attendance (204)
Bullying and Cyber Bullying (249)
Controlled Substances/Paraphernalia (227)
Hazing (247)
Non-Discrimination (103)
Promotion & Retention (215)
Searches (226)
Student Assistance Program (236)
Tobacco Use (222)
Unlawful Harassment (248)
Visitors (907)
Weapons & Dangerous Instruments (218.1)

NOTICE OF NON-DISCRIMINATION

As a student in the Milton Area School District, you have the right to attend school in a safe, secure environment free from bullying, discrimination and harassment. We recognize that these issues are a problem that can happen anywhere despite education and prevention efforts. We ask you to partner with us to address these issues and to ensure that our schools are safe and positive places for growing and learning. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal or physical act that:

- Physically or emotionally harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent and pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

If you believe you or anyone else has been a target, please speak to an administrator or other trusted adult.

The Milton Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices.

Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990 and the Civil Rights Amendments of 1964. Parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about grievances or accommodations for persons with disabilities, should contact one of the following employees:

Superintendent of Schools: Dr. John Bickhart, Milton Area School District, 700 Mahoning Street, Milton, PA 17847, 570.742.7614, jbickhart@miltonsdsd.org

Title IX Coordinator: Mr. Derrek Fink, Milton Area School District, 700 Mahoning Street, Milton, PA 17847, 570.742.7614, dfink@miltonsdsd.org

Supervisor of Special Education: Mrs. Misty Harris, Milton Area School District, 700 Mahoning Street, Milton, PA 17847, 570.742.7614, mharris@miltonsdsd.org

Director of Student Services: Mrs. Catherine Girton, Milton Area School District, 700 Mahoning Street, Milton, PA 17847, 570.742.7614, cgirton@miltonsdsd.org

APPENDICES

ATTACHMENT A REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____
Alleged discrimination was based on: _____

Name of person you believe violated the district's nondiscrimination policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By Date

ATTACHMENT B

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

Race Color National Origin

Gender Age Disability

Religion Sexual Orientation Genetic Information

Name of person you believe violated the district's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By Date

ATTACHMENT C

AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

_____ should receive the following prescribed medication during school hours:

Medication: _____

Dose: _____

Time: _____

Special Instructions: _____

Diagnosis: _____

Date

Physician Signature

PARENTAL PERMISSION

_____ Please administer/supervise the dispensing/taking of the medication prescribed for my child.

_____ I give permission for exchange of information with other healthcare professionals regarding my child's health concerns/medications, and permission to share information relevant to the prescribed medication to school staff as deemed appropriate for my child's health, safety, and education

_____ My child has permission to administer an asthma inhaler, epi-pen, or diabetic insulin to himself/herself. In order to self-administer medication, the student must pass a medication administration evaluation by the school nurse and have permission from their physician.

I hereby release, discharge, and hold blameless the Milton Area School District, its agents and employees, from any and all liability and claim whatsoever in the administration of this medication and any damages my child may suffer as a result of this request, and its transportation to and from school.

_____ Date _____ Parent/Guardian Signature

ATTACHMENT D

**ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS
SELF-ADMINISTRATION BY STUDENTS**

_____ Student's Name _____ Grade/School
To self-medicate, the student must be able to:

1. Respond to and visually recognize his/her name
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering his/her medication.
4. Demonstrate a cooperative attitude in all aspects of self-administration of medication.

_____ Name of Medication _____ Dosage _____ Frequency

The above-named student has demonstrated the ability to self-administer the physician-prescribed asthma medication or epinephrine auto-injectors, as indicated by the criteria listed above.

_____ Date _____ Signature (Certified School Nurse)

As the parent/guardian of the above-named student, I relieve the school district and its employees of any responsibility for the benefits or consequences of the above-listed medication when it is physician-prescribed and parent/guardian-authorized. I further acknowledge that the school bears no responsibility for ensuring that the medication is taken. I am aware that any improper use/sharing of the above-named medication will result in the immediate confiscation of the inhaler/epinephrine auto-injector and loss of privilege to self-administer if the medication policy is violated.

_____ Date _____ Parent/Guardian Signature

I agree to be solely responsible for my asthma inhaler/epinephrine auto-injector and to follow the directions for its use as ordered by my physician, as well as the district's medication policy. I am aware that any abuse of this privilege will result in the confiscation of my inhaler/epinephrine auto-injector.

Date

Student's Signature

ATTACHMENT E

EMERGENCY EPINEPHRINE OPT-OUT FORM

Information You Should Know About Emergency Epinephrine

Emergency epinephrine is:

- Used to counteract anaphylaxis, a rapid, severe, life-threatening allergic reaction that can cause skin itching and hives, throat tightness, wheezing, an inability to breathe, and may result in death. Common allergens that can cause anaphylaxis include food, bee sting venom, medications, and latex. A life-threatening reaction can occur within minutes or hours after exposure to an allergen. The treatment for anaphylaxis is prompt administration of epinephrine and transport by emergency medical services (EMS) to the nearest hospital emergency department.

Per Pennsylvania Law, emergency epinephrine may be administered to:

- Students who have a known history of severe life-threatening allergies and have a prescription for an epinephrine auto-injector
- Students who have their first life-threatening allergic reaction to an unknown or undiagnosed allergy while at school

Emergency epinephrine is administered by either:

- Auto-injector, or
- Drawing medication from a vial into a syringe and injecting intramuscularly

Emergency epinephrine is stored:

- In a secure location on school premises

I acknowledge that I have read this document in its entirety and fully understand it. By signing this form, I am declining administration of emergency epinephrine for my student in the event he or she exhibits signs of a severe allergic reaction. I understand the possible negative health consequences for my student if he or she is experiencing a severe allergic reaction and does not receive emergency epinephrine. I understand that I may change my choice at any time by contacting the certified school nurse in writing.

Student Name: _____ Grade/School: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

School Personnel Witness: _____ Date: _____

ATTACHMENT F

SUNSCREEN USE PARENT PERMISSION FORM

Pennsylvania Act 105 of 2018 allows school students to possess, apply, and use topical sunscreen during school hours and at school-sponsored activities if the form below is completed and submitted to the school.

The sunscreen must be non-aerosol and be approved by the FDA for over-the-counter use for purposes of limiting ultraviolet light-induced sun damage.

As a parent/guardian, I attest to the following:

- My child has demonstrated to me that he/she is capable of self-applying the non-aerosol sunscreen product.
- I understand that Milton Area School District is not responsible for ensuring that the sunscreen product is applied by my child.
- I understand that the school may revoke or restrict possession, application, and use of sunscreen by my child if my child fails to comply with school rules related to the sunscreen product or if my child shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from access by other students.

Student's Name: _____ Current Grade Level: _____

Parent/Guardian Name (printed): _____

Parent/ Guardian Signature: _____ Date: _____

As a student, I attest to the following:

- I know the proper method of self-applying non-aerosol topical sunscreen.
- I know the proper safety precautions for the handling and disposal of the non-aerosol topical sunscreen product.
- I understand that the school may revoke or restrict my possession, application, and use of sunscreen if I fail to comply with school rules or if I allow other students access to a topical sunscreen product in my possession.

Student's Signature: _____ Date: _____



Dear Families,

Your child's school receives Title I funding and is included under the regulations of the "No Child Left Behind Act" (NCLB) and with the continued enforcement by the Elementary and Secondary Education Act (ESEA) Flexibility Waiver.

NCLB and ESEA requires:

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

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

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

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

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

Sincerely,

Greg Scoggins

Greg Scoggins, Ph.D.
Federal Programs Coordinator
Milton Area School District

Distrito Escolar del Área de Milton
700 Mahoning Street
Milton, PA 17847
570-742-7614



Greg Scoggins, Ph.D.
Coordinadora de programas federales

Queridos Padres de Familia,

La escuela de su hijo/a recibe fondos del Título I y se incluye en el reglamento de la ley "Ningún niño es dejado atrás" (NCLB) y con la siguientes obligaciones de la ley de Educación Primaria y Secundaria (ESEA) reclamo de flexibilidad.

NCLB y ESEA requiere:

- Aumento de la rendición de cuentas de los estados y los distritos escolares.
- Mayor elección de los padres, sobre todo los de las escuelas de bajo rendimiento.
- Mayor flexibilidad para las agencias de educación estatales y locales en el uso de fondos federales.

Bajo NCLB y ESEA, los padres tienen derecho a solicitar las calificaciones profesionales de los maestros de sus hijos (s) o auxiliar (s). Esta carta es para informarles de sus derechos a solicitar la siguiente información acerca de los maestros o ayudantes del aula de sus hijos:

- Ya sea Pennsylvania ha autorizado al maestro para los grados y materias que él enseña.
Si el maestro está enseñando bajo una emergencia u otro estado provisional a través del cual se ha renunciado a los criterios de concesión de licencias Pennsylvania.
- Título de licenciatura del maestro y si el maestro tiene grados de avance, y si es así, el tema de los grados.
- Si el niño recibe servicios de profesionales y de ser así, sus calificaciones.
- Si desea recibir información específica sobre el profesor o asistente de maestro de su hijo/a, por favor, póngase en contacto con el director de su escuela.

Nuestro distrito está totalmente comprometida con el éxito de su hijo/a. Agradecemos su colaboración en nuestros esfuerzos para proporcionar la mejor educación para su hijo (s).

Sinceramente,

Greg Scoggins

Greg Scoggins, Ph.D.

Milton Area School District

Milton Elementary Schools
Title I School-Parent-Student Compact



The Milton Area School District Elementary Schools, parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), and participating children agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities – We, as a school, will support our students' learning in the following ways:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - We will provide educational opportunities and services which address a wide spectrum of individual needs, interests and abilities.
 - We will provide students with researched-based resources and instructional strategies.
 - We will provide opportunities to develop personal, social, and cultural dimensions.
 - We will provide highly qualified teachers for core curriculum instruction and additional teachers specializing in intervention instruction.
- 2. Hold parent-teacher conferences at least annually in elementary schools, during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**
 - In the fall, at the end of the first 9-week marking period
 - On an as-needed basis if a parent requests a conference
- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**
 - With standards-based report cards every nine weeks
 - With mid-term progress reports sent to parents in instances where their child is experiencing academic difficulty
- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**
 - During the annual parent-teacher conference in the fall
 - When a request for such a meeting is made by a parent
 - During the school day in accordance with the District's classroom visitation policy
 - At mutually agreed upon times beyond the school day
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:**
 - Serving as classroom helpers

- Accompanying students on class field trips (if needed)
- Attending class programs and performances
- Participating during Parent Classroom Visitation Day
- Volunteering to help at Parent-School Association sponsored events, including Book Fairs
- Participating in the Kindergarten, Grade 1 and Grade 2 Family Book bag Programs when offered

Parent Responsibilities – We, as parents, will support our children’s learning by:

- Monitoring attendance
- Making sure that homework is completed
- Monitoring the amount of television that is watched and video games that are played
- Volunteering in my child’s classroom
- Participating, as appropriate, in decisions relating to my child’s education
- Promoting positive use of my child’s extracurricular time
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or school district and responding, as appropriate

Student Responsibilities – We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- Be ready to learn when I come to school
- Obey school rules
- Complete homework every day and ask for help when needed
- Read or listen to reading approximately 30 minutes every day outside of school
- Give all notices and information from the school to my parents/guardians

NOTE: The District Wide Parental Involvement Policy is available on-line at www.miltonsd.org. If you would like to receive a printed copy, please note that in the Comments section on the Signature Page that you return to school.

Distrito Escolar de Milton

Escuelas Elemental
 Titulo I Pacto Escuela-Padre-Estudiante



La Escuela Elemental, los padres de los estudiantes que participan en actividades, servicios y programas financiados por el Título I, Parte A de la Ley de Educación Primaria y Secundaria (ESEA), y los niños que participan, están de acuerdo con este pacto que describe cómo los padres, el personal de la escuela entera, y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico del estudiante y los medios por los cuales la escuela y los padres construirán y desarrollarán una asociación que ayudará a los niños a alcanzar los altos estándares del estado.

Responsabilidades de la Escuela– Nosotros, como una escuela, apoyaremos el aprendizaje de nuestros estudiantes de las siguientes maneras:

- 6. Proveer un currículo de alta calidad e instrucción en un ambiente de aprendizaje propicio y eficaz que permite a los niños participantes cumplir con los estándares estatales de logro académico de la siguiente manera:**
 - Ofreciendo oportunidades y servicios educativos que abordan un amplio espectro de necesidades individuales, intereses y habilidades.
 - Proporcionando a los estudiantes los recursos basados en la investigación y estrategias de instrucción.
 - Ofreciendo oportunidades para desarrollar las dimensiones personales, sociales y culturales.
 - Proporcionando maestros altamente calificados para la enseñanza del currículo básico y maestros adicionales especializados en la enseñanza de la intervención.
- 7. Llevar a cabo conferencias de padres y maestros por lo menos anualmente en las escuelas primarias, durante en las cuales se discutirá este pacto así como los logros de cada niño. En concreto, estas conferencias se llevarán a cabo:**
 - En el otoño, al final del Primer Período de Calificaciones (9 semanas)
 - Cuando sea necesario o si el padre solicita una.
- 8. Proveer a los padres con informes frecuentes sobre el progreso de sus hijos. Específicamente, la escuela proporcionará informes de la siguiente manera:**
 - Con el reporte de calificaciones basado en estándares cada 9 semanas
 - Con los informes de progreso a mitad de período y usualmente es enviado a padres en casos donde el niño está experimentando dificultades académicas.
- 9. Proporcionar a los padres acceso razonable al personal. Específicamente, el personal estará disponible para consultas con los padres de la siguiente manera:**
 - Durante la conferencia anual de padres y maestros en el otoño
 - Cuando una solicitud de reunión de este tipo es hecha por un padre
 - Durante el día escolar de acuerdo con la política de visitas al salón de clases del Distrito
 - En horarios fuera de la escuela con mutuo acuerdo
- 10. Proporcionar a los padres oportunidades para ser voluntarios, participar en la clase de su hijo, y observar las actividades del salón de clases de la siguiente manera:**
 - Servir como ayudantes del salón de clases
 - Acompañar a los estudiantes en las excursiones de clase (si es necesario)
 - Asistir a los programas de clases y eventos escolares
 - Participar durante el Día de Visitas en los salones de clases.
 - Labor voluntaria en eventos auspiciado por la Asociación de Padres, incluyendo la Feria del Libro.
 - Participar en los Programas de Lectura Familiar en Kínder, Primero y Segundo Grado cuando sean ofrecidos

Responsabilidades de los Padres – Nosotros, como padres, apoyaremos el aprendizaje de nuestros hijos a

través de:

- Monitoreo de asistencia
- Asegurarse que las asignaciones sean completadas en casa
- Control de la cantidad de televisión que se ve y videojuegos que se juegan
- Labor voluntaria en la clase de mi hijo
- Participar, según corresponda, en las decisiones relativas a la educación de mi hijo(a)
- Promover el uso positivo del tiempo extracurricular de mi hijo
- Mantenerse informado sobre la educación de su hijo y mantener buena comunicación con la escuela leyendo con prontitud todos los avisos de la escuela o distrito escolar y respondiendo cuando sea necesario

Responsabilidades del Estudiante – Nosotros, como estudiantes, compartiremos la responsabilidad de mejorar nuestro rendimiento académico y alcanzar los Estándares Estatales. En concreto, haremos lo siguiente:

- Estar preparados para aprender cuando venga a la escuela
- Obedecer las reglas escolares
- Completar las tareas todos los días y pedir ayuda cuando sea necesario
- Leer o escuchar lecturas aproximadamente 30 minutos diarios fuera de la escuela
- Dar a todos los avisos y la información de la escuela a mis padres/tutores

NOTA: La Política de Participación de los Padres a través del Distrito está disponible en línea en www.miltonsd.org. Si usted desea recibir una copia impresa, por favor haga una nota en la sección de comentarios en la página de firmas que usted debe regresar a la escuela.