

Milton Area
Elementary Schools
Student Handbook
2007 - 2008

August, 2007

Dear Parents:

This handbook is provided to each family with current and necessary information for a successful school year in the Milton Area Elementary Schools.

Included with this booklet are several pages that must be completed by parents and returned to school as soon as possible. They are: Students Information Card (blue), Acknowledgment Review Form (green), Bicycle Registration Form (yellow), and Fluoride Permission Form (orange).

Please retain this handbook for your reference throughout the school year. We urge each parent to review this handbook information with their child.

If you have any questions regarding this information, please contact the appropriate Elementary Office.

Best wishes for a great school year!

Sincerely,

David G. Slater

David G. Slater, Principal
James F. Baugher Elementary School

Brian C. Parise

Brian C. Parise, Principal
Montandon Elementary School
White Deer Elementary School

TABLE OF CONTENTS

Administrative Staff	4	Health Services	22
Affirmative Action Compliance	32	Homework Guidelines	17
Aggressive Physical Behavior Policy	14	Instructional Support	9
Arrival at School	6	Locker/Desk Search	12
Attendance Guidelines	10	Medication and Treatment Policy	23
Authorization Form for Medication	24	Medication Policy for Field Trips	25
Backpacks	12	Network/Internet Policy	16
Bicycle Rules	19	Open House	6
Bus Rules	20	Parent-Teacher Conferences	6
Bus Rules - Detailed	21	Playground Rules	18
Cafeteria Rules	18	Pre-Trip Permission Form	27
Call-In Procedure for Absences	10	Procedures for Dismissal	7
Calls for Homework	17	Procedures for Limited Access	8
Care of School Property	16	Protection of Pupil Rights Amendment (PPRA)	
Change of Address	8	Safety and Security of Personal Possessions	16
Control of Communicable Diseases	26	School Calendar 2007-2008	3
Daily Building Schedules	5	School Food Services	9
Disciplinary Actions	14	School Insurance	9
Dress Policy	18	School Pictures	8
Educational Trips	8	Screening Tests	9
Electronic Devices	10	Skateboard/Roller Blades/Heelies	19
Emergency Information	8	Student Conduct and Responsibility	12
Emergency School Delays and Closings	8	Student Deliveries	10
Emergency Situations	20	Student Discipline	15
Family Education Rights and Privacy Act (FERPA)	29	Student Use of Telephones	10
Field Trip Permission Form	28	Student Wellness	10
Field Trips	9	Students at Daycare and/or Babysitters	20
First Aid Policy	25	Threat of School Violence	12
Fluoride Program	26	Transportation Eligibility Guidelines	19
Grievance Procedure	32	Video Surveillance	12
Harassment	12	Visits to School Buildings	6
Health Screening	26	Weapons and Dangerous Instruments	13
		Withdrawal of Students	8

2007-2008 SCHOOL YEAR CALENDAR

AUGUST '07						
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	

22 Teacher In-Service (1)
23 Teacher In-Service (2)
27 Schools Open
 First Day for Students

SEPTEMBER '07						
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						

3 Labor Day

OCTOBER '07						
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 Teacher In-Service (3)
30 End of First Nine Weeks

NOVEMBER '07						
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	

8 Early Dismissal*
 Parent Teacher Conf.
9 Teacher In-Service (4)
 Parent Teacher Conf.
21-26 Thanksgiving Vacation

DECEMBER '07						
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					

24-31 Winter Break

JANUARY '08						
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 New Year's Day
2 Schools Closed –
 Make up Day #1
18 End of Second Nine
 Weeks
21 Martin Luther King Jr.
 Day

FEBRUARY '08						
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	

6 Teacher In-Service (5)
18 Presidents' Day

MARCH '08						
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					

20-25 Spring Break
20 Schools Closed –
 Make up Day #2
25 Schools Closed –
 Make up Day #3

APRIL '08						
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			

1 End of Third Nine Weeks
25 Schools Closed –
 Make up Day #4

MAY '08						
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

26 Memorial Day
27 Teacher In-Service (6)
 Make-up Day #5

JUNE '08						
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					

6 Last Day of School
 Dismissal Times:
 11:00 am WD
 11:15 am MO
 11:30 am Baugher
 Noon MS/HS

Indicates when school is
 closed.

*Early Dismissal Times:
 12:30 pm – WD
 12:45 pm – MO
 1:00 pm – Baugher
 1:30 pm – MS/HS

DAILY BUILDING SCHEDULES

JAMES F. BAUGHER ELEMENTARY SCHOOL

60 Brenda Rovenolt Circle
Milton, PA 17847

Telephone: (570) 742-7631
Fax: (570) 742-6025
Attendance: (570) 742-7517

7:30 a.m. Office/Doors Open
7:35 a.m. Starting time for teachers
8:10 a.m. School starts K-5 - Students must be in classrooms
11:00 a.m. Lunch begins
2:55 p.m. Dismissal for Bus Students Only
3:05 p.m. School ends - Grades K-5/Walkers and Parental Transportation
3:10 p.m. End of Teacher's Day
4:00 p.m. Office Closed

MONTANDON ELEMENTARY SCHOOL

2733 State Route 45
PO Box 130
Montandon, PA 17850

Telephone: (570) 523-3218
Fax: (570) 524-9665
Attendance: (570) 523-3050

7:10 a.m. Office/Doors Open
7:35 a.m. Starting time for teachers
7:40 a.m. School starts K-5 - Students must be in classrooms
11:00 a.m. Lunch begins
2:25 p.m. Dismissal for Bus Students Only
2:35 p.m. School ends - Grades K-5/Walkers and Parental Transportation
3:10 p.m. End of Teacher's Day
3:15 p.m. Office Closed

WHITE DEER ELEMENTARY SCHOOL

631 New Columbia Road
New Columbia, PA 17856

Telephone: (570) 568-6201
Fax: (570) 568-0566
Attendance: (570) 568-1903

7:15 a.m. Office/Doors Open
7:35 a.m. Starting time for teachers
7:55 a.m. School starts K-5 - Students must be in classrooms
10:55 a.m. Lunch begins
2:40 p.m. Dismissal for Bus Students Only
2:50 p.m. School ends - Grades K-5/Walkers and Parental Transportation
3:10 p.m. End of Teacher's Day
3:15 p.m. Office Closed

SUMMER OFFICE HOURS

JAMES F. BAUGHER & WHITE DEER ELEMENTARY SCHOOLS ONLY

7:30 a.m. – 3:00 p.m.

OPEN HOUSE DATES

Please note that Open House dates have been scheduled early in the school year. Parents are encouraged to attend and establish lines of communication with teachers as soon as possible each school year.

James F. Baugher Elementary	Thursday	September 20	6:00 – 8:00 p.m.
Montandon Elementary	Monday	September 17	6:00 – 8:00 p.m.
White Deer Elementary	Wednesday	September 19	6:00 – 8:00 p.m.

PARENT-TEACHER CONFERENCES

Please note that the first report card for students in kindergarten through grade five will be distributed at parent-teacher conferences to be held beginning the afternoon of Thursday, November 8, 2007 and all day on Friday, November 9, 2007. Parents will be contacted by your child's Language Arts teacher to schedule a 10-15 minute conference to discuss your child's progress and to receive the report card. Both the Parent and Faculty Advisory Committees have worked together to plan this opportunity to establish the communication between home and school that is so vital to the educational success of our students. Detailed information regarding the conferences and sign-up times will be sent to you in September and October in addition to hand-outs at Open House.

Please reserve the afternoon of Thursday, November 8 and all day on Friday, November 9, 2007 as potential times for parent-teacher conferences.

VISITORS TO SCHOOL BUILDINGS

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. In an effort to establish a uniform procedure to protect students and staff, specific guidelines have been established.

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 parents/visitors must SIGN IN and SIGN OUT of the building office. Parents/visitors MUST receive permission and display a building pass prior to any classroom visitation.
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. Passes to students from neighboring schools will not be issued unless an emergency situation exists. By cooperative agreement, visitation by students to another school when the home school is in session will not be accepted.
6. 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.
7. All requests for Parent/Teacher Conferences must be scheduled in advance.
8. 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 TO INSURE THE SAFETY OF ALL OUR STUDENTS

ARRIVAL AT SCHOOL

In order to insure adequate supervision of students arriving prior to the start of the school day, the following times are to be used for the earliest arrival of all elementary students:

James F. Baugher Elementary	7:30 a.m.
Montandon Elementary	7:10 a.m.
White Deer Elementary	7:15 a.m.

Upon entering the building, students are expected to wait quietly in the lobby area and to closely follow directions of the staff monitor.

PROCEDURES FOR DISMISSAL

During the School Day

In order to provide as secure an environment as possible for our students, procedures have been outlined for situations that require individual students to leave school before regular dismissal times.

A. Release of students for health reasons:

Student will be required to wait inside the health suite or office until picked up by a parent. Under no circumstances is a student permitted to wait outside the direct supervision of the nurse or other responsible adult. The parent, guardian, or person picking up the student must verify with the nurse or secretary that he/she is leaving with the ill child by signing the sign-out sheet provided.

B. Release or return of student from early dismissal requested by parent or guardian:

Student will be required to remain with the classroom teacher until the responsible adult arrives at the office. The parent, guardian, or person picking up the student must verify with the nurse or secretary that he/she is leaving or has returned the child by signing the sign-in/sign-out sheet provided.

Reminder

During bad weather, morning drop-off and afternoon dismissals are especially crowded with many additional cars. Please be alert and use extra caution when in the school zones. Be sure children are dropped off and picked up at the curb only. Please be aware that school buses in the drop-off and loading areas have the right-of-way and should not be blocked.

End of School Day

A. 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. If alternative transportation is necessary for bus students due to an emergency, death in the family, parents going to be out of town, arrangements must be made in advance of the date requested. All emergency arrangements need to be made at a current bus stop if room is available on the alternative bus. Parents requesting emergency or permanent changes to their child's bus transportation schedule should contact the Transportation Coordinator; Mrs. Heidi Yeager, at the James F. Baugher Elementary School, 742-7730, for all arrangements.

Bus students will need signed notes from the parent requesting they will be walkers for the day. The signed notes need to be presented to the homeroom teacher and sent to the office. Parents will no longer be able to pull their child from the bus lines as they depart the school to enter the school bus. Parents need to sign their bus student out of school before the dismissal time. If the parent doesn't want their child to ride the bus, the child will be dismissed with all the walkers after the buses have departed. This procedure is necessary for the safety of your child and to verify all changes with parents and the schools.

B. Walkers

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

When dismissed, walkers are required to wait in front of the main entrance and to stay a safe distance from the curb. For safety reasons, we are requesting that parents pull up to the curb to pick up children. Students are not permitted to walk into the parking lot unless accompanied by an adult. Students should wait in front of the building – do not play on playground equipment. Students should return to the building if their ride does not come.

A 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 SCHOOL DELAYS AND 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 between 5:30 and 6:00 a.m. It is important in an emergency to keep the telephone lines open. Please do not call the school offices or the homes 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:

WVLY 100.9 Milton
WKSJ 102.7 Williamsport
WILQ 105.1 Williamsport
WKOK 107.3 Sunbury

AM Radio Stations:

WMLP 1380 Milton
WRAK 1190 Williamsport
WLYC 1050 Williamsport
WKOK 1070 Sunbury

Television Stations:

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 by 8:00 a.m. Please continue to monitor the radio or television when a delay is called so you learn of the cancellation if it becomes necessary.

CHANGE OF ADDRESS/EMERGENCY INFORMATION/WITHDRAWAL

Parents changing addresses, telephone numbers, or emergency data information are requested to provide this information to the elementary office as soon as it is known. School files will be updated and in the event of an emergency, school officials will have access to the most current data needed to make necessary contacts.

Parents who are planning to move should inform school officials at least three (3) days in advance, or sooner if possible, so that all records and necessary administrative requirements can be met promptly. This will eliminate delays and insure a timely admittance to the new school.

Please inform the school immediately of any changes in address, telephone number, or emergency information.

PROCEDURE FOR LIMITED ACCESS

In order to insure 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 complete a Limited Access Form at their respective building office at the beginning of each school year. All information will be kept on file for a period of one (1) school year and will be required to be updated annually.

SCHOOL PICTURES

Individual student portraits will be taken this year on the following dates:

Wednesday	October 17	White Deer Elementary
Wednesday	October 17	Montandon Elementary
Tuesday	October 23	James F. Baugher Elementary

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.milton.k12.pa.us. 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.

EDUCATIONAL TRIPS

Parents who wish to obtain their child's release from school for family trips, family business, or other family activities must complete an educational tour request form obtained from the building office prior to the planned absence. Telephone requests will only be considered in cases of extreme emergency and a written note must follow. Parents must define the nature of the activity, its duration, and its purpose. No request will be honored for simply personal reasons; the reason will be kept confidential if requested.

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 for your children.

Requests for early dismissals in order to accompany parents on an educational trip must also receive prior approval in order to be counted as excused. The same procedure outlined above should be used for early dismissals when the request involves trips or activities other than dentist or medical appointments which cannot be scheduled after regular school hours.

FIELD TRIPS

Throughout the school year, field trips are planned by teachers to enhance the educational program. These trips are carefully chosen to support the curriculum and provide learning experiences not able to be duplicated within the school classroom. A general permission form (bound in the back of this handbook) is used for trips within walking distance of the school. Any longer field trips will require a separate signed permission from the parent or guardian.

If you do not allow your child to participate in the planned field trip, please be aware that he/she must attend school during that time. Arrangements will be made to accommodate the child with an educational program under appropriate supervision. Failure of a student to attend school on the day of a field trip will result in an unexcused/illegal absence being charged.

SCREENING TESTS

All elementary students will be screened periodically by school personnel in various areas to include Chapter 1 Reading and Sensorimotor Program, Remedial Math Program, and Speech Therapy. Parents will be notified if a student's screening results qualify them for additional services.

INSTRUCTIONAL SUPPORT

Instructional Support (I.S.T.) is a program designed to identify and help students experiencing difficulties in school as soon as the problem arises. The goal of Instructional Support is to find the things that are needed to help a child be successful. I.S.T. involves a team of people working together to help the child. This team includes people such as the building principal, support teacher, classroom teacher(s), the child's parents, guidance counselors, and the school psychologist. For more information about I.S.T., contact the appropriate elementary office.

A continuum of support services is available to students throughout their educational experience and beyond. Some of these services are provided by the following organizations:

Northumberland County Human Services
Union County Human Services
North Central Center for Independent Living
Safety Net Counseling

SCHOOL INSURANCE

School insurance may be purchased for school-time coverage or for 24-hour coverage. Please have your child return the form indicating yes or no. Complete all information only if you are purchasing the insurance. In the event of an accident that is claimed on school insurance, parents should contact the building secretary for the claim form to be used for doctors/hospitals.

SCHOOL FOOD SERVICES

The Milton Area School District participates in the National School Breakfast and Lunch Programs in all district buildings. Free and reduced breakfast and lunch applications are distributed to each student on the first day of the new school year and are available throughout the year in our elementary offices.

All students use a point-of-sale computer system that provides each student a 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 by utilizing deposit envelopes that are provided by the food service department. It is requested whenever possible, that deposits be made on Mondays, as additional staff is scheduled to process computer deposits. Students should maintain a student account balance of at least \$6.50 to cover a week's lunches. To encourage deposits, a \$.05 discount will be given on each meal if you deposit at least \$30.00 into your account. Students are discouraged from handling cash while going through the lunch line as this will slow down the automated process.

Parents may check account balances at any time by calling the Food Services Office at 742-7687. If a student balance falls short, charging on a limited basis is permissible. However, no student will be allowed to charge snack items. There will be a maximum charge limit imposed. Legal action will be followed for unpaid charges.

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 or extras will require additional deposits into the account. Students eligible for reduced meals will also be automatically coded into the system and will need to make monthly deposits into their accounts.

Parents of students receiving free or reduced meals must complete a new application each year. This must be done by the second week of school.

Current Food Prices:	Paid	Reduced	Milk
Breakfast	.75	.30	.40
Lunch	1.40	.40	

STUDENT WELLNESS

Milton Area School District recognizes that student wellness and proper nutrition are related to student's 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 742- 7687.

STUDENT USE OF TELEPHONES

The Milton Area Elementary Schools have no access to public telephones. Business use of the school phones allows for very limited use by students. Staff members will determine the need for student phone calls according to emergency circumstances and available phones. Secretaries will accept important messages for students, but students may not be called to the phone except for emergencies.

ELECTRONIC DEVICES

The use of radio, tape players, TV's, video games, cellular phones, pagers, and laser pointers by students for private use or listening on school grounds, on buses and other vehicles provided by the district are prohibited during school hours and school sponsored activities.

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.

ATTENDANCE GUIDELINES

PARENT LINK CALL-IN PROCEDURE FOR ABSENCES

Parent Link is an automated messaging service we use to improve communication between the school and parent. The Parent Link system works by calling parents of students who are absent. The system will begin calling at 10:30 a.m. each school day after attendance has been submitted. If you wish to change the phone number being called by Parent Link, please call the School Office to request the change. To avoid being called, please ensure that your child has been excused by calling the Attendance Hotline. Please communicate excused absences to us at your earliest convenience to ensure it can be entered into the system in a timely manner.

Parent Link is a tool to facilitate improved communication between the parent and school and is not intended to replace direct communication. Parent Link is a fully automated service and may be susceptible to error. If you receive a phone call you feel was a mistake, please call the School Office to report it.

Elementary Attendance Line Numbers:

James F. Baugher Elementary	742-7517
Montandon Elementary	523-3050
White Deer Elementary	568-1903

I. Absences

A. Introduction

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 children are absent, they may miss one or more steps in the learning process. For this reason, the Milton Elementary Schools will monitor student attendance in order to bring to the attention of parents any potential problems and in order to have the school and parents work together in the best interest of the students.

B. The following reasons for absences are valid:

1. Illness/Quarantine
2. Serious illness or death in the immediate family
3. Emergency medical or dental attention
4. Absences approved in advance with building principal
5. Authorized religious holidays
6. Required court attendance

- C. The following are not excused in accordance with State Attendance Laws:
1. Truancy
 2. Educational trips not approved in advance
 3. Missing the bus
 4. Shopping
 5. Babysitting
 6. Gainful employment
 7. Absences for personal reasons other than specified emergencies

D. Excuses for Absences

Upon returning to school following an absence, an excuse from the parent or guardian must be submitted within five (5) school days or such absence will be considered illegal. Parents must define the reason for absence; simply by stating “personal” will not be accepted. If the reason for the absence is of a sensitive nature, it will be handled in a confidential manner by indicating on the form or excuse and forwarding it in a sealed envelope to the building Principal. Should any student accumulate three (3) days of unexcused or illegal 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 any future unlawful absences may result in arrest and enforcement of attendance regulations as found in the Pennsylvania School code.

School personnel will periodically review the attendance records of all students to ensure the enforcement of attendance regulations. Parents/guardians will be notified by phone, letter, or home visit should students accumulate an excessive number of absences or exhibit attendance patterns that seriously affect their academic progress. At any time should absences be questionable or if continued problems persist, a doctor’s excuse for any future absences may be requested. Should the attendance patterns of any student indicate the need for additional intervention, a referral to an appropriate agency may be initiated.

II. Tardies

A. Introduction

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 place when the tardy bell rings. When tardy, the student should report to the office before going to homeroom or class. Tardy arrival at school after the a.m. or p.m. mid-point will be charged one-half day absence. This means students arriving after school has been in session 100 minutes will be counted one-half day absent. Unresolved tardy problems may result in a referral to an appropriate agency and/or after-school detention.

III. Early Dismissals

A. Introduction

Any student who must be excused during the school day should bring a note signed by a parent or guardian requesting such change. Phone requests will be honored only in emergency situations and must be followed by written verification. Early dismissals will be granted for the same reason allowable for legal absences.

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.

B. 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 note the early dismissal time on the day’s attendance sheet.
3. The adult picking up the student should report to the building office to sign-out the student.
4. The student will be called to the office when the adult arrives. Person picking up the student should allow time for student to leave class and arrive at the office area.
5. If appointment is completed while school is in session, the student should report to the office and return to class.

STUDENT CONDUCT AND RESPONSIBILITY

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, and to participate in and attempt to complete all courses to the best of their ability. 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.

HARASSMENT

It is the policy of the Milton Area School District to maintain a learning and working environment that is free from sexual harassment. Any student who alleges sexual harassment may file a complaint with the building principal, assistant principal, or guidance counselor. The right to confidentiality, both of the complainant and of the accused, will be respected. A substantiated charge against a student in the school district shall subject that student to disciplinary action.

VIDEO SURVEILLANCE

For the safety of our students and staff, beginning in the 2007-2008 school year, all school buildings and property within the Milton Area School District, will be electronically monitored.

BACKPACKS

Backpacks are permitted to be carried to and from school and must be the size that can be readily stored in lockers 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 in order to insure the safety and well being of everyone.

LOCKER/DESK SEARCH

All lockers/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.

Lockers, desks, cabinets, etc. are only loaned to students and staff for their legal and proper use. Students, parents and staff are reminded that they have no privacy expectations with respect to these lockers, desks, cabinets, etc. and the material they place in them. The Board reserves the right to authorize its employees to inspect a student locker, desk, cabinet, etc. at any time for any reason. (Dec 1998)

THREATS OF SCHOOL VIOLENCE

Help prevent violence. Our schools are very safe places. But we need your help. In almost all cases of school violence, the student or students responsible confide in others beforehand. Take all threats of violence seriously and report threats to the proper authorities. If you hear any threats, you should call the police [911], our school resource officer [742-7685 ext. 1223], or building principal [742-7631]. You may remain anonymous if you wish.

WEAPONS AND DANGEROUS INSTRUMENTS

The Milton Area School Board believes that the physical safety of students, employees, and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. Based on this premise, the School Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

It shall be the policy of the Board that possession of or bringing onto school property a weapon by students is prohibited in any Milton School District Building or on any grounds of the Milton Area School District by a student directly on his/her way to or from school, in any vehicle providing authorized transportation of students to or from any Milton School District building or district-sponsored function, activity or event and at any school function or activity, whether or not held on Milton School District property. Additionally, the law prohibits any person from possessing a weapon at any time on school property, except when the article is used in conjunction with a lawful, school supervised and approved course, program or activity.

“Weapon” shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nunchaku stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, laser, shocker or stun gun, any explosive device, firearm (including pellet guns and BB guns), gun, sling shot, bow, arrow, or any other similar device from which a projectile may be discharged, including a firearm or weapon which is not loaded or which lacks a component or a device necessary to render it immediately operable. The term “Weapon” shall include “Weapon look alike”, including any instrument or implement designed to look like a weapon.

“Possess” and “Possession” shall mean being on the person of any person or in a person’s car, locker, or otherwise under his or her control.

No one is permitted on school property with a weapon at any time unless the article is used in conjunction with a lawful school supervised and approved course program or activity. Violators will be prosecuted.

Act 26 of 1995, and Act 30 of 1997, Article 13, Section 1317.C states that “The superintendent of a school district or an administrative director of an area vocational-technical school may recommend modifications of such expulsion requirements for a student on a case by case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student, take all steps necessary to comply with the individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.S.* 1400 Et. Seq.)”

A student who otherwise violates this policy or assists in the violation of the policy will immediately be suspended from school for a period of ten days pending a mandatory hearing with the School Board (or, as authorized by the Board, a committee of the Board, or a hearing examiner).

The superintendent will review each infraction on a case by case basis and may recommend alternative disciplinary action.

The procedure to be followed for a student with a disability who has an IEP shall be in accordance with PA Chapter 14 regulations and Chapter 432 standards. A suspension of an exceptional student for more than ten (10) consecutive school days or more than 15 cumulative school days in one year is considered a change in educational placement and as such requires a multi-disciplinary evaluation where a manifestation determination shall be made, notice to the parents (NORA) and a right to a hearing prior to the exclusion. The disciplinary exclusion of a student with mental retardation is considered a change in placement and requires notice to the parents (NORA) and a right to a hearing prior to the exclusion.

If the school district deems the discipline problem so severe as to warrant immediate action, it may, with the approval of the Secretary of Education for the state of Pennsylvania, implement an interim change in educational placement, including exclusion from school, as long as notice is provided to the parents (NORA), and a due process hearing is scheduled as soon as possible. Under no circumstances is corporal punishment permitted. The superintendent of a school entity shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act. (Public Law 91-230, 20 U.S.S.S.S, 1400 ET SEQ:)

In accordance with PA Act 26 of 1995, and Act 30 of 1997, Article 13, Section 1303-B the Milton Area School district will “...report any new incidents involving acts of violence or possession of a weapon by any person on school property...” as required by the Pennsylvania Department of Education’s Office of Safe Schools on the forms provided by the office.

According to Act 26 of 1995, and Act 30 of 1997, Section 1304-A, prior to admission to any school entity the parent, guardian or other person having control or charge of a student shall upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs or for the willful inflicting of injury to another person or for any act of violence committed on school property. The registrations shall include the name of the school from which the student was expelled or suspended for the above listed reason with the dates of the expulsion or suspension and shall be maintained as part of the student’s disciplinary record. In addition, PA Act 26 of 1995, and Act 30 of 1997, Section 1304-B, states that any willful false statement made under this section shall be a misdemeanor of the third degree (see appendix A – sample of necessary sworn statement). Each school in the Milton Area School District will maintain, “...updated records of all incidents of violence, incidents involving possession of a weapon and convictions or

adjudications of delinquency for acts committed on school property by students enrolled in the district” (PA Act 26 of 1995, and Act 30 of 1997, Article I, Section 1307-A). These records shall be maintained in a format by the PA State Police in conjunction with the office of Safe Schools. The building administrator for each school will forward a copy of these updated records to the central office where they will be maintained.

The student’s disciplinary record which includes records kept on that student under PA Act 26 of 1995, and Act 30 of 1997, Article 13, Section 1307-A “...shall be available for inspection to the student and his parent, guardian, or other person having control or charge of the student, to officials, and to state and local law enforcement officials... Permission of the parent, guardian or other person having control or charge of the student shall not be required for transfer to the individual student record to another school entity within the Commonwealth or in another state in which the student seeks enrollment or is enrolled.” The student’s disciplinary record shall be maintained at the building in which the student is enrolled.

When a student withdraws from the Milton Area School District, the building administrator for the school in which the student is enrolled shall include a certified copy of the student’s disciplinary record along with all of the student’s other records that are forwarded to the school entity to which the pupil has transferred.

When a student enters the Milton Area School District, the building administrator for the building into which the student enrolls shall request a certified copy of the student’s disciplinary record, along with all of the student’s other records from the school entity from which the student is transferring. This request shall be made by certified mail.

AGGRESSIVE PHYSICAL BEHAVIOR POLICY

Students exhibiting aggressive physical behavior to include but not limited to threatening, fighting, bullying, intimidating, or slapping will be subject to disciplinary action which may include up to a five (5) day suspension from school.

Both possession of weapons and aggressive physical behavior policies will apply to students anytime they are on school property, at all extra-curricular activities, and the time students spend en route to and from school on a scheduled school day.

Law enforcement officers will be contacted in the event that bodily harm or injury occurs or if in the judgment of the administrators the situation warrants their assistance.

DISCIPLINARY ACTIONS

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:

A. 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 a teacher 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.

B. 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 in-school suspension by school administrators.
2. The administration will inform 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 the reason for such assignment, and an opportunity for a conference.
4. Credit shall be given for all assigned classwork 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 classwork 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 the 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 for the second time.
7. Students will not be readmitted 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.

STUDENT DISCIPLINE

Purpose

1. In order to foster achievement of the goals of public education, the school environment should be safe, orderly, and encourage the fullest possible educational development of each student. The conduct of the person participating in this process greatly affects the extent to which a beneficial environment exists.
2. Discipline in the school is extremely important if students are to realize their greatest opportunities for growth. Discipline is usually maintained through positive rather than negative means. It consists of keeping students interested and busy doing something constructive. However, in situations where this method fails and for certain specific offenses, the following disciplinary actions may be taken:

Authority

- A. The following offenses may cause immediate suspension and a hearing before the school board for expulsion:
 1. Sale, Use or Possession of Drugs
 2. Sale, Use or Possession of Alcoholic Beverages
 3. Vandalism of School Property
 4. Possession, use of, or bringing onto any school property, school sponsored activity, or public conveyance providing transportation to a school or school sponsored activity a dangerous weapon or weapon look alike.
 5. Other unlawful acts under the laws or ordinances of the Commonwealth of Pennsylvania or local municipality.
- B. First offense for the following may require up to a ten-day suspension and multiple offenses will require a hearing before the school board for possible expulsion:
 1. Smoking, Use, or Possession of tobacco products in a school building, a school bus, or on school property owned by, or leased by, or under the control of the school district and as referenced by Act 145 of 1996.
 2. Persistent misbehavior and/or violation of school rules.
 3. Consistent absenteeism and tardiness.
 4. Persistent lack of effort in classroom.
- C. All of the above rules and regulations also apply when students are participants or spectators in any extracurricular activities (school sponsored dances, class plays, sports events, etc.).
- D. The administration shall have the right to formulate other rules, regulations and disciplinary actions which they deem necessary to conduct a well disciplined, safe, and orderly school.
 1. Re-entry of students following a suspension for drug or alcohol violations will be contingent upon the student's acceptance of a referral to MITT* or CST*.
 2. Students referred to MITT or CST as a condition for re-entry following a drug/alcohol suspension must agree to follow the directions and recommendations of MITT or CST.
 3. Students due to return from a suspension who refuse to accept the conditions of (1) or (2) above will be subject to an expulsion hearing before the Board.

Delegation of Responsibility

- A. All teachers, counselors, administrators of the Milton Area School District are charged with the full implementation of this policy. The final decision pertaining to expulsion must be administered by the Board of Education.

*MITT – Milton Intervention Tactics Team (Secondary Student Assistance Team)

*CST – Child Study Team (Elementary Student Assistance Team)

Revised March 2, 1981

SAFETY AND SECURITY OF PERSONAL POSSESSIONS

Students, staff and parents are discouraged from bringing money or other personal valuables with them to school. The possession of sports cards, radios, tape players, cellular phones, laser pointers, and electronic games is prohibited in the elementary school 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 pick up of the item. All personal belongings kept on school property will be at the sole risk of the owner. The district will not accept responsibility for loss or damage to any personal belongings on school property. This includes loss or damage to bicycles, motorbikes, motorcycles, motor vehicles, musical instruments, 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.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school district. Students who disfigure property, break windows, or does other damage to school property or equipment will be required to pay for the damage done or replace the item.

Textbooks in the public schools of Pennsylvania are purchased at public expense for the use of the student. Pupils are held responsible for the loss, or damage to school books. When books are lost, the loss shall be reported to the subject teacher immediately.

The following procedure shall be used to determine the assessment for any textbooks which are lost by students:

If lost during:	Student pays:
First year of use	100% of list price of book
Second year of use	90% of list price of book
Third year of use	80% of list price of book
Fourth year of use	70% of list price of book
Fifth year of use	60% of list price of book
Over five years of use	50% of list price of book

In the case of damaged textbooks, teachers and administrators shall base the assessment upon the condition of the book as compared to its condition when issued to the student. Any textbook damaged to the extent that it is no longer usable, shall be assessed on the basis as a lost book.

NETWORK/INTERNET POLICY

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 user will comply with the goals and standards of behavior of the Milton Area School District, 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. All parents must complete a Network/Internet Acceptable Use Contract prior to their child's access to the Internet.

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 foolproof, 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.

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:

- Violating any local ordinances, state or federal laws

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, attacking, or insulting others
- Vandalizing computers, computer systems or computer networks
- Violating copyright laws
- Using or sharing anyone else's password or name
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Unauthorized copying of software
- Offering and/or facilitating Internet access to any individual not authorized for access

Sanctions:

- Violations may result in 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

HOMEWORK GUIDELINES

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. Homework is the "added touch" to increase a child's skill and ability in school work.

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.

RECOMMENDED TIME GUIDE FOR OUT-OF-CLASS STUDY

GRADE	
Kindergarten	None (or limited in second semester)
Grades 1 and 2	15 – 30 minutes
Grades 3 and 4	20 – 40 minutes
Grade 5	30 – 60 minutes

CALLS FOR HOMEWORK

Parents requesting homework for absent students should do so by 9:00 a.m. 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 2:30 p.m. 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 access the completed work so they can more accurately assign additional work.

DRESS POLICY

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 insure 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 covering unless recognized to be part of the student’s practiced religious belief 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.

As a guideline for parents, students should not wear clogs, sandals, or other non-supportive footwear 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. Final decision on dress in the elementary schools is the responsibility of the principal.

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. While waiting to be served, wait patiently and quietly
3. Be prepared – secure all needed paper items and utensils while waiting
4. When purchasing lunch, money should be readily available for the cashier. Any extra food items should be purchased at this time, as only one trip to the serving line is permitted.
5. When seated by the cafeteria aides, stay in your assigned seat. You are not permitted to change seats or to trade or give food to other students.
6. Students needing assistance or requesting restroom privileges should raise their hand and an aide will help you. During an emergency such as choking or sickness, the cafeteria aide should be contacted immediately.
7. Students are permitted to talk quietly and are encouraged to use good table manners and to respect the rights of other students.
8. Trays and paper may be returned to the dishwashing area only with the permission of the cafeteria aide.
9. Students are responsible for keeping the cafeteria as clean as possible. Accidents or spills should be reported to the cafeteria aides as soon as possible.
10. Due to safety concerns, cans or bottles are not permitted in the cafeteria.

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. Other 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.

BICYCLE RULES

1. Bicycles that are ridden to school must be registered at the office of each elementary building. A registration form is included in the handbook or 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 in the following locations:
 - A. James F. Baugher School – between the crossing guard and the bike racks.
 - B. White Deer Elementary School – between the crossing guard and the bike racks unless the student lives to the north of the school. Students going north must walk their bikes to and from the road.
 - C. Montandon Elementary School – between the crossing guard and the bike rack unless the student lives to the east of the school. Students going east must walk bikes to and from the road.
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.

SKATEBOARD/ROLLER BLADES

Skateboards, heeies and roller blades are not permitted in school during the school day. Skateboarding and/or roller blading is severely restricted to after-school hours when there is no school-sponsored event and/or when school is not in session. Skateboarding or roller blading within 25 feet of school buildings or on sidewalks adjacent to the building is prohibited, and at no time will school equipment be used for jumping obstacles.

TRANSPORTATION ELIGIBILITY GUIDELINES

1. Transportation to and from school will be provided for elementary students who reside more than one mile from the school to which they are assigned. (Approved 7/27/71). Elementary students living in Milton between Broadway to the north, Mahoning Street to the south, and the railroad tracks to the west are walkers to the Milton Elementary School. In Montandon, students are walkers if they live east of the railroad tracks. At the White Deer Elementary School, students living in the village of New Columbia are walkers.
2. 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).
3. 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 (Error), (7) PA Route 45, (8) Housels Run Road. All of these roads have inadequate sidewalks or berms 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.

4. 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 to insure appropriate bus transportation.
5. Parents requesting their children be picked up or delivered to a babysitter must make arrangement with the transportation coordinator by the first week of August. Pupils covered by the district policy on students at child care and/or baby-sitters must be transported to or from the alternate location everyday 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.
6. 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 mile limit specified under the provisions of Act 372 of 1972 (December 1982).
7. The board shall not be responsible for the transportation to or from school of any student residing outside of school district boundaries.

STUDENTS AT DAY CARE CENTERS AND/OR BABY-SITTERS

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 transportation coordinator, Mrs. Yeager, 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 phone call from the transportation coordinator.
2. No attempts will be made to reroute buses to accommodate day care facilities or baby-sitters 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 everyday 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 insuring 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. In 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 baby-sitter or day care arrangements. In this case, we will make every effort to notify affected parents as soon as possible.

EMERGENCY SITUATIONS

A child may be allowed on alternate bus stop on his/her bus in the event of a **NONRECURRING EMERGENCY** due to family illness, death, or other extenuating circumstances. This request must be in writing and approved by the building principal. If the situation does not make a written request feasible prior to the change, the written request should be submitted to the principal as soon as possible following the change.

BUS RULES

1. All students riding school buses should be at their bus stop five (5) minutes before the scheduled arrival of their bus.
2. 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.*
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.

4. Students must not extend or place their arms, hands, head, or other items out of the school bus windows.
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 drill. Parents will be held responsible for willful acts of destruction.*
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/school suspension.*
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), laser items, controlled substances (drugs), alcohol, tobacco, radios, cell phones, headsets, water pistols or items used to shoot liquids, skateboards or rollerblades.
8. Aisles must be kept clear at all times. Items which are too large for the students 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.
9. Students may not leave the bus for any reason or get off at a location other than their assigned stop without a signed permission slip from a school official.
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.*

** Designates a severe violation.*

BUS RULES – DETAILS AND WHY!

To provide and protect every student's right to ride a school bus safely, the Board of Directors have established guidelines and rules from basic regulations and recommendations of the Pennsylvania Department of Education and Transportation.

1. All students should be at their school bus stop five (5) minutes prior to the scheduled pickup time. All school bus 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 buses, 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, students should wait for fifteen (15) minutes from the scheduled pickup time before returning home.
2. Inappropriate conduct on the school bus is very distracting to the driver. Actions or behaviors which may be acceptable in the classroom can have devastating results on a school bus. Students who make loud noises, scream, change seats, or throw objects distract 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 properly seated at all times while the bus is in motion. 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. The placing of arms, hands, or other body parts out of the bus 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. A hand or arm can very easily be amputated by these low hanging branches.
5. The equipment on a school bus serves a very specific purpose. The safety and comfort of all students is affected by the proper care and treatment of this equipment. The seat padding not only provides comfort, but is vital to the protection of the student in the event of an accident. The destruction of this padding, by cutting or burning, or the tampering with the emergency door all result in reduced safety.
6. The actions of a student on a school bus may result in physical harm to him/herself or other students. Behavior which may be tolerated in the classroom can be extremely harmful to a student on the school bus. What starts out as a fake punch or simple push may result in more serious injury if the bus suddenly stops, turns, or swerves to avoid a road hazard. Fighting is prohibited and may result in the loss of school bus riding privileges as well as suspension or other disciplinary action at school.
7. The possession of tobacco, weapons or controlled substances is strictly governed by state and federal laws. The school district considers school buses as school property and therefore violations will be prosecuted to the fullest extent of the law.
8. The aisles of the bus must be kept free of objects at all times in order that a smooth and timely evacuation may occur if necessary. Large objects can obstruct the evacuation, as well as become flying objects if not properly secured. Students with their feet in the aisle may inadvertently trip another student who is routinely boarding or leaving the school bus.

9. The school district is required by law to maintain an accurate roster of the students assigned to all school buses. In the 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. Students are required to have a note signed by a school official in order for this roster to be accurate and his/her presence on a particular school bus is verified.
10. School bus conduct shall be taken seriously at all times. Behavior which the driver views as a distraction or safety concern may result in disciplinary action. The appearance or intention of these actions will be subject to the driver's interpretation and may be viewed differently by the student. In all cases, the desire is to provide for a safe and enjoyable bus ride for all students.

Milton Area School District



Administration Office
 700 Mahoning Street
 Milton, PA 17847
 (570) 742-7614

August, 2006

Dear Parent/Guardian:

The school nurses are employed by the Milton Area School District to provide various health services for the students within the district. One of the duties focuses on the administration of medications or drugs to students attending school.

Medical or non-prescription drugs may be administered under the policies and guidelines established by the Milton Area School District Board of Education and with the approval of the school physician. Should it be necessary for your child to be administered any medicine, please follow the procedure outlined. If you have any specific questions pertaining to any of these policies, please feel free to contact one of the school nurses at the following location and phone number.

School	Phone
Senior High School	742-7611
Middle School	742-7685
White Deer Elementary School	568-6201
James F. Baugher Elementary School	742-7631
Montandon Elementary School	523-3218

Sincerely,

William A. Clark

Dr. William A. Clark
 Superintendent

MEDICATION AND TREATMENT POLICY

Purpose

Ideally, all medication and treatment should be given at home. 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. However, any student who is required to take medication or treatment during the regular school day must comply with school regulations. These regulations include the following:

Authority

- A. Individually prescribed medication/treatment will be administered by school nurses or student self-administration supervised by designated personnel under the following guidelines:
1. Upon written request from the physician to the school officials that medication (see authorization form) be administered to the student. Included in the request must be the date, name of student, diagnosis, name of the medication, dosage, route and time of administration. **This request may be made by FAX or verbal orders, followed by orders in writing.**
 2. The request form must be signed by parent/guardian indicating that medication be administered as prescribed in physician's statement.
 3. All medication must be in protective containers which are properly labeled by physician or pharmacy.
 4. In the absence of the school nurse, the principal/assistant principal **or designee** will supervise the self-administration of medication.
- B. Non-prescription (over-the-counter) medications brought from home may be administered in circumstances deemed necessary by the school nurse.
1. A written request is received from the parent or guardian.
 2. The written request must include the name of the student, name of medication, dosage, and time of administration and the condition being treated.
 3. The non-prescription medication must be in the original container **properly labeled by the drug manufacturer or pharmacy.**
 4. *Acetaminophen (Tylenol) and ibuprofen (Advil) will be available to students in the nurse's office. These will only be administered when deemed appropriate by school personnel and when parents grant permission by signing and checking appropriate boxes on emergency card.*
- C. Any medication to be administered during the school day should be taken to the nurse's office. If the nurse is not in the building, the medications should be taken directly to the school office for storage in the nurse's office. This should be done as soon as possible after the student arrives at school. Students are not permitted to carry medications on their person or store in their locker or desk during school hours **unless specifically directed by the physician.**
- D. Miscellaneous Medication Regulations
1. Adequate storage in a secure area such a refrigerator and locked cabinets are available to store medication. Medication should not be stored in teacher desks.
 2. Unused medication will be given to the student in a sealed envelope at the end of the school year or when discontinued.
 3. It is the responsibility of the student to report to the nurse's or the school office for his/her medication at the prescribed time.
 4. A log is provided for documentation of administration/supervision of medications/treatments.
 5. Physician and parental medication/treatment requests become a part of the student's health record.
 6. 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.
 7. At the end of the school year all medications will be returned home and new physicians orders reissued for the following school year if needed.

Form A

MILTON AREA SCHOOL DISTRICT

AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

_____ should receive the following
(Student's Full Name) prescribed medication during school hours.

Name of Medication

Prescribed Dosage

Special Instructions

Signature of Physician prescribing medication

Physician's Address

Form B

Please check:

- My child has permission to administer the medication to himself / herself.
- Please administer the medication to my child.

I do hereby release, discharge, and hold harmless the Milton Area School District, its agents and employees, from any and all liability and claim whatsoever for the administration of the above medication to my child.

Signature of Parent or Guardian

Address

Date

Telephone Number

All medication should be brought to school in a container appropriately labeled by the pharmacy or physician and given to the school nurse for proper storage.

MEDICATION POLICY FOR FIELD TRIPS

The Milton Area School District recognizes the fact that the Field Trip experience is a valuable asset to the school curriculum. It is also aware of the fact that students who receive prescription medication on a daily basis may have to continue this schedule when away from the school environment.

Because school nurses may not be present on a field trip, it may be necessary for a child to self-administer his/her medication during the time away from school. Parents are permitted to accompany their child on field trips, if deemed necessary, to monitor special health concerns or to administer prescription medication. If this is not possible, you must sign a release permitting your child to self-administer the medication.

Secondary students are permitted to carry properly labeled prescription medication with them. For elementary students, a teacher will carry prescription medication prepared by the parent or school nurse under the following guidelines:

1. All medication must be in a sealed envelope or packet labeled with:
 - Student name
 - Name of prescription medication
 - Prescribed dosage
 - Time schedule
 - Special instructions

2. A parent of a child needing medication must contact the school nurse at least three days prior to the scheduled trip to determine arrangements for self-medication.

School nurse phone and fax numbers are:

	Phone Number	Fax Number
James F. Baugher Elementary	742-7631	742-6025
Montandon Elementary	523-3218	524-9665
White Deer Elementary	568-6201	568-0566

FIRST AID POLICY

If an accident or sudden illness should occur, 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 parent/guardian to arrange for transportation from the school.

In an emergency, school personnel will provide transportation or will accompany a student to the hospital provided they are accompanied by a parent or designated person.

HEALTH SCREENING

A Health Record is kept during the entire school career of your child. Your cooperation in reporting immunization records, physical defects, and illnesses which your child has had will aid the nurses and the teachers in keeping up-to-date records. All findings from routine examinations will be recorded and also reported to parents.

Pennsylvania Mandated School Health Programs

Physical Examinations –	Grades K and/or (at the original date of entry) 1, 6, and 11
Dental Examinations –	Grades K and/or (at the original date of entry) 1, 3, and 7
Scoliosis Screening –	Grades 6 and 7
Height and Weight -	Grades K-12 (every year)
Vision Screening -	Grades K-12 (every year)
Color Vision Screening -	Grade 2
Hearing Screening -	Grades K, 1, 2, 3, 7, and 11

Non-Mandated School Health Programs of the Milton Area School District

Fluoride Supplement -	Grades K-5
Head Lice Screening -	K-5 (Fall and periodically as needed)
Immunization Audit -	Kindergarten and upon entry into other grades

FLUORIDE PROGRAM

A dietary fluoride program is offered to children in kindergarten through fifth grade. This program consisting of a daily fluoride tablet does not begin the first day of school. Parents are required to sign a permission slip before a child may participate in the program. This is usually done when the child is registered for school and must be updated annually.

CONTROL OF COMMUNICABLE DISEASES IN SCHOOL

The duration of the period of exclusion from school for any person who has one of the diseases specified below is declared as follows:

Respiratory Streptococcal Infestations including Scarlet Fever – not less than seven days from onset if no physician or 24 hours from institution of appropriate antimicrobial therapy

Acute Contagious Conjunctivitis (pink eye) – 24 hours from institution of appropriate therapy

Ringworm – until judged non-infective by school nurse or child's physician

Impetigo Contagiata – until judged non-infective by school nurse or child's physician

Pediculosis Capitis – until judged non-infective by school nurse or child's physician

Pediculosis Corpora – until judged non-infective by school nurse or child's physician

Scabies - until judged non-infective by school nurse or child's physician

Tonsillitis – 24 hours from institution of appropriate therapy

Trachoma - 24 hours from institution of appropriate therapy



Milton Area School District

700 Mahoning Street

Milton, PA 17847

PRE-TRIP PERMISSION

TO: Parents/Guardians
SUBJECT: Educational Trips for Pupils

PLEASE NOTE: It is the responsibility of the pupil to make up all work missed and be prepared to continue with his/her group upon his/her return to class.

Pupils Name:
Pupil's Birth Date: Grade
Building:
Parent/Guardian:
Address:
Telephone #:
Dates of Expected Absence:
of Days Absent:
Place or Places to be visited:

(If more space is needed, please use reverse side of form)

Educational Benefit:

Please list the names of any other students attending our schools who will be participating in this educational trip:

Table with 3 columns: NAME, SCHOOL, GRADE

I certify the above information to be correct and request that permission be granted for the above trip.

Signature of Parent/Guardian Date

Approved: Signature of Building Principal/Designee

of Excused Days Unexcused Days

**MILTON AREA SCHOOL DISTRICT
STUDENT PERMISSION FOR EDUCATIONAL TOUR/FIELD TRIP**

My child, _____ has my permission to participate in
the Field Trip to _____ on _____.
(date)

(check all that apply)

My child is required to take medication during the school day

_____ (name of medication) _____ (dosage) _____ (time)

_____ (possible side effects)

_____ (instructions for side effects)

I will accompany my child on the field trip to administer the above medication or
Monitor his/her health condition.

(or)

I give my permission for my child _____ to self-administer
His/her medication while on the field trip. (Under the supervision of a teacher)

Allergies or special health concerns: _____

In signing below, I give my permission for my child to participate in the educational tour/field trip and to transport my child to the closest medical facility and seek treatment in case of an emergency. In addition, I do hereby release, discharge, and hold harmless the Milton Area School District, its agents and employees, from any and all liability and claim whatsoever as a result of the above.

Parent/Guardian Signature _____ Date _____

Home Phone Number _____

Work Phone Number _____ (father) _____ (mother)

Emergency Contact _____ Phone _____

THIS FORM MUST BE RETURNED AT LEAST 3 DAYS PRIOR TO THE FIELD TRIP

**Notification of Rights under FERPA
for Elementary and Secondary Schools
20 U.S.C. § 1232g and 34 CFR Part 99**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the Milton Area School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Milton Area School District decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Milton Area School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll and will forward records to other educational entities as provided by FERPA.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Milton Area School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Milton Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Milton Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Milton Area School District to include this type of information from you child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sport activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Milton Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Milton Area School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
20 U.S.C. § 1232h and 34 CFR Part 98

PPRA affords parents and students who are 19 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Milton Area School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Milton Area School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Milton Area School District will also directly notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

GRIEVANCE PROCEDURE

Any pupil, parent, or employee of the Milton Area School District who believes he or she has been discriminated against, denied a benefit, excluded from participation or employment in any district educational program or activity on the basis of race, color, national origin, sex, or any physical or mental disability may file a complaint in writing, by completing the appropriate forms. The general office for each building and the district office contain the necessary forms and may be secured during office hours. These grievances will be processed according to existing policies and regulations.

Any pupil, parent, or employee who is unable to resolve their grievances through the regular procedures at the local level should contact one of the following:

Civil Rights Coordinator
PA Department of Education
333 Market Street
Harrisburg, PA 17126

Equal Opportunity Specialist
Office of Civil Rights
Philadelphia, PA

Or

Office of Civil Rights
Department of Education
330 C Street SW
Washington, DC 20202

Communications should be addressed to:

Or Section 504 Compliance Officer
Or Title VI Civil Rights Compliance Officer
Or Title IX Compliance Officer

AFFIRMATIVE ACTION COMPLIANCE

Milton Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual preference, disability, age, religion, ancestry, or any other legally protected classification. 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 1973, and the Americans with Disabilities Act of 1990.

Parents, employees, and participants who have any inquiry or complaint of harassment or discrimination, or who need information about grievances or accommodations for persons with disabilities, should contact the Superintendent of Schools, Milton Area School District, 700 Mahoning Street, Milton, PA 17847. (570) 742-7614