

**Mifflin County School District**  
Indian Valley Elementary School  
125 Kish Road  
Reedsville, PA 17084  
Kevin J. O'Donnell Jr., Principal  
(717) 667-2123

**ATTENDANCE**

**Morning Punctuality**

Students are expected to arrive between **7:45 a.m.** and **8:20 a.m.** Consequences may result for excessive tardiness. Students who arrive after the **8:20** start time must be signed in at the office by a parent or guardian.

**Excuses Due to Illness or Appointments**

Please send a note for early dismissals and appointments stating the time of pick-up. Please return to school with an excuse from the office that was visited. Students will be considered tardy to school upon arriving before 9:30 AM. If a student arrives to school after 9:30 AM or leaves before 2:00 PM, he/she will be marked ½ day of absence.

**After School Pick-ups**

When picking up your student/students at the end of the day, please be sure to send a note notifying the teacher of the pick-up and who will be picking the student up. Please wait outside the main entrance area for your student/students to be dismissed at approximately 3:05 P.M. Children will not be dismissed to a car or the parking lot area.

**Written Excuses**

Students are permitted three days following an absence to present a written excuse. Excuses must be written and signed by the student's parent/guardian, or person in parental standing. Failure to submit a written excuse for an absence within three days will result in the absence(s) being recorded as an unexcused absence.

*The following information must be included in the written excuse.*

1. **First and Last name** of the student
2. Date(s) of absence and date excuse was written
3. Reason for absence
4. Name of the teacher
5. Signature (First and Last Name) of parent/guardian or person in parental standing

**Excused Absences - Educational Trips**

One educational field trip during the school year is permitted. An educational field trip form is available online at the MCSD website or at the school office. **THE APPLICATION FORM MUST BE COMPLETED AND RETURNED TO THE SCHOOL PRINCIPAL FOR APPROVAL BEFORE LEAVING ON THE TRIP.** Students must submit a one page report about their educational trip upon their return to school.

- For an Educational Field Trip form [https://www.mcsdk12.org/pdf/Familytrip\\_application.pdf](https://www.mcsdk12.org/pdf/Familytrip_application.pdf)
- For the Elementary Student Handbook <http://www.mcsdk12.org/hndbk/>

***Educate each student to meet life's challenges.***

It is the policy of the Mifflin County School District not to discriminate on the basis of sex, handicap, race, color, and national origin in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the office of the Assistant Superintendent of Schools, Title IX Coordinator, Mifflin County School District, 201 Eighth Street, Highland Park, Lewistown, PA 17044, telephone (717) 248-0148, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.