

STUDENT CODE OF CONDUCT & DISTRICT HANDBOOK



Middletown Area School District | 55 West Water Street | Middletown, PA 17057

ph: 717-948-3300 | fx: 717-948-3329 | raiderweb.org

BOARD OF SCHOOL DIRECTORS

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Mrs. Jennifer M. Scott	Vice President
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Mr. David A. Franklin, Non-Member	Secretary
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Mrs. Marianne Moore	Member
Mrs. Amy M. Schreffler	Member
Mr. Stephen C. Shemler	Member

Board members are elected by the local citizens but serve as officials of the Commonwealth. The Board of Education holds two legislative meetings per month. The Board calendar is available at raiderweb.org. Changes in this schedule are Board approved, published through the local media, posted on the District website, and displayed at the District Office and High School. The Board of Education makes Policies which direct the Superintendent and the Administration, adopts an annual budget, levies taxes to support the District and school programs, hires personnel, approves curriculum and instructional materials, and sets the school calendar. All Board Policies are available at [HERE](#).

GOVERNING DOCUMENTS

This document contains only a partial listing of rules and regulations for students. Students are also responsible for abiding by their school-specific Student Handbooks located on the District's [For Parents](#) page and all [School Board Policies](#). School Board Policies and Handbooks are subject to change as policy revisions are approved throughout the school year.

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ADMINISTRATIVE DIRECTORY

Administration Office

55 West Water Street Middletown, PA 17057

Ph: 717-948-3300 | Fx: 717-948-3329

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Dr. Chelton L. Hunter Superintendent of Schools
Dr. Scott J. Lindsey Assistant to the Superintendent
Mr. David A. Franklin..... Chief Financial Officer
Mrs. Tianna C. Carter Director of Human Resources
Mr. Eric R. Fisher Director of Business Services
Mr. Scott J. Govern.....Athletic Director
Mr. William T. Meiser..... Director of Operations
Mrs. Christine E. MostollerDirector of Curriculum, Instruction & Assessment
Mrs. Felicia RodrigoAssistant Director of Special Education
Mrs. Nicole Taylor Director of Special Education
Mr. Jack D. SteinerDirector of Technology

SCHOOL DIRECTORY

LYALL J. FINK ELEMENTARY SCHOOL

finkoffice@raiderweb.org

150 Race Street

Middletown, PA 17057

Mrs. Jodi S. Jackson, Principal

Ph: 717-948-3370

Fx: 717-948-3409

Office Hours: 7:30 a.m. - 4:00 p.m.

Student Hours: 8:30 a.m. - 3:15 p.m.

JOHN C. KUNKEL ELEMENTARY SCHOOL

kunkeloffice@raiderweb.org

2401 Fulling Mill Road

Middletown, PA 17057

Mr. Earl Bright, Principal

Ph: 717-939-6862

Fx: 717-939-3487

Office Hours: 8:00 a.m. - 4:30 p.m.

Student Hours: 9:00 a.m. - 3:45 p.m.

ROBERT G. REID ELEMENTARY SCHOOL

reidoffice@raiderweb.org

201 Oberlin Road

Middletown, PA 17057

Dr. Amy M. Rehmeier, Principal

Ph: 717-948-3360

Fx: 717-702-1219

Office Hours: 7:30 a.m. - 4:00 p.m.

Student Hours: 8:30 a.m. - 3:15 p.m.

MIDDLETOWN AREA MIDDLE SCHOOL

mamsoffice@raiderweb.org

215 Oberlin Road

Middletown, PA 17057

Dr. Shannon L. Wevodau, Principal

Mr. Michael DeFilippo, Assistant Principal

Ph: 717-930-0739

Fx: 717-944-0951

Office Hours: 7:00 a.m. - 3:30 p.m.

Student Hours: 7:40 a.m. - 2:40 p.m.

Arrival time: 7:30 a.m.

MIDDLETOWN AREA HIGH SCHOOL

mahsoffice@raiderweb.org

1155 North Union Street

Middletown, PA 17057

Mr. David E. Frey, Principal

Mr. Paul R. Roman Jr, Assistant Principal

Mr. Randy B. Fox, Safety, Security & Student Support

Administrator

Ph: 717-948-3333

Fx: 717-948-3359

Office Hours: 7:00 a.m. - 3:30 p.m.

Student Hours: 7:25 a.m. - 2:30 p.m.

RAIDER ACADEMY

Mr. Kevin E. Cook, Principal

Ph: 717-948-3333

Office Hours: 7:00 a.m. - 3:30 p.m.

MISSION, VISION & VALUES

MISSION STATEMENT

Middletown Area School District and the entire community are committed to multiple pathways toward excellence and achievement for all students.

VISION STATEMENT

The Vision of the Middletown Area School District, in partnership with our community, is for all students to graduate equipped with the knowledge and skills that will enable them to thrive in a rapidly changing world.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

We believe that...All students should experience the following:

- Culture of care: We enhance our learning environments by acknowledging the strengths and supporting the needs of all students through a climate of caring for oneself, others, and the community.
- Valuing the whole child: We focus on all aspects of a student's education, including academic growth, extracurricular pursuits, social and emotional wellness, resilience, and physical well-being.
- Innovative instruction: We offer academic experiences that inspire all students to fully engage in and take ownership of their learning and their future.
- Equity, diversity, and inclusion: We are committed to equity, diversity, and inclusion for all members of our school community.
- Global citizenship: We develop responsible students who understand the world around them, value other perspectives and cultures, and communicate and collaborate within and outside of our community.

STAFF

We believe that...We can teach all students. A safe, orderly, nurturing and bully-free environment promotes effective teaching and learning. We must prepare students to be ready for a career and have the ability to access the necessary post-secondary training to be successful.

ADMINISTRATION

We believe that...Administration should provide the framework for the following to occur:

- Culture of care: We enhance our learning environments by acknowledging the strengths and supporting the needs of all students through a climate of caring for oneself, others, and the community.
- Valuing the whole child: We focus on all aspects of a student's education, including academic growth, extracurricular pursuits, social and emotional wellness, resilience, and physical well-being.
- Innovative instruction: We offer academic experiences that inspire all students to fully engage in and take ownership of their learning and their future.
- Equity, diversity, and inclusion: We are committed to equity, diversity, and inclusion for all members of our school community.
- Global citizenship: We develop responsible students who understand the world around them, value other perspectives and cultures, and communicate and collaborate within and outside of our community.

PARENTS

We believe that...Parents need to support the following:

- Culture of care: We enhance our learning environments by acknowledging the strengths and supporting the needs of all students through a climate of caring for oneself, others, and the community.
- Valuing the whole child: We focus on all aspects of a student's education, including academic growth, extracurricular pursuits, social and emotional wellness, resilience, and physical well-being.
- Innovative instruction: We offer academic experiences that inspire all students to fully engage in and take ownership of their learning and their future.
- Equity, diversity, and inclusion: We are committed to equity, diversity, and inclusion for all members of our school community.
- Global citizenship: We develop responsible students who understand the world around them, value other perspectives and cultures, and communicate and collaborate within and outside of our community.

COMMUNITY

We believe that...Public education is a shared responsibility of the entire community.

SCHOOL SUPERVISION

From the time students leave home in the morning to depart for school, to the time they arrive at home after school, all school rules and regulations apply to all students.

PARENTAL INVOLVEMENT

Parents have many opportunities to be involved in their student's school. We highly encourage all parents to take advantage of these opportunities and assist us in making your student's educational experience a positive one. Here are a few things you can do to foster this partnership.

- Volunteer in your student's classroom
- Join your school's Parent/Teacher Organization
- Attend...
 - Parent-Teacher Conferences
 - Open Houses
 - Book Fair Family Nights
 - Family Events
 - School Concerts

QUESTIONS & CONCERNS

When you as a parent have a question or a concern about a specific classroom occurrence, please contact the individual teacher first. Most questions can be addressed at the first level of responsibility quickly and with satisfactory results. If the teacher is unable to address your concern adequately, you are encouraged to contact the school principal. In all cases, we encourage working within the system to reach the desired positive outcome for all parties concerned.

POWERSCHOOL & SCHOOLMESSENGER

The PowerSchool Parent Portal is the District's tool to connect school and family. Parents/Guardians can view real-time grades, track attendance, monitor discipline logs, complete permission forms, and much more.

MASD utilizes the SchoolMessenger notification system to contact parents/guardians by phone, text and email with emergency notifications, weather-related messages, and District announcements. Parents/Guardians may elect how to be contacted; however, we highly recommend that you select **ALL** options (call, text, email) for **EACH** phone number and email in order to receive these timely messages. If you don't select them all, you will miss notifications that may only be sent in one contact method. **Parents/Guardians must keep their information current in SchoolMessenger, which is located in their PowerSchool Parent Portal.**

CHANGE IN RESIDENCY

TRANSFERS & WITHDRAWALS

School Board Policy [208](#)

Pennsylvania school laws require that accurate records be kept of all District students. Parents must notify the District of any change in address within the District and/or the withdrawal date if the family is moving from the District. **When a student withdraws from the District, a parent/guardian must supply the school with the date of withdrawal, the student's new address and the new school district's name.** Written parental permission is also needed if parents want psychological records released. Parents or eligible students must sign the official school withdrawal documents per Department of Education requirements.

DISPLACED OR HOMELESS STUDENTS

Families who become displaced or homeless must contact the District's Homeless Liaison at 717-948-3300, ext. 1008. Please see the District's [DISPLACED OR HOMELESS STUDENTS](#) webpage for more information.

ATTENDANCE

School Board Policy [204](#)

Students must attend school every day to gain the benefit of the District's educational program. Under Pennsylvania's compulsory attendance law, it is the responsibility of the parents/guardians to ensure their student's regular school attendance.

- On the morning a student is absent, parents/guardians must call the school before the scheduled start of the school day stating the reason for the absence. This procedure enables both the home and school to know the whereabouts of all students. If no call is received at the school, parents will receive an automated call through the SchoolMessenger system informing them that their student was marked absent for the day.
- When a student is absent from school, immediately upon their return parents/guardians must submit a signed excuse to the office via email or a written note. If the excuse is not returned within three (3) days, the absence will be marked illegal and unexcused. Illegal and unexcused absences lead to fines as stated in the compulsory attendance law. A doctor's certificate is required for extended absences. If a student accumulates ten days of absence, a doctor's excuse may be required for each absence thereafter. The administration reserves the right to request a doctor's note for any absence.
- If a student needs to be excused from school for part of the day for an appointment, a written note from a parent/guardian must be handed in to the office for prior approval. When leaving school for an appointment, students must stop in the office to check out. Upon return from an appointment, students must check back in at the school office. A doctor/dentist excuse/note or appointment card may be requested but is not required.
- Students absent from school, or who are suspended in or out of school, are not eligible to participate in extra-curricular activities for that day.
- Teachers, in conjunction with the Administration, have the option of denying credit for a given course for any student who has accumulated 25 absences or more. The only excused absences will be school related, such as student council, music lessons, athletic contests, or other approved activities. Special consideration will be given to students who are ill for an extended period of time and are unable to attend school.
- Plans for any absences of an extended nature, such as an educational trip, must be approved, in advance, by the principal.

OFFICIAL NOTICE OF ILLEGAL ABSENCE FROM SCHOOL

Illegal and unexcused absences are a violation of the compulsory attendance provisions of the Public School Code of 1949 as amended. An illegal and unexcused absence constitutes a summary offense under the Public School Code for which penalties may be imposed against parents/guardians and others responsible for school students under seventeen years of age.

TARDINESS

Tardiness means a student arrives to school or class after the expected time without an appropriate pass. If a student is tardy to school for a total of 330 minutes, it can be collectively counted as an illegal day of absence. The following procedures will serve as a guideline to interventions and progressive consequences for cumulative late arrivals to class (subject to administrative discretion):

1-4 Tardies	Warning
5-9 Tardies	Lunch detention, parent notification, and referral to School Counselor
10-14 Tardies	After-School Detention(s) with referral to School Counselor and Home & School Visitor
15-20 Tardies	Conference with student, parent, administration, School Counselor, and Home & School Visitor, loss of privileges including being required to attend school at regular time on Delayed-start Mondays, restrictions, and parent/guardian conference (potential loss of attending extra-curricular and social functions)
20+ Tardies	Alternative considerations and mandatory conference with student, parent, administration, School Counselor, and Home & School Visitor

TRUANCY

School Board Policy [204](#)

Illegal and unexcused absences are a violation of the compulsory attendance provisions of the Public School Code of 1949 as amended. An illegal and unexcused absence constitutes a summary offense under the Public School Code for which penalties may be imposed against parents, guardians and others responsible for school children under seventeen years of age. The school must refer a habitually truant child (six (6) or more unlawful absences) to either a school-based or community based-attendance improvement program or the county Children and Youth Services (CYS) agency for services.

A parent of a habitually truant child under the age of 15 will be issued a citation. When a child is age 15 or older, both the parent

and the child may be charged with the summary offense. Upon conviction, they may be sentenced to pay a fine not exceeding \$300 for the first offense, with court costs; 2) up to \$500 for the second offense; and 3) up to \$750 for a third and any and all subsequent offenses. A child convicted of habitual truancy may be subject to a delay or loss of driving privileges. In addition to fines, parents and children age 15 and older may be sentenced to perform community service or be required to complete an appropriate course or program designed to improve school attendance which has been approved by the judge.

Upon a second or subsequent conviction of a child or parent in a magisterial district court, the court must refer the child to Children and Youth Services (CYS) for services or possible disposition as a dependent child as defined under Pennsylvania Juvenile Law 42 Pa. C.S. 6302. If a child is illegally absent again, parents may be charged before a magistrate or Justice of the Peace with a violation of the Public School Code without further notice from school authorities.

In order to improve student attendance, the parent/guardian will be requested to attend a School Attendance Improvement Plan (SAIP) meeting. This meeting will provide parent/guardian with an opportunity to work with the District to improve student attendance and to learn about available school and community services.

EDUCATIONAL TRIPS

School Board Policy [204.1](#)

The District may excuse eligible students from school attendance to participate in non-school sponsored educational trips at the expense of the parents/guardians, in accordance with the following:

1. A written request utilizing the "Educational Trip Request Form" shall be made by the student's parent/guardian five (5) days prior to the trip.
2. **If more than one (1) student in a family is taking the trip, the request for all the students must be included in the request made to the building principal of the oldest student.** That principal will coordinate the review of the request with the appropriate principals.
3. The student has a regular pattern of attendance and shall be in good academic standing with the District.
4. Educational trips may be permitted each school year and are limited to a maximum of five (5) school days.
5. The District recognizes the importance of final examinations as a review of the year's learning. Therefore, if a final exam shall be scheduled, educational trips shall not be approved during the final two (2) weeks of the school term.
6. Educational trips shall not be approved during the days of scheduled assessment testing such as PSSA testing, Keystone Exams, course mid-terms/finals, and other assessments such as PSAT and ASVAB.
7. Students shall be responsible for all classroom work that shall be missed and shall be responsible for communication with assigned teachers prior to the approved educational trip, in order to schedule applicable make-up assignments.

Students not complying with this Policy will be subject to unexcused or illegal days of absence and will forfeit make-up privileges. Educational trip days are considered an absence from school. Violations of policy may result in disciplinary action in accordance with Board policy.

HOMEBOUND INSTRUCTION

School Board Policy [117](#)

Homebound instruction may be provided for a student who is unable to attend school for a period of at least three (3) months. Before this service can be provided, a request form for homebound instruction must be completed by the parent/guardian and the student's doctor, and then submitted to Dr. Scott Lindsey, Assistant to the Superintendent at slindsey@raiderweb.org. The Superintendent of Schools must approve this request. Every effort will be made to provide teachers for homebound instruction, but parents need to be aware that certified instructors may not always be immediately available.

ACADEMICS

CURRICULUM

School Board Policy [105](#)

ELEMENTARY CURRICULUM OVERVIEW

The kindergarten program is a full day experience designed to provide students with fundamental reading, writing and math readiness skills. Emphasis is placed on the developmental areas of human growth: physical, social, emotional, and intellectual. Activities are designed to progress students through a series of readiness skills at their individual pace.

The K-5 curriculum is structured to provide students with the opportunity to reach their full academic potential and to prepare them for success at the middle and high school levels. Elementary students are offered the following areas of study:

- **Language Arts** develops the skills of speaking, writing, handwriting, reading, literature, listening, English and spelling.
- **Mathematics** provides instructions in basic mathematical functions with emphasis on active student involvement and continuous application.
- **Science** includes topics from the study of life, physical and earth science.
- **Social Studies** expands the student's worldview beginning with self and family and extending to communities, regions, and countries.
- **Health** teaches the functions of the body at age-appropriate levels of instruction. It also includes instruction on drug and alcohol prevention, violence prevention and safety.
- **Physical Education, Music, Library and Art** are a vital part of the well-balanced educational program because they provide expanded opportunities for students to express themselves. Emphasis is placed on developing student talents to the fullest potentials and lifelong enjoyment of the arts.

MAMS CURRICULUM OVERVIEW

Students in Middletown Area Middle School receive daily instruction in four academic disciplines: English/Language Arts, Mathematics, Social Studies and Science. This instruction is based on Pennsylvania Core Standards or Pennsylvania Academic Standards and is delivered in a team approach. Each grade level has two teams, and each team has a teacher in each of the four core areas. These teachers meet frequently to develop strategic plans to meet the academic, social and emotional needs of students. Students also receive instruction in the Creative Arts, which include the following: music, art, STEM, digital media, health, physical education, family and consumer science, and information technology. These courses are delivered on a rotational basis, with each rotation lasting approximately thirty-six days. Students are scheduled into these courses based upon their grade level and will receive instruction in all these areas during their time at the Middle School. Additionally, there are flex and activity periods built into the academic day, during which students receive interventions or enrichment. Teachers plan flex and activity periods based on student needs and developmentally appropriate practices. Flex and activity period instruction is non-graded and designed to supplement the core curriculum and meet the needs of students. Students have the ability to participate in band, chorus, or student government opportunities during the school day. The goal of the Middletown Area Middle School is to ensure that students are developing socially, emotionally, physically and academically, and the programming offered is designed to meet all of these needs.

MAHS CURRICULUM OVERVIEW

Middletown Area High School students can select from one of five Career Pathways beginning in Grade 10. Each Pathway has an academic core of subjects and recommended electives. Students must successfully complete twenty-two and a quarter (22.25) credits, a senior project, and demonstrate proficiency on required Keystone Exams. See the High School Student Handbook for more information about the MAHS curriculum.

The vocational technical program is offered for MAHS students at Dauphin County Technical School (DCTS). Students can select from approximately 20 trade and technical areas. See dcts.org for more information.

HOMEWORK

School Board Policy [130](#)

Homework is designed to reinforce information previously taught in the classroom. Homework assignments provide essential practice in basic skills, enrich, and extend classroom learning experiences, bring the student into contact with out-of-school resources, train students in good work habits, promote a sense of responsibility, and help students learn to budget their time. Parents and students are also encouraged to check the teacher's website for assignments and special recommendations.

Each teacher uses their judgment in determining appropriate homework assignments. Definite time limitations have not been established because variations are necessary to accommodate differences in students and subject matter.

GIFTED EDUCATION

School Board Policy [114](#)

Gifted students are those who possess outstanding abilities and are capable of above average performance in certain academic and/or artistic areas. If a student meets criteria to be considered gifted and would benefit from specially designed instruction, a Gifted Individualized Educational Program (GIEP) is developed that addresses how the student's needs may be met. If you have questions regarding gifted education services, please contact the Director of Special Education at 717-948-3300, ext. 1007.

FIELD TRIPS

School Board Policy [121](#)

Field trips are occasionally scheduled to enhance curriculum. Details regarding scheduled trips will be provided by the school in advance. A field trip permission statement covering all trips is included in the annual electronic student information update process. Agreeing to this statement also serves as permission to provide emergency medical services to your student.

EXEMPTION FROM INSTRUCTION

School Board Policy [105.2](#)

Parents have the right to access information about the District's curriculum, instruction and testing, and to have their student excused from State assessments, as well as specific instruction, which conflicts with their religious beliefs. If parents have questions regarding the above information, they should contact the building principal.

SUMMER LEARNING PROGRAM

The Summer Learning Program is offered to meet the remedial needs of any student who has failed a course. The types and numbers of courses vary from summer to summer. The Summer Learning Program is self-supporting, and all costs incurred for the staff and materials are obtained through registration fees charged to the students. Information concerning specific courses is available through the office in the spring of each year.

GIFTED EDUCATION

School Board Policy [114](#)

Gifted students are those who possess outstanding abilities and are capable of above average performance in academic and/or artistic areas. If a student meets criteria to be considered gifted and would benefit from specially designed instruction, a Gifted Individualized Educational Program (GIEP) is developed that addresses how the student's needs may be met. If you have questions regarding gifted education services, please contact the Director of Special Education at 717-948-3300, ext. 1007.

SPECIAL EDUCATION

School Board Policy [113](#)

Special Education is planned instruction specifically designed to address the educational and related needs of students with disabilities. Students who are eligible for special education services receive individualized instruction based upon the District's core curriculum. The IEP team documents the student's educational abilities and specific areas of needs to establish goals, plan accommodations, adaptations, or modifications to teaching strategies, and implement other support systems to help the student to access the general education curriculum.

PROGRAMS FOR ELIGIBLE STUDENTS

In compliance with state and federal law, notice is hereby given by the Middletown Area School District that it conducts ongoing identification activities as part of its school program for the purposes of identifying students who may need special education and related services (eligible students). If your student is identified by the District as possibly in need of such services, you will be notified of applicable procedures.

If you believe that your school age student may need special education services, there are processes designed to assess the needs of the student and their eligibility. These services are available to parents at no cost. You may request screening and evaluation at any time, whether or not your student is enrolled in the District's public school program.

PROTECTED HANDICAPPED STUDENTS

The Middletown Area School District provides related services or accommodations to all students identified as protected handicapped in accordance with state and federal law. These services are provided without discrimination or cost to the student or family. To qualify as a protected handicapped student, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and accommodations for protected handicapped students are distinct from those applicable to students with disabilities who are eligible for special education programs or services. If a student is eligible for special education, accommodations

and services are provided through the development of an Individualized Educational Program (IEP) rather than through the development of a service plan under Federal Law 504 and Pennsylvania Chapter 15.

SPECIAL EDUCATION SUPPORT SERVICES

- Autistic Support
- Emotional Support
- Learning Support
- Life Skills Support
- Multiple Disabilities Support
- Occupational Therapy
- Physical Therapy
- Speech & Language Support

For further information on the rights of parents and students, services offered, evaluation and screening procedures, or to request screening, please contact in writing, Director of Special Education, 55 West Water Street, Middletown, PA 17057.

ASSESSMENTS & GRADING

FALSIFICATION OF STUDENT RECORDS WILL BE SUBJECT TO DISCIPLINARY ACTION.

MARKING PERIODS

Elementary marking periods operate on a TRIMESTER schedule and secondary marking periods operate on a QUARTERLY schedule. Please refer to the Middletown Area School District Calendar to locate the marking period dates.

ELEMENTARY CONFERENCES

Elementary Parent/Teacher conferences are held twice per school year. When conferences are scheduled, parents will receive an invitation stating the time of their conference. The main objectives of parent/teacher conferences are to:

- enable parents and teachers to meet.
- share information that will help the student at home and in school.
- permit frank, confidential discussion of the student's development.
- establish a stronger relationship between home and school.

REPORT CARDS FOR GRADES K-5

Students in Grades K-5 receive Standards-Based report cards which assess two main groups of skills: "Academic Progress" and "Characteristics of a Successful Learner."

- **ACADEMIC PROGRESS DESCRIPTORS**
 - **M:** Meets the Standard: The student demonstrates proficiency in essential skills and concepts.
 - **P:** Progressing Toward the Standard: The student is developing an understanding of essential skills and concepts but has not yet met the standard.
 - **LP:** Limited Progress Toward the Standard: The student has not yet begun to demonstrate an understanding of essential skills and concepts. The student is making minimal progress towards meeting the standard at this time. Considerable teacher support and guidance is needed.
- **CHARACTERISTICS OF A SUCCESSFUL LEARNER DESCRIPTORS**
 - **A:** Always/Almost Always
 - **S:** Sometimes
 - **N:** Not at this Time/Needs Improvement

Go [HERE](#) for more information about Standards-Based report cards.

REPORT CARDS FOR GRADES 6-12

Parents/Guardians of secondary students can view their student's real-time grades in their PowerSchool Parent Portal at any time. Report cards are issued electronically at the end of each marking period and are also located in PowerSchool. Questions about your student's report card should be directed to your student's teacher and/or school counselor. Parents of students who are at risk of failing a class or course for the year will be notified in writing no later than the conclusion of the third marking period.

HIGH SCHOOL ONLY Weighted Grades: MAHS Advanced Placement courses receive a weight factor of 1.10. Honors courses receive a weight factor of 1.05. This factor will be used to calculate cumulative GPA and class rank.

Grading Scale for Grades 6-12

A 93-100

A- 90-92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F 59 and below

- Needs more time and experience

+ Successful

PROMOTION & RETENTION

School Board Policy [215](#)

The District establishes and maintains academic standards for each grade and monitors individual student achievement in a continuous and systematic manner. A student will be promoted when they have successfully achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments; completed the curriculum requirements, and demonstrated mastery of the required skills and knowledge to advance to the next grade level. The building principal has the final responsibility for determining the promotion or retention of each student. In all cases of retention, the parents/guardians will be fully involved and informed throughout the process. If a student is in danger of retention, a formal letter will be sent to parents/guardians and the student well in advance. The District utilizes multiple measures of academic performance as determinants in promotion and retention decisions. Progress toward High School graduation is based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

SCHOOL COUNSELING

School Board Policy [112](#)

ELEMENTARY COUNSELING

The Elementary Counseling Offices at Fink, Kunkel and Reid offer services related to career awareness, personal/social skills, and academic development. During the early years of a student's life, it is crucial to build the skills to become life-long learners and critical thinkers. Counseling services are available to help students establish a strong foundation of these life skills, so they are equipped to confidently build their futures. Counselors coordinate outside services based on your student's individual needs.

Services Offered:

- Guidance lessons on goal setting, work habits, career awareness, friendship, decision making, and conflict resolution
- Group counseling on issues such as anger management, grief/loss, divorce, friendship, conflict resolution, self-regulation skills
- Referrals for long term counseling
- Consultations with students, parents, teachers, principal, and support agencies
- Student Assistance Program (SAP)
- Positive Behavior Interventions and Supports (PBIS) Coaches
- 504 Plan case management
- Career Readiness: Career Day, Career Awareness Programs
- Programs such as YWCA's Body Rights Program

SECONDARY COUNSELING

The Counseling Office is in the main office suite. The Counselors assist students with career exploration and planning, knowledge about self and others, and educational and vocational development. Counselors also help to enroll new students and withdraw those who leave the District. Individual students may be invited to the office to discuss concerns. These concerns may be of any type: school, home, or personal issues. Students do not need to wait for an invitation; they are encouraged to come on their own and schedule an appointment with their Counselor. The Counseling Secretary will provide students with passes so they may be excused from class.

STUDENT ASSISTANCE PROGRAM (SAP)

School Board Policy [236](#)

The Middletown Area School District offers a Student Assistance Program (SAP) which is a comprehensive evaluation and referral program designed to identify high-risk students who are having school related problems. Students are identified based on suspicion of potential drug and alcohol problems, symptoms of depression and/or suicide, or other mental health concerns. The program is designed as an intervention process, which refers students to appropriate agencies for assessment and perhaps treatment. A group of specifically trained school administrators, teachers, guidance counselors, and medical personnel process referrals from other staff members, parents, and students. Trained drug and alcohol counselors and mental health professionals work closely with the team. The purpose of the team is to assist any student experiencing difficulty in school and to gather data to aid in the assessment of the student's need for help and counseling. Information is gathered by the intervention team to determine the need for appropriate action. The goal is to assist students in coping with problems or situations that are restricting their educational accomplishments. Parents/Guardians may contact their school's guidance office for additional information.

SUICIDE AWARENESS, PREVENTION & RESPONSE

School Board Policy [820](#)

Suicide Prevention Resources for Schools - [Attachment](#)

Section 1526 of the Pennsylvania School Code requires that each school entity adopt an age-appropriate youth suicide awareness and prevention policy. Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, and how to engage resources to refer friends for help. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide. A list of resources regarding suicide awareness and prevention is attached to the policy.

THREAT ASSESSMENT

School Board Policy [236.1](#)

The Threat Assessment Team shall establish and implement procedures to address circumstances surrounding threats made by students. The primary focus of the Threat Assessment Team is to develop plans for students identified and assessed as posing a threat to themselves, students, school employees, and the community or others. Throughout the school year the Threat Assessment Team will provide the District with regular updates with regard to the approach to threat assessments.

TECHNOLOGY

ACCEPTABLE USE OF INTERNET, COMPUTERS & NETWORK RESOURCES

School Board Policy [815](#)

The Board supports use of computers, internet, and other network resources to facilitate learning, teaching and daily operations through interpersonal communication, access to information, research, and collaboration. The District provides students and staff with access to a District-issued device. The Board requires all users to fully comply with Policy 815 and to immediately report violations or suspicious activities to a building principal. The District monitors online activities of students and staff and expects appropriate online behavior. Any network user who receives threatening or unwelcome electronic communications or inadvertently accesses an inappropriate site shall report this immediately to a teacher or administrator. Students shall not reveal passwords to another individual. Users are not to use a computer that has been logged in under someone else's name. Vandalism shall result in loss of access privileges, disciplinary action and/or legal proceedings. Failure to comply with this policy or inappropriate use of the internet, District network, or computers shall result in usage restrictions, loss of access privileges, disciplinary action and/or legal proceedings.

ELECTRONIC DEVICES

School Board Policy [237](#)

Electronic devices include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. The following guidelines are included in Board policy:

- The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.
- The District shall not be liable for the loss, damage or misuse of any electronic device.
- The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is prohibited. Because such violations may constitute a crime under state and/or federal law, the District may report such conduct to state and/or federal law enforcement agencies.
- Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian.
- The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons: 1) health, safety, or emergency reasons; 2) an individualized education program (IEP); 3) classroom or instructional-related activities; 4) other reasons determined appropriate by the building principal.
- The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons: 1) student is a member of a volunteer fire company, ambulance, or rescue squad; 2) student has a need due to the medical condition of an immediate family member; 3) other reasons determined appropriate by the building principal.

SCHOOL-SPECIFIC GUIDELINES FOR ELECTRONIC DEVICES

MASD Elementary Schools

1. Students are permitted to bring cell phones with them to school.
2. All cell phones must remain in backpacks/cubbies (Fink – lockers).
3. Headphones/earbuds and other listening devices may only be used in classrooms with teacher permission. Students will be prohibited from wearing any type of headphones/earbuds while in the hallways.
4. If students need to place a phone call during the day, they must request to go to the main office to use the office phone.

Middletown Area Middle School

1. Students are permitted to bring cell phones with them to school.
2. All cell phones must remain in lockers at all times.
3. Cell phones may not be used in classrooms, hallways, or cafeteria.
4. Headphones/earbuds and other listening devices may only be used in classrooms with teacher permission. Students will be prohibited from wearing any type of headphones/earbuds while in the hallways.
5. If students need to place an emergency phone call during the day, they must request to go to the main office to use the office phone or they can use their cell phone while in the office. Desk phones are also always available for any student to contact home during the day.

Middletown Area High School

1. Cell phones may be used before school, between classes, during lunch, and after school.
2. Cell phone use is prohibited in classrooms, restrooms, health suites and school offices.
3. During school hours, cell phones must be silenced at all times in order to maintain a conducive learning environment.
4. Headphones/earbuds and other listening devices may only be used in classrooms with teacher permission. Students will be prohibited from wearing any type of headphones/earbuds while in the hallways.
5. If students need to place an emergency phone call during the day, they should request to go to the main office to use the office phone or they can use their cell phone while in the office. Desk phones are also always available for any student to contact home during the day.

Consequences for Students in All Grade Levels:

1. **Warnings:** students will be given three warnings before consequences begin.
2. **Violations:**
 - First Violation: The student's cell phone will be confiscated and turned into the main office until the end of the school day. Students may retrieve their phone at the end of the day.

- **Second Violation:** The student's cell phone will be confiscated and turned into the main office until the end of the school day. The student's parents will be contacted and informed of the failure to follow the school's cell phone policy. Students may retrieve their phone at the end of the day.
- **Third Violation:** The student's cell phone will be confiscated and held in the main office until the student's parents meet with the building administration. Additional consequences may be issued at this time.

NOTE: Additional disciplinary consequences will be imposed for student non-compliance.

HEALTH SERVICES

IMMUNIZATION REQUIREMENTS

28 PA CODE CH 23

Proof of the following immunizations must be submitted within the first five days of school, or the student will be excluded from school. The only exemptions to the school laws for immunizations are for medical reasons and religious beliefs. If your student is exempt from immunizations, he/she may be removed from school during an outbreak.

Students in ALL grades (K-12) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after 4th birthday) (DTaP)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) (IPV)
- 2 doses of measles, mumps, and rubella (MMR)
- 3 doses of hepatitis B (Hep B)
- 2 doses of varicella (chickenpox) or evidence of immunity (History of chickenpox or antibody titer)

7th through 12th Grade ADDITIONAL immunization requirements for attendance:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 2 doses meningococcal conjugate vaccine (MCV4)
 - A first dose is required prior to entry into 7th grade.
 - A second dose is required at age 16 or prior to entry into 12th grade.
 - If the student has already received the first dose after age 16, only one dose is required.

STUDENT ILLNESS

A student should stay home if not feeling well enough to participate in the educational process of the school day or if they have an illness which may be contagious. If an antibiotic has been prescribed for treatment of an illness, the student may not return to school until the antibiotic has been taken for at least 24 hours. **Students should be fever free, without the use of fever-lowering medications (Tylenol, Ibuprofen etc.), for 24 hours before returning to school.**

Under the following circumstances a student should not attend school:

- Fever of 100 or greater
- Uncontrollable coughing
- Cough that is excessively productive
- Diarrhea
- Vomiting
- Severe sore throat

If a student becomes ill during the school day, a parent/guardian will be contacted to pick up their student from the school. A current telephone number of a relative or neighbor must be available at the school office in case of an accident or illness. Emergency authorization information must be on file at the school office. A student will not be excused to go home because of illness unless the parent or designated person is contacted.

MEDICATIONS

School Board Policy [210](#)

According to Board Policy and the Public School Code of Pennsylvania, school nurses may not administer or dispense prescription medications or over the counter medicines (aspirin, Tylenol, Visine etc.) without a completed Student Medication Form. Student

Medication Forms are available from the school nurse and can also be found on the “For Parents” tab on the District website. Students may carry their own cough drops.

All medication, prescribed and over-the-counter, must be in its original, labeled containers and delivered by a parent/guardian to the school nurse. Students are not permitted to carry or deliver medication. Medications may be delivered during a Medication Drop-Off Night prior to the start of school or at the main office during school hours. The medication will be counted upon delivery and kept in the nurse’s office. The student must go to the nurse’s office to take the medication. If a parent/guardian must administer the medication to their student during the school day, this will be done in the main school office with the school nurse present, and parent/guardian will be asked to provide the name and dose of the medication for documentation purposes.

HEALTH EXAMINATIONS/SCREENINGS

School Board Policy [209](#)

A medical examination is required when first enrolled in school, in sixth grade, in eleventh grade, and for new entrants who do not have a health record on file. A dental examination is required when first enrolled in school, in third grade, in seventh grade, and for new entrants who do not have a dental record on file. The District accepts reports of private physicals and dental examinations completed within one year prior to a student’s entry into a grade where an examination is required. In meeting the requirements of the law, parents are urged to have family physicians and dentists complete the required examinations since they are more familiar with the student’s medical and dental history and needed health care. Examinations may be completed at the parent/guardian’s expense within one year prior to the student’s entry into the grade where an examination is required.

POSSESSION/USE OF ASTHMA INHALER & EPINEPHRINE AUTO-INJECTOR

School Board Policy [210.1](#)

The Board shall permit students in District schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer these prescribed medications in compliance with state law and Board Policy. Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis. Self-administration shall mean a student’s use of either an asthma inhaler or epinephrine auto-injector without assistance in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner, or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner, or physician assistant that states:
 - a. Name of the drug
 - b. Prescribed dosage
 - c. Times medication is to be taken
 - d. Length of time medication is prescribed
 - e. Diagnosis or reason medication is needed, unless confidential
 - f. Potential serious reaction or side effects of medication
 - g. Emergency response
 - h. If student is qualified and able to self-administer the medication

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector within the school setting or at a school-sponsored activity.

The District reserves the right to require a statement from the licensed physician, certified registered nurse practitioner, or physician assistant for the continued use of a medication beyond the specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity, and demonstration of responsible behavior.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this Policy may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and may result in disciplinary action in accordance with Board Policy.

If the District denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

AUTOMATIC EXTERNAL DEFIBRILLATOR UNITS

School Board Policy [822](#)

PARENTAL INFORMED CONSENT NOTICE: Automatic External Defibrillator units (AED) are utilized in many public facilities as part of emergency first aid services. The District's AED units are designed for use by trained personnel for cardiac emergencies. The defibrillators would be used on individuals over 55 pounds and would include District students, staff and building visitors. Please notify the school nurse immediately if your student has a medical condition that would prohibit the use of this first aid device. This notice serves as an informed consent or permission to use the AED unit on your student should the need arise for emergency medical purposes. Parents/Guardians not wishing to have the school nurse or other certified responder use the AED unit on their student should place this request in writing to the Assistant to the Superintendent at 55 West Water Street, Middletown, PA 17057. Further information is available by contacting the school nurse.

SCHOOL WELLNESS

School Board Policy [246](#) & the Healthy Hunger-Free Kids Act of 2010

The local wellness policy includes goals for nutrition education, physical activity, and other school-based activities that promote student wellness, as well as nutrition guidelines to promote student health and reduce childhood obesity for all foods available in each school building. Additionally, the policy includes goals for nutrition promotion. The formation of a wellness committee comprised of teachers of physical education, school health professionals, parents, students, school board, school administration and representatives of the school food authority should participate in the development of the wellness policy. The policy must be regularly updated, and its contents communicated to the public. Periodic assessments of the policy are required and should include the extent to which the school is in compliance with the wellness policy, the extent to which the local wellness policy compares to model local school wellness policies, and the progress made in attaining the goals of the local wellness policy.

FOOD ALLERGY MANAGEMENT

School Board Policy [209.1](#)

In order to provide a safe and healthy environment with severe or life-threatening food allergies, the District shall focus on prevention, education, awareness, communication, and emergency response related to food allergy management. This policy complies with applicable state and federal laws and regulations as well as guidelines established by the Pennsylvania Department of Health and Department of Education. Students with food allergies must have a written medical statement signed by a certified medical professional documenting the special dietary restrictions, food omission, and/or substitutions.

FOOD SERVICES

School Board Policy [808](#)

The District understands the importance of student nutrition and partners with the food service management company, Nutrition, Inc. to provide students with well-balanced meals in accordance with the Healthy, Hunger Free Kids Act. The District also operates a breakfast program in order to accommodate the busy schedules of students and parents. Meal menus can be viewed on [Nutrislice](#).

FREE & REDUCED MEALS ELIGIBILITY

Eligible families must complete the application process annually. Information from Free/Reduced Meals Applications may be used to determine eligibility for your student to receive reductions in student activities expenses and/or school related fees. The District also relies on this data for other programs that benefit our students. Submit your application [here](#).

SCHOOL CAFÉ ONLINE PAYMENT

District cafeterias utilize an online meal payment system called SchoolCafe. Each student is assigned a PIN (Personal Identification Number) to access their cafeteria account. Students should memorize their PIN numbers and keep them confidential. Students enter their PIN on a keypad at the cashier station. The computer identifies and accesses the student's account. If there are sufficient funds in the account, the purchase is automatically deducted, eliminating the need to carry money to school every day.

To set up a cafeteria account, go to schoolcafe.com. You will need your student's 8-digit student ID number which can be found in your PowerSchool Parent Portal under "demographics." You may also contact your school office to request this number.

Once an account is established, parents/guardians can check balances, view student purchases, and fund their student's account. Funds put into a student's account can only be used for cafeteria purposes. Parents/Guardians may fund their student's account in several ways. Cash or checks made payable to "MASD Cafeteria Fund" may be given to the cafeteria cashier. A student's account can also be funded using debit or credit cards for a fee of \$1.95 per transaction. This eliminates the potential for lost or stolen cash or checks.

Note: if there is a negative balance on the student's account, à la carte items must be paid with cash.

Negative Balances: If a student has a negative balance on their account a notice will be sent home. Any money remaining in the student's account at the end of the year will be rolled over into the following school year. Balances can also be refunded by sending a written request to foodservices@raiderweb.org.

TRANSPORTATION

School Board Policy [810](#)

The Middletown Area School District wants to ensure that each student's transportation to and from school is a safe and pleasant experience. Safe and efficient transportation of every student is the primary goal of our Transportation Department. Eligibility for bus transportation is based upon established criteria such as distance to the school, road types, traffic patterns, geographical area, and other contributing factors, which affect the assignment of bus routes and stops. Each eligible student for whom transportation is provided shall be assigned to a specific bus route and bus stop.

BUS STOP AND RIDING CONDUCT

- Students must arrive five minutes before their assigned bus stop time and remain at the bus stop five minutes after the assigned bus stop time.
- When waiting for the bus, stay away from traffic. Line up at least five steps away from the curb or the roadway to wait for the bus.
- Never run after the school bus if it has already left the bus stop.
- Never push when getting on or off the school bus.
- Always walk at least 10 feet in front of the bus when crossing so that the school bus driver can see you.
- Be aware – Cross with Care! Wait until the school bus has stopped all traffic before stepping out onto the road.
- When the school bus is moving, always stay in your seat. Never put your head, arms, or hands out of the window.
- Talk quietly; do not distract your school bus driver.
- If your school bus crosses railroad tracks, be calm and quiet so that your driver can listen for a train. Always obey your school bus driver's instructions, so that he or she can make safe decisions.
- Never play with the emergency exits. Backpacks, band instruments, or sports equipment may not block the aisle or emergency exits. If there is an emergency, listen to the driver and follow instructions.
- When getting off the school bus, make sure that all drawstrings and other loose objects are secure so that they don't get caught on the handrail or the door.
- Never cross the street behind the school bus.
- If you leave something on the bus or drop something outside of the bus, never go back for it. The driver may not see you and begin moving the bus.
- Never speak to strangers at the bus stop and never get into the car with a stranger.

BUS DISCIPLINE

MASD follows a progressive discipline model for bus misconduct which may include, but is not limited to, conference with student, parent contact, time in office, and bus suspension.

BUS ROUTE CHANGE REQUEST

To request a bus route or bus stop change, due to a residency change, a parent/guardian must first provide the new sales/lease agreement to the school secretary along with a "Parent Bus Route Change Request Form." For a babysitter or day care change, a parent/guardian must provide only the "Parent Bus Route Change Request Form" to the school secretary. Request forms can be found at any District or School Office or at raiderweb.org. The School Secretary will contact the parent/guardian with the change, which generally takes effect within 72 hours after receipt at the Transportation Department.

KINDERGARTEN TRANSPORTATION

The District requires a parent/guardian to always accompany a kindergarten student to and from bus stops and to and from school buildings. A parent/guardian may authorize another responsible party to accompany, pick up, or drop off a kindergarten student at a bus stop/school by completing a "Responsible Adult Designation Form for a Kindergarten Student" which is located at raiderweb.org. If a parent/guardian/authorized party is not present to meet/accompany a kindergarten student at the designated bus stop, the driver is required to return the student to their school building. The parent/guardian will be responsible for picking up the student at the school building. If a kindergarten student is returned to their school building three (3) times, transportation privileges may be suspended.

VIDEO/AUDIO RECORDING

School Board Policy [810.2](#)

The Board strives to fulfill the District's moral responsibility to ensure the safety of its students and employees as well as protect school property and school vehicles. All vehicles shall be equipped with video and/or audio surveillance cameras. School building surveillance cameras may or may not be monitored at all times. The Board recognizes the value of video and/or audio monitoring systems as a means to maintain discipline, ensure safety and security, and deter individuals from engaging in acts of violence or vandalism on District and contracted property. When using video and/or audio monitoring systems, the District must balance its need to protect persons and property with the privacy rights of students and employees.

Electronic documentation will not be required to discipline any student. If electronic documentation is utilized to document behavior, the parent/guardian of the disciplined student, at the discretion of the District, may review the recordings used to substantiate the discipline proposed by the District. Electronic documentation will only be reviewed by authorized District staff and a designated representative of the transportation contractor.

DISTRICT COMMUNICATIONS

Middletown Area School District utilizes the SchoolMessenger notification system which generates and sends messages within minutes. SchoolMessenger is used to contact parents/guardians by phone, text and email with emergency notifications, weather-related messages, and District announcements. Parents/Guardians may elect how to be contacted; however, we highly recommend that you select ALL options (call, text, email) for EACH phone number and email. If you don't select them all, you will miss notifications that may only be sent in one contact method. Parents/Guardians must keep their information current in SchoolMessenger, which is in their PowerSchool Parent Portal, in order to receive these timely messages.

CLOSINGS, DELAYS & EARLY DISMISSALS

Announcements concerning school closings, delayed openings, or early dismissals will be posted on raiderweb.org and our social media accounts, sent by phone, text and email to parents/guardians who have completed their SchoolMessenger accounts, and sent to the following TV stations: WGAL TV 8, WHP CBS 21, WHTM TV 27 and WPMT FOX 43. Parents/Guardians can choose how they would like to be informed of school closings by setting their SchoolMessenger preferences in their PowerSchool Parent Portal as explained above.

Due to adverse weather conditions or road conditions, school buses may not arrive at their stops at the designated time. On inclement weather days, please inform your student to wait a reasonable amount of time for the bus to arrive (approximately thirty minutes).

If parents/guardians are unable to be home at the time of an early dismissal, prior arrangements must be made with family, friends, or neighbors for the care of young students. Bus riders will be taken to their regular designated bus stops. A parent or authorized

designee must be present at the bus stop before a kindergarten student is released from the school bus. The after-school programs will continue to operate in the event of an early dismissal, but parents are asked to pick up their students within two hours after students are dismissed.

EMERGENCY COMMUNICATIONS

When Middletown Area School District receives word of a situation that may compromise the safety of our students and staff, the administration immediately follows the protocol dictated in the District's All Hazards manual. In each incident, the District must follow clear guidelines to immediately address the safety of our students and staff first. The District is also subject to the authority of local police and will always follow police orders. Since the District prioritizes student safety, all manpower is dedicated to handling the incident immediately to bring about a quick resolution. Once the District is confident that all emergency procedures are underway and personnel and/or local authorities are addressing the matter, we will then communicate to parents/guardians what can be shared about the incident.

Please be aware that outlets such as news media and social media may broadcast information quickly, but not necessarily accurately. Our desire is to deliver correct information to parents/guardians in a timely manner to put their minds at ease. Communications will be posted on our website, Facebook, and Twitter as soon as authorities grant us permission to deliver a statement. In some cases, communicating information too early may jeopardize the situation and put students and staff in greater danger. We ask that parents/guardians please wait for the published statement from the District rather than trust information that they may receive from social media, a text, or a phone call from a student or other individual.

If an incident does NOT require parental action, information regarding the incident will usually be delivered by email only. This is considered an informational communication that is simply keeping parents informed. Since there is no action needed from the parent, the District desires to limit the number of disruptions parents receive and reserve phone calls for true emergencies. If an incident requires parental action, such as picking up children from school or from another location, parents will receive a phone call, text or email based on the preferences they have indicated in SchoolMessenger. **We cannot stress enough the importance of having updated and accurate information completed for each student in your household in the SchoolMessenger section of your PowerSchool Parent Portal. It is the District's only way to contact you should an emergency arise. We strongly recommend that parents/guardians select ALL THREE communication methods, call, text, and email, for both AM and PM Notifications. We greatly appreciate your cooperation as we prioritize the safety of your students.**

PUBLIC ATTENDANCE/BEHAVIOR AT SCHOOL EVENTS

School Board Policy [904](#)

[Policy 904 Attachment](#)

The District expects mutual respect, civility, and orderly conduct by all individuals attending school events on District property. Individuals attending school events will not injure, threaten, harass, or intimidate a District employee, sports official or coach, or any other person. As circumstances warrant, the Administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave District property, contacting law enforcement officials, and seeking to deny future admission to school events. The District prohibits the use of tobacco and vaping products, gambling, the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages, and weapons on school premises.

SAFETY & SECURITY

SAFETY & SECURITY COMMITTEE

The Middletown Area School District Safety and Security Committee has been established to better serve the needs of all stakeholders in the District. The committee meets monthly to address safety concerns reported by District employees, students, and parents. The Safety Committee members and monthly meeting minutes can be found on raiderweb.org.

At each monthly meeting the committee will report on concerns received in writing no later than the first Friday of each month. Emergency concerns will be addressed upon receipt. Submissions must state why the issue raised is a safety concern. Please include your contact information (name, home address, telephone number and email address) and direct your letter or email to the building principal.

SCHOOL VOLUNTEERS, VISITORS & CO-OP SUPERVISORS

School Board Policy [916](#)

Throughout the course of each school year the District attempts to secure a pool of parent and community volunteers who will serve in various roles within the schools. Volunteers may serve as classroom tutors, playground monitors, lunchroom helpers, student mentors or special activity helpers. Volunteers who have direct contact with students are required to obtain appropriate clearances per Board Policy.

SCHOOL VISITORS

School Board Policy [907](#)

Parents are welcome to visit the Middletown Area Schools to meet with staff or volunteer in classrooms. To assure the greatest benefit can be derived from the visit and still maintain the educational and management functions of the school, all parents desiring to meet with teachers are to schedule an appointment in advance. Appointments may be scheduled by contacting the teacher to arrange a mutually agreed upon time. Classroom observations are limited to parents/guardians of enrolled students or persons approved by the principal. A written request must be submitted to the principal at least one (1) day prior to the visit.

For security purposes, all building doors will remain locked. One front door has a remote security device to allow recognized visitors to enter. Visitors should ring the bell and wait for the buzzer which indicates that the lock is released.

All visitors must report to the school office upon entry. Students who arrive late or need to leave early for an appointment **MUST** be signed in/out in the office by the person who is authorized to pick them up.

All parents, visitors and guests who wish to enter the school, beyond the office area, will be asked to present a valid state-issued driver's license or photo identification card. A staff member will scan the I.D. and print a visitor's badge with a current picture. Visitor I.D.s will also be cross-referenced with the sexual predator database to ensure that known predators are not approved to unknowingly enter our schools. The visitor's pass should be worn throughout the visit. Prior to leaving the building, the visitor should return to the office and indicate their departure.

RULES & REGULATIONS FOR STUDENTS

It is the intent of the Board and Administration of the District to maintain an orderly environment conducive to learning in its schools. The District shall require each student to adhere to the rules and regulations promulgated by the Board and Administration and to submit to such disciplinary measures as are appropriate for infraction of those rules. **The rules govern student conduct in school and during the time spent in travel to and from school.**

Corporal punishment is not an authorized disciplinary measure of the District. However, reasonable force may be used by teachers and school authorities under the following circumstances: 1) to quell a disturbance; 2) to obtain possession of weapons or other dangerous objects; 3) for the purpose of self-defense; or 4) for the protection of persons or property.

DISCIPLINE PROCEDURES

School Board Policies [218](#) & [233](#)

MASD follows a progressive discipline model which may include, but is not limited to, detentions, in-school suspensions, out-of-school suspensions, and expulsions.

DRESS CODE

School Board Policy [221](#)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board has the authority to impose limitations on students' dress in school. The Board shall not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools, constitute a health or safety hazard, or shall be inconsistent with Board policy.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The building Principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming. Violations may result in disciplinary action(s), in accordance with Board policy.

All students must comply with the following regulations:

- Undergarments must be worn and must be completely covered by outer clothing. Off the shoulder tops are not permitted.
- Bare midriffs or torsos, mesh and see-through clothing are not permitted.
- Pajamas and slippers are not permitted.
- Hoodies are permitted, but the hoods must be lowered at all times.
- Skirts and dresses must be closer in length to the knee than to the hip and may not have any holes/tears above the mid-thigh.
- Pants and jeans may not have excessive holes/tears and may not reveal skin above the mid-thigh.
- Shorts must be closer in length to the knee than to the hip and may not have any holes/tears.
- Any clothing considered outdoor wear may not be worn during the school day and must be secured in lockers or classroom cubbies.
- Appropriate footwear must be worn at all times for health and safety reasons. Shoes with built-in roller wheels are not permitted. Certain classes require certain footwear for safety reasons i.e., Industrial Technology, Physical Education, Family Consumer Sciences, and recess.
- Headwear, including but not limited to, caps, hats, bandanas, hairnets, hoods, skull caps, is not permitted except for religious or cultural purposes, or medical reasons.
- Clothing or accessories containing slogans, symbols, pictures, words or advertisements that are a distraction to the educational setting are prohibited. This includes, but is not limited to, slogans such as tobacco, drugs, alcohol, ethnic slurs, cults, gangs, weapons, sexual references, or double meaning slogans/symbols.
- Inappropriate and potentially hazardous accessories (i.e. spiked wristbands/necklaces and chains) are not permitted.

STUDENT EXPRESSION/DISTRIBUTION & POSTING OF MATERIALS

School Board Policy [220](#)

No unauthorized reproduction and/or distribution of literature is allowed on school property. Student violators are subject to disciplinary action.

SEARCHES

School Board Policy [226](#)

School authorities may search any student's desk or locker when they have a reasonable suspicion that the desk or locker contains materials which pose a threat to the health, welfare and safety of students and staff. Materials may be seized and used as evidence against the student in disciplinary proceedings. In addition, school officials may search a student's desk or locker by use of drug dogs when they have a reasonable suspicion that the desk or locker contains materials that are threatening to the health, welfare and safety of students and staff. The principal may conduct a search of a student and/or a student's possessions, whenever the school official has reasonable cause to believe the student is in possession of an illegal or controlled substance, other object(s) detrimental to the health, safety or welfare of other students or other school personnel, or unauthorized contraband materials. School officials may also conduct a general school-wide search utilizing drug dogs, which includes all school grounds.

STUDENT FIGHTING

School Board Policy [218.3](#)

In order to preserve the degree of order necessary for a safe and orderly educational atmosphere, students will not be permitted to fight. This policy applies to student conduct that occurs on school property and from the time a student leaves home for school, until the student arrives home after school dismissal. Fighting is classified as follows:

ALTERCATION is an argument between students with minimal physical confrontation. The principal may at his/her discretion report the information and summon the police. Depending on the severity of the altercation, students are disciplined through:

- Time out
- In-school suspension
- Up to three (3) days out-of-school suspension
- For second or subsequent violations of the policy, out-of-school suspension, or possible expulsion

FIGHT is when students gather, punches are thrown with the intent to harm, and the incident has to be quelled. Students are disciplined through an out-of-school suspension up to ten (10) days with possible expulsion. The principal may at his/her discretion report the information and summon the police. The Superintendent will be notified of the incident.

ASSAULT is a student physically attacking another student, causing bodily harm or injury. Student is disciplined through out-of-school suspension up to ten (10) days with possible expulsion. Police will be called, and students will be subject to criminal prosecution. The Superintendent will be notified of the incident.

ASSAULT WITH A WEAPON is a student attacking another student with a weapon, the same meaning as defined in law, which shall include but not be limited to any gun, knife, cutting instrument, tools, nunchaku, firearm, shotgun, rifle, replica of a weapon or any other tool, instrument or implement capable of inflicting serious bodily injury with the intent to cause harm. Student will be disciplined through an out-of-school suspension up to ten (10) days with a recommendation for expulsion. Police will be called, and students will be subject to criminal prosecution. The Superintendent will be notified of the incident.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

WEAPONS

Safe Schools Act 26 & School Board Policy [218.1](#)

The District may expel, for a period of not less than one (1) year, any student who brings onto or possesses a weapon on any school property, in the buildings of or on the grounds of the District, at any school sponsored or sanctioned function or activity, or in any conveyance providing transportation to or from any school building, property, function or activity. The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass knuckles, firearm, shot gun, rifle, air rifle, BB gun, pellet gun or any pistol version, chemical agent, OC/Pepper spray, explosives, fireworks, or other such devices, any other tool, instrument or implement capable of inflicting serious bodily injury. The term weapon shall also include items which are replicas or look-alike weapons, whether or not actually capable of bodily injury and whether or not sold as a toy.

Any student possessing a replica of a weapon may be suspended or expelled in accordance with Board Policy.

The term possession shall mean a student who is in possession of a weapon when the weapon is found: 1) on the person of the student, 2) in the student's locker, 3) in an automobile owned or under the control of the student, and 4) otherwise under the student's control while the student is on school property or on property being used by the school or while the student is attending any school function, activity or event whether said function, activity or event is being held on or away from school property, or while the student is on his/her way to or from school.

The District is required to report to the Department of Education all incidents relating to an act of violence or possession of a weapon. The Safe Schools Report is available for review by parents/guardians by contacting the Administration Office at 717-948-3300.

DRUGS & ALCOHOL

School Board Policy [227](#)

This policy, including the rules, regulations, and guidelines, is a concerted effort by the Middletown Area School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our entire student population.

STATEMENT OF POLICY

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Middletown Area School District will work to

educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population.

DEFINITION OF TERMS

Drug: any controlled substance, mood-altering substance or other substance that is used for, or represented as being able to create, mind/behavior-altering affects when ingested.

Alcohol: any beverage that contains ethyl-alcohol (ethanol), including beer, wine, or distilled spirits). Examples include, but are not limited to, beer, wine, liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record, and given in accordance with the school District's policy for the administration of medication to students in school.

Crisis Intervention Counselor: is a certified program specialist with an expertise in the area of social restoration and student high-risk behaviors.

Distributing: deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substance, as defined by this policy from one person to another or to aid therein.

Possession: possess or hold without any attempt to distribute any alcohol, drug or mood-altering substance determined to be illegal or as defined in this policy.

Cooperative Behavior: means the willingness of a student to honestly answer questions by school staff regarding the student's possession, use, ingested and/or distribution of alcohol and/or drugs at school or a school-sponsored activity whereby the student acknowledges his or her violation of this policy.

Uncooperative Behavior: is resistance or refusal, (verbal, physical, or passive) on the part of the student to comply with the reasonable request or recommendation of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

Paraphernalia: a. Any utensil or item, which in the judgment of the School District, is used, intended for use or designed for use to conceal, distribute, inject, ingest, package, smoke, store or use a controlled substance or alcohol; or b. Any electronic device that delivers nicotine or other substances via vapor for inhalation. The term includes e-cigarettes, e-cigars, e-pipes and other similar products; and includes all components and parts, such as e-cigarette batteries, atomizers, vaporizers, replacement cartridges and any solutions manufactured for use with such a device.

RULES AND REGULATIONS

A student who is on school grounds, during a school session, or anywhere at a school-sponsored activity and is under the influence of alcohol, drugs, or mood-altering substances, or any substance reported to be a restricted substance or over the counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in Middletown Area School District's Discipline Code.

SCHOOL GUIDELINES

As an integral part of the Middletown Area School District Drug and Alcohol Prevention Program, these guidelines represent one component in a District wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug mood-altering substance, and alcohol related events. The Middletown Area School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

If the possible use of drugs, alcohol or mood-altering substances by a student is indicated, but there is no evidence of violation of law or school regulation the following will occur:

- The student is informed of available help and encouraged to seek assistance.
- Referral to the Student Support System (SAP) team will take place.
- Parents/Guardians will be notified of the behavior and/or performance indicators if warranted.

- An intervention conference will be held if the SAP team feels necessary as indicated by the data.

If the student has a drug, mood-altering substance or alcohol related medical emergency, the following will occur:

- Standard health and first-aid procedures will be followed.
- The nurse will be summoned immediately.
- The student will be transported to a medical facility at parental expense.
- The principal will investigate the incident. This may include a search of the student, their locker, car, and other possessions.
- Parents/Guardians will be notified of the incident in the case of health problems or medical emergency.
- The police will be notified in the cases where the safety of the emergency victim or school population is at risk.
- An analysis of the substance will be made at the discretion of the District or police.
- Referral in the SAP team will be the discipline/rehabilitation measures. If there is evidence of further violation, see appropriate situational category.
- The School District will document the incident.

If a student possesses drug-related paraphernalia the following will occur:

- The principal will be summoned.
- Paraphernalia is confiscated.
- The staff member writes an anecdotal report of the incident.
- The student, their desk, locker, car, and possessions may be searched.
- Parents/Guardians will be notified.
- The police will be notified at the discretion of the Principal.
- The substance will be confiscated for analysis if warranted.
- The student will be referred to the Student Assistance Program Team. Informal hearing, one to three (1-3) days in-school suspension or out-of-school suspension at the discretion of the building principal. Assessment by a licensed drug and alcohol facility within ten (10) days and compliance with its recommendations. Exclusion from extracurricular activities as stated in Policy 227.2 and Policy 227.1. If there is evidence of a further violation, see appropriate situational category.

If a student is found to be in possession, use, or under the influence of drugs, mood-altering substances, or alcohol when attending a school-sponsored function the following will occur:

- The chaperone will contact the group advisor or administrator.
- An anecdotal report of the incident will be written and submitted to the principal.
- The student, their locker, car, and other possessions will be searched.
- Parents will be notified.
- Police will be notified at the discretion of the principal or their designee.
- Analysis will be made for possible use in further proceedings.
- The student will be sent home immediately at parental expense or detained until parent can accompany the student. Further discipline as provided by the appropriate category will be administered following the principal's investigation.

If a student possesses, uses, or is under the influence of drugs, mood-altering substances, or alcohol, and is first offense-uncooperative, the following will occur:

- The principal is summoned.
- A staff member writes an anecdotal report of the incident.
- The student, their locker, car, desk, and other possessions will be searched.
- Parents/Guardians will be notified and requested to come to the school immediately.
- The police will be notified.
- An analysis will be made for possible use in further proceedings.
- The student will be referred to the SAP team. Informal hearing, 10 days out-of-school suspension. Formal school board hearing for expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

If a student is caught again in possession, use, or under the influence of drugs, mood-altering substances or alcohol, the following will occur:

- The principal is summoned.
- A staff member writes an anecdotal report of the incident.
- The student, their locker, car, desk, and other possessions will be searched.
- Parents/Guardians will be notified and requested to come to principal's office immediately.

- The police will be notified.
- An analysis of the substance will be made for possible use in further proceedings.
- The student will be referred to the SAP team. Informal hearing, 10 days out of school suspension. Formal school hearing for expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

If a student is distributing a drug, mood-altering substance, or alcohol the following will occur:

- The principal is summoned.
- A staff member writes an anecdotal report of the incident.
- The student, their locker, car, desk, and other possessions will be searched.
- Parents/Guardians will be notified and requested to come to the principal's office immediately.
- Police will be notified in order that they may take further action.
- Analysis for use in further proceedings will be requested.
- The student will be referred to the SAP team. Informal hearing, ten (10) days out of school suspension. Formal school board hearing for expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

If a student distributes an over-the-counter medication to another individual for use consistent with the manufacturer's intended purpose, the principal or their designee may impose appropriate discipline action in order to deter the student from engaging in such distribution in the future.

TERRORISTIC THREATS

School Board Policy [218.2](#)

The Board of School Directors recognizes the dangers that terroristic threats by students present to the safety and welfare of District students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat. A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. A terroristic threat shall mean an offense against property or involving danger to another person. A threat issued by word, action or electronic media could include: threats in writing or artwork, verbal threats directed to someone, notes between students that threaten harm, overhearing someone speak of harming someone else, previous aggression coupled with current threats, student makes actual threat, serious physical fighting with peers, severe property damage, severe rage for seemingly minor reason or threats made on the Internet.

Students who make threats will be required to participate in a District threat assessment, which shall be completed by the District's school psychologist. The threat assessment is designed to determine if the student is an immediate risk for harming oneself or others, whether the student should be referred to Crisis Intervention for a free mental health assessment or to an outside mental health evaluator at the parent/guardian's expense, or if no additional assessment or counseling is being recommended.

Students who make threats will be subject to the school's disciplinary code of conduct, which may result in suspension, expulsion, criminal charges, or placement into an Alternative Education Program. If the student is suspended from school the parent/guardian shall have the threat assessment completed during the suspension and prior to the student returning to school. If a student is expelled for making terroristic threats, the Board may require prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk to others.

Any individual concerned about a potential threat to students or staff may contact the building principal.

GANG ACTIVITY

School Board Policy [218.4](#)

The District strictly prohibits gang activity on school property, at school activities, while traveling to or from school or school activities and on school vehicles. The presence of gangs creates the potential of students feeling intimidated at school and substantial disruptions of the educational process. A gang is defined as an ongoing organization, association, or group of three or more persons

known by a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of violent, illegal, threatening or intimidating acts inside or outside of school.

The District may consider a student to be a member of or affiliated with a gang, when:

1. The student admits to gang membership.
2. The student's parent/guardian identifies the student as a gang member.
3. The student regularly associates with known gang members and adopts the gang's style of dress, hand signs, symbols or other indicia of membership or affiliation.
4. Law enforcement authorities provide or confirm information leading the school administration to have a reasonable belief of a student's gang membership or affiliation.

Prohibited gang activity under this Policy shall include:

1. Wearing, possessing, using, distributing, or displaying clothing, apparel, jewelry, accessories or manners of grooming in a manner intended to indicate gang membership or affiliation. Intent may be established by conduct and does not need to be admitted by the student.
2. Communicating through the use of gestures, handshakes, expressions, signs or nicknames in a manner intended to indicate gang membership or affiliation. Intent may be established by conduct and does not need to be admitted by the student.
3. Writing, inscribing, or displaying gang-related graffiti, messages, or symbols on school buildings, furniture, equipment or other property.
4. Soliciting individuals to become members or affiliates of a gang.
5. Harassing, threatening, or intimidating conduct by a gang member that prevents or adversely impacts an individual's ability to participate in school or school activities.

A student who violates this Policy shall be subject to disciplinary action, which may include suspension, expulsion, or other action. This Policy shall not preclude a student from being disciplined under other Policies or disciplinary rules applicable to other forms of student misconduct.

TOBACCO & VAPING PRODUCTS

School Board Policy [222](#)

The Board prohibits possession, use or sale of tobacco by students at any time in a school building, and on any property, busses, vans, and vehicles that are owned, leased or controlled by the School District. The Board prohibits possession use or sale of tobacco by students at school sponsored activities that are held off school property.

Tobacco products shall be defined as a lighted or unlighted cigarette, cigar and pipe, other lighted smoking products, and smokeless tobacco in any form. In addition to any other discipline action the District may impose for violation of this Policy, the District may initiate prosecution of a student who violates this Policy.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50, plus court costs, or admitted to an alternative adjudication in lieu of imposition of a fine.

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

HAZING

School Board Policy [247](#)

The purpose of this Policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing is defined as any activity that recklessly or intentionally endangers the mental health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. The Board directs that no administrator, coach, sponsor, volunteer, or District employee shall permit, condone or tolerate any form of hazing. Violations may result in the loss of sanctioning as a student organization or the individual's loss of privilege to participate as a student athlete or to be a member of an organization or extracurricular activity. Disciplinary action may be taken by the principal and include suspension from school or school-sponsored activities, expulsion from school, and/or a referral to the local law enforcement agency.

NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL & CLASSROOM PRACTICES

School Board Policy [103](#)

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

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

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

For purposes of this Policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion.

For purposes of this Policy, **sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.

Examples of conduct that may constitute **sexual harassment** include but are not limited to: sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating hostile or offensive learning or working environment.

Each student shall be responsible to respect the rights of their fellow students and District employees and to ensure an atmosphere free from all forms of unlawful harassment. Please refer to the District website under School Board for the compliant procedure. Students are subject to disciplinary action based on Board policy.

BULLYING/CYBERBULLYING

School Board Policy [249](#)

The District will not tolerate acts of bullying/cyberbullying. Bullying/cyberbullying is defined as intentional electronic, written, verbal or physical act, or series of acts, directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: 1) substantial interference with a student's education, 2) creation of a threatening environment, and 3) substantial disruption of the orderly operation of the school. School setting is defined as: in a school building, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

Students who have been bullied must promptly report such incidents to their teachers, building principal, or other school employees supervising school sponsored activities. Teachers who observe acts or to whom acts of bullying are reported shall take reasonable steps to intervene to stop such conduct. If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that

conduct to the building principal. Parent/guardians may contact the building principal to report acts of bullying. Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

A student who violates this policy shall be subject to appropriate disciplinary action, which may include: 1) counseling within the school, 2) parent conference, 3) loss of school privileges, 4) transfer to another school building, classroom or school bus, 5) exclusion from school-sponsored activities, 6) detention, 7) suspension, 8) expulsion, 9) counseling/therapy outside of school, 10) referral to law enforcement officials, 11) threat assessment or 12) mental health or drug and alcohol assessment through the Student Assistance Team.

DATING VIOLENCE

School Board Policy [252](#)

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

STUDENT RECORDS

School Board Policy [216](#)

TRANSFER OF RECORDS

When a pupil transfers to another school or school district, a certified copy of the student's discipline record shall be provided to the receiving district. The school district to which the student has transferred should request the record. The District is required by law to provide the discipline record within ten (10) days.

AVAILABILITY OF RECORDS

A student's discipline record shall be available for inspection by the student and his parent/guardian or other person having control or charge of the student. The record will be available to school officials and to state and local law enforcement officials as provided by law. Permission of the parent/guardian or other person in charge or control of the student is not required for transfer of the individual's record to another school district in Pennsylvania or any other state in which the student seeks enrollment or is enrolled.

SWORN REGISTRATION STATEMENT

All parents/guardians or other individuals registering a student will be required to provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school in Pennsylvania or any other state for an act or offense involving weapons, alcohol, or drugs, or for the willful infliction of injury to another person or any act of violence committed on school property. The registration document will be included as part of the student's disciplinary record. Any false statement made under this law will be a misdemeanor of the third degree.

NOTIFICATION OF RIGHTS: PARENTS/ELIGIBLE STUDENTS

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within forty-five (45) days of the District's receipt of a request for access. A parent or eligible student making such a request must submit to the school principal (or appropriate school official) 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 amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the student.

A parent or eligible student may request the District to amend a record they believe is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record they want changed and specify why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

If the District decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is: a person employed by the District 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 District 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 their tasks.
 - b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The District will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
 - c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
 - d. Officials connected with a student's application for a receipt of financial aid.
 - e. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent.
 - f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
 - g. Accrediting institutions
 - h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
 - i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the District will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.
 - j. The District may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
 5. The right to refuse to permit the designation of any or all of the categories of directory information.

The District is permitted by law to disclose **directory information** without written consent of the parent/guardian or eligible student.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. **District video recordings, audio recordings, photographs, or electronic recording of student assemblies, plays, musical performances, award ceremonies, extracurricular events, and other school-sponsored activities are likewise directory information.**

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a **written refusal is received by the building principal by September 15 of the current school term or within three weeks of student's enrollment in the District.**

Parents/Guardians are given the opportunity to grant or deny a media release agreement each year when they update their student's record in their PowerSchool Parent Portal. **Media agreements left undesignated by September 30th will be considered granted permissions.**

PROTECTION OF PUPIL RIGHTS – SURVEYS

School Board Policy [235.1](#)

The Protection of Pupil Rights Law was revised by the federal government to include additional protections for students participating in a survey, analysis or evaluation conducted by a school district or government agency. No student shall be required to reveal personal information without the prior written permission of the parent/guardian of a minor child. The law places restrictions on surveys including the following personal topics: 1) political affiliations; 2) mental and psychological problems potentially embarrassing to the student or his family; 3) sexual behavior and attitudes; 4) illegal, anti-social, self-incriminating and demeaning behavior; 5) critical appraisals of other individuals with whom respondents have close family relationships; 6) legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or 7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Such survey, analysis or evaluation may be conducted on a voluntary basis, provided the student and parents have been notified of their rights under this law and are given an opportunity to inspect all related materials, including teacher's manuals, films, tapes or other supplementary instructional material which will be used in connection with the survey or instructional program.

OPERATIONS

REQUEST FOR ACCOMMODATIONS

If you require accommodations to participate in an activity, program or service offered by Middletown Area School District, please call the building administrator where the event is taking place to make your request. Please notify the administrator at least 72 hours in advance. Prior to the event, you will be notified of the status of the request.

PA WORKER & COMMUNITY RIGHT TO KNOW ACT, SAFETY DATA SHEET (SDS)

The District complies with the Pennsylvania Worker and Community Right to Know Act. The Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the State. No cleaning materials, hand sanitizers, or chemicals may be brought on to District property without being registered with the Operations Office.

The District provides the required work place notices, training, Hazardous Substance Survey (HSSF) and Environmental Hazard Survey (EHSF) Forms, work area list, SDS sheets, labeling, records, and non-discrimination policies. Each building has a master Safety Data Sheet file and Right to Know reports, which are located in the Nurse's Office. Reports are also located in designated shop areas, copy room, science labs and art rooms. In buildings that do not have a Nurse's Office, reports are located in the office or common area. Reports are available at the Operations Office for review.

AHERA ANNUAL NOTIFICATIONS

In accordance with the Asbestos Hazard Emergency Response Act, the District is purveying notification of the presence of asbestos containing building materials in our school. The District is complying with all regulations in regards to the ACBM and there is no need for safety or health concerns relative to asbestos exposure. Copies of the Asbestos Management Plan and Inspection Reports are available for review at Fink Elementary, the District Office, and the Operations facility. The District contracts with an asbestos coordinator for a three-year re-inspection and six-month periodic surveillance of the affected buildings. Reid Elementary School, Middletown Area Middle School and Middletown Area High School were built with no asbestos containing materials.

INTEGRATED PEST MANAGEMENT

School Board Policy [716](#)

The District utilizes an Integrated Pest Management (IPM) system for managing insects, rodents and weed control. It may be necessary to apply chemicals to manage pests and weed issues. Our goal is to protect every student and staff member from chemical exposure by using this IPM approach. At the beginning of each school year, parents must inform the District if they wish to be informed of all pesticide/herbicide applications. Students' names will be placed on the District's notification registry. Those on the registry are notified prior to the application and use of pesticides or herbicides. Postings are placed throughout the building and/or grounds 72 hours prior to and 48 hours following the application.

ASSURANCE STATEMENT

The Middletown Area School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American Disabilities.

The following individuals are responsible for coordination of the District's efforts to meet its obligations with regard to non-discrimination:

Section 504 Coordinator: Ms. Felicia Rodrigo, Director of Special Education
Americans with Disabilities Act Coordinator: Mrs. Tianna Carter, Director of Human Resources
Title VI and Title IX Coordinator: Dr. Chelton L. Hunter, Superintendent of Schools

AN EQUAL OPPORTUNITY SCHOOL DISTRICT