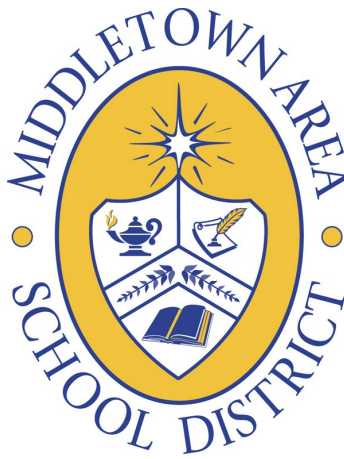


STUDENT CODE OF CONDUCT & DISTRICT HANDBOOK



2018-2019

MIDDLETOWN AREA SCHOOL DISTRICT

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MISSION, VISION & SHARED VALUES

The **MISSION** of the Middletown Area School District is to educate students so that they value learning, are socially responsible, and are prepared to lead productive and successful lives.

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

SHARED VALUES:

We believe that...

- All students can learn.
- We can educate all students to empower them to reach their potential.
- Curriculum, instruction and assessment should be continually monitored and adapted to ensure educational excellence.
- All individuals have value and deserve respect.
- A safe, orderly, nurturing and anti-bullying environment promotes effective teaching and learning.
- Continuous education, training and professional development enables employees to improve their knowledge and skills to meet the needs of the organization.
- We must prepare students to possess the skills to enter the workforce or have the ability to access post-secondary education or training necessary for a successful career.
- Co-curricular and extra-curricular activities are part of a well-rounded educational experience.
- Public education is a shared responsibility of the entire community.
- We can provide a quality educational program consistent with these values while being fiscally responsible.
- Family involvement is crucial to student success.

SCHOOL BOARD

Mrs. Linda S. Mehaffie	President
Mr. Mike P. Corradi	Vice President
Mr. Christopher A. Lupp	Treasurer
Mr. David A. Franklin, Non-Member	Secretary
Mr. Melvin A. Fager Jr.	Member
Dr. Julie Gomboc-Turyan.....	Member
Dr. Brian F. Keating	Member
Mr. Darnell L. Montgomery	Member
Mr. John A. Ponnett Jr.	Member
Mrs. Jennifer M. Scott	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 at Middletown Area High School. 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 raiderweb.org.

POLICIES

This Student Code of Conduct and District Handbook contains only a partial listing of the rules and regulations for students. A complete list of District policies is available on the MASD website, raiderweb.org.

ADMINISTRATIVE DIRECTORY

Administration Office
55 West Water Street
Middletown, PA 17057
Ph: 717-948-3300
Fx: 717-948-3329
raiderweb.org

Dr. Lori A. Suski..... Superintendent of Schools
Mr. David A. Franklin Chief Financial Officer
Dr. Chelton L. Hunter..... Assistant to the Superintendent
Mr. Earl W. Bright IV Middletown Academy/Raider Academy Principal
Mr. Darren R. DiCello Director of Technology & Digital Learning
Mr. William T. Meiser Director of Operations
Mrs. Christine E. Mostoller Director of Curriculum, Instruction & Assessment
Mrs. Krystal L. Palmer Director of Special Education
Ms. Heidi L. Zula..... Director of Human Resources

SCHOOL DIRECTORY

LYALL J. FINK ELEMENTARY SCHOOL

150 Race Street
Middletown, PA 17057
Ms. Marie E. Drazenovich, 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

2401 Fulling Mill Road
Middletown, PA 17057
Mr. Daniel Borrelli, 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

201 Oberlin Road
Middletown, PA 17057
Mr. Trevor J. Saylor, 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

215 Oberlin Road
Middletown, PA 17057
Mr. Kevin E. Cook, Principal
Mr. Christopher M. Sattelle, 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

1155 North Union Street
Middletown, PA 17057
Mr. Michael P. Carnes, Principal
Mr. Brett T. Myers, Assistant Principal
Mr. H. Clifford Smith IV, Athletic Director
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.

STUDENT REGISTRATION & WITHDRAWAL

School Board Policy [202.1](#)

REGISTRATION & RESIDENCY REQUIREMENTS

If a child is age five on or before September 1st, he/she is eligible to attend the District kindergarten program. Parents/Guardians are encouraged to register their child as soon as possible to facilitate placement.

All student registration begins online utilizing the District's registration system located at raiderweb.org. During the online registration process, parents/guardians will be asked to select an appointment time. Parents/Guardians must bring the following documentation to their appointment.

- Student's ORIGINAL birth certificate
- Evidence of student's immunization history
- ONE (1) Proof of Residency from the following list:
 - A copy of your Deed
 - Agreement of Sale
 - Lease containing your name and verified by building superintendent
 - Real estate tax bill or paid real estate tax receipt
- TWO (2) forms of Identification from the following list:
 - Valid PA Department of Transportation license or identification with current District address
 - W2 statement, IRS statement or tax return
 - Auto/Homeowner's/Tenant's Insurance statement
 - Copy of State/Federal Program Enrollment
 - Voter registration card noting township or borough
 - Current utility bill (gas, electric, water, sewer)
- If appropriate: most recent IEP, ER, RR, Agency Letter of Placement, or Court Order (Proof of Guardianship)

For questions or further information about student registration, please contact Mrs. Terri Rushow, Student Registration & Census Coordinator, at 717-948-3300, ext. 1013.

TRANSFERS & WITHDRAWALS

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.

HOMELESS STUDENTS

Families who become homeless or displaced must contact Dr. Chelton Hunter, Homeless Liaison, at 717-948-3300, ext. 1008.

ATTENDANCE & TRUANCY

School Board Policy [204](#)

ATTENDANCE POLICY

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 child'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 of elementary students will be contacted by the school secretary. Parents of secondary students will receive an automated call through the SchoolMessenger system.

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 (10) days of absence, a doctor's excuse will 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 are to check back in at the school office with a doctor's excuse.

Students absent from school, or who are suspended in or out of school, are not eligible to participate in extracurricular activities for that day. Middle School students who are suspended more than once will lose the privilege of attending school dances.

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.

TRUANCY

Safe Schools Act 29

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 (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) child in a family is taking the trip, the request for all the children must be included in the request made to the building principal of the oldest child. 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.
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. Chelton Hunter, Assistant to the Superintendent at cheltonhunter@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

GRADING SCALE

Grading Scale for Kindergarten

- | | |
|---|--------------------------------|
| S | Satisfactory |
| N | Needs Improvement |
| + | Successful |
| - | Needs more time and experience |

Grading Scale for Grades 1 – 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 |
| + | Successful |
| - | Needs more time and experience |

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

The aim of the Middletown Area Middle School program is to build upon the foundation of elementary school academics while preparing the young adolescent for the increased academic challenges and decisions found at the High School. The Middle School curriculum focuses on basic academic content, skills and exploratory experiences. Co-curricular activities are a part of school life. The total school program is concerned with all phases of student growth, recognizing the individual student’s intellectual, physical, social and cultural development.

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 MAHS curriculum.

The vocational technical program is offered for MAHS students at Dauphin County Technical School (DCTS). Students can select from approximately twenty (20) trade and technical areas. See the High School Student Handbook for more information about DCTS.

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 his/her 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. Instead, a suggested guideline for the amount of time spent on homework is provided:

Elementary	1 hour per day
Middle School	1-1/2 hours per day
High School	2 hours per day

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 child.

PROGRESS REPORTS & REPORT CARDS

Refer to the MASD calendar for scheduled marking periods and issue dates for progress reports and report cards.

Teachers provide a progress report for each student who is in danger of failing a subject area or course for the marking period. Progress reports will provide information relevant to the student's difficulty mastering the material. Parents and students are encouraged to speak with the teacher concerning the progress report. Parents are expected to sign the progress report and return it to school.

Report cards are issued four times a year. Parents are encouraged to contact their child's teacher and/or guidance counselor with any questions about their child's report card.

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.

ANY FALSIFICATION OF STUDENT REPORT CARDS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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 child at home and in school
- Permit frank, confidential discussion of the child's development
- Establish a stronger relationship between home and school

PROMOTION & RETENTION

School Board Policy [215](#)

The District shall establish and maintain academic standards for each grade and monitor individual student achievement in a continuous and systematic manner. A student shall be promoted when he/she has 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 recommendation of the classroom teacher shall be required for promotion or retention of a student. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student. In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. In the event that a student shall be in danger of retention, a formal letter shall be sent to parents/guardians and the student well in advance. The District shall utilize multiple measures of academic performance as determinants in promotion and retention decisions. Progress toward High School graduation shall be 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.

SUMMER SCHOOL

Summer school has been 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. Summer school is a self-supporting program 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.

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 child(ren) 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.

GUIDANCE COUNSELING

School Board Policy [112](#)

The focus of counseling services is the educational, emotional and social development of all students in relation to their total school experience. Guidance and counseling services are an integral part of the school program consisting of coordinated planning involving students, parents and all members of the professional staff. Although the counselor plays a major role in developing and implementing the guidance program, the cooperation and active participation of teachers, administrators and parents are essential for an effective program. Counseling is a purposeful intervention that encourages individual awareness and acceptance of one's strengths and weaknesses, abilities and interests. In turn, counseling provides the student with experiences in positive decision-making and problem solving opportunities.

ELEMENTARY COUNSELING

Elementary Counseling Staff:

Fink - Ms. Kim Guyer

Reid - Ms. Anna Smith

Kunkel - Ms. Tanya Vranicar-Knowles

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 child's life it is crucial to build the skills to become life-long learners and critical thinkers. Counseling services are available to help children establish a strong foundation of these life skills so they are equipped to confidently build their futures. Your building's Counselor is available to coordinate outside services based on your child's individual needs.

Services Offered

- Classroom lessons on goal setting, work habits, career awareness, friendship, decision making
- Group Counseling on issues such as anger management, grief/loss, divorce, friendship
- Consultations with students, parents, teachers, principal and support agencies
- Student Assistance Program (SAP)
- Career Readiness: Career Day, Career Awareness Programs
- Organizations such as Kids on the Block, Dauphin ARC, Body Rights Program, and YWCA

MAMS COUNSELING

MAMS Counseling Staff:

Mr. Mike DeFilippo

Ms. Carey Bonneau

The Guidance Office is located next to the main office. Counselors assist in enrolling new students and withdrawing students who are leaving the District. Counselors also assist eighth grade students with their course selection for High School. Students are encouraged to visit the office to discuss any concerns. These conversations are confidential unless the student's health, safety or well-being are at risk. Students may use the Guidance Office after receiving permission from both the counselor and a teacher.

MAHS COUNSELING

MAHS Counseling Staff:

Mrs. Michele Myers - Career Coordinator

Ms. Yvette Howard - Guidance Counselor

Mrs. Cheryl Friedman - Guidance Counselor

Ms. Christine Phillips - Guidance Secretary

Counseling Services provides students with help in career exploration and planning, knowledge about self and others, and educational and vocational development. Counselors routinely visit students in each grade. They work with students individually to ensure each student selects the courses and programs needed to graduate. Students and parents are invited to discuss the course selections or other concerns at any time during the school year.

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.

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 in order to establish goals, plan accommodations, adaptations or modifications to teaching strategies, and implement other support systems which will best 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 be in need of special education and related services (eligible students). If your child 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 child may be in need of special education services and related programs, there are processes designed to assess the needs of the child and his/her eligibility. Upon written request, these services are available to parents at no cost. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program.

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

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. In order to qualify as a protected handicapped student the child 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 children with disabilities who are eligible for special education programs or services. If a child 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.

If you have any questions regarding Special Education services please contact Mrs. Krystal Palmer, Director of Special Education, at 717-948-3300, ext. 1007.

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 Mrs. Krystal Palmer, Director of Special Education, at 717-948-3300, ext. 1007.

TECHNOLOGY

ACCEPTABLE USE OF INTERNET, COMPUTERS & NETWORK RESOURCES

School Board Policy [815](#)

Middletown Area School District requires the appropriate use of technology as part of our instructional program. For purposes of this Policy, the term technology includes, but is not limited to, Internet access, computers, mobile devices, electronic devices, email, and desktop and online applications, whether purchased and/or provided by the District or purchased and/or provided by an individual.

This Policy pertains to all technology used in the District, including District-provided technology devices and privately-owned technology devices. All privately-owned technology devices used inside the District are subject to the requirements of this Policy. Privately-owned technology may be confiscated or searched by District personnel when the requisite reasonable belief exists in support of a search or the confiscation of technology that such usage does not comply with this Policy and other Board Policies or is necessary to protect District resources or comply with the law.

Students who have been supplied with a personal computing device for use in school and at home are permitted incidental personal use of District-provided technology so long as such use does not (1) interfere with the student's educational responsibilities, with system operations, or with other system users; or (2) directly conflict with any school or classroom policies, procedures, or rules. Further, student's incidental personal use must (1) fully comply with the terms of all Board Policies, and (2) occur outside of the student's school day. For purposes of this paragraph, a student's school day is defined as lasting from the time the student enters the school building to the time the student exits the school building following final dismissal.

Information accessed inside the District via District-provided technology, does not imply endorsement by the District. The District will use its best effort to filter and/or monitor information accessed via the Internet, but does not guarantee that all content considered inappropriate will be blocked by such systems. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The District reserves the right to monitor and log all use of technology inside the District, while making all attempts to respect the privacy rights of all users. This logging, monitoring, and review may be conducted without cause and without notice. Each user (account holder) agrees and consents to such logging, monitoring, and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, email or other network usage.

All users are expected to use technology in a safe, appropriate, and lawful manner. A listing of use prohibitions can be found in School Board Policy 815 on the District's website. Violations of the Board Policy may result in technology privileges being suspended or revoked, or other forms of disciplinary action being taken.

Users shall be responsible for damages to technology resulting from their own reckless, deliberate or willful acts. Failure by any user to follow the procedures and prohibitions defined in this Policy may result in the temporary or permanent loss of access privileges to all or some District technology, as well as the imposition of other forms of discipline. Additionally, illegal activities or use (i.e., intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The District reserves the right to remove a user account from the network to prevent unauthorized, inappropriate, illegal activity or as a disciplinary measure against a user.

The use of technology resources is a privilege, not a right.

ELECTRONIC DEVICES POLICY

School Board Policy [237](#)

- Use of electronic devices, including but not limited to, cell phones, iPods, MP3 players, radios, CD players, laser pointers, and electronic games is not permitted.
- Cell phones must be secured in lockers before the student arrives to homeroom.
- Inappropriate use or possession of electronic devices during school hours will result in confiscation for the day or further disciplinary action.

- Use of personal cameras and video recording devices are prohibited. Students may use District issued devices to record for educational purposes only and under the direction of a teacher.
 - Earbuds and headphones are to not be worn in the hallways. Use during class is left to the discretion of the teacher.
 - The District shall not be liable for loss, damage, or misuse of any electronic device brought to school by a student.
-

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 child is exempt from immunizations, he/she may be removed from school during an outbreak.

Children 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)
 - first dose 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 child 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 child 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 Parent Center on the District website. Students may carry their own cough drops.

Medication must be sent to the school nurse in its original container, accompanied by a note signed by the parent indicating the number of pills in the container and a phone number where the parent may be reached during the day. The note and the medication must be in a sealed envelope and delivered to the nurse's office upon arrival to school. The school nurse will contact the parent to confirm the quantity of pills arriving to school that day. The medication will be kept in the nurse's office. The student must go to the nurse's office to take the medication.

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 child'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 child 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

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 child 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 child 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 child should place this request in writing to Dr. Chelton Hunter, Assistant to the Superintendent, at 55 West Water Street, Middletown, PA 17057. Further information is available by contacting the school nurse.

STUDENT 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 schools are 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

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 are sent home with elementary students monthly and can also be located on Nutrislice which is accessible through the District's website .

FREE & REDUCED MEALS

Middletown Area School District participates in the National School Lunch Program and School Breakfast Program to provide free or reduced cost meals to students living in households that meet income eligibility criteria. If you believe that your household may qualify for free or reduced meals, applications are located at raiderweb.org, at any school building or at the District office. **Please note that only one application is needed per household but households are required to complete a new application each year.**

For questions or further information, please contact Mr. Tony Colemire, School Nutrition Programs Coordinator, at 717-948-3300, ext. 1012.

MEAL PAYMENT

Middletown Area School District cafeterias utilize an online meal management system. Each student is assigned a PIN (Personal Identification Number) to access their cafeteria account. Students should memorize their PIN numbers and keep them confidential. At the start of the school year, kindergartners wear a necklace to the cafeteria containing their PIN numbers until they have memorized their numbers. 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.

Payment for meals is managed by the program Schoolcafe.com. Once an account is established, parents/guardians can check balances, view student purchases and fund their child's account. Funds put into a student's account can only be used for cafeteria purposes. Parents/Guardians may fund their child's account in several ways. Cash or checks made payable to MASD 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.

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 Mr. Tony Colemire at tcolemire@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 RIDING CONDUCT

Students involved in an act of misconduct, including but not limited to any bullying behavior, that may be detrimental to the health or safety of other students, bus drivers, vehicles or people outside the vehicle, shall have their riding privilege reviewed as indicated:

- First offense: student is reported to the building principal by the bus driver.
- Second offense: riding privilege is suspended for five (5) school days.
- Third offense: riding privilege is suspended for fifteen (15) school days.
- Fourth offense: riding privilege is suspended for an indefinite period with a minimum of thirty (30) school days.
- Serious acts of misconduct may result in the immediate suspension of riding privileges for indefinite periods of time.
- Repair cost for damages caused by vandalism or misconduct shall be paid by the person(s) causing the damage.
Parents/Guardians will be held responsible for all actions of their children.

KINDERGARTEN TRANSPORTATION

The District requires a parent/guardian to accompany a kindergarten student to and from bus stops and to and from school buildings **at all times**. A parent/guardian may authorize another responsible adult to accompany, pick up or drop off a kindergarten student at a bus stop, by completing a "Responsible Adult Designation Form for a Kindergarten Student." The Transportation Department will contact the parent/guardian with an effective date for the responsible adult designation, which is generally within 48 hours after receipt. If a parent/guardian or an authorized adult is not present to meet and accompany a kindergarten student at the designated bus stop, the driver is required to return the student to his/her school building. The parent/guardian will be responsible to pick up the child at the school building. If a kindergarten student is returned to his/her school building three (3) times, transportation privileges may be suspended.

DISTRICT COMMUNICATIONS

Middletown Area School District utilizes a Mass Communication Parent Notification System which generates and sends messages within minutes. Parents/Guardians can elect to receive a phone message, text and/or email informing them of school events and important announcements. This communication tool is also utilized in the event of a school emergency or inclement weather announcement. Parents must complete the Mass Communication portion of their child's PowerSchool account in order to receive these timely messages. Weather related cancellations, closings, and delays are also announced on the District's website, Facebook and Twitter, and on local radio and TV stations.

CLOSINGS, DELAYS & EARLY DISMISSALS

Announcements concerning school closings, delayed openings or early dismissals will be communicated at raiderweb.org, through our School Messenger system, on Facebook and Twitter and on the following media outlets:

WGAL TV 8	WHP CBS 21	WHTM TV 27	WITF TV 33		
WPMT FOX 43	WINK FM 104	WCAT FM 106.7	WITF FM 89.5	WHYL AM 960	HOT 93.5

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 children. 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 children 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 in order 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 in order 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 actually 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 their child's PowerSchool account. **We cannot stress enough the importance of having updated and accurate information completed for each child in your household. It is the District's only way to contact you should an emergency arise. We greatly appreciate your cooperation as we prioritize the safety of your children.**

THREE MILE ISLAND EMERGENCY EVACUATION

In the event of an incident at the Three Mile Island Nuclear Station which would require the evacuation of the Middletown Area School District, students will be transported directly to the Governor Mifflin School District located in Shillington, PA, approximately two miles southwest of Reading. Parents will be permitted to pick up students until the evacuation at any of the Middletown Area Schools. Parents are not permitted to park or block areas designated as bus pick up zones or double park in any street or lot. Students will be released only to parents or individuals listed on emergency contact information retained by the District. No student will be released from school without authorized permission from the parent/guardian.

Students who have been transported to the Governor Mifflin School District may be picked up at the schools shown below. Each school will have a designated reception center for student pick up. After four (4) hours at Governor Mifflin School District, students who are not picked up will be transported to Blue Mountain High School in Pottsville, PA.

Middletown Area High School Dauphin County Technical School	to	Governor Mifflin Sr. High School 101 South Waverly Street Shillington, PA 19607 610-775-5089
Middletown Area Middle School	to	Governor Mifflin Middle School 130 East Lancaster Avenue Shillington, PA 19607 610-775-1465
Kunkel Elementary School	to	Governor Mifflin Intermediate School 600 Governor Drive Shillington, PA 19607 610-775-5083
Reid Elementary School	to	Governor Mifflin Intermediate School 600 Governor Drive Shillington, PA 19607 610-775-5083
Fink Elementary	to	Governor Mifflin Intermediate School 600 Governor Drive Shillington, PA 19607 610-775-5083
Seven Sorrows BVM School Jr. High students	to	Governor Mifflin Middle School 130 East Lancaster Avenue Shillington, PA 19607 610-775-1465
Seven Sorrows BVM School Elementary students	to	Governor Mifflin Intermediate School 600 Governor Drive Shillington, PA 19607 610-775-5083

All students whose parents reside in the District but are attending schools outside of the District must be picked up by their parents at the school they are attending with the exception of students attending Dauphin County Technical School who will be transported by the District to Governor Mifflin High School.

In order to ensure the safety of the children of our District, we respectfully request the cooperation of all parents/guardians.

POTASSIUM IODIDE DISTRIBUTION

The Commonwealth of Pennsylvania has made Potassium Iodide (KI) pills available free of charge to people who live, work or attend school within a ten-mile radius of a nuclear facility. KI ("kay-eye") is approved by the U.S. Food and Drug Administration for use in providing an extra layer of protection against thyroid disease, including thyroid cancer, in the event of a release of radioactive iodine. Taken at the time of or within the first few hours following a radiological release, KI will protect the thyroid gland, which is located in the front of the neck. The best protective action in a radiation emergency is evacuation.

The District annually updates the TMI Emergency Response Plan with the Dauphin County Emergency Management Agency. As part of the update the Pennsylvania Department of Health has changed their requirements on administering Potassium Iodide (KI) pills in case of a TMI radiological emergency. The new guidelines require parents to annually provide written parent/guardian permission to administer or not to administer the KI pill to their child. The Pennsylvania Department of Health determines if the KI pill should be administered during a radiological emergency.

Should such an emergency occur, the media would broadcast official recommendations from the Department of Health to the public for protective actions, including the possible use of KI. Most importantly, KI tablets shall be distributed at school should a

recommendation to take KI occur while school is in session. Distribution through the school system is being given high priority for the reason that children are much more sensitive to the ill effects of radioactive iodine than are adults. KI should NOT be taken by anyone who is allergic to iodine.

All parents must complete the KI permission form on an annual basis. This form is included with the Annual Health Survey which is completed online via the District's InfoSnap system. If you have any questions or need more information regarding the school's participation in this program, please contact Dr. Chelton Hunter, Assistant to the Superintendent, at 717-948-3300, ext. 1008.

ATHLETIC PROGRAM SPECTATOR NOTICE

All spectators are prohibited from engaging in abusive, verbal or physical conduct directed at participants, officials, other spectators or event sponsors. Spectators who violate this policy may be asked to leave the premises by the District, prohibited from attending future events, and/or may be subject to prosecution for such behavior under the Pennsylvania Crimes Code.

PARENTAL INVOLVEMENT

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

- Volunteer in your child's classroom
- Join your school's Parent/Teacher Organization
- Attend...
 - Parent-Teacher conferences
 - Open Houses
 - Book Fair Family Nights
 - Parent Workshops
 - School concerts and events

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.

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 Organizational Chart and monthly meeting minutes can be found on the District website.

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

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 his/her 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.**

DRESS & GROOMING

School Board Policy [221](#)

The School 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.

The Middletown Area School District believes that students perform at their best in classroom situations if a standard for good grooming is followed. The value of a clean and neat appearance cannot be over-stated. Well-dressed and well-groomed students are also a well-disciplined group of students. Appropriate dress is that which is not offensive and isn't a distraction to the learning environment. All students must be neat and clean in order that a healthy and educationally conducive atmosphere can be maintained.

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. Students who do not abide by the provisions of the dress code will be counseled by teachers, counselors or principals. When necessary, parents will be contacted to bring a change of clothing. To ensure a safe, healthy, and educationally conducive environment, consistent violation of this dress code may result in disciplinary action in accordance with Board policy.

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 POLICY

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 POLICY

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 of the above 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 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 Student Support 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, his/her 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 Student Support System will be the discipline/rehabilitation measures. If there is evidence of further violation, see appropriate situational category.
- 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, his/her 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.
- Referral 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, his/her locker, car and other possessions will be searched.
- parents will be notified.
- police will be notified at the discretion of the Principal or his/her 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, his/her 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.
- referral to Student Support System. 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, his/her 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.
- referral to Student Assistance Program 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, his/her 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.
- referral to Student Assistance Program 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 distributes an over-the-counter medication to another individual for use consistent with the manufacturer's intended purpose, the Principal or his/her 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

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.

NON-DISCRIMINATION IN 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.

STUDENT DISCIPLINE CODE

School Board Policy [218](#)

LEVEL I OFFENSE

- Tardy to Class/Tardy to School
- Disrupting Class (minor)
- Misuse of Hall Pass
- Motor Vehicle Violation (minor)
- Bus Behavior/Referral
- Dress Code Violation/Inappropriate Dress
- Public Display of Affection
- Insubordination (minor)
- Inappropriate or disruptive behavior
- Electronic Devices violation
- Other minor infractions of unacceptable behavior that causes a disruption of the educational process or constitutes a health and/or safety hazard

Level I Action includes one or more of the following:

- Parent/Guardian Conference
- Teacher Detention
- Reprimand
- Parent/Guardian Communication by teacher
- Letter to Parent/Guardian

Repeated misbehaviors may become a Level II offense. Teachers should exhaust Level I Actions prior to a referral to Level II. Administration reserves the right to use other consequences as necessary.

LEVEL II OFFENSE

- Continuation of unmodified Level I misbehavior
- Cutting Teacher Detention
- Insubordination
- Being in an unauthorized area
- Defiance of authority
- Class cutting
- Computer Violation (minor)
- Cheating, lying, misrepresentation
- Truancy
- Leave area without permission, failure to report to an assigned area
- Use of profanity
- Forgery
- Minor physical confrontation
- Photographic/recording devices

- Obscene gestures
- Overt disrespect (insubordination)
- Inappropriate or disruptive behavior
- Failure to follow attendance procedures
- Other infractions of more serious unacceptable behavior or any condition that causes a disruption to the educational process or constitutes a health and/or safety hazard.

Level II Action includes one or more of the following:

- Parental communication by teacher
- Parental communication by administrator
- Administrative Detention/Lunch Detention
- Referral to guidance counselor
- Parental conference
- Suspension of Parking/Driving Privilege
- Offense may warrant restitution
- In-School Suspension
- Restricted hall passes

Repeated misbehaviors may become a Level III offense. Teachers should exhaust Level II Actions prior to a referral to Level III. Administration reserves the right to use other consequences as necessary.

LEVEL III OFFENSE

- Continuation of unmodified Level II misbehavior
- Property defacement, vandalism
- Inappropriate or disruptive behavior
- Obscenity/inappropriate language
- Extortion
- Gambling
- Threat known to be false
- Disorderly Conduct
- Disrupting orderly educational procedures
- Failure to report to Detention/ISS
- Fighting/Altercation
- Sexual Harassment
- Harassment
- Smoking/Possession of Tobacco Products
- Overt disrespect to staff
- Leaving school grounds
- Major computer violation
- Stealing
- Profanity/Abusive language
- Other more serious misconduct

Level III Action includes one or more of the following:

- Administrative Detention/Lunch Detention
- In-School Suspension
- Out-of-School Suspension
- Assigned to Alternative Education Program/Placement
- Student Assistance Program referral
- Charged with a criminal offense by the police
- Revoking of Parking/Driving privilege
- Offense may warrant restitution
- Suspension from extracurricular and/or co-curricular activities
- Expulsion

Repeated misbehaviors may become a Level IV offense. Teachers should exhaust Level III Actions prior to a referral to Level IV. Administration reserves the right to use other consequences as necessary.

LEVEL IV OFFENSE

- Continuation of unmodified Level III misbehavior
- Endangering the health and safety of others
- Threats to members of staff
- Weapons
- Drug & Alcohol: Selling/distribution
- Inappropriate or disruptive behavior
- Bodily Assault
- Explosive Devices
- Creating a dangerous situation
- Arson
- Institutional Vandalism
- Terroristic threats/bomb threats
- Drug & Alcohol: Possession of Drugs/Paraphernalia
- Drug & Alcohol: Under the influence
- Other very serious misconduct and/or violations of the law

Level IV Action includes one or more of the following:

- OSS
- Assignment to Alternative Education Program/Placement
- Expulsion
- SAP referral
- Revoking of Parking/Driving
- Referral to the police
- Restitution
- Suspension from extra-curricular and/or co-curricular activities

Administration reserves the right to use other consequences as necessary.

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) he/she wishes 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 he/she believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record he/she wants 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 him/her 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 his/her 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 videotapes, audiotapes, 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 will be considered granted permissions.**

PROTECTION OF PUPIL RIGHTS

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, MATERIAL SAFETY DATA (MSDS)

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, MSD sheets, labeling, records, and non-discrimination policies. Each building has a master Material 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, Kunkel 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 notify 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.

ELECTRONIC MONITORING

School Board Policy [810.2](#) & [816](#)

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.

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 Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

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

Section 504 Coordinator:

Mrs. Krystal L. Palmer, Director of Special Education

Americans with Disabilities Act Coordinator:

Ms. Heidi L. Zula, Director of Human Resources

Title VI and Title IX Coordinator:

Dr. Lori A. Suski, Superintendent of Schools

AN EQUAL OPPORTUNITY SCHOOL DISTRICT