

2023-2024

Elementary Student Handbook

GRADES K-5



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



LYALL J. FINK ELEMENTARY SCHOOL

finkoffice@raiderweb.org

150 North Race Street

Middletown, PA 17057

PH: 717-948-3370

FX: 717-948-3409

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

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



JOHN C. KUNKEL ELEMENTARY SCHOOL

kunkeloffice@raiderweb.org

2401 Fulling Mill Road

Middletown, PA 17057

PH: 717-939-6862

FX: 717-939-3487

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

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



ROBERT G. REID ELEMENTARY SCHOOL

reidoffice@raiderweb.org

201 Oberlin Road

Middletown, PA 17057

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.

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GOVERNING DOCUMENTS

This document contains only a partial listing of rules and regulations for students. Students are also responsible for abiding by the Student Code of Conduct & District Handbook located on the "For Parents" page on raiderweb.org and all School Board Policies posted on raiderweb.org. School Board Policies and Handbooks are subject to change as policy revisions are approved throughout the school year.

SCHOOL SUPERVISION

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

INTRODUCTION

Welcome to Fink, Kunkel and Reid Elementary Schools. We strive to help your student grow academically, socially and emotionally throughout each school year. By working together as educators and parents we will support your student as they learn to become responsible young adults. Throughout this process we will hold your student personally accountable for their learning, behavior and their responsibility as a good citizen.

POWERSCHOOL & SCHOOLMESSENGER

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

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

SCHOOL VISITORS

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, hand in their name badge, and indicate their departure.

VOLUNTEERS

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. Go to our [For Parents](#) page to locate the volunteer application.

PARENT PARTNERSHIP

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

- Join PTO (Parent Teacher Organization)
- Volunteer in your student's classroom
- Attend...
 - Parent-Teacher Conferences
 - Open Houses
 - Book Fair Family Nights
 - Family Events
 - School concerts

TRANSPORTATION

School Board Policy [810](#)

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

BUS STOP AND RIDING CONDUCT

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

BUS DISCIPLINE

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

KINDERGARTEN TRANSPORTATION

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

BUS STOP/ROUTE CHANGE REQUEST

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

CAR RIDER PROCEDURES

Each elementary school has very specific directions for parents who routinely drop-off their students in the morning and pick-up their students at dismissal. Go to our [For Parents](#) page to locate the school-specific instructions.

COMMUNICATING A CHANGE IN A STUDENT’S AFTERNOON TRANSPORTATION

If there is a change in your student’s afternoon transportation, **you must notify the office by note or email before 2:00 p.m.** (see office emails on the first page of this document). When a student is going home with another student, they are not permitted to ride a bus to which they are not assigned. Parents of all students involved must send a note or email to the office in advance so the school staff is ensured that both the sending and receiving parents are aware of the change.

APPOINTMENTS

If a student needs to be excused from school for part of the day for an appointment, a note or email from a parent/guardian must be submitted to the office for prior approval. See office emails on the first page of this document. **When you arrive to pick up or return your student, please park in a visitor parking spot, not in a fire lane or bus lane.** Parents must sign their student in/out at the office. Be prepared to show your ID. This will avoid any chance that your student is picked up by an unauthorized person. A doctor/dentist excuse/note or appointment card may be requested but is not required.

ATTENDANCE

School Board Policy [204](#)

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

- On the morning a student is absent, parents/guardians must call the school before the scheduled start of the school day stating the reason for the absence. This procedure enables both the home and school to know the whereabouts of all students. If no call is received at the school, parents will receive an automated call through the SchoolMessenger system informing them that their student was marked absent for the day.
- When a student is absent from school, immediately upon their return parents/guardians must submit a signed excuse to the office via email or a written note. **If the excuse is not returned within three (3) days, the absence will be marked illegal and unexcused.** Illegal and unexcused absences lead to fines as stated in the compulsory attendance law. A doctor's certificate is required for extended absences. If a student accumulates ten days of absence, a doctor's excuse may be required for each absence thereafter. The administration reserves the right to request a doctor's note for any absence.
- Plans for any absences of an extended nature, such as an educational trip, must be approved, in advance, by the Principal.

OFFICIAL NOTICE OF ILLEGAL ABSENCE FROM SCHOOL

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

TARDINESS/LATE TO SCHOOL OR CLASS

Tardiness means a student arrives to school means a student arrives after the expected time without an appropriate pass. If a student is tardy to school for a total of 330 minutes it can be collectively counted as an illegal day of absence.

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:

- 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.
- **If more than one (1) student in a family is taking the trip, the request for all the students must be included in the request made to the building Principal of the oldest student. That Principal will coordinate the review of the request with the appropriate Principals.**
- The student has a regular pattern of attendance and shall be in good academic standing with the District.
- Educational trips may be permitted each school year and are limited to a maximum of five (5) school days.
- 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.
- Educational trips shall not be approved during the days of scheduled assessment testing such as PSSAs, Keystone Exams, course mid-terms/finals, and other assessments such as PSAT and ASVAB.
- 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.

KINDERGARTEN CURRICULUM

Kindergarten marks a year of growth and change. Kindergarten 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. Experiences provided will foster social, emotional, and intellectual growth.

TOILET TRAINING

Students should be toilet trained before they begin school. If accidents occur during the school day, parent assistance will be required to provide clean clothes and/or change soiled clothing. Toilet training progress is required for continued school participation. NOTE: If your student has a physical condition that interferes with the development of their toilet training skills, documentation must be received from a physician. The school nurse must develop a Health Care Plan before school personnel can assist with your student's toiletry needs.

GRADES 1-5 CURRICULUM

The **Grade 1-5 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.

ASSESSMENTS & GRADING

FALSIFICATION OF STUDENT RECORDS WILL BE SUBJECT TO DISCIPLINARY ACTION.

MARKING PERIODS

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

PARENT/TEACHER CONFERENCES

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

- Enable parents and teachers to meet
- Share information that will help the student at home and in school

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

REPORT CARDS FOR GRADES K-5

Students in Grades K-5 receive Standards-Based report cards which assess two main groups of skills: “Academic Progress” and “Characteristics of a Successful Learner.” Report cards are issued electronically at the end of each marking period. Questions about your student’s report card should be directed to your student’s teacher and/or school counselor.

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

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

PROMOTION & RETENTION

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 they have successfully achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments; completed the curriculum requirements, and demonstrated mastery of the required skills and knowledge to advance to the next grade level. The building Principal 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.

ELEMENTARY SCHOOL COUNSELORS

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

Services Offered:

- Guidance lessons on goal setting, work habits, career awareness, friendship, decision making, conflict resolution
- Group counseling on issues such as anger management, grief/loss, divorce, friendship, conflict resolution, self-regulation skills
- Referrals for long term counseling
- Consultations with students, parents, teachers, principal, and support agencies

- Student Assistance Program (SAP)
- Positive Behavior Interventions and Supports (PBIS) Coaches
- 504 Plan case management
- Career Readiness: Career Day, Career Awareness Programs
- Programs such as YWCA's Body Rights Program

GIFTED EDUCATION

School Board Policy [114](#)

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

SPECIAL EDUCATION

School Board Policy [113](#)

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

SPECIAL EDUCATION SUPPORT SERVICES

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

PROGRAMS FOR ELIGIBLE STUDENTS

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

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

PROTECTED HANDICAPPED STUDENTS

The Middletown Area School District provides related services or accommodations to all students identified as protected handicapped in accordance with state and federal law. These services are provided without discrimination or cost to the student or family. To qualify as a protected handicapped student, the student must be

of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and accommodations for protected handicapped students are distinct from those applicable to students with disabilities who are eligible for special education programs or services. If a student is eligible for special education, accommodations and services are provided through the development of an Individualized Educational Program (IEP) rather than through the development of a service plan under Federal Law 504 and Pennsylvania Chapter 15.

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

HEALTH SERVICES

School Board Policy [209](#)

STUDENT ILLNESS

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

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

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

MEDICAL/DENTAL EXAMS

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

MEDICATIONS

School Board Policy [210](#)

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

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

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

POSSESSION/USE OF ASTHMA INHALER & EPINEPHRINE AUTO-INJECTOR

School Board Policy [210.1](#)

Students are permitted to possess asthma inhalers and epinephrine auto-injectors and to self-administer these prescribed medications in compliance with state law and Board Policy.

AUTOMATIC EXTERNAL DEFIBRILLATOR UNITS

School Board Policy [822](#)

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

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 viewed on [Nutrislice](#).

SCHOOL CAFÉ ONLINE PAYMENT

For payment of any cafeteria items, parents/guardians may use the District’s online meal payment system called SchoolCafe. For information about SchoolCafe, please go [HERE](#).

FREE & REDUCED MEALS ELIGIBILITY

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

SUPPLIES & PERSONAL PROPERTY

An adequate supply of paper, pencils, notebooks and books is provided to meet the basic instructional needs of the pupils. Students are expected to use reasonable care in the use of school supplies and equipment. Students must

replace books that are damaged or lost. Personal property, such as games and toys, should not be brought to school unless requested by the teacher. The school is not responsible for the personal property of students. Money should not be left lying in plain sight, on, or immediately inside a desk. All toy guns, knives and weapons of any kind are prohibited.

ELECTRONIC DEVICES

School Board Policy [237](#)

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

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

SCHOOL-SPECIFIC GUIDELINES FOR ELECTRONIC DEVICES:

MASD Elementary Schools

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

Consequences for Students in All Grade Levels:

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

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

IPAD GUIDELINES & PROCEDURES

The purpose of the iPad is to provide a one-to-one learning resource to provide students with the opportunity to be successful 21st century learners. It is the District's intent that iPads be used as learning tools to assist students with their academic requirements and empower them to become organized, self-directed learners. The iPads and accessories are property of Middletown Area School District and are distributed to students for the purpose of completing schoolwork at school and home. The following guidelines apply to iPad use at school and home.

STUDENT RESPONSIBILITIES

- Students are responsible for the safety and care of their District issued iPad at all times.
- iPads will be labeled with each student's name and students are to use only the iPad to which they have been assigned.
- Students should bring their iPads to school charged at least 80% every day.
- Middle School students may not be in possession of iPads in restrooms, locker rooms, or the cafeteria during lunch period. iPads are to be secured in the student's locker when not in use during school hours.
- High School students may not be in possession of iPads in restrooms or locker rooms.
- iPads should remain in their protective cases at all times.
- Students should take care in inserting the power cable carefully into the iPad to prevent damage.
- Students should use a clean, soft lens cloth or official screen wipe to clean the screen. Do not use cleansers of any type.
- **iPads and covers should remain free of any permanent writing, drawing, stickers or labels that are not the property of MASD. Any iPads containing this type of damage will be charged a cleaning fee.**
- Students should not remove or deface any MASD iPad identification labels or serial numbers.
- Students should not lean on the iPad or place anything near the iPad that could put pressure on the screen and cause potential damage to the device.
- Students should not overtly misuse the iPad in any way.
- Students should not disassemble any part of the iPad or attempt repairs.
- Student iPads may be subject to inspection at any time and without notice.

IPAD REPAIRS

Students should immediately report technical issues to a teacher. If a District-issued iPad needs repair, students must report to the Tech Office during the times determined by the school staff. Students will be given a loaner iPad to use during the time needed to address the repair. To avoid fees, all repairs and/or missing equipment must be addressed prior to the last day of school.

IPADS LEFT AT HOME

Students are responsible for completing all work if the device is left at home. **Loaner iPads will NOT be provided if a student leaves their device at home.**

DIGITAL RESPONSIBILITY

Students are to be digitally responsible citizens by behaving safely, responsibly, and ethically in the following ways:

- Students are required to follow all District Policies, including, but not limited to, the MASD Acceptable & Safe Use Policy for Technology (#815).
- Students should recognize that being safe is more important than anything else.
- Students should keep their passwords private.
- Students should only post things they would want parents, teachers or community members to see.

- Students should report content that is potentially inappropriate.
- Students must inform an adult if anything potentially dangerous happens online.
- Students should refrain from sending mass or inappropriate emails.

IPAD APPLICATIONS (APPS)

- District installed apps must remain on the iPad at all times.
- The District may wirelessly push out apps to student iPads as deemed necessary by classroom teachers.
- Students may be instructed by teachers to download free apps from the MASD App Catalog.
- Periodic, random checks of iPads may be made to ensure that no District apps have been deleted.
- The District is not responsible for any charges incurred due to student downloads.
- School/administrative staff members have permission to review and evaluate all student installed apps. If deemed inappropriate for school, the District will require the student to remove them from the device. Inappropriate apps are any that violate District rules or policies, are not school-related, and/or not required to complete student assignments.
- If students have a personal iOS device that is set to automatically sync to the same Apple ID as the District issued iPad, it is expected that they delete inappropriate apps from their school iPad.

PHOTOS, VIDEOS & AUDIO RECORDINGS

- Students may not illegally download, install or transmit copyrighted photos, videos, audio recordings and/or text.
- All parents, students, faculty, staff and administrators have privacy rights and should not be recorded with any electronic device without their knowledge and permission.
- Students may not take, copy, post or otherwise disseminate pictures, videos and/or audio recordings of anyone without their consent.
- Personal photos, videos, and audio recordings not related to school must **NOT** be housed on the device or on District accounts such as email, Google Drive, etc.
- Violators are subject to disciplinary action including, but not limited to, loss of privileges, detention, suspension and expulsion.
- In the event that a crime may have been committed, the Middletown Area School District will contact local authorities.

NETWORK

- The District's internet content filter functions on iPads at all times; both on and off campus.
- Students should not attempt to bypass the internet filter using any technology available (proxy servers, remote desktop sharing, etc).
- Personal devices may not be connected to the District network unless authorized by the Technology Department.
- Infecting the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is a violation of the MASD Acceptable & Safe Use Policy for Technology and is strictly prohibited.
- Students are not permitted to access any digital material, computer images, website content, and similar files that violate any District rule, policy, or local, state or federal laws, statutes or regulations.
- Processing or accessing information related to hacking, altering, or bypassing network security policies is a violation of the MASD Acceptable & Safe Use Policy for Technology and is strictly prohibited.

FEE SCHEDULE

- The District-issued iPad and its accessories must be returned at the end of the school year.
- Any student who fails to return their iPad or accessories at the end of the school year will be responsible for paying the replacement cost of the items.
- Any student who returns an iPad or any accessories that are deemed unusable will be expected to pay for the

cleaning, repair, or replacement of the item(s).

- Fee Schedule:
 - USB to USBC Cable: \$20.00
 - Charger: \$20.00
 - Gr. K-3 Case: \$20.00
 - Gr. 4-12 Case: \$100.00
 - iPad - Accidental Damage: Half the cost of repair
 - iPad - Purposeful Damage: \$450.00 or cost of repair
 - iPad - Stolen (w/ Police Report): \$50.00
 - iPad - Lost (no Police Report): \$450.00
 - Cleaning Fee: \$20.00

RULES FOR STUDENTS

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

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

STUDENT DRESS CODE

School Board Policy [221](#)

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

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

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

All students must comply with the following regulations:

- Undergarments must be worn and must be completely covered by outer clothing. Off the shoulder tops are not permitted.
- Bare midriffs or torsos, mesh and see-through clothing are not permitted.
- Pajamas and slippers are not permitted.
- Hoodies are permitted, but the hoods must be lowered at all times.

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

OUTDOOR RECESS

Throughout the school day, outdoor recesses provide an opportunity for physical exercise, informal peer interaction, and a diversion from sustained classroom activities. All students are expected to participate in recess periods unless indicated otherwise by medical note. On days when weather conditions might threaten the health and well-being of students, the recess may be held indoors until a weather change is evident. The following conditions will be taken into consideration before determining if an outdoor recess is appropriate:

- Temperatures below 25 degrees or with a consideration of current wind chill factors
- Amount and type of precipitation

Recess Guidelines

- Respect is to be shown toward all adults at all times.
- All students must walk while entering, leaving, or moving through the halls.
- All students are expected to go outside at recess unless: the weather is inclement, they must stay inside because of a teacher's order, or a parent's expressed request for a valid reason such as a medical concern.
- Once a student has gone outside to the playground, they will not be permitted to reenter the building unless there is an injury or other emergency. Students should use the restroom and get drinks prior to going outside.
- Students are to wear weather-appropriate clothing and footwear. If parents send students to school wearing coats, jackets or sweaters, we assume that the parents want them to be worn. Please label items with your student's name to ensure that lost items are returned to the rightful owner.
- All trash is to be thrown in the proper containers.
- Any student who has a problem on the playground should see the person on duty first.
- All games involving the use of a ball will be directed away from the building. Balls are not to be hit, kicked or thrown toward or against the walls. Only school-owned equipment is to be used on the playground.
- No tackling, wrestling, roughhousing, play-fighting, kicking (karate or otherwise) is permitted. No lifting or carrying other students.
- Playground equipment is to be used only for the purpose and in the fashion for which it was designated, i.e. no twisting or standing on swings.
- Absolutely no throwing of foreign objects such as sticks, snowballs, stones, book bags etc. is permitted.
- Foul language will not be tolerated.
- Fighting is strictly prohibited.

BULLYING & CYBERBULLYING

School Board Policy [249](#)

The District will not tolerate acts of bullying occurring on District property, at school-sponsored activities scheduled on or off school grounds or during the time students spend traveling to and from school or school sponsored activities. Disciplinary action may be taken by the principal and include suspension from school, expulsion from school and expulsion from school-sponsored activities.

CLOSINGS, DELAYS & EARLY DISMISSALS

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

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

If parents/guardians are unable to be home at the time of an early dismissal, prior arrangements must be made with family, friends or neighbors for the care of young students. Bus riders will be taken to their regular designated bus stops. A parent or authorized designee must be present at the bus stop before a kindergarten student is released from the school bus.

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 students from school or

from another location, parents will receive a phone call, text or email based on the preferences they have indicated in SchoolMessenger. **We cannot stress enough the importance of having updated and accurate information completed for each student in your household in the SchoolMessenger section of your PowerSchool Parent Portal. It is the District's only way to contact you should an emergency arise. We strongly recommend that parents/guardians select ALL THREE communication methods, call, text and email, for both AM and PM Notifications. We greatly appreciate your cooperation as we prioritize the safety of your students.**

ASSURANCE STATEMENT

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

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

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

AN EQUAL OPPORTUNITY SCHOOL DISTRICT