

2019-2020

Student Handbook

A MESSAGE FROM THE PRINCIPAL

Middletown Area Middle School students and teachers must work together in order to continue the many fine traditions established here at Middletown. In order to attain the very high expectations we have for you as a student here, you must work hard at your studies, be organized, and conduct yourself properly at all times.

The Middle School has an excellent staff of talented teachers. Our curriculum is well researched and offers a middle school program that is considered a model for many schools in central Pennsylvania.

Thus, our middle school is recognized as an exemplary middle school by the Department of Education. We have been recognized for outstanding standardized test scores and for closing the achievement gap.



This handbook explains the basic procedures for our school. In order for you to be successful here, you will have to follow the directions outlined for you in this handbook. Many questions often asked by students are answered in the pages to follow. You should take the time to read, know, and understand its contents. It would also be wise for you to share the handbook with your parents.

The Middle School staff is proud to play a part in your academic growth and development. We look forward to an exciting and beneficial year as you experience the many fine academic and extracurricular programs of the Middletown Area Middle School.

Mr. Kevin E. Cook
Principal

MAMS PHILOSOPHY

The aim of the Middletown Area Middle School is to build upon the solid foundations of elementary school learning, while preparing the early adolescent for the increased academic challenges and decisions inherent in the senior high school program.

Since early adolescent students vary considerably in their needs, interests, and abilities, the curriculum carefully balances academic goals and other human developmental needs. The middle school curriculum focuses on basic academic content, skills, and exploratory experiences. Values and attitudes receive attention in an effort to mold productive and well-adjusted citizens. The school's promotion policy recognizes the differing degrees of physical, mental, and social maturity as well as academic achievement. Co-curricular activities also 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.

In order to achieve its fundamental tasks, the middle school program promotes an awareness of the nature of transescence, which is the state of development beginning prior to the onset of puberty and extending through the early stages of adolescence. The professional staff consists of dedicated and competent educators, each possessing warm and caring attitudes toward the early adolescent. The middle school teachers maintain positive relationships with pupils, parents, and co-workers. Through example, as well as the approved curriculum, students develop responsibility and a feeling of self-worth.

OBJECTIVES

1. To offer each middle school student a diversified curriculum emphasizing academic achievement and providing a range of experiences that will help a student identify interests and make future educational choices.
2. To make available for each student a wide range of exploratory experiences that develop individual interests and talents.
3. To enable each student to acquire an understanding and appreciation of various social, cultural, and ethnic groups.
4. To provide a flexible program that makes it possible for each student to experience some degree of success relative to academic growth and personal development.
5. To instill in each student a positive attitude toward learning while developing self-understanding and a feeling of self-worth.
6. To enable each student to acquire the knowledge, physical skills, and wholesome attitudes necessary to develop and maintain physical and emotional well-being.
7. To help each student become a responsible and contributing citizen for the school, the home, and the community.
8. To arrange for each student guidance services that include academic counseling, personal counseling and career awareness.
9. To offer students a balanced co-curricular program that includes clubs, athletic teams, music performance groups, and other special interest groups.

BUILDING ADVISORY COUNCIL

The purpose of the Building Advisory Council is to facilitate communication between the community and the school administration regarding issues related to the building. B.A.C. meetings are open to anyone who is interested in sharing concerns. The B.A.C. meets two times during the school year. Anyone interested should contact the office.

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.

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.

GENERAL OFFICE

Students are not permitted in the office during class without permission of the teacher to whom they are assigned. Students must also receive permission from their assigned teacher before going to the nurse's office.

P.T.S.O.

The Parent/Teacher/Student Organization meetings are held once a month. Any interested parents are encouraged to attend the meetings. The PTSO is a vital component of the Middletown Area Middle School program.

VISITOR POLICY

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 counselor to arrange a mutually agreed upon time. Classroom observations are limited to parents/guardians of enrolled students or persons approved by the principal.

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.

TELEPHONES

Students are not permitted to use the telephone during the school day. In emergency situations only, students must obtain permission and a

written pass to use the telephone in the general office. Students are to make social arrangements prior to coming to school. Students are not permitted to leave classes to call home or receive telephone calls during the school day. Telephones will not be available during extra-curricular activities.

School Office: 717-930-0739

School Fax: 717-944-0951

ARRIVAL & DISMISSAL

The school day begins at 7:40 a.m. and ends at 2:40 p.m. Students should enter the building by 7:30 a.m. in the morning using the office entrance only. Students who ride buses will be dismissed at 2:40 at which time they should report to the bus ramp. Students who walk home will be dismissed at 2:40. Students are to be picked up and dropped off by parents at the designated drop off. Students not involved in an activity are to go home and not linger around the building. No pupil is permitted to leave the building at any time during school hours without receiving permission from the office. Early dismissal students must sign out at the office when leaving and sign in when they return.

Anyone picking up students at dismissal time should remain in the car pick-up line. While we understand the line may be long and a bit slow, we need to maintain a safe

orderly pick-up procedure to ensure student safety. We kindly ask that you do not park your car and have your student(s) crossing traffic to meet you, this includes the main front parking lot of MAMS or at the entrance to the main parking lot of MAMS. Students being picked up should remain on the sidewalk, under the MAMS over-hang roof until their ride pulls up to the curb at dismissal. We thank you in advance for your time and consideration to this matter. As always, our main goal at MAMS is student safety.

ATTENDANCE

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. 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.

UNEXCUSED TARDIES

Students reporting to school without an excused reason will receive one (1) hour of detention for every accumulation of three (3) tardies. Serious tardy offenses could lead to additional disciplinary measures.

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, he/she 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 your child or the child under your care is illegally absent again, you 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 your child's attendance, your presence will be requested at a School Attendance Improvement Plan (SAIP) meeting. This meeting will provide you with an opportunity to work with the District to improve your child's attendance and to learn about school and community services, which are available to you.

EDUCATIONAL TRIPS

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 state 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.

WITHDRAWAL FROM SCHOOL

Any student who is going to withdraw from school should meet with a counselor in the guidance office one or two days before

moving. The student will receive a form to be used when returning books and other materials. The student should return the form near the end of his/her last day in school and receive a transfer card, immunization record, and report card to take to the new school.

STUDENT RECORDS

Parents have the right to make appointments with the guidance office to review their student's educational records. We call your attention to the fact that it is your prerogative to review and discuss the contents of this material with school personnel and its appropriateness in the student file.

GIFTED PROGRAM

The Gifted Program is a program offered to Middletown students who are identified as gifted. Individual psychological tests will be administered to those who qualify on a variety of assessment procedures to determine their eligibility.

HOMEWORK POLICY

Teachers on occasion require home study as a follow-up to classroom activities. Homework is assigned as reinforcement for

learning on specific items being taught in the classroom.

Homework is used to supplement classroom activities through preparation of special reports, independent reading assignments, and preparation of special projects. Homework can accomplish the following:

1. Provide essential practice in needed skills
2. Train pupils in good work habits
3. Enrich and extend the in-school learning experiences
4. Help students learn to budget time
5. Promote a growing sense of responsibility
6. Bring the student in contact with out-of-school educational resources

A suggested guideline for time spent on homework is one hour, seldom to exceed one and one half hours per day.

CHEATING & PLAGIARISM

Teachers are to ensure that any accusation of cheating is founded in fact. The act of cheating may be dealt with as follows:

The paper (assignment) should be graded with a zero and a comment explaining the grade should appear on the paper. The student and teacher should discuss the matter in a conference. The student will be given consideration to an alternative assignment with office discipline. The

primary objective is to communicate the seriousness of the offense and to warn of additional offenses.

Each act of cheating or plagiarism will be reported to the Administration.

Administrators will meet with students who have incurred two or more offenses.

Suspension will be given consideration for multiple acts of cheating or plagiarism within the school year.

There are times when the nature of the offense may be of such a serious nature as to warrant acceleration of the above steps. This would include such things as theft of an exam, cheating on finals or standardized tests and other such issues.

GRADING SCALE

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 and below

HONOR ROLL

Students will be named to the Distinguished Honor Roll at the end of each nine-week

grading period if they have accumulated A's in all subjects.

Students will be named to the Honor Roll at the end of each nine-week grading period if they have accumulated at least a B average in all subjects, with the exception of gifted, band, chorus, and orchestra. No grade below a B for the marking period will be permitted for a student to be named to the Honor Roll. Students named to the Honor Roll must earn all A's and B's on the report card.

Students who achieve honor roll (must earn all A's and B's on the report card) all four (4) marking periods during the school year will receive a grade level specific MAMS honor pin.

GUIDANCE

The guidance office is located on the first floor adjacent to the office. Students may use the guidance office only after receiving permission from both the counselor and their teacher - guidance passes are used for this purpose. These passes are available in the guidance office.

Counselors will help to enroll new students, and will withdraw those who move away. Eighth grade students will be helped in their selection of courses for high school. Individual students may be invited to the

office to discuss any concerns. These concerns may be of any type - about school, home or personal. Students need not wait for the invitation. They are urged to come on their own before or after school. These conversations will be in confidence unless the student wishes otherwise. Any student who wishes to see a counselor should notify the guidance secretary.

STUDENT ASSISTANCE PROGRAM

Middletown Area School District has made a commitment to the PA Department of Education to sponsor a Student Assistance Program (SAP). This intervention program identifies students having difficulty in school because of problems related to substance abuse and/or mental health problems. Students with problems are referred for professional help to outside agencies. The program is modeled after many Employee Assistance Programs currently found in private business or industry.

As part of our Student Assistance Program, we are offering a few support groups for students. Generally, the groups are designed to give students the opportunity to learn how problems in their personal lives may affect the ways in which they make decisions.

It is our hope that this group experience will enhance their ability to make positive

choices for their personal well-being and enhance school success. The group will be held during the regular school day. We will meet one period per cycle for approximately 8 weeks. Unless we hear otherwise from your parents, we will assume that you have permission to participate. Please know that we will work to provide a safe and confidential setting for students to share their concerns.

RENAISSANCE PROGRAM

The Renaissance Program is a business approach to improve academic performance based on the theory that what gets rewarded gets accomplished. Renaissance is about business and education becoming one. We are forming partnerships between business and education to bring ideas and people together to find ways for students to experience the true joys of learning and to recognize educators as dedicated and valued professionals.

Two components of the Renaissance Program include the Renaissance Raffle and the Gold Card. The Renaissance Raffle is a weekly drawing for prizes. Student eligibility is based on citizenship and/or academic performance. In addition, the Gold Card, which is awarded quarterly to eligible students, entitles students to discounts and free items at local area businesses. Eligibility

for a Renaissance Gold Card is extended to students who meet the following criteria: Honor Roll (optional); no office referrals; no “D’s” or “F’s”; no more than one unexcused tardy; no unexcused absences; extraordinary attitude/effort.

PHYSICAL EDUCATION

- Each student is expected to purchase a school issued physical education uniform.
- Students are also encouraged to have a sweatshirt or sweatpants for cold weather days (outdoor activity only).
- No jewelry is to be worn during class.
- All students are expected to be dressed in the required gym uniform each class. Chronic offenders will be referred to the office for further discipline.
- Student athletes will not be permitted to participate in extra-curricular activities any day that the student does not participate in physical education class.
- Showers will be made available to students as needed at the teacher’s discretion.
- Medical/parent medical excuses - Unless an excuse from a physician states complete rest, the student will dress each class period and he/she will be required to perform limited activities that the physician specifies.

LIBRARY SERVICES

1. Students wishing to use the Middle School library facilities must have a signed pass.
2. A quiet atmosphere must be maintained in the library at all times. Conduct deemed unsatisfactory will result in dismissal from the library.
3. The library must be kept clean at all times. Good care of furniture, materials, and books is required or library privileges will be revoked.
4. All materials on loan are to be returned on the designated due dates.
5. Students may not have book bags and jackets on their person while in the library.

HEALTH SERVICES

The Middle School will have nursing services available in the nurse’s office everyday. Students will need a pass from their teacher to visit the nurse. Home injuries or illnesses should be cared for by the family doctor, not the school nurse.

MEDICATION POLICY

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.

CAFETERIA

All schools in the Middletown Area School District serve the Type A lunch as prescribed by the Department of Education. The Middle School serves individually priced à la carte options (soup, sandwiches, salads, fruits, etc.). A salad bar is also provided for students at the cost of a regular lunch.

Free and reduced meals will be served to students who qualify. All parents/guardians who seek free or reduced meals for their

children will be required to complete an application.

The cafeteria will serve two lunches. Lunch A will be from 10:37 a.m. until 11:07 a.m. Lunch B will be from 11:20 a.m. until 11:50 a.m. Breakfast is served daily from 7:10 a.m. to 7:30 a.m.

Students purchasing lunch must enter the cafeteria using the Food Court entrance. Line jumpers or runners will be sent to the end of the line. Students will be dismissed one table at a time.

Cafeteria regulations:

- use proper table manners
- clean up after yourself
- keep hands and feet to yourself
- stand, push in chair, and wait to be dismissed

Rewards for following rules:

- Get to sit with friends
- Can eat in a relaxed atmosphere
- Will have a safe, clean area to eat

Consequences for not following the rules:

- warning
- face cafeteria wall
- removal from cafeteria
- office
- alternative assigned seating

LUNCH MONEY

If a student forgets his/her lunch money, parents may bring the money to the school office. Students with no lunch debt are permitted to borrow money, but repayment is expected the next day.

LOCKER PROCEDURES

After 7:30 a.m., students should enter the building and report directly to their assigned locker to gather their textbooks and supplies for their morning classes. Students may return to lockers at lunch time only for the exchange of books and supplies for the afternoon classes. Students are not permitted in their lockers at any other time unless issued a pass from a teacher.

School authorities may search any student's locker when they have reasonable suspicion that the 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 locker by use of drug dogs when they have a reasonable suspicion that the locker contains materials that are threatening to the health, welfare and safety of students and staff. School

officials may also conduct a general school-wide search.

BOOKBAGS

Students may bring a bookbag to school. However, they are not permitted to carry the bookbag during the school day. Permission may be granted by the principal for students with disabilities or injuries.

DRESS CODE

The Middletown Area School District believes that pupils 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. All students shall be neat and clean in order that a healthy and educationally conducive atmosphere can be maintained.

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.

Any clothing that is considered to be a distraction in the school setting is forbidden.

MAMS Dress Code

- Appropriate footwear must be worn for health and safety reasons. Bare feet, house shoes, sandals, flip-flops, slippers, and crocs are not permitted.
- Clothing that is fringed, frayed, torn, oversized, or dragging on the floor and considered unsafe is not permitted.
- Shorts may be worn to school from the first day of school through October 31 and from April 1 through the end of the school year. Short length may not be any higher than three (3) inches above the knee. Females may wear pants that are mid-calf or longer in length.
- No clothing should be worn that is too short, tight, or immodest as to be distracting to the educational environment. This includes, but is not limited to, thermal underwear as an outer garment, bare midriffs or torsos, mesh and see-through attire.
- Scrubs and attire that resembles pajamas is not permitted unless permitted by the principal.
- The length of female skirts must be no shorter than 3" above the top of the knee cap.
- Jackets, coats, parkas, heavy winter coats or any clothing considered outdoor wear

- should not be worn in school and must be secured in lockers during school hours.
- Headgear, including but not limited to, sunglasses, athletic headbands, caps, hats, bandanas, hairnets, skull caps, scarves, pre-wraps, is not permitted except for religious purposes or medical reasons without approval of the principal.
 - Clothing or accessories containing slogans, symbols, pictures, words or advertisements that are a distraction to the educational process are prohibited. This includes, but is not limited to, slogans such as tobacco, drugs, alcohol, ethnic slurs, cults, gangs, weapons, sexual references, satanic references, or double meaning slogans/symbols.
 - Inappropriate and potentially hazardous jewelry/decorations/accessories including, but not limited to, a glove or gloves, excessive rings, spiked wristbands/necklaces, heavy chains, dog collars, etc are not permitted.
 - Excessive make-up or face art should not be worn.
 - Female tank tops must meet the "three finger rule": the tank top strap must be as wide as three fingers on a student's hand. Off the shoulder tops are not permitted. Shoulder blades must be covered.
 - Males may not wear muscle shirts, tank tops or open sleeve jerseys unless worn over an appropriate garment such as an acceptable tshirt.

- Undergarments must be worn but must be completely covered by outer clothing.
- Oversized or bulky sweatshirts are not permitted.
- Pants worn below the waist (sagging garments) or extra-long pant legs (pant legs that totally cover or hide the shoes) are not permitted.
- Inappropriate accessories, dress, cosmetics, lettering across the buttock or the like which creates a substantial disruption to the educational setting
- Hairstyles or wigs that are a safety concern are not permitted.
- Writing on the body is prohibited.

SKATEBOARDS/ ROLLERBLADES

Skateboards or rollerblades are not permitted on school property. Students are not to use skateboards for transportation to school.

BICYCLES

Bicycles must be parked in the racks. Bicycles should be kept locked at all times. It is strongly suggested that students wear a bicycle helmet. Students twelve years old and younger are required by law to wear helmets.

TRANSPORTATION

The safe and efficient transportation of each and every child is the primary goal of the District. Eligibility will be based on established criteria such as distance, type of road, traffic patterns, geographical area, class sizes and any other factor contributing to the assignment of bus routes and stops.

Busing in Pennsylvania is not mandatory, although the District has extended this privilege to all eligible students living within the established boundaries of the Boroughs of Middletown, Lower Swatara Township and Royaltown. The District is committed to the equitable treatment of all eligible students.

Route Assignments

Each student for whom transportation is provided shall be assigned to a route and a stop. Students are not permitted to transfer to other stops and/or routes without prior approval. Parents/guardians must complete a “Bus Change Request Form” to request a revision in bus assignments. Requests will be reviewed by the Transportation Coordinator and granted in accordance with the following criteria:

1. The route operates to and from the student’s assigned school.
2. The route does not have to be changed or extended.

3. The stop exists on the route; a new stop is not created.
4. The load on the vehicle will not exceed the legal limits for the vehicle.
5. The change is requested for a reasonable length of time.
6. All above criteria will be suspended if reassignment is mandated by local, state or federal authorities.

Transportation to and/or from a location other than the student’s home, such as a babysitter or daycare service, will be permitted under normal circumstances. It is understood that the alternate location could result in reassignment of the student(s) to a school within that area:

1. Can be to and/or from school.
2. Must be along an existing route and stop.
3. Must be for the entire school week.
4. All pertinent information must be provided to the student’s assigned school.
5. Number of changes per school year may be limited by the District.

Electronic Monitoring

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.

Student Behavior

Each building principal has an important responsibility with respect to pupil transportation. Health and safety factors are the principal's primary concern since he/she is the first to feel the impact of any deviation. Pupil behavior while loading, riding, or unloading is the principal's responsibility since infractions are to be referred to his/her office.

Prior to Loading

1. Arrive approximately five minutes early to the assigned school bus stop
2. Stand on the side of the highway or sidewalk and in no way interfere with traffic.
3. Respect the property rights of people who reside at or near the bus stop.
4. Exercise caution in approaching bus stops.
5. Wait until the bus comes to a complete stop before attempting to enter the bus. Enter in an orderly manner.

While on the Bus

1. Observe regular classroom conduct. The bus is an extension of the school.
2. Remain seated when bus is in motion.
3. Keep head, hands, and arms inside the bus.
4. Loud talking, laughter, and confusion divert the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc., must be paid for by offender.
6. Never tamper with the bus or its equipment.
7. Keep the aisle clear.
8. Do not throw anything out of windows.
9. No animals or pets are permitted on the bus.

10. Skirmishing, fighting, melees and assaults; smoking, profanity or indecent language; and any offensive weapons are strictly forbidden.
11. Assist in keeping the bus safe and clean.
12. Be courteous to fellow students, the driver, and aides.
13. The bus driver has the same verbal authority on the bus as the teacher has in the classroom.
14. Any action construed to be sexual harassment will not be tolerated.
15. Do not eat or drink on the bus.

Unloading and Leaving the Bus

1. Wait until the bus is completely stopped.
2. Exit only at your assigned bus stop, and in an orderly manner.
3. Cross the road at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
4. Be alert to the danger signal from the driver.
5. Go directly home, or into the school.

Delays

There will be times due to adverse weather conditions and traffic delays that school buses will not arrive at their stops at the designated time. Please inform your child to wait a reasonable amount of time for the bus to arrive (approximately thirty minutes).

This also applies when waiting for your child's bus to arrive to and from school.

ATHLETIC ELIGIBILITY

Academic eligibility is crucial in order for students to compete in interscholastic sports. Student athletes in our school must be passing all but one (1) subject to be eligible. If at the end of any school week a student has a failing grade in two (2) or more subjects, the student will be suspended from participating in all extracurricular activities for one (1) week. The students will be reinstated after the suspension if he/she is passing all but one (1) subject. However, if at the end of the nine week grading period, a student fails two (2) or more subjects the student remains ineligible for fifteen (15) school days. The suspension shall begin on the date report cards are issued. This will apply to the first, second, third marking period only.

Students serving OSS or ISS are not permitted to participate in athletics.

HALL TRAFFIC

Students should move from one room to another in an orderly manner, walking on the right side of the halls. No loud talking or loitering will be permitted. In order to avoid

tardiness to class, students should report to their next class and ask that teacher for permission to go to the lavatory or get a drink. This will also avoid congestion in these areas.

HALL & LAVATORY PASSES

Lavatory passes are in each classroom. These may be used at the beginning or end of classes with the permission of the teacher.

Hall passes are to be used whenever a student wishes to leave a class. The student's destination and time leaving will be on the pass and it must be given to the receiving teacher.

STUDENT DISCIPLINE

We expect that all students will be fully engaged in school work using these outstanding learning tools and that very few, if any, discipline issues will arise. However, if any student violates any part of the above guidelines or behaves or interacts in ways that are not consistent with the Middletown Area Middle School Student Handbook, Student Code of Conduct, the MASD Acceptable Use Policy, or any other District policies, and responsible digital citizenship, disciplinary action will be taken.

Consequences include, but are not limited to, losing the use of the iPad or other technology privileges for a period of time as determined by Middletown Area Middle School administration. All work is expected to be completed during this time. Students are responsible for all class work and will be provided alternate assignments when applicable.

STUDENT RIGHTS & RESPONSIBILITIES

1. A student who commits any of the following offenses during any period in which he/she is under the supervision of the school may be subject to suspension and/or expulsion from school:
 - a. Any violation of the Middletown Area School District's substance abuse policy (Policy #227)
 - b. Possession of tobacco
 - c. Destruction or vandalism to the property of the school, another student or teacher
 - d. Theft or extortion of property, money, or valuables from students or faculty
 - e. Physical altercations, including but not limited to fighting
 - f. Carrying, storing, or concealing any object or material that could be used as a weapon

- g. Any unauthorized entry without consent in or on school district property
 - h. Any physical, demonstrative, inappropriate sexual behavior or attire including but not limited to gestures, exposure, indecent liberties, or pornography
 - i. Interference with the educational process of any student or students regardless of the educational setting
 - j. Leaving school property without the permission of the principal or his/her designee
 - k. Gambling
 - l. Excessive tardies or unexcused absences
2. A student who is charged, pleads guilty or is found guilty of any offense under the Criminal Code of the Commonwealth of Pennsylvania, whether or not the offense is committed during a time that the student is under the jurisdiction of the school may subject the student to exclusion from school or from his normal classroom routine as hereinafter set forth.
3. Exclusion from school may be affected by temporary suspension, full suspension, or expulsion in accordance with the following guidelines:
- a. **Temporary Suspension**
(in-school or out-of-school)

- i. This shall be exclusion from school for a period of one to three days.
 - ii. This shall be affected by the Principal without a hearing.
 - iii. The student shall be informed of the reasons for this suspension and given an opportunity to respond before the suspension becomes effective.
 - iv. The student shall lose all extra-curricular privileges.
- b. Full Suspension**
- i. This shall be an exclusion from school for a period of four to ten days.
 - ii. The Principal shall notify the student and student's parent or guardian of the reasons for the proposed suspension and place of the informal hearing to discuss the charges.
 - iii. At the informal hearing conducted by the Principal:
 - iv. The witnesses to the offense shall present testimony to provide information.
 - v. The student shall have a right to defend herself/himself and produce witnesses on his/her behalf.
 - vi. The Principal and/or witnesses to the student's offense shall have the right to cross-examine the student or his/her witness.

- vii. The student and the parents shall have the right to cross-examine witnesses.
 - viii. The Principal shall determine the guilt or innocence of the student after all parties have been heard.
 - ix. ix. Students on suspension are given make-up privileges for work missed. Students have one week (5 school days) to submit missed assignments to teachers. Work not handed in within one week will be graded "o".
 - x. The student shall lose all extra-curricular privileges.
- c. Expulsion**
- i. This shall mean exclusion from school for an offense for a period exceeding ten days and may be permanent expulsion from the school rolls.
 - ii. The expulsion proceedings shall be conducted in accordance with the rules of the Middletown Area School District concerning such hearings.
4. Students receiving three temporary or one full suspension during the course of the year may be taken before the Board of Education for an expulsion hearing or alternative education placement. However, in drug and/or alcohol related cases, the policy is as follows:

- a. **1st incident** - full suspension (6-10 days)
 - b. **2nd incident** - mandatory expulsion hearing
- However, in all cases the Principal will make recommendations as appropriate.
5. Drug dogs and metal scanners will be used to assist the drug and weapon free environment of our school.

DETENTION

Students who violate the following school regulations will serve one hour detention before or after school as assigned by the principal:

- 1. Gum and candy
- 2. Visiting locker without a pass (except lunchtime)
- 3. Inappropriate hall behavior such as running or shoving
- 4. Pushing, shoving, or excessive loud noise
- 5. Tardy for school or class
- 6. Leaving school grounds after arrival
- 7. Inappropriate language
- 8. Disrespectful behavior
- 9. Misconduct in the cafeteria
- 10. Public display of affection

The details on the number of detentions will be determined by the severity of the misconduct. When a serious or repeated

offense occurs, either in-school or out-of-school suspension could be assigned.

Individual grade levels also assign detention in accordance with individual team guidelines. These guidelines will be communicated to the students by their respective grade level team teachers.

CORPORAL PUNISHMENT

Corporal punishment is not an authorized disciplinary measure of Middletown Area School District. Regardless of the District policy against the use of corporal punishment, reasonable force may still 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
- 4. For the protection of persons or property

STUDENT FIGHTING POLICY

The following policy and accompanying procedures address student fighting at the Middletown Area School District.

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 under the following four levels:

LEVEL I - ALTERCATION is an argument between students with minimal physical confrontation. Depending on the severity of the altercation, students are disciplined through a) time out; b) in-school suspension; or c) up to three days out-of-school suspension.

LEVEL II - 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. The principal may at his/her discretion report the information and summon the police.

LEVEL III - 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 student will be subject to criminal prosecution.

LEVEL IV - 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.

HARASSMENT OR BULLYING

Harassment or bullying of any kind (i.e. verbal, sexual, ethnic/racial, religious etc.) will not be tolerated at the Middletown Area Middle School. If at any time a student feels like he/she is being harassed or bullied then he/she must tell a teacher, counselor or administrator immediately. Appropriate disciplinary action will be taken.

TOBACCO PRODUCTS

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.

DRUG/ALCOHOL POLICY

The fundamental object of Drug/Alcohol education is prevention. However, where there is evidence of abuse, the program must be one of intervention as well. Schools must assume part of the responsibility for helping students grow to become happy, healthy, and loving people. Students need to have a positive self-image.

It is the school's responsibility to:

1. Provide a drug education program K-12 which emphasizes lucid, fact-based information.

2. Provide the teachers with in-service programs which will enable them to be better informed about drugs and alcohol and the reasons for which students use them.

The following steps are taken if a student is suspected of use, possession or sale of drugs/alcohol:

1. The principal is notified that a violation has or may have occurred.
2. If a violation has taken place, the principal notifies the parents, the police and the Superintendent of Schools in the order stated.
3. If a violation has occurred, the student will be suspended until a satisfactory agreement can be reached by the student, parent, and principal.
4. In the event there is evidence that immediate medical help is needed, a nurse will administer first aid and call for a physician if necessary.
5. In cases where a student has been disciplined for drug/alcohol involvement, a conference including parents, school officials, and the student is suggested.

Disciplinary action is as follows:

1st Incident - Full suspension (6-10 days)

2nd Incident - Mandatory expulsion hearing

In all cases the Principal has the right to make determinations and recommendations as appropriate.

DRUG TESTING FOR STUDENT ATHLETES

The Middletown Area School District will initiate a random drug testing policy for athletes. Student athletes who are randomly selected will provide a urine sample that will determine the presence of marijuana, PCP, propoxyphene, amphetamines, cocaine, barbiturates, methaqualone, methadone, opiates, and benzodiazepine. The urine screening will be co-supervised by trained personnel from a certified laboratory and MASD administrative athletic personnel. We will observe all legal rules for chain of custody at both the collection and analysis sites (chain of custody refers to the security of handling the obtained urine sample from the point of collection to the final destination of the laboratory including identification, labeling, sealing, and testing).

The test is to be used as a deterrent rather than as a disciplinary tool. However, those who test positive will be notified by the building principal and will be required to:

1. Meet with the building principal and with his/her parents/guardian.

2. Participate in the District's Student Assistance Program and complete a drug and alcohol evaluation.
3. Comply with the drug and alcohol evaluator's recommendations. Failure to comply will result in the student being prohibited from participation in the activity.
4. Be disqualified from further participation in the activity as outlined in this policy (see Board Policy #227.3, Drug Testing for Student Athletes)

Students who voluntarily elect to participate in a rehabilitation program and successfully complete the program, including the post-reinstatement requirements set forth in the Board Policy #227.3, Drug Testing for Student Athletes, shall be eligible for early reinstatement from suspension otherwise imposed under the policy.

Students selected for testing shall be chosen by a random sampling process. A student notified that he/she has been selected for random drug testing will be transported to the designated test site. If any student refuses to submit to a urine sample for testing, the refusal will be deemed a positive test for purposes of the policy.

Prior to the initial specimen being collected or a second specimen being collected, the student will be asked to lift his/her pant legs above the sock line (not above the knee line), lift his/her shirt (not above the belly button),

and empty his/her pockets. This procedure will be monitored by two females (district administrator and/or staff person) for a female student and two males (district administrator and/or staff person) for a male student.

We will select a percentage of athletes from all teams participating during that testing season. The test will not be announced prior to the actual date of screening. Testing results will be held in strict confidence. We will continue to follow Board Policy #227.3 on Drugs and Alcohol concerning the use, possession, and distribution of illegal substances on school premises.

We thank you for your support and assistance in keeping drugs out of athletics.

POSSESSION OF WEAPONS

The Board of Education believes a school environment that is safe where students are able to pursue their course of study without fearing for their safety, and free from the threat of physical harm is essential to education.

It shall be a violation of this policy and the code of student conduct for any person to possess a weapon, as hereinafter defined, in the buildings or on the grounds of the school 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.

As used herein, the term “weapons” shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily harm.

Any professional staff member or school employee who knows or suspects that any person is in violation of this policy shall immediately notify the building principal or other person in charge of the premises, who shall immediately segregate the offender from the general school population and notify:

1. The local police
2. The Superintendent of Schools

The building principal or other person in charge may ask the student to produce the weapon and may also request permission to conduct a search for the weapon. If the student objects to or refuses to permit such search, the student shall be detained until police assistance is secured.

The Superintendent, or his/her designee, shall make an investigation of the incident which shall include at a minimum, interviewing and securing written

statements from witnesses, securing photographs of the “weapon” or otherwise preparing a complete written description of the weapon, and preparing an anecdotal record of the incident and actions in responses thereto.

Any student found in violation of this Policy shall be subject to discipline in accordance with the Board Policy on suspensions and expulsions, provided, however, that the following minimum penalties shall be imposed on any student:

The School District shall expel for a period of not less than one (1) year any student who is found to be in possession of a weapon in violation of this policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case by case basis.

1. For the first violation, suspension from school for a period of not less than five (5) days with possible expulsion.
2. For a second or subsequent violation, expulsion from school for a period which may be permanent, to be determined in accordance with District Policy on suspensions and expulsions.

ASSEMBLY POLICY (GYM & AUDITORIUM)

1. All teachers and students are required to attend assemblies unless permission is granted otherwise.
2. Students will be called by grade via the intercom to the auditorium. Students are to be quiet and orderly as they enter the auditorium and sit in the section assigned. Teachers should sit in the section with their assigned students and monitor students' seating selections.
3. Students should use good audience courtesy at all times.
 - a. Respect and attention should be given to those participating in the program.
 - b. Booing, jeering, whistling or shouting is not permitted.
 - c. Appreciation should be expressed by applause only.
 - d. No gum chewing or eating is permitted.
 - e. Students should sit properly.
4. Students should remain seated at close of program. Students will be dismissed one row at a time from the front of the auditorium to the rear.
5. No student is permitted to leave the assembly program unless an emergency occurs.
6. Students who are disruptive will be counseled by a staff member and/or administration, directed to an assigned

seat, and/or removed from the auditorium.

SCHOOL DANCE & SCHOOL ACTIVITY POLICY

1. Only Middletown Area Middle School students will be permitted to attend.
2. Doors will be closed and locked one half hour after the activity has started.
3. School rules will apply during all activities.
4. Food or beverages may not be taken into the gym.
5. Students must be in school the day of the dance in order to attend the dance.
6. Any student who breaks any of the above rules may not attend future activities for the remainder of the school year.
7. Students should make prior arrangements for transportation home from activities. Students will not be permitted to use a telephone except for emergencies.
8. Students suspended in or out of school on more than one occasion are not permitted to attend. Any student suspended on a day the dance is scheduled will not be permitted to attend the dance.

TRANSFER

Students who have successfully completed eighth grade and are being promoted to the High School will have the opportunity to participate in a Transfer ceremony at the end of their 8th grade year. The building principal may deny a student from participation in the Transfer ceremony as a disciplinary consequence imposed as part of a suspension or expulsion from school, or in response to a student's conduct that occurs on the date of the Transfer ceremony that interferes or disrupts those activities. In addition, any student who is not at attendance at the morning Transfer rehearsal may not attend the Transfer ceremony.

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. Financially the 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.

FIRE DRILL INSTRUCTIONS

All individuals who are in the building during the time of a fire drill must participate in the drill and adhere to the following procedures.

- Students are to stop work immediately.
- Students are not permitted to take books or other materials.
- All teachers should take their roll books for student inventory.
- Students are to walk rapidly with no talking, following the directions of the teacher.
- Turn off all electrical equipment including lights.
- Close all windows.
- Close all closet and access doors.
- Close classroom door after pulling magnet.
- Close all stairway doors and outside doors.
- Fire exit signs are posted in all rooms. Students should follow these directions in the event of a drill.
- Exit through the closest outside door.
- Teachers and students should stay together as a group.
- Students in physical education, cafeteria, shops, and music should assemble on the back parking lot.
- WMSS members should assemble on the back parking lot.

During inclement weather, we will walk to and assemble at Robert Reid Elementary School or Middletown Area High School.

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.

Middle School students who have been transported to the Governor Mifflin School District may be picked up at the school 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.

Governor Mifflin Middle School
130 East Lancaster Avenue
Shillington, PA 19607
610-775-1465

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.

USE OF TECHNOLOGY

The Board supports use of computers, internet and other network resources to facilitate learning, teaching and daily operations through interpersonal communication, access to information, research and collaboration. The District provides students and staff with access to District computers and internet. The Board requires all users to fully comply with Policy 815 and to immediately report violations or suspicious activities to a building principal. The District monitors online activities of students and staff and expects appropriate online behavior. Any network user who

receives threatening or unwelcome electronic communications or inadvertently accesses an inappropriate site shall report this immediately to a teacher or administrator. Students shall not reveal passwords to another individual. Users are not to use a computer that has been logged in under someone else's name. Vandalism shall result in loss of access privileges, disciplinary action and/or legal proceedings. Failure to comply with this policy or inappropriate use of the internet, District network, or computers shall result in usage restrictions, loss of access privileges, disciplinary action and/or legal proceedings.

ELECTRONIC DEVICES

Items such as cell phones, pagers, iPod's, MP3 players, CD players, laser pointers, electronic games, or electronic devices of any type are not permitted. Violation of this policy will result in confiscation of the electronic device. The device will not be returned pending a conference with the parent or guardian. Abuse of this policy could lead to further disciplinary action.

- 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.

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.
- 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.
- 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.
- 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.

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/Video/Audio

- Students may not illegally download, install or transmit copyrighted photos, videos, audio 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 or video and/or audio recordings of anyone without their consent.
- 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).
- 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.

Replacement 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 repair or replacement of the item(s).
- Damage to, or loss of, the iPad or accessories will result in a replacement fee per the schedule below:
 - ✦ Lightning to USB Cable: \$20.00
 - ✦ Charger: \$20.00
 - ✦ Case: \$20.00
 - ✦ iPad - Accidental Damage: \$50.00

- ✦ iPad - Purposeful Damage: \$450.00 or cost of repair
- ✦ iPad - Stolen (w/ Police Report): \$50.00
- ✦ iPad - Lost (no Police Report): \$450.00

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.