

2022-2023

Secondary Student Handbook

GRADES 6-12



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



MIDDLETOWN AREA MIDDLE SCHOOL

mamsoffice@raiderweb.org

215 Oberlin Road

Middletown, PA 17057

PH: 717-930-0739

FX: 717-944-0951

Office Hours: 7:00 a.m. – 3:30 p.m.

Student Hours: 7:40 a.m. – 2:40 p.m.



MIDDLETOWN AREA HIGH SCHOOL

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Middletown, PA 17057

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Office Hours: 7:00 a.m. – 3:30 p.m.

Student Hours: 7:25 a.m. – 2:30 p.m.

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GOVERNING DOCUMENTS

This Student Handbook 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 which is located on the “For Parents” page on raiderweb.org and all School Board Policies which are 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

The MAHS Administration and Staff wish to welcome all students to Middletown Area School District. This handbook contains a summation of important rules, policies, and procedures pertaining to our school. While the handbook cannot physically contain all information, it is intended to provide general guidelines. Please see an Administrator for clarification on any rule, procedure, or policy. The Principal reserves the right to amend any provision in this handbook, which they deem to be in the best interest of the educational process. The Administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties as they consider necessary. School Code and Board Policy supersede the student handbook where applicable. It is the responsibility of the student and parent to read this handbook. The doors of our schools are always open to parents. However, it is recommended that when parents want to confer with a staff member, they should contact their school to schedule an appointment.

PHILOSOPHY OF MASD SECONDARY SCHOOLS

The aim of our secondary schools is to prepare our students for life. Students should leave MASD with a diploma and a college/career plan. Merely graduating from high school is not good enough. Our students will graduate from high school with the necessary skills to access post-secondary education as well as skills for the workplace.

The professional staff consists of dedicated and competent educators, each possessing warm and caring attitudes toward the students with which they work. Staff should have high expectations while also providing high support for students as needed.

POWERSCHOOL & SCHOOLMESSENGER

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

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

MAIN 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.

MAIN OFFICE TELEPHONE

Students are not permitted to leave classes to call home or receive telephone calls during the school day unless there is a personal emergency situation. Students are to make all social arrangements prior to coming to school. Students must obtain permission and a written pass to use the telephone in the main office. The telephone may not be available during extra-curricular activities when the office is closed.

COUNSELING OFFICE

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

STUDENT RECORDS

School Board Policy [216](#)

Student records, including their grades, are available for review by parents. Parents may contact the Counseling Office to schedule an appointment to review records.

MIDDLE SCHOOL P.T.S.O.

The Parent/Teacher/Student Organization meetings are held once a month. Any interested parents and students are encouraged to attend the meetings. The PTSO is a vital component of the MAMS program.

STUDENT OBLIGATIONS & DEBTS

Student obligation/debts should be met by the end of each marking period. Failure to meet obligations may result in exclusion from extra-curricular activities until such time as all commitments have been satisfied. **In addition, final transcripts, participation in prom, diplomas and participation in graduation ceremonies will be held until such time as all commitments have been satisfied.**

WITHDRAWAL FROM SCHOOL

School Board Policy [208](#)

Any student who is withdrawing from school should meet with a counselor in the Counseling 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 their last day in school and receive a transfer card, immunization record, and report card to take to the new 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.

STUDENT EXPRESSION/DISTRIBUTION & POSTING OF MATERIALS

School Board Policy [220](#)

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

WORKING PAPERS

All students under 18 years of age, who have a part-time or full-time job, must have working papers. The application form is available in the main office of the High School. Those students receiving working papers for the first time must have a parent or guardian present to sign the form, and show proof of birth date (official birth certificate) before the working papers may be issued.

CLOSINGS, DELAYS & EARLY DISMISSALS

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

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

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

The after-school programs will continue to operate in the event of an early dismissal, but parents are asked to pick up their students within two hours after students are dismissed.

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 and indicate their departure.

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

- Arrive at your bus stop at least five minutes early.
- 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 of 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 of 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.

HIGH SCHOOL STUDENT VEHICLE REGISTRATION & PARKING

Student parking at Middletown Area High School is a privilege, not a right. Student parking privileges are conditioned upon a student agreeing to the terms and conditions outlined in the "Student Automobile Registration" document. All students who wish to park a motor vehicle on the MAHS property on a regular basis during the school year must complete this form. It will be recorded and filed in the office of the Assistant High School Principal.

The High School parking lot is subject to regular patrols by school officials and the local police department. Student-operated motor vehicles parked on the High School property are subject to random drug dog sniff

searches in the same manner as students' school lockers. Students are required to cooperate with any such searches, as needed, in order to be eligible for student parking privileges. Students will not be permitted to go to their cars during the school day without permission from the main office.

In order for students to be in good standing in regard to this agreement, they will abide by the following:

- Possess a current operator's license and have parental permission to drive to and from school.
- Will not go to or move their car during school hours, except in cases for which special permission has been granted by school administration.
- Will operate their car at all times in the interest of the safety of others and obey all traffic rules.
- Will comply with all District policies and school rules when bringing a car onto School District property.

Students who drive to school also understand that any violations of this agreement may result in suspension or revocation of their privilege as a student driver. Disregard for safety, repeated violations or gross defiance of the established rules may result in suspension or revocation of the student's parking permit and/or additional disciplinary actions.

Parents shall also sign the "Student Automobile Registration" form. By doing so they agree to all the conditions listed above as well as in the event of an evacuation due to a radiological or other emergency, their student will not be permitted to drive home unless a parent/guardian comes to the school and physically accompanies their student home.

GIFTED EDUCATION

School Board Policy 114

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

MIDDLE SCHOOL ACADEMICS

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

HIGH SCHOOL ACADEMICS

Academic opportunities in high school are broken down into three areas. The academic core prepares students for the rigor found in the PA Core and provides students the foundation needed to be post-secondary ready. Students base their elective opportunities on their interests which can better prepare them to make a decision about a path they may want to take in life. The transitional opportunities are those opportunities that crystallize students' interests and allow them to experience post-secondary or the world of work while still in high school.

GRADUATION REQUIREMENTS

The requirement for graduation is the completion of work and studies representing the instructional program assignment for grades 9-12, (which is aligned to established academic standards) and completion of the graduation project. Additionally, students in the graduating class of 2023 and beyond must meet the requirements of Act 158 as set forth by the Pennsylvania Department of Education as listed [here](#).

1. Credit/Course Requirements

Students attending Middletown Area High School must take a combination of core academic subjects and electives to complete the school's minimum credit requirements. Academic core subjects are based on basic skills needed by all students. The Career Pathway determines recommended electives (4 credits minimum). General Electives are those taken outside of their chosen pathway (2 credits minimum). Students work with their counselors, advisors and parents to develop their programs of study and schedule all classes needed for graduation. Graduates of Middletown Area High School shall demonstrate achievement through the satisfactory completion of a minimum of 22.25 credits.

English/Language Arts - 4.0 credits

Mathematics - 3.0 credits

Social Studies - 4.0 credits

Science - 3.0 credits

Physical Education/Health - 1.5 credits

Futures I & II - .75 credits

Focus Pathway Electives (in Pathway) - 4.0 credits

General Pathway - 2.0 credits

Under Chapter 14.39 of the Public School Code, credits (relating to course completion and diplomas) and any identified student who satisfactorily completes a special program developed by the Individualized Education Program team shall be granted a regular high school diploma regardless of number of established credits earned or senior project described.

Course completion and credit may be granted for independent study, state or local District assessments, correspondence courses from accredited colleges and universities, college-based courses taught at the college campus, or other educational experience deemed acceptable by an academic committee consisting of the High School Principal, School Counselor and the Superintendent or their designee. Students also have the option of requesting accelerated graduation consideration following the prescribed School Board Policy dealing with early graduation.

Course Load & Credit Requirements

- All students in grades 9-12 are required to carry at least 6.25 credits including all required course work unless otherwise approved by the Principal.
- A student will not be permitted to drop a subject without the consent of their parents and School Counselor (See Drop/Add Procedures).
- Students must be classified according to requirements adopted by the Board at the discretion of the administration.

- Students must successfully complete prerequisite courses in order to enroll in advanced courses.
- Required subjects, which are needed by students for the next highest classification, are to be given priority over elective subjects and will be scheduled first.
- Students must repeat all required subjects not previously completed with a satisfactory average. The required average to receive credit is 60%.

Drop/Add Procedures

Students are to be counseled and advised about course selection. Once a student has started the school year with a specific schedule, the following rules are in effect:

- A student will not be permitted to drop a subject without the consent of the parents, School Counselor and the teacher.
- If a student drops a class after the first five weeks of the school year, a grade of “withdraw pass” or “withdraw fail” will be listed on transcripts and report cards. This will apply to the first five weeks of spring semester if it is a spring semester course.
- Courses can be added to a student's schedule based on seating availability and prerequisites or by agreement of the instructor. Changes in and out of courses can be made within 8 school days (semester courses) or 16 school days (year-long courses). The student is responsible for work missed prior to registration of the new course at the discretion of the teacher.
- If a student drops a course, no partial credit will be given nor can the student make up the course in summer school, or through correspondence courses. No credit will be given for any course not completed.
- If a student requests that a course be dropped, a meeting will take place between the student, teacher, and counselor. Parents will be notified of the meeting. The meeting will attempt to establish the course of action, which best serves the needs of the student. If no satisfactory resolution is reached, a follow-up meeting will be held involving the parents as well as the initial participants.
- If a parent requests that a course be dropped, a meeting will be held with the parties involved to discuss the request. The final decision rests with the parents. The withdrawal form will be signed by a parent/guardian, student, teacher and counselor. This does not include changing the academic level of a course. The School/District reserves the right to place students in appropriate academic levels.

2. Pride For Life Graduation Project

The graduation project is a comprehensive, multidisciplinary program designed to help students prepare for life after graduation. Through active research, decision-making, goal setting and reflection, students will create a personal blueprint for the future.

Students will be guided by counselors, advisors and teachers through the process of investigating various career fields and related training necessary to achieve those careers. All graduating seniors must complete all items in their career portfolio, including a written Career Action Plan and presentation in order to be considered a candidate for graduation.

DAUPHIN COUNTY TECHNICAL SCHOOL

The objective of the Dauphin County Technical School is to provide areas of education on various levels for the individual who may benefit from a Vocational Technical Education Program. The school program is a three or four-year program beginning in ninth or tenth grade of which approximately fifty percent of the time is spent in vocational shops or laboratories; the remainder in general education and related trade subjects. Students can select from approximately 20 trade and technical areas.

Entrance procedures, vocational aptitude testing, and orientation of the vocational technical school are under the supervision of the Counseling Office and the Principal. The following areas will be taken into consideration in selecting and admitting students: attendance record, academic record, discipline record, test scores and recommendations. In addition, an interview will be conducted to finalize student applications. All acceptances will

be tentative until receipt of final grades and records the sponsoring home school. See dcts.org for more information.

INFORMATION FOR SENIORS

SENIOR INTERNSHIP PROGRAM

The basic purpose of the Senior Internship Program is to provide qualified seniors occupational and career exploration experiences beyond the four walls of Middletown Area High School. Students are encouraged to choose internships based on career-oriented goals and objectives.

Any senior, who enters 12th grade and is a candidate for graduation, is eligible to participate in the program. Parental consent and school approval are also required in order to qualify for the program.

Students participating in the program will receive 1/2 credit for each semester enrolled therein, but not to exceed a total of 1 credit for the school year. All participants of the program must be able to meet all employer requirements as well as the Internship Program guidelines in order to remain in the program. This includes students who are involved in extra-curricular activities.

Any student who fails more than one subject required for graduation will be placed on probation after the first marking period. That student may continue in the program until the end of the first semester. At that time any student failing more than one subject needed for graduation will be taken out of the program and brought back to school on a full-time basis. In addition, at no time may a student begin the Internship Program who has failed more than one subject from the marking period.

VALEDICTORIAN & SALUTATORIAN

The title of Valedictorian will be given to the graduating senior who has attained the highest weighted grade point average and the best cumulative class ranking beginning with the ninth grade year and extending to and including the third marking period of the senior year. The title of Salutatorian will go to the student who attained the second highest weighted grade point average. Averages will be figured to the fourth decimal point. If after, the averages were carried out to the fourth decimal place a tie still results co-valedictorians will be selected. There will be no salutatorian choice in this instance.

***Note:** Final class rank will not be determined until the end of the third marking period of a student's senior year. At this time, the final class rank will be posted on the student's official transcript.

COMMENCEMENT

Seniors must fulfill all graduation requirements prior to participating in commencement. Additionally, they must clear all debts prior to receiving their cap and gown, which is a requirement of participating in commencement. Graduating students must be on time to rehearsals. Failure to do so may result in disciplinary action and possible exclusion from participating in the commencement ceremony.

FIFTH-YEAR SENIORS

Seniors who have failed to graduate with their class may receive a diploma by fulfilling their requirements in summer school or through tutoring.

ASSESSMENTS & GRADING

FALSIFICATION OF STUDENT RECORDS WILL BE SUBJECT TO DISCIPLINARY ACTION.

GRADING SCALE

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

HOMEWORK

School Board Policy [130](#)

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

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

REPORT CARDS

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.

Parents/Guardians can view their student's real-time grades in their PowerSchool Parent Portal at any given time. Report cards are issued electronically at the end of each marking period and can also be located in PowerSchool. Questions about your student's report card should be directed to your student's teacher and/or school counselor. Parents of students in grades 6-12 who are at risk of failing a class or course for the year will be notified in writing no later than the conclusion of the third marking period.

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

MIDDLE SCHOOL 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.

HIGH SCHOOL HONOR ROLL

Distinguished Honors: A student must earn an unweighted marking period grade point average of 3.70 and must have earned grades of 90% or higher in all subjects. Distinguished Honor Roll and Honor Roll will be computed for each nine-week grading period (not for semester).

Honors: A student must earn an unweighted marking period average of 3.0-3.699 and must have earned grades 80% or higher in all subjects.

HIGH SCHOOL MID-TERMS & FINALS

Mid-term and/or final exams/projects will be given at the end of the 2nd and 4th marking periods. Mid-terms and final exams will be required in core academic courses. Students will not be required to participate in a final exam in Keystone tested areas (this is only in the case of the exam coming at the "end-of-course"). Teachers will communicate the weighting of these exams in their course syllabi. Mid-terms and final exams will be given at the teacher's discretion in non-core academic courses. Final exams in full-year courses may include content from the entire year when necessary and applicable.

Students must comply with the Finals schedule and should plan to attend school for the duration of the school day just as if it were a typical 7:15 a.m. - 2:30 p.m. school day. Exceptions to finals can be made on a case by case basis with approval from a teacher or administrator.

CHEATING & PLAGIARISM

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

- The 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, and the teacher will follow up with the parent/guardian. The primary objective is to communicate the seriousness of the offense and to warn of additional offenses.
- Each act of cheating/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/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.

SUMMER LEARNING PROGRAM

Summer Learning Program is offered to meet the remedial needs of any student who has failed a course. The types and numbers of courses vary from summer to summer. Summer Learning Program 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.

Students having a final average in a subject below 60% but not lower than 50% may gain credit by attending the Summer Learning Program. Other guidelines concerning Summer Learning Program are as follows:

- The student must have remained in the course the whole year if they wish to qualify for Summer Learning Program.
- Only two subjects may be taken in the Summer Learning Program without approval from the building Principal.

- Upon satisfactory completion of the work, the final Summer Learning Program grade will be averaged with the school year grade.
- The District will offer a variety of online summer courses as available.
- Summer Learning Program courses approved by third party providers must be approved by the building Principal.

PHYSICALLY CHALLENGED ADAPTIVE FITNESS PROGRAM

Students who submit a doctor’s note concerning a physical condition are eligible for the adaptive fitness program. Any student in need of an alternate program will meet their physical education requirements through the adaptive fitness program.

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. If a student accumulates ten days of absence, a doctor’s excuse may be requested for each absence thereafter. The administration reserves the right to request a doctor’s note for any absence.
- If a student needs to be excused from school for part of the day for an appointment, a written note from a parent/guardian must be handed in to the office for prior approval. When leaving school for an appointment, students must stop in the office to check out. Upon return from an appointment, students must check back in at the school office. A doctor/dentist excuse/note or appointment card may be requested but is not required.
- Students absent from school, or who are suspended in or out of school, are not eligible to participate in extra-curricular activities for that day.
- Teachers, in conjunction with the Administration, have the option of denying credit for a given course for any student who has accumulated 25 absences or more. The only excused absences will be school related, such as student council, music lessons, athletic contests or other approved activities. Special consideration will be given to students who are ill for an extended period of time and are unable to attend school.
- Plans for any absences of an extended nature, such as an educational trip, must be approved, in advance, by the Principal.

OFFICIAL NOTICE OF ILLEGAL ABSENCE FROM SCHOOL

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

If the parent/guardian is not convicted of a summary offense because they have taken every reasonable step to ensure the attendance of the child at school, a child thirteen years of age or older may be charged with the

summary offense. Upon conviction, the child may be sentenced to pay a fine not exceeding \$300 or be assigned to an adjudication alternative education program pursuant to 42 Pa. C.S. 1520. A child convicted of habitual truancy is subject to a 90-day suspension of their privileges by the Department of Transportation. A second conviction requires a six-month suspension period. If the child does not have a current driver's license they will be prohibited from applying for a learner's permit for 90 days (first offense) or six months (second offense) after their 16th birthday.

A student who continues to be habitually truant may be referred to the School District for services of 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 Truancy Intervention Planning Meeting. This meeting may 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.

TARDINESS

Tardiness means a student arrives to school or class 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. The following procedures will serve as a guideline to interventions and progressive consequences for cumulative late arrivals to class (subject to administrative discretion):

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

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 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.

BRING YOUR CHILD TO WORK DAY

Students requesting a day to visit their parent's/guardian's place of work must submit a Statement of Educational Expectations signed by the parent/guardian five (5) school days before the visitation is to take place. Forms may be picked up and returned at the High School Main Office. Permission will be granted as long as the student has good school attendance, satisfactory academic performance, and submits the necessary documentation within the required timeline. Requirements include:

- Submit a completed Statement of Educational Expectations before visitation
- Submit a one-page written report to the office the following school day
- Follow all attendance and educational trip procedures listed above

FARM SHOW

Students **participating** (i.e. showing or competing) in the PA Farm Show will be excused from school. A written request must be submitted by the student's parent/guardian five (5) days prior to their Farm Show participation date. A follow-up note from a parent/guardian indicating the reason for the absence from school must be submitted upon return to school.

WORKING AT ELECTION POLLS

Students will be permitted to work at polling locations as long as the student has good school attendance, satisfactory academic performance, and submits the necessary documentation within the required timeline. In addition, the student must:

- Follow all attendance and educational trip procedures listed above
- Attend an orientation meeting to receive the educational expectations of this work experience
- Submit a one-page written report to the office the following school day
- Submit a signed note from the candidate they were assisting

Students who violate any of these procedures will be charged with an illegal day.

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 (six (6) or more unlawful absences) to either a school-based or community based-attendance improvement program or the county Children and Youth Services (CYS) agency for services.

A parent of a habitually truant child under the age of 15 will be issued a citation. When a child is age 15 or older, both the parent and the child may be charged with the summary offense. Upon conviction, they may be sentenced to pay a fine not exceeding \$300 for the first offense, with court costs; 2) up to \$500 for the second offense; and 3) up to \$750 for a third and any and all subsequent offenses. A child convicted of habitual truancy

may be subject to a delay or loss of driving privileges. In addition to fines, parents and children age 15 and older may be sentenced to perform community service or be required to complete an appropriate course or program designed to improve school attendance which has been approved by the judge.

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

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

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 guidelines.

- 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.
- Shorts, skirts and dresses must be closer in length to the knee than to the hip.
- Any clothing considered outdoor wear should 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, and Family Consumer Sciences. Elementary only: flip-flops, sandals, open-toed or open-heeled shoes are not permitted.
- Headwear, including but not limited to, caps, hats, bandanas, hairnets, hoods, skull caps, is not permitted except for religious 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, satanic references, or double meaning slogans/symbols.

- Inappropriate and potentially hazardous accessories (i.e. spiked wristbands/necklaces and chains) are not permitted.

BUILDING PROCEDURES

HIGH SCHOOL HOMEROOM

When students arrive at school in the morning prior to 7:10 a.m., they should report directly to the cafeteria. At 7:10 a.m. students may go to lockers and use the lavatories and water fountains if necessary. Lavatories will be closed until 7:10 a.m. with the exception of the lavatory near the cafeteria. Wandering around the halls and loitering in the halls and lavatories is not permitted. Homeroom begins with opening exercises and early morning announcements. Students not in homeroom by 7:25 a.m. will be considered tardy to school. Students must remain in homeroom until after the announcements are over. Halls are to remain clear during this time. Students may leave homeroom after announcements but must have a pass to leave homeroom.

LOCKERS

Students will be required to use lockers in the hallway and in the locker room.

- Every student is required to have a locker assignment.
- Students are responsible for keeping their lockers clean and neat at all times.
- Students are not permitted to access another student's locker.
- Visiting lockers during the day may not be an excuse for tardiness to class.
- Lock combinations should be kept confidential and never shared.
- Vandalism to lockers is not permitted.
- Lockers should always be locked when not in use.
- Do not leave money or valuables in your locker. Lockers are not to be used as safes.
- Keep only your books and gear in your locker.
- Physical Education locker assignments cannot be changed without permission from the Physical Education Department.
- Locks in the locker rooms will be issued by the Physical Education Department and students will be charged \$5.00 for every lost lock.

HALLWAY CONDUCT

It is of utmost importance that students pass from one area of the building to another in an orderly manner using the following guidelines:

- Promptly move to your next class, taking the most direct route.
- Refrain from running.
- Keep moving; do not form groups and block traffic.
- Talk quietly.
- Consumption of food and beverage in hallways (and classrooms) is not permitted with exception of clear water bottles that contain water, and have a lid that can seal the bottle/container.
- Excessive public displays of affection will not be tolerated.
- The faculty lunchroom and lounge are off limits for students.
- Refrain from inappropriate language.
- Use of cell phones, iPads, earbuds, head phones and other electronic devices are not permitted while transitioning to class.
- During the school day, students may not carry bags such as, but not limited to, sling bags, messenger bags, gym bags, and backpacks. Small purses are permitted. The rule of thumb is if the bag can hold an iPad it is too big.

- Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have documentation from an authorized staff member.
- Students who are delayed for any reason to the extent that they are late for the following class must possess documentation from the previous teacher or school personnel who was legitimately responsible for the delay. Failure to have a proper pass will result in disciplinary action.
- **Students may be assigned hallway restriction for excessive abuse of regular passes, tardiness etc.**

TEXTBOOKS

Excessive wear and damage to textbooks is a student's responsibility and must be paid for at the end of the school year. If a student received a new textbook and loses it, it is their responsibility to pay for the textbook. Loss of a first issue textbook would require the student to pay full cost of a new textbook.

MIDDLE SCHOOL LIBRARY

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

HIGH SCHOOL STUDENT RESOURCE CENTER

The goal of the Student Resource Center (SRC) is to allow students to use information and technology effectively and efficiently for success in school, work, and their personal lives. Newspapers, magazines, fiction and non-fiction books, are available for students and faculty. Current issues of magazines are on display in the SRC for easy access. A few computers are available for student use. The SRC is open from 7:15 a.m. until 2:30 p.m. on weekdays.

Books and magazines circulate for a period of two weeks and can be renewed one time unless previously requested by another student. If materials are overdue, the student will be fined 5 cents a day for regular check-out items and 25 cents for overnight items. A copier is located in the SRC with five cents per copy fee.

Students must obtain a pass before the first bell in the morning, in order to utilize the SRC during a study hall. If a research project is assigned and a student would like to use the SRC on that same day, the subject area teacher may give the student a research pass.

CAFETERIA PROCEDURES

- No one is permitted to leave the cafeteria without a pass or permission.
- All students are required to eat meals in the cafeteria or at the student eating area in the courtyard unless prior approval has been given by a staff member.
- Students should go through the line as rapidly as possible.
- Students are not to consume or open any food products until payment is made to the cashier and they are seated.
- iPads should not be used as trays. Students should use cafeteria provided trays for their meal.
- After you have disposed of everything, return to your seat until the period ends.
- Student behavior must be aligned with the Student Code of Conduct.
- No food is to be ordered or delivered from outside services without permission from the Administration.
- When students are dismissed, they should be sure their table is clean and that chairs are pushed in against the tables before leaving.

EMERGENCY DRILLS & PROCEDURES

FIRE DRILLS

The purpose of fire drills is to ensure the efficient and safe exiting of all students and school personnel. All fire drills simulate an actual fire condition; therefore, the major emphasis is orderly evacuation under proper discipline. Each teacher will take attendance once outside. The teacher is responsible for students in their classroom. Any student missing shall be reported immediately to the Principal by the teacher.

Because fire is always unexpected, we approach all fire drills as if they were actual alarms. When the alarm sounds, follow these general rules:

1. Stop all work at once.
2. Leave the room in single file, then double file in the corridors.
3. Students, before leaving, must close all windows and turn off lights.
4. The last person leaving the room closes the door.
5. The first person at the exit doors must hold the doors until all are through and then close them.
6. Once outside, keep moving at the same rate of speed until you have reached the designated safety area.
7. No one shall re-enter the building until the recall signal is given. For fire drills occurring during the changing of classes, go to the nearest exit and proceed to the designated area of the teacher in your next class.

SEVERE WEATHER DRILLS/ALERTS

The drill/alert will be conveyed to the students and staff by the public address system. Students are to accompany the teachers to the designated safe area.

BUILDING LOCKDOWN

A direct and specific announcement will be made when an intruder or trespasser is reported to be in the building or there is a need to go into a lockdown situation. This would include when drug-sniffing dogs would be brought in. When announced, students are to remain in their classes. No hall passes shall be issued. Hallways will be checked. Any students found in the hallway should be taken into the classroom. Students will be moved to the back of the room, away from windows and door. Students are to remain as quiet as possible.

EMERGENCY COMMUNICATIONS

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

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

If an incident does NOT require parental action, information regarding the incident will usually be delivered by email only. This is considered an informational communication that is simply keeping parents informed. Since there is no action needed from the parent, the District desires to limit the number of disruptions parents receive and reserve phone calls for true emergencies. If an incident requires parental action, such as picking up children from school or from another location, parents will receive a phone call, text or email based on the preferences they have indicated in 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.**

STUDENT ASSISTANCE PROGRAM (SAP)

School Board Policy [236](#)

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

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 can be viewed on [Nutrislice](#).

SCHOOL CAFÉ ONLINE PAYMENT

For payment of 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](#).

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 EQUIPMENT

Students who borrow crutches or other medical equipment, are requested to return them promptly. Items not returned are to be paid for by the student.

HEALTH EXAMINATIONS/SCREENINGS

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.

Medication must be delivered by a parent/guardian 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.

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.

SOCIAL EVENTS

Social events are defined as those events that do not typically allow the public to attend such as, but not limited to, dances (Homecoming and Prom), Mini-THON, bonfires, etc.

- Social events are to involve MASD students only. Students who attend other schools, regardless of where they live, are not MASD students. Exceptions may be made by the building Principal in which case the guest must be approved by the Principal no less than a week in advance of the event.
- Students must be in attendance at school the day of the activity in order to attend.
- School rules will apply during all activities.
- Food or beverages are not permitted in the gym.
- Students should make prior arrangements for transportation home from activities, if needed. Students will not be permitted to use a school telephone except for emergencies.
- Students who are suspended on the day of the event will not be permitted to attend the event.

ACCEPTABLE USE OF INTERNET, COMPUTERS & NETWORK RESOURCES

School Board Policy [815](#)

The Board supports use of computers, internet and other network resources to facilitate learning, teaching and daily operations through interpersonal communication, access to information, research and collaboration. The District provides students and staff with access to 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.

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

Middletown Area Middle School

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

Middletown Area High School

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

Consequences for Students in All Grade Levels:

1. **Warnings:** students will be given three warnings before consequences begin.

2. **Violations:**

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

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

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:
 - 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
 - Cleaning Fee: \$20.00

TECH SUPPORT

Any student who is experiencing technical issues should report them to their teacher as soon as they occur. If a District-issued iPad is in need of repair, students should report to the Tech Office. Students may be given a loaner iPad to use during the time needed to address the repair. Students may also submit a tech support ticket which is located on the “For Students” webpage.

HIGH SCHOOL CLASS OFFICERS

Each grade participates in various class activities throughout the year which are planned by their Class Officers. Class Officers are elected by their peers. With the exception of the freshmen class, class elections are held in the spring unless otherwise approved by the Principal. Class Officer positions are: President (highest vote), Vice President (2nd highest vote), Secretary, Treasurer, and Historian.

Students interested in running for office must meet the following requirements to gain a position on the ballot:

- Scholastic average of 70% or better during the previous two semesters
- No more than one failing grade or course during the previous two semesters
- No suspensions from school
- Complete a petition

Petitions must be completed and returned to the main office on or before the designated deadline. Completion of a petition does not guarantee a position on the ballot, but indicates a student’s intent and willingness to run for office. In the event there is no clear winner, a run-off election will be held between the top candidates.

The following situations constitute grounds for removal from office:

- An officer misses two consecutive meetings or a total of three meetings during the year without permission

- An officer fails to fulfill the responsibilities of the position
- An officer fails to maintain academic and behavioral standards

Officer replacements, if needed, will be appointed by the remaining officers and advisors.

Freshmen and sophomore class activities consist of fundraisers. In addition to fundraisers, the Junior class plans and coordinates the Junior-Senior Prom. Senior class activities include Honor's Night, Commencement, and yearbook.

Other class activities are at the discretion of the class and its advisors with the approval of the Principal.

STUDENT DISCIPLINE

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

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

WEAPONS

School Board Policy [218.1](#)

PURPOSE

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

DEFINITIONS

- **Weapon** - the term shall include but not be limited to any gun, knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- **Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; in an automobile owned by or under the control of the student; and under the student's control while on school property, on property being used by the school, at any school function, activity or event, at any school function, activity or event held away from the school, or while the student is coming to or from school.

AUTHORITY

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

GUIDELINES

The Superintendent or designee shall immediately report incidents involving weapons 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 weapons as a victim or suspect 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.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

TRANSFER STUDENTS

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

TERRORISTIC THREATS

School Board Policy [218.2](#)

PURPOSE

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

DEFINITIONS

- **Communicate** - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.
- **Terroristic threat** - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

AUTHORITY

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district. In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Searches shall be in accordance with applicable Board policy.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

GUIDELINES

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat. The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terroristic threats 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 a terroristic threat as a victim or suspect 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.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

If a student makes a threat to another student, staff member, administrator, Board or community member, the student may be required to participate in a threat assessment to determine if the student shall be a threat to self or others. An initial screening may be performed by the school psychologist or designee. If additional assessments shall be warranted, the assessments shall be at the expense of the student's parents/guardians.

Violations may result in disciplinary action(s), up to and including expulsion, in accordance with Board policy.

STUDENT FIGHTING

School Board Policy [218.5](#)

PURPOSE

This policy addresses student fighting in the district in order to preserve the degree of order necessary for a safe

and orderly educational atmosphere.

AUTHORITY

The Board prohibits students from engagement in student fighting at any time in a school building and on any property, buses, vans and vehicles that are owned leased or controlled by the district.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all necessary steps to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

DEFINITIONS

For the purposes of this policy, student fighting shall be as follows:

- **Altercation** - shall mean an argument between students with minimal physical confrontation.
- **Fight** - shall mean when students gather, punches shall be thrown with the intent to harm and the incident has to be quelled.
- **Assault** - shall mean a student physically attacking another student, causing bodily harm or injury.
- **Assault with a weapon** - shall mean 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, tool, 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. Assault with a weapon shall be governed by applicable Board policy.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop administrative regulations to implement this policy. The building principal shall be responsible for reporting applicable incidents of student fighting to the Superintendent or designee.

GUIDELINES

The Superintendent or designee may report incidents of student fighting to local law enforcement officials. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district’s emergency preparedness plan. Violations may result in disciplinary action(s), in accordance with Board policies.

TOBACCO & VAPING PRODUCTS

School Board Policy [222](#)

SEARCHES

School Board Policy [226](#)

DRUGS AND ALCOHOL

School Board Policy [227](#)

STUDENT RIGHTS & RESPONSIBILITIES

School Board Policy [235](#)

HAZING

School Board Policy [247](#)

BULLYING & CYBERBULLYING

School Board Policy [249](#)

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

Students who have been bullied must promptly report such incidents to their teachers, building principal, or other school employees supervising school sponsored activities. Teachers who observe acts or to whom acts of bullying are reported shall take reasonable steps to intervene to stop such conduct. If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal. Parent/guardians may contact the building principal to report acts of bullying. Complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified.

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

DATING VIOLENCE

School Board Policy [252](#)

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

THREAT ASSESSMENT

School Board Policy [236.1](#)

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

EXTRA-CURRICULAR ACTIVITIES

STUDENT CODE OF CONDUCT FOR EXTRA-CURRICULAR ACTIVITIES

School Board Policy [227.2](#)

DISPLACED OR HOMELESS STUDENTS

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

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. Nicole Taylor, 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