

# 2020-2021 ELEMENTARY STUDENT HANDBOOK



Lyall J. Fink  
Elementary School

150 North Race Street  
Middletown, PA 17057  
717-948-3370 (voice)  
717-948-3409 (fax)  
raiderweb.org/fink

Office Hours: 7:30 a.m. - 4:00 p.m.  
Student Hours: 8:30 a.m. - 3:15 p.m.



John C. Kunkel  
Elementary School

2401 Fulling Mill Road  
Middletown, PA 17057  
717-939-6862 (voice)  
717-939-3487 (fax)  
raiderweb.org/kunkel

Office Hours: 8:00 a.m. - 4:30 p.m.  
Student Hours: 9:00 a.m. - 3:45 p.m.



Robert G. Reid  
Elementary School

201 Oberlin Road  
Middletown, PA 17057  
717-948-3360 (voice)  
717-702-1219 (fax)  
raiderweb.org/reid

Office Hours: 7:30 a.m. - 4:00 p.m.  
Student Hours: 8:30 a.m. - 3:15 p.m.

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

It is our goal to provide your child with a safe, nurturing and comfortable learning environment at school. We ask that you as the parent support your child's education by providing this same environment at home. It is important that you act as your child's main educator, encouraging them to read and complete their assignments. By reading to and with your child each day, you can make a major difference in their attitude towards reading and school. We hope by working together we can foster a love for reading, learning and education that will stay with your child throughout their life.



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

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

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

## ELEMENTARY CURRICULUM



## ELEMENTARY GUIDANCE

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

## SERVICES OFFERED

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



## CONFERENCES & REPORT CARDS

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

- Enable parents and teachers to meet
- Share information that will help the child at home and in school
- Permit frank, confidential discussion of the child's development
- Establish a stronger relationship between home and school

Report cards are issued four times a year. Please see the MASD calendar for scheduled marking periods and issue dates for progress reports and report cards. Parents are encouraged to contact their child's teacher and/or guidance counselor with any questions about their child's report card.

The District shall establish and maintain academic standards for each grade and monitor individual student achievement in a continuous and systematic manner.

A student shall be promoted when he/she has successfully achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments; completed the curriculum requirements, and demonstrated mastery of the required skills and knowledge to advance to the next grade level. The recommendation of the classroom teacher shall be required for promotion or retention of a student. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student. In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. In the event that a student shall be in danger of retention, a formal letter shall be sent to parents/guardians and the student well in advance. The District shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

## PROMOTION & RETENTION

## APPOINTMENTS

Children will not be excused from school except for dental and medical appointments. Please do not request that your child be excused for any other reason. Parents are urged to schedule practices and appointments for children at times that will not interfere with the school program. If a child has been excused, the parents must sign them in or out at the office. This will avoid any chance that the child is picked up by an unauthorized person.



## BULLYING

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

## PARENT PARTNERSHIP

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

Join PTO (Parent Teacher Organization) Volunteer in your child's classroom Attend...

- Parent-Teacher conferences
- Open Houses
- Book Fair Family Nights
- Parent Workshops
- School concerts and events

## DRESS CODE

The School Board has the authority to impose limitations on students' dress in school. The Board shall not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools, constitute a health or safety hazard, or shall be inconsistent with Board policy.

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

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming. Students who do not abide by the provisions of the dress code will be counseled by teachers, counselors or principals. When necessary, parents will be contacted to bring a change of clothing. To ensure a safe, healthy, and educationally conducive environment, consistent violation of this dress code may result in disciplinary action in accordance with Board policy.

## DRESS CODE GUIDELINES

- ✦ Appropriate footwear must be worn for health and safety reasons. Bare feet, flip-flops, open-toed or open-heeled shoes, shoes with built-in roller wheels, and sandals are not permitted.
- ✦ Clothing that is fringed, frayed, torn, oversized, or dragging on the floor and considered unsafe is not permitted.
- ✦ No clothing should be worn that is too short, tight, or immodest. This includes, but is not limited to, thermal underwear as an outer garment, bare midriffs or torsos, thin, mesh or see-through attire.
- ✦ Scrubs, pajamas and attire that resembles pajamas are not permitted unless approved by the principal.
- ✦ Jackets, coats, parkas, heavy winter coats or any clothing considered outdoor wear should not be worn in school and must be secured in lockers or classroom cubbies.
- ✦ Headgear, including but not limited to, sunglasses, athletic headbands, caps, hats, bandanas, hairnets, skull caps, scarves, pre-wraps, excessive hair decorations, etc, is not permitted except for religious or medical purposes upon approval from the principal.
- ✦ 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 jewelry/decorations/accessories including, but not limited to, a glove or gloves, excessive rings, spiked wristbands/necklaces, heavy chains, dog collars, etc are not permitted.
- ✦ Excessive make-up or face art should not be worn.
- ✦ Undergarments must be worn and must be completely covered by outer clothing.
- ✦ Pants worn below the waist (sagging garments) and extra-long baggy pants (pant legs that totally cover or hide the shoes) are not permitted.



## RULES FOR STUDENTS

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

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

## DISTRICT COMMUNICATIONS

Middletown Area School District utilizes a Mass Communication Parent Notification System which generates and sends messages within minutes.

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



## 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.

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.

## TRANSPORTATION

### BUS RIDING CONDUCT

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

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



### BUS ROUTE CHANGE REQUESTS

Students are NOT permitted to transfer to a different bus route and/or stop without the prior approval of the MASD Transportation Department. To request a bus route or bus stop change, a parent/guardian must submit a "Bus Route Change Request Form" to the MASD Transportation Department. A request may be made at any time during the year. Change Request Forms can be found at any District or school office or online at [raiderweb.org](http://raiderweb.org). The MASD Transportation Department will contact the requestor after the review of a change request, which will generally take effect within 48 hours after receipt of the request.

### KINDERGARTEN TRANSPORTATION

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

## HEALTH SERVICES

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

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

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

## MEDICATIONS

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 raiderweb.org under "For Parents." Students may carry their own cough drops.

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

## VOLUNTEERS

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

## FOOD SERVICES

The District understands the importance of student nutrition and partners with the food service management company, Nutrition, Inc. to provide students with well-balanced meals in accordance with the Healthy, Hunger Free Kids Act. The District also operates a breakfast program in order to accommodate the busy schedules of students and parents. Meal menus are sent home with students monthly and can also be located on the District's website.

## FREE & REDUCED MEALS

Middletown Area School District participates in the National School Lunch Program and School Breakfast Program to provide free or reduced cost meals to students living in households that meet income eligibility criteria. If you believe that your household may qualify for free or reduced meals, applications are located at raiderweb.org, at any school building or at the District office. **Please note that only one application is needed per household but households are required to complete a new application each year.** For questions or further information, please contact Mr. Tony Colemire, School Nutrition Programs Coordinator, at 717-948-3300, ext. 1012.

## MEAL PAYMENT

Middletown Area School District cafeterias utilize an online meal management system. Each student is assigned a PIN (Personal Identification Number) to access their cafeteria account. Students should memorize their PIN numbers and keep them confidential. At the start of the school year, kindergartners wear a necklace to the cafeteria containing their PIN numbers until they have memorized their numbers. Students enter their PIN on a keypad at the cashier station. The computer identifies and accesses the student's account. If there are sufficient funds in the account, the purchase is automatically deducted, eliminating the need to carry money to school every day.

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

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

## ATTENDANCE

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

On the morning a student is absent, parents/guardians must call the school before the scheduled start of the school day stating the reason for the absence. This procedure enables both the home and school to know the whereabouts of all students. If no call is received at the school, parents of elementary students will be contacted by the school secretary. Parents of secondary students will receive an automated call through the SchoolMessenger system.

When a student is absent from school, immediately upon their return parents/guardians must submit a signed excuse to the office via email or a written note. If the excuse is not returned within three (3) days, the absence will be marked illegal and unexcused. Illegal and unexcused absences lead to fines as stated in the compulsory attendance law. A doctor's certificate is required for extended absences. If a student accumulates ten (10) days of absence, a doctor's excuse will be required for each absence thereafter. The administration reserves the right to request a doctor's note for any absence.

If a student needs to be excused from school for part of the day for an appointment, a written note from a parent/guardian must be handed in to the office for prior approval. When leaving school for an appointment, students must stop in the office to check out. Upon return from an appointment, students are to check back in at the school office with a doctor's excuse.

## EDUCATIONAL TRIPS

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

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

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

## BEFORE & AFTER SCHOOL DROP-OFF & PICK-UP

For the safety and well being of your child, they will only be released to the designated person(s) at dismissal time. If there is a change in your child's dismissal routine, a note **MUST** be sent to the office. When a child is going home with another student,

notes from parents of all children involved must be sent to the office in advance so the school staff is ensured that both the sending and receiving parents are aware of the change. **All non-district vehicles are not to park in fire lanes and bus lanes.**

**For before and after school drop-off and pick-up, please follow these building-specific procedures:**

**FINK:** parents who drop-off and pick-up their child(ren) must enter the rear lobby to sign out their children.

**KUNKEL:** For drop-off, parents should follow the yellow arrows to the stopping area located at the rear school lobby. Please have your child exit from the right side of the vehicle only to eliminate the need for students to walk in between other vehicles. Parents should not exit the vehicle for any reason while in the parent drop off lane. Parents wishing to escort their child to the back lobby entrance or visit the office should follow the white arrows, park in a visitor parking space, and carefully cross the lot to the building. **For pick-up, all parents should park in a visitor parking space and enter the rear lobby doors to sign out their child.**

**REID:** Drop-off and pick-up takes place at the side of the building along Blue Raider Lane. At pick-up, parents must enter the building at this side entrance to sign out their children.

## SUPPLIES & PERSONAL PROPERTY

An adequate supply of paper, pencils, notebooks and books is provided to meet the basic instructional needs of the pupils. Students are expected to use reasonable care in the use of school supplies and equipment. Students must replace books that are damaged or lost. Personal property, such as games and toys, should not be brought to school unless requested by the teacher. The school is not responsible for the personal property of students. Money should not be left lying in plain sight, on, or immediately inside a desk. All toy guns, knives and weapons of any kind are prohibited.



## TOILET TRAINING

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

## KINDERGARTEN CURRICULUM

Kindergarten marks a year of growth and change. Kindergarten is a full day experience designed to provide students with fundamental reading, writing and math readiness skills. Emphasis is placed on the developmental areas of human growth: physical, social, emotional and intellectual. Activities are designed to progress students through a series of readiness skills at their individual pace. Experiences provided will foster social, emotional and intellectual growth. The math program utilized in kindergarten, EnVision Math Pearson Realize Edition, is also a research-based program that will spiral up to the fifth grade level using the PA Core Standards. Social studies, science, and health have been integrated throughout the curriculum to provide meaningful, concrete, learning experiences.

Kid Writing is the writing program used in kindergarten. It consists of interactive writing, journal writing and independent writing. In Kid Writing, students write the sounds they hear. For example, a student might write "luv" for "love." The teacher will model the correct spelling. Students are praised for all attempts at writing. Conventional spellings will gradually appear in their writing as the year progresses.

## KINDERGARTEN EXPECTATIONS

Upon the completion of kindergarten, children should be able to:

- ✦ Reproduce all letter sounds
- ✦ Match a picture with a beginning letter sound
- ✦ Make letter to sound and sound to letter associations
- ✦ Say words slowly to identify sounds
- ✦ Rhyme
- ✦ Know the difference between fiction/fantasy and non-fiction
- ✦ Make predictions about story outcomes
- ✦ Retell a story in sequential order
- ✦ Answer comprehension questions related to a story
- ✦ Understand story structure, i.e. characters and setting
- ✦ Understand concepts of print: author, illustrator, title, cover, top to bottom, and left to right
- ✦ Write first name, first letter capital followed by lower case letters
- ✦ Read word family words: \_at family - hat, cat, fat, bat
- ✦ Write a sentence beginning with a capital letter, ending with a punctuation mark, and using proper spacing
- ✦ Demonstrate an age appropriate attention span
- ✦ Work independently
- ✦ Follow multiple step directions
- ✦ Engage in positive social interactions
- ✦ Respect personal property and space of others
- ✦ Accept responsibility for behavior
- ✦ Complete a task within a given time frame
- ✦ Participate in group discussions and activities
- ✦ Display age appropriate fine motor skills: coloring, printing, tracing and cutting
- ✦ Count to 100 by 1s and 10s
- ✦ Count sets of objects to 20
- ✦ Name 2D and 3D shapes
- ✦ Name numbers and write numbers to 20
- ✦ Create and continue a pattern
- ✦ Create and interpret a graph
- ✦ Complete simple addition and subtraction problems using counters
- ✦ Compare and order numbers to 20
- ✦ Recognize penny, nickel, dime and quarter and value of each
- ✦ Understand measurement: length and weight
- ✦ Model one half
- ✦ Sort objects by color and shape





## OUTDOOR RECESS

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

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

### Recess Guidelines

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



**Student Handbooks only contain a partial listing of the rules and regulations for students.  
A complete list of District policies is available on the Middletown Area School District website at [raiderweb.org](http://raiderweb.org).**

## AN EQUAL OPPORTUNITY SCHOOL DISTRICT

The Middletown Area School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The following persons are responsible for coordination of the District's efforts to meet its obligation with regard to non-discrimination and can be reached at 717-948-3300.

Section 504 Coordinator: Mrs. Krystal L. Palmer, Director of Special Education  
Americans with Disabilities Act Coordinator: Ms. Heidi L. Zula, Director of Human Resources  
Title VI and Title IX Coordinator: Dr. Lori A. Suski, Superintendent of Schools