

---

Middletown Area  
High School  
Student Handbook

---

2020-2021



**RAIDER PRIDE**

**ADMINISTRATION**

Mr. Michael P. Carnes, Principal

Mr. Brett T. Myers, Assistant Principal

8/24/20



# Introduction

The Administration, Staff, and Student Council wish to welcome all students to Middletown Area High School. 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 he deems 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 he/she considers 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 Middletown Area High School are always open to parents. However, it is recommended that when parents want to confer with a staff member, they should contact the high school at 948-3333 to schedule an appointment.

**Policies of the Middletown Area School District are subject to review and revision at any time during the course of the year. Because of this, policies contained within this handbook may not be current. All decisions are governed by the most current policies, which may be accessed at the District's website, [raiderweb.org](http://raiderweb.org).**



# Mission & Assurance Statements

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 High School Philosophy**

The aim of the Middletown Area High School is to prepare our students for life. Students should leave MAHS with a diploma and a college and/or 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.

Academic opportunities in high school are broken down into three areas for our students. 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 in terms of 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.

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.

## **Equal Opportunity 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 persons are responsible for coordination of the District's efforts to meet its obligations with regard to non-discrimination.

**Section 504 Coordinator:** Mrs. Krystal Palmer, Director of Special Education

**Americans with Disabilities Act Coordinator:** Ms. Heidi Zula, Director of Human Resources

**Title VI and Title IX Coordinator:** Dr. Lori A. Suski, Superintendent of Schools



# Academics, Schedules & Attendance

## Bell Schedules

<u>Day A</u>		<u>Days B&amp;C</u>		<u>Days D&amp;E</u>	
HR	8:08-8:18am	HR	7:15-7:36am	HR	7:15-7:36am
Period 1	8:22-9:05am	Period 1	7:40-8:30am	Period 1/2	7:40-9:08am
Period 2	9:09-9:52am	Period 2	8:34-9:24am	Period 3/4	9:12-10:40am
Period 3	9:56-10:39am	Period 3	9:28-10:18am	FLEX	10:40am-12:10pm
Period 4	10:42am-12:09pm	Period 4	10:18-11:48am	Period 5/6	12:14-1:42pm
Period 5	12:13-12:56pm	Period 5	11:52am-12:42pm	Period 7	1:46-2:30pm
Period 6	1:00-1:43pm	Period 6	12:46-1:36pm	Lunch A	10:40-11:10am
Period 7	1:47-2:30pm	Period 7	1:40-2:30pm	Lunch B	11:10-11:40am
Lunch A	10:39-11:09am	Lunch A	10:18-10:48am	Lunch C	11:40am-12:10pm
Lunch B	11:09-11:39am	Lunch B	10:48-11:18am		
Lunch C	11:39am-12:09pm	Lunch C	11:18-11:48am		
<u>Day F&amp;G</u>		<u>Days H&amp;I</u>		<u>Day J (Remote Learning Day)</u>	
HR	7:10-7:35am	HR	7:10-7:30am	HR	8:00-8:10am
Period 1	7:40-8:25am	Period 1	7:35-8:15am	Period 1	8:15-8:35am
Period 2	8:30-9:15am	Period 2	8:20-9:00am	Period 2	8:40-9:00am
Period 3	9:20-10:05am	Period 3	9:35-9:45am	Period 3	9:05-9:25am
Period 4	10:10-11:50am	Period 4	9:50-10:30am	Period 4	9:30-9:50am
Period 5	11:55am-12:40pm	FLEX	10:35am-12:15pm	Period 5	9:55-10:15am
Period 6	12:45-1:30pm	Period 5	12:20-1:00pm	Period 6	10:20-10:40am
Period 7	1:35-2:30pm	Period 6	1:05-1:45pm	Period 7	10:45-11:05am
Lunch A	10:10-10:40am	Period 7	1:50-2:30pm	Lunch	11:10-11:40am
Lunch B	10:45-11:15am	Lunch A	10:35-11:05am	FLEX	11:40am-2:30pm
Lunch C	11:20-11:50am	Lunch B	11:10-11:40am		
		Lunch C	11:45am-12:15pm		

# Grading System

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

## Report Cards & Progress Reports

Report cards will not be printed and sent home in hardcopy form this school year. Parents, guardians, and students are encouraged to check the PowerSchool portal regularly for updated progress on student grades.

Teachers will provide a progress report for each student in danger of failing a course for the marking period. These reports will be issued about five weeks in the marking period. Teachers will provide information relevant to the student's difficulty with that course. Parents and students are encouraged to speak with the teacher concerning the progress report. Teachers will usually encourage students to have parents sign copies of the progress report and return the copy to school. (**Note:** during the first marking period only, a student cannot earn a grade lower than 50% provided that they have completed all assignments.) Please see the Middletown School District Calendar/Handbook to see marking period and report card dates.

**ANY FALSIFICATION OF STUDENT RECORDS WILL BE SUBJECT TO DISCIPLINARY ACTION.**

## Weighted Grades

Advanced Placement courses will receive a weight factor of 1.10. Honors courses as well as higher level academic classes will receive a weight factor of 1.05. This factor will be used to calculate cumulative GPA and class rank. (See MAHS Curriculum Guide for details of courses that have weighted grades.)

# 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.

## Mid-terms & Final Assessments

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.

## Drop/Add Procedure

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, guidance 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, tutoring, or 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.

## Academic 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), completion of the graduation project, and achievement of “proficiency” on the Keystone Exams.

### 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

\* Exceptions with administrative approval.

## Proficiency/Remediation Program

Beginning with the graduating class of 2022 students must successfully complete the required show proficiency on the Keystone Exams prior to graduation as defined by the PA Department of Education.

The remediation program is assigned to students who achieved basic or below basic in any part of the Keystone Exams. School personnel will monitor and tutor students in order to strengthen areas of concern.

Under Chapter 14.39 of the Public School Code, credits (relating to course completion and diplomas) an 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, guidance counselor and the Superintendent or his/her designee. Students also have the option of requesting accelerated graduation consideration following the prescribed School Board Policy dealing with early graduation.

## 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.

All graduating seniors must complete all items in their career portfolio, including their written Career Action Plan to be considered a candidate for 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 his/her parents and guidance counselor (See Drop/Add Procedure).

Students who withdraw from a course after the initial schedule revision period, will receive the grade they have earned in the course at that time and a notation of “withdrew passing” or “withdrew failing” added to their records. No credit will be given for that course.

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 is 60%.

A failing student must have remained in the course the entire school year if they wish to get credit in summer school. Only two (2) subjects may be taken, either in summer school or by tutoring.

Students being tutored or going to summer school must have the approval of the Principal. Before enrolling, the school or tutor must be approved by the Middletown Area School District.

Upon satisfactory completion of a failed subject, the student will receive credit for the failed course.

## Academic Eligibility - Extracurricular Activities

All students participating in extracurricular activities are required to put forth their best effort with their academic work. Poor performance in the classroom will negatively effect a student's ability to participate in extracurricular activities.

- If at the end of any school week a student is passing less than 4.0 credits or the equivalent of 4.0 credits the student will be ineligible for extracurricular activities for one calendar week. This report will be run at 3:00pm every Friday.
- If at the end of any marking period a student is passing less than 4.0 credits or the equivalent of 4.0 credits the student will be ineligible for extracurricular activities for a period of 15 school days. This report will be run on the day reports cards are issued and the suspension will begin on that same day.
- If at the end of a school year a student earns less than 4.0 credits the student will be ineligible for extracurricular activities for 15 school days starting from the first day of school. Any courses made up in summer school will count toward the total credits earned for the school year. Students who are not eligible due to not earning the minimum credits are not permitted to take part in scrimmages or games until the 15 school days suspension has been served.

## Summer School & Tutoring

Students having a final average in a subject below 60% but not lower than 50% may gain credit by attending summer school or being tutored. Other guidelines concerning summer school and tutoring are as follows:

- The student must have remained in the course the whole year if he/she wishes to qualify for summer school or tutoring.
- Only two subjects may be taken, either in summer school or by tutoring.
- Students are eligible to be tutored by teachers properly certified for each subject.
- Students being tutored must inform the Principal or guidance counselor before enrolling, since the tutor must be approved.

- Upon satisfactory completion of the work, the final grade remains the same; however, it is indicated that the student has obtained credit by successfully completing additional work.
- Students may go to summer school and pursue a course for remedial (no credit), make-up (credit), or enrichment (no credit) purposes.
- Summer School may be offered by MAHS through school approved third party providers. MAHS will offer a variety of online summer school courses as available.

## Tutoring Guidelines

Only students who have completed and failed a course are eligible for credit by tutoring. There must be extenuating circumstances that prevent the student from gaining credit through summer school.

A student must be tutored by a certified teacher, preferably from our school District but may be "approved" if currently teaching or substituting in another school District.

A student cannot be tutored by a parent or relative or by the teacher that gave them the failing grade.

The curriculum material will be strictly followed or areas of failure may be addressed, i.e. vocabulary, literature (English). Course approved by the Principal prior to tutoring contract is required.

The length of tutoring will be 60 hours for 1 credit, 30 hours for ½ credit. For every 5 hours of assigned work, there is a minimum requirement of at least 1-hour of time to spend in one-on-one situations with the teacher.

To receive credit for a course taken through tutoring, a student must receive a passing grade, have completed all assignments, and returned all borrowed educational materials.

The fee for tutoring services will be set and agreed upon by the teacher and student and or parent. This is a contracted private service between the two parties.

A copy of the Contract for Tutoring must be signed by the Principal prior to the start of tutoring.

All tutoring should be completed by the first Monday in August. Grades should be presented to the guidance counselor or Principal by the end of the first week of August.

"Tutoring Verification Form" must be completed and returned along with the final grade before credit is given for the courses.

## Correspondence Courses

These courses are self-study for credit. A student can take a course in most required subjects in grade 12 by applying to the Learning and Evaluation Center in Bloomsburg, PA. The Center will send materials to the student, and then grade them when the student completes the work and sends the grade to the home school. See your counselor for information and Principal for approval. These courses are to be taken to remediate failures, not for advanced placement.

## 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.

## 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.

**\*Please 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.

## Cheating & Plagiarism

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

The paper (assignment) should be graded with a zero and a comment explaining the grade should appear on the paper. The student and teacher should discuss the matter in a conference. The primary objective is to communicate the seriousness of the offense and to warn of additional offenses.

Each act of cheating or plagiarism will be reported to the Administration. Administrators will meet with students who have incurred two or more offenses. Suspension will be given consideration for multiple acts of cheating or plagiarism within the school year.

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

## Homeroom

When students arrive at school in the morning prior to 7:10 a.m. (8:15a.m. on a Cycle Day A), 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. (8:15a.m. on Cycle Day A) will be considered tardy to school. On Delayed Start Mondays, students will be permitted to go to their lockers at 8:05am.

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.

## Tardiness/Late to School/Class

Arriving late to school/class is unacceptable. Late to 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) w/ referral to Counselor and Home & School Visitor
15-20 Tardies	Conference with student, parent, administration, 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 extracurricular and social functions)
20+ Tardies	Alternative considerations and mandatory conference with student, parents, administration, counselor and Home & School Visitor

## Attendance

All students are encouraged to attend school daily. Punctuality is also encouraged. The following procedures will be utilized in order to promote the Middletown Area School District's philosophy of regular pupil attendance:

1. On the morning a student is absent, parents/guardians are asked to call the school offices, preferably before 9:00 a.m., stating the reason for the absence. This procedure enables both the home and school to know the whereabouts of all students. A call home will be sent via School Messenger at approximately 10:00 a.m. if a student is absent, regardless of the school being informed of an absence. This is done to ensure that parents are informed that their child is not in school. The school reserves the right to call the home if no call is received.

2. If a student is absent from school, immediately upon his/her return, he/she must present an excuse signed by a parent/guardian. Parents are reminded that a written excuse is required when students return to school after an absence. **Pennsylvania School Code states that if the excuse is not returned within three (3) days after the child's absence, the absence will be marked illegal.**

3. Students absent from school may not participate in any extracurricular and co-curricular activity that day (i.e. athletics, band, drama, etc.). A student suspended in-school may not participate until the assigned suspension is completed. Students suspended out-of-school may not participate until the return to school after the assigned suspension is completed.

4. If a student wishes 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 High School Main Office for prior approval. The note must state where the student will be going and an approximate time of their return to school. When leaving school for such an appointment, students should report to the Main Office to sign out. Upon return, a note must be handed to the High School Main Office from the dentist, doctor, or whomever the student went to see.

5. A doctor's certificate is required for extended absences and may be requested at the discretion of the Principal. Upon accumulation of 10 days of absences, a doctor's excuse will be required for each absence thereafter. However, the administration reserves the right to request a doctor's note for any absence.

6. Plans for any absences of an extended nature, such as an educational trip, must be approved, in advance, by the Principal.

7. Teachers in conjunction with the administration have the option of denying credit to any student who has accumulated 25 absences in a given course. Students with extended illness or serious problems may be granted special consideration.

### **ATTENTION PARENTS:**

## **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 is not convicted of a summary offense because he or she has 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, he/she 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 his/her 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 he/she 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.

## Delays

There will be times due to adverse weather conditions and traffic delays that school buses will not arrive at their stops at the designated time. Closings, delays and early dismissals will be broadcast on WGAL (8), WHTM (27), WHP (21), and on various local radio stations. Information is also provided by the District's SchoolMessenger system and will be posted on the MASD website. Please inform your child to wait a reasonable amount of time for the bus to arrive (approximately thirty minutes). This also applies when waiting for your child's bus to arrive to and from school.



# Physically Challenged Adaptive Fitness Program

Students in grades 9 - 12 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.

## Educational Trips

### School Board Policy [204.1](#)

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

1. A written request shall be made by the student's parent/guardian five (5) days prior to the trip. The request shall indicate the educational objectives and value of the trip.
2. The student has a regular pattern of attendance and shall be in good academic standing with the district.
3. Educational trips may be permitted each school year, limited to a maximum of five (5) school days.
4. 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.
5. 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 communicating with assigned teachers prior to the approved educational trip, in order to schedule applicable make-up assignments.

**Bring Your Daughter/Son to Work Day:** Students requesting a day to visit their parent's/guardian's place of work must hand in 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 and satisfactory academic performance, and submits the necessary documentation within the timeline above. Requirements include the following: students must: 1) complete the Statement of Educational Expectations before visitation including signed form (with name of business, and phone number) from supervisor of the job site to be visited; 2) submit a one-page written report to the office the following school day.

**Farm Show:** Students participating in the PA Farm Show will be excused from school. Students should follow the same procedures in terms of notifying the school in advance, as well as, a follow up note from a parent indicating the reason for the absence from school. Attending the PA Farm Show does count toward the Educational Trip Policy unless a student is participating in the PA Farm Show (i.e. showing or competing).

**Working at Election Polls:** Students will be permitted to work at the polls as long as they have practiced good school attendance and performed satisfactorily in all classroom subjects. In addition, students must: 1) attend an orientation meeting to receive the educational expectations of this work experience; 2) develop a one page written report to be submitted to the administration; 3) follow all attendance and education trip procedures of the school and include a signed note from candidate. Students who violate this policy will be charged with an illegal day.



# School Policies & Procedures

## Rules & Regulations

Rules and regulations are designed to help students adjust to school life. The District strives for self-discipline and respect of others. It is the intent of the Board and the Administration of the School District to maintain order and discipline in its schools while at the same time respecting the law and regulations of higher authority.

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.

## School Security & Visitors

For security purposes, all doors including the front doors leading into the main office will be locked. When visiting, enter the school through these front doors and register for a visitor's pass in the main office. No visitors will be allowed in classrooms during the school day without permission of the principal.

## 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 extracurricular 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.**

## Distribution of Literature in School

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

# Lockers

Students will be required to use their lockers in the hallway and in the locker room. Locks in the locker rooms will be issued by the Physical Education Department and students will be charged \$5.00 for every lost lock.

Students are responsible for keeping their lockers clean and neat at all times. Students are not permitted to access another student's locker. Students may visit lockers before school, during lunch, and at dismissal. Visiting lockers at other times may not be an excuse for tardiness to class. The following locker procedures will be enforced.

- Every student is required to have a locker assignment.
- ONLY LOCKS ISSUED BY THE SCHOOL ARE PERMITTED.
- Lock combinations should be kept confidential and never shared.
- Physical Education locker assignments cannot be changed without permission from the physical education department.
- 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.

# Searches

## School Board Policy 226

School officials have the authority to lawfully search students or their belongings, including lockers, desks, automobiles, electronic devices, purses, backpacks, clothing, and other possession, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is individualized or generalized reasonable suspicion, in accordance with this policy, that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material

and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, desks, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy. The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.

All requests or information related to the search of a student's locker or desk shall be directed to the applicable building principal. Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

## **Guidelines**

### Individualized Suspicion Searches

Students or their belongings, including lockers, desks, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be. Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile

telephone or other electronic device without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

#### Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers, desks or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis. In no instance shall dogs trained to detect controlled substances be permitted in the immediate vicinity of students.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

## Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched. The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

## Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles, desks or lockers shall be conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials shall be solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff shall not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

## Locker and Desk Inspections and Searches

Lockers and desks may be assigned to or otherwise made available to students as a convenience for the safe in school storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. All such lockers and desks are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers and desks at all, it is very limited. No student may place or keep in a locker or desk any substance or object that is prohibited by law, Board policy, district administrative regulations or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students shall be required to ensure that their lockers and desks do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker or desk may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker or desk contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students shall be exclusively responsible for locking assigned lockers and closing assigned desks to ensure the security of their personal belongings and entrusted school property. Students shall be permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff. Prior to an individual locker or desk search or inspection, the student to whom the locker or desk is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker or desk contains materials which pose a threat to the health, welfare or safety of the school population, student lockers or desks may be searched without prior notice to the student. The principal or a designated staff person shall be present whenever a student locker or desk is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker or desk is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

#### Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.



## Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection. The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

## Student Dress Code

The Middletown Area School District believes that pupils perform at their best in classroom situations if a standard for good grooming is followed. The value of a clean and neat appearance cannot be over-stated. In our professional judgment well-dressed and well-groomed students are also a well-disciplined group of students. **Appropriate dress is that which is not offensive.** All students must comply with the following regulations.

- Tank tops will be permitted if they meet the “three finger rule.” The tank top strap must be as wide as three fingers on a student's hand in order to be considered legal. Off the shoulder tops are not permitted. Shoulder blades must be covered. **Males** - no tank tops or open sleeve jerseys.
- All students shall be neat and clean in order that a healthy and educationally conducive atmosphere can be maintained.
- Students whose hair styles create hazards to laboratories, shops and physical education classes must provide head coverings in such classes to ensure safety.
- Excessive make-up or face art should not be worn.
- No footwear should be worn that is a hazard in the shop areas, labs, physical education areas, and in marching band (i.e. flip-flops, etc.). Appropriate foot covering must be worn for health and safety reasons.
- Clothing that is fringed, frayed, torn, or dragging on the floor and considered unsafe is not permitted. Pants and skirts may not have holes or tears above the knees that

reveal skin or undergarments. \*The school will not provide anything to cover holes on pants. Failure to comply may result in disciplinary action.

- Undergarments should not be visible. Pants must be worn at the waist.
- No slogans, pictures, words, jewelry or patches are permitted if they are a distraction to the educational process. This includes double meaning slogans/symbols, tobacco, drug and alcohol slogans/advertisements, ethnic slurs, sexual references, or satanic references, cults, gangs, weapons, etc.
- No clothing should be worn too tight, frayed, or immodest as to be distracting to the educational environment. This includes: thermal underwear as an outer garment, bare midriffs or torsos, and see-through attire. Capri pants must reach mid-calf. Clothing that resembles pajamas is not permitted. The length of female skirts must be no shorter than 3” above the top of the knee cap.
- Shorts are not permitted from November 1 to March 31, except for physical education classes (as required). Shorts should be no shorter than 3” above the top of the knee cap.
- No bare feet.
- Inappropriate and potentially hazardous jewelry (i.e. spiked wristbands/necklaces and chains) and decorations are not permitted. This includes bandannas, scarves, and other excessive hair decorations, a glove or gloves, excessive rings, etc.
- Headgear of any kind is not permitted.
- Radios, CD players, or similar items are not permitted and should be away unless exceptions are made by the Principal.
- Outside jackets and coats must be secured in the locker during school hours. Exceptions to this rule may be made by the administration.
- No parkas or heavy winter coats to be worn in class or hallways. Oversized or bulky sweatshirts are not permitted.
- While under COVID-19 restrictions, masks should be worn at all times with the exception being seated at a table to eat lunch.

Students who do not abide with the provisions of the dress code can expect to be counseled by the teachers, counselors or administrators. Consistent violation of this code may result in further action as deemed necessary. Relaxation of the student dress code will be at the discretion of the school officials. Those students who are deemed inappropriately dressed may be sent home to change, provided with an appropriate

garment (i.e. shirt) by building administration, and/or disciplined for repeated or flagrant violations.

# Technology- 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 shall 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. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits possession and use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time. 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.

### Electronic Images and Photographs

The Board prohibits 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. 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.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism 5. of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

## Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy. The Superintendent or designee shall develop administrative regulations to implement this policy.

## Guidelines

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.

## Exceptions

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).[8]
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:

- Student is a member of a volunteer fire company, ambulance or rescue squad.
- Student has a need due to the medical condition of an immediate family member.
- Other reasons as determined by the Principal.

Students are permitted to use their electronic devices during the school day if permitted by a staff member. Use of an electronic device in the classroom will be determined by the teacher as a class rule.

# Hall Conduct

It is of utmost importance that students pass from one area of the building to another in as orderly manner as possible.

- Keep to the right in hallways and stairways.
- Refrain from running.
- Keep moving. Do not form in groups and block traffic.
- If you must talk, do so quietly.
- Promptly move to your next class, taking the most direct route.
- 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.
- Public displays of affection will not be tolerated (kissing, hugging, hand holding, touching of any kind, etc.).
- The faculty lunchroom and lounge are for teacher use only. Students are not permitted.
- Refrain from inappropriate language.
- No cell phones, iPods, or other electronic devices, unless they are school issued or approved.
- Students may not carry book bags, backpacks or purses during the school day. The rule of thumb is if the bag holds an iPad it is too big.
- Students may go to their locker in between classes, but this is not an excuse to be tardy to classes.
- 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.
- While under the restrictions of COVID everyone should move from class to class and lunch with a purpose paying particular attention to not congregating and maintain social distancing as able.

**Students may be assigned restricted passes for excessive abuse of regular passes, tardiness, etc.** Each teacher will use his/her good judgment in issuing lavatory passes throughout the day. This means the request may be denied.

## Lunch Regulations

1. Students may go to your lockers before and after lunch.
2. No one will be permitted to leave the cafeteria without a pass or permission.
3. All students should enter the cafeteria via the hallway by the FCS room. Students will then be dismissed through the main corridor.
4. All students are required to eat lunch in the cafeteria or at the student eating area in the courtyard. Students may bring lunch from home or purchase it at school.
5. While under the restrictions of COVID-19, students should not move chairs from their position so as to maintain proper distancing while eating.
6. iPads should not be used as trays. Students should use cafeteria provided trays for their lunch.
7. There should be no more than six (6) chairs at each table in the cafeteria. Chairs should not block the walkways. Under COVID-19 restrictions, this number is less with 1-3 seats per table properly distanced (checkmarks on the table indicate areas where chairs should be in relationship to the table).
8. Students are expected to help maintain the cleanliness of the cafeteria.
9. Go through the line as rapidly as possible. Do not consume or open any food products until payment is made to the cashier and you are seated.
10. When students enter the cafeteria they should be seated immediately.
11. When students have finished eating, leave the table and abide by the following procedures:
  - After you have disposed of everything, return to your seat until your lunch period ends.
  - Before you leave the table, be sure that any spillage is wiped up and that the chairs are pushed in against the tables.
  - While under COVID-19 restrictions, students should put their mask on when they are finished eating.

12. Good manners are a must for any successful lunch program. Be polite at all times, careful of your food, and avoid any unnecessary loud talking and laughter. Disruptive behavior may result in assigned seating for student offenders and/or other disciplinary consequences.
13. You must have a pass with teacher permission to leave the cafeteria to visit any classroom or other destinations during lunch.
14. Meal prices:  
Breakfast - \$1.00                  Regular Lunch - \$2.65                  Tier Lunch - \$3.15
15. No food is to be ordered or delivered from outside services without permission from the administration.

## 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 child will not be permitted to drive home unless a parent or guardian comes to the school and physically accompanies their child home.

## Personal & School Property

Students are responsible for all school equipment and materials issued to them by the school. If any of the items are lost, stolen and/or damaged, the student to whom they were issued must pay for them.

### 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.

### iPads

It is the intention and expectation of the Middletown Area School District that the iPads are issued for educational purposes and will be used as an educational tool.

iPads will be distributed and assigned to individual students in class during the rollout period. iPads will be labeled and each student will be assigned to an iPad. Students are to use only the iPad to which they have been assigned. Students are responsible for the safety and care of their iPad at all times.

At the end of the school year, the iPad, power adaptor, power cord and the District-issued cover should all be returned. Failure to return these items will result in a debt on the student's account. Damage to these items will also result in a debt to repair or

replace the item (this includes writing or artwork on the iPad cover that results in the inability to reuse the cover).

It is the responsibility of the student to:

- Use their device as a learning tool.
- Use the iPad cover to protect the device.
- Not remove any MASD stickers or labels. Do not place any stickers or labels on the device, or write or draw on the device/case.
- Charge their device to at least 80% for the beginning of each school day.
- Bring their device to school every day. Loaner iPads will not be provided to students who forget it at home.
- Lock the iPad in a locker when it is not in their possession.
- Care for the device and prevent any damage by not leaning or placing anything on top of or inside the iPad.
- Carefully insert and remove the power cord.
- Use a clean, soft lens cloth or official screen wipe to clean the screen.

The District's Internet content filter will function on all iPads used within and outside the District. Students will not attempt to bypass the filters using any technology available (proxy servers, remote desktop sharing, etc.). Any virus or program brought into the network that is designed to damage, alter, destroy, or provide access to unauthorized data or information is a violation of the District's Acceptable Use Policy and is strictly prohibited. Students are also prohibited from processing or accessing information on school property related to hacking, altering, or bypassing network security. Students should not bring on school property any digital material, computer images, website content, or similar files that violate any District rule, policy, Code of Conduct, or local, state, or federal laws, statutes, or regulations.

Everyone in the District including, but not limited to parents, students, faculty, staff, and administrators hold an expectation of privacy that their communications will not be recorded with any electronic device without their knowledge and permission. Violators of the following rules will result in disciplinary action. Students may not:

- Record or take photographs, audio, or video recordings of anyone without their explicit permission.
- Illegally install or transmit copy-written photos, videos, audio, and/or text.

- Send mass or inappropriate emails.
- Download inappropriate apps such as those that involve adult related content, gambling, violence, etc.

District installed apps must remain on the iPad at all times. The District may wirelessly push out apps to student iPads as deemed necessary for school work by classroom teachers.

The District reserves the right to do random, periodic checks of the iPads to make sure no District apps have been deleted and that no inappropriate apps have been downloaded.

With use of this technology, the District expects students to be responsible digital citizens at all times. We expect students to behave safely, responsibly and ethically in the digital world. Students will practice good digital citizenship by:

- keeping their passwords private.
- posting only things they would want parents, teachers, and/or the community to see.
- agreeing to flag and report content that is potentially inappropriate.
- confiding in an adult if anything potentially dangerous happens online.
- recognize that being safe is more important than anything else.

Any student that is experiencing technical issues should report them to their teacher immediately when they occur. If a District-issued iPad is in need of repair, students should report to the tech office (Room 222). Students may be given a loaner iPad to use during the time needed to address the repair. The tech office will be open daily from 7:15 a.m. - 7:45 a.m. and 2:00 p.m. - 2:30 p.m.

## Zero Tolerance to School Violence

Dauphin County Juvenile Court Policy on Zero Tolerance to School Violence requires any incident of violence or threats of violence made by students against teachers or employees to be reported immediately to the police. The offending students will be charged with, and prosecuted for, aggravated assault, a felony offense. In cases involving threats, a misdemeanor charge of terroristic threats would be cited. The same procedure would be followed for incidents of student against student violence.

Building administrators will work in conjunction with local police officials for all incidents regarding alleged violence in the schools. In addition, the Public School Code of Pennsylvania currently mandates that all school Districts in the Commonwealth report acts of violence and weapons possession to the Department of Education.

## Student Fighting

### School Board Policy [218.3](#)

In order to preserve the degree of order necessary for a safe and orderly educational atmosphere, students will not be permitted to fight. This policy applies to student conduct that occurs on school property and from the time a student leaves home for school, until the student arrives home after school dismissal. Fighting is classified as follows:

**Altercation** is an argument between students with minimal physical confrontation. The principal may at his/her discretion report the information and summon the police. Depending on the severity of the altercation, students are disciplined through:

1. Time out
2. In-School Suspension
3. Up to three (3) days out-of-school suspension
4. For second or subsequent violations of the policy, out-of-school suspension or possible expulsion

**Fighting** is when students gather, punches are thrown with the intent to harm, and the incident has to be quelled. Students are disciplined through an out-of-school suspension up to ten (10) days with possible expulsion. The Principal may at his/her discretion, report the information and summon the police. The Superintendent will be notified of the incident.

**Assault** is a student physically attacking another student, causing bodily harm or injury. Student is disciplined through out-of-school suspension up to ten (10) days with possible expulsion. Police will be notified, and students will be subject to criminal prosecution. The Superintendent will be notified of the incident.

**Assault With A Weapon** is a student attacking another student with a gun, knife or like instrument with the intent to cause harm. Student will be disciplined through an

out-of-school suspension up to ten (10) days with a recommendation for expulsion. Police will be notified, and students will be subject to criminal prosecution. The Superintendent will be notified of the incident.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

## Possession of Weapons

### School Board Policy 218.1

Possession of a weapon in the school environment is a threat to the safety of students and staff and is prohibited by law. It shall be a violation of this policy and the code of student conduct for any student to bring onto or be in possession of a weapon or a replica of a weapon, on any school property, in the buildings of or on the grounds of the school District, at any school sponsored or sanctioned function or activity, or in any conveyance providing transportation to or from any school building or property, school sponsored function or activity or while the student is coming to or from school.

#### 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.

#### Guidelines

Any professional staff member or school employee who knows or suspects that any person is in violation of this policy shall immediately notify the building principal or other person in charge of the premises, who shall immediately segregate the offender from the general school population and notify the local police and the Superintendent of Schools and the student's parent or guardian. The building principal or other person in charge may ask the student to produce the weapon and may also request permission

to conduct a search for a weapon. If the student objects to or refuses to permit such search, the student shall be detained until police assistance is secured. The superintendent, or his/her designee, shall make an investigation of the incident in cooperation with appropriate law enforcement agencies, which shall include at a minimum, interviewing and securing written statements from witnesses, securing photographs of the "weapon" or otherwise preparing a complete written description of the weapon, and preparing an anecdotal record of the incident and actions in response thereto.

### Penalty for Violation

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

- The School District shall expel for a period of not less than one (1) year any student who is found to be in possession of a weapon in violation of this policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modification of such expulsion requirements for a student on a case-by-case basis.
- In the case of a student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act (IDEA).

Any student found in possession of a replica of a weapon or who is found to have brought a replica of a weapon onto school property or to a school sponsored activity in violation of this policy shall be subject to discipline in accordance with the District policy on suspensions and expulsions.

## Metal/Weapon Detection System

The Middletown Area High School District is committed to maintain safe, orderly schools; to promote health and safety within the school setting and to provide a school environment conducive to education. The Middletown Area School District acknowledges the increased frequency of aggression and violence in our society and the proliferation of weapons in our communities.

The Superintendent of Schools is authorized to:

- procure scanning devices for the purpose of reducing and discouraging the presence of weapons in our school.

- create administrative procedures to utilize metal/weapon detection scanning devices for entry searches of students and visitors by school personnel.

Appropriate metal/weapon detective scanning system or devices may be used to discourage the presence of weapons in our schools. This policy is applicable during school and after school hours.

## Terroristic Threats or Acts Policy

### School Board Policy [218.2](#)

A 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.

\*A threat issued by word, action or electronic media could include: threats in writing or artwork, verbal threats directed to someone, notes between students that threaten harm, overhearing someone speak of harming someone else, previous aggression coupled with current threats, student makes a actual threat, serious physical fighting with peers, severe property damage, severe rage for seemingly minor reasons, or threat made on the Internet.

Students who make threats will be required to participate in a District threat assessment, which shall be completed by the District's school psychologist. The threat assessment is designed to determine if the student is immediate risk of harming oneself or others, whether the student should be referred to Crisis Intervention for a free mental health assessment or to an outside mental health evaluator at the parent of guardians expense, or if no additional assessment or counseling is being recommended.

Students who make threats will be subject to the school's disciplinary code of conduct, which may result in suspension, expulsion, criminal charges, or placement into an Alternative Education Program. If the student is suspended from school the parent(s) or guardian(s) shall have the threat assessment completed during the suspension and prior to the student returning to school. If a student is expelled for making terroristic threats of committing terroristic acts, the Board may require prior to readmission, that

the students provide competent and credible evidence that the student does not pose a risk to others.

Any individual concerned about a potential threat to students or staff may contact the building principal.

## Hazing Policy

### School Board Policy 247

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing is defined as any activity that intentionally, knowingly, or recklessly, for the purposes of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

The Board directs that no administrator, coach, sponsor, volunteer or District employee shall permit, condone or tolerate any form a hazing. Violations may result in the loss of sanctioning as a student organization or the individual's loss of privilege to participate as a student athlete or to be a member of an organization or extra-curricular activity. Disciplinary action may be taken by the District up to and including suspension from school, expulsion from school, and/or a referral to the local law enforcement agency.



# Bullying and Cyberbullying

## School Board Policy [249](#)

Victims should report alleged bullying to an administrator. Bullying is defined as an 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. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Administrators will investigate and develop an appropriate course of action based on attainable evidence. Violators may be counseled and/or given disciplinary consequences. Victims must be prepared to follow the advice and supports provided by the school.

# Drug & Alcohol Policy

## School Board Policy [227](#)

This policy, including the rules, regulations, and guidelines, is a concerted effort by the Middletown Area School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our entire student population.

### Statement Of Policy

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Middletown Area School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population.

## Definition Of Terms

**Drug:** any controlled substance, mood-altering substance or other substance that is used for, or represented as being able to create, mind/behavior-altering affects when ingested.

**Alcohol:** any beverage that contains ethyl-alcohol (ethanol), including beer, wine, or distilled spirits).

Examples of the above include but are not limited to beer, wine, liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school District's policy for the administration of medication to students in school.

**Crisis Intervention Counselor:** is a certified program specialist with an expertise in the area of social restoration and student high-risk behaviors.

**Distributing:** deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substance, as defined by this policy from one person to another or to aid therein.

**Possession:** possess or hold without any attempt to distribute any alcohol, drug or mood altering substance determined to be illegal or as defined in this policy.

**Cooperative Behavior:** means the willingness of a student to honestly answer questions by school staff regarding the student's possession, use, ingested and/or distribution of alcohol and/or drugs at school or a school-sponsored activity whereby the student acknowledges his or her violation of this policy.

**Uncooperative Behavior:** is resistance or refusal, (verbal, physical, or passive) on the part of the student to comply with the reasonable request or recommendation of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

**Paraphernalia:** a. Any utensil or item, which in the judgment of the School District, is used, intended for use or designed for use to conceal, distribute, inject, ingest, package, smoke, store or use a controlled substance or alcohol; or b. Any electronic device that delivers nicotine or other substances via vapor for inhalation. The term includes e-cigarettes, e-cigars, e-pipes and other similar products; and includes all

components and parts, such as e-cigarette batteries, atomizers, vaporizers, replacement cartridges and any solutions manufactured for use with such a device.

## Rules and Regulations

A student who is on school grounds, during a school session, or anywhere at a school-sponsored activity and is under the influence of alcohol, drugs, or mood-altering substances, or any substance reported to be a restricted substance or over the counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in Middletown Area School District's Discipline Code.

## School Guidelines

As an integral part of the Middletown Area School District Drug and Alcohol Prevention Program, these guidelines represent one component in a District wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug mood-altering substance, and alcohol related events. The Middletown Area School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

## Summarization Of Drug And Alcohol Administrative Guidelines

**If the possible use of drugs, alcohol or mood-altering substances by a student is indicated, but there is no evidence of violation of law or school regulation the following will occur:**

- the student is informed of available help and encouraged to seek assistance.
- referral to the Student Support System will take place.
- parents/guardians will be notified of the behavior and/or performance indicators if warranted.
- an intervention conference will be held if the Student Support Team feels necessary as indicated by the data.

**If the student has a drug, mood-altering substance or alcohol related medical emergency, the following will occur:**

- standard health and first-aid procedures will be followed.

- the nurse will be summoned immediately.
- the student will be transported to a medical facility at parental expense.
- the principal will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.
- parents/guardians will be notified of the incident in the case of health problems or medical emergency.
- the police will be notified in the cases where the safety of the emergency victim or school population is at risk.
- an analysis of the substance will be made at the discretion of the District or police.
- referral in the Student Support System will be the discipline/rehabilitation measures. If there is evidence of further violation, see appropriate situational category.
- School District will document the incident.

**If a student possesses drug-related paraphernalia the following will occur:**

- the principal will be summoned.
- paraphernalia is confiscated.
- the staff member writes an anecdotal report of the incident.
- the student, his/her desk, locker, car and possessions may be searched.
- parents/guardians will be notified.
- the police will be notified at the discretion of the Principal.
- the substance will be confiscated for analysis if warranted.
- Referral to the Student Assistance Program Team. Informal hearing, one to three (1-3) days in-school suspension or out-of-school suspension at the discretion of the building principal. Assessment by a licensed drug and alcohol facility within ten (10) days and compliance with its recommendations. Exclusion from extracurricular activities as stated in Policy 227.2 and Policy 227.1. If there is evidence of a further violation, see appropriate situational category.

**If a student is found to be in possession, use, or under the influence of drugs, mood-altering substances, or alcohol when attending a school-sponsored function the following will occur:**

- the chaperone will contact the group advisor or administrator.
- an anecdotal report of the incident will be written and submitted to the Principal.

- the student, his/her locker, car and other possessions will be searched.
- parents will be notified.
- police will be notified at the discretion of the Principal or his/her designee.
- analysis will be made for possible use in further proceedings.
- the student will be sent home immediately at parental expense or detained until parent can accompany the student. Further discipline as provided by the appropriate category will be administered following the Principal's investigation.

**If a student possesses, uses, or is under the influence of drugs, mood-altering substances, or alcohol, and is first offense-uncooperative, the following will occur:**

- the Principal is summoned.
- a staff member writes an anecdotal report of the incident.
- the student, his/her locker, car, desk and other possessions will be searched.
- parents/guardians will be notified and requested to come to the school immediately.
- the police will be notified.
- an analysis will be made for possible use in further proceedings.
- referral to Student Support System. Informal hearing, 10 days out-of-school suspension. Formal school board hearing for expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

**If a student is caught again in possession, use, or under the influence of drugs, mood-altering substances or alcohol, the following will occur:**

- the Principal is summoned.
- a staff member writes an anecdotal report of the incident.
- the student, his/her locker, car, desk and other possessions will be searched
- parents/guardians will be notified and requested to come to principal's office immediately.
- the police will be notified.
- an analysis of the substance will be made for possible use in further proceedings.
- referral to Student Assistance Program Team. Informal hearing, 10 days out of school suspension. Formal school hearing for expulsion from school. The administration will request that conditions for the return to school following the expulsion include

an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

**If a student is distributing a drug, mood-altering substance, or alcohol the following will occur:**

- the Principal is summoned.
- a staff member writes an anecdotal report of the incident.
- the student, his/her locker, car, desk, and other possessions will be searched.
- parents/guardians will be notified and requested to come to the principal's office immediately.
- police will be notified in order that they may take further action.
- analysis for use in further proceedings will be requested.
- referral to Student Assistance Program Team. Informal hearing, 10 days out of school suspension. Formal school board hearing for expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

**If a student distributes an over-the-counter medication to another individual for use consistent with the manufacturer's intended purpose, the Principal or his/her designee may impose appropriate discipline action in order to deter the student from engaging in such distribution in the future.**

## Tobacco & Vaping Products

### School Board Policy 222

**Purpose:** The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

**Definition:** State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately. The Board prohibits students from possessing or using tobacco in a school building, school bus, or on school property owned by, leased by, or under the control of the School District.

**Delegation of Responsibility:** The Superintendent shall develop procedures to implement this policy, which include informing all students and staff members of the tobacco use and possession regulations of this District. The building administrators shall be responsible for enforcing this policy in their respective buildings under guidelines developed by the District.

In addition to any other discipline action the District may impose for violation of this policy, the District may initiate prosecution of a student who violates this policy. A student convicted of possessing or using tobacco in a school building or on a school bus or school property may be fined up to \$50 plus court costs or admitted to an adjudication alternative.

# Social Events

Social events are to involve MAHS students only (students who attend other schools regardless of where they live are not MAHS students). Social events are defined as those events that do not typically allow the public to attend such as but not limited to dances, mini-thon, and prom. In the instance where guests are permitted to attend, all guests will be reviewed no less than a week in advance of the event. Exceptions may be made by building administration as deemed necessary. In addition to social events, students are prohibited from attending any school activities when absent from school due to illness (this includes extracurricular events such as athletics and the fine arts as a spectator).

## End-of Year Procedures

**Finals:** 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 7:15am-2:30pm school day. Exceptions to finals can be made on a case by case basis with approval from a teacher or administrator.

**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.





# Student Discipline Code

## Level I

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

### **Level I Action includes one or more of the following:**

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

Repeated misbehaviors may become a Level II offense.

Teachers should exhaust Level I Actions prior to a referral to Level II.

Administration reserves the right to use other consequences as necessary.

## Level II

- Continuation of unmodified Level I misbehavior
- Cutting Teacher Detention
- Insubordination
- Being in an unauthorized area

- Defiance of authority
- Class cutting
- Computer Violation (minor)
- Cheating, lying, misrepresentation
- Truancy
- Leave area without permission, failure to report to an assigned area
- Use of profanity
- Forgery
- Minor physical confrontation
- Inappropriate use of photographic/recording devices
- Obscene gestures
- Overt disrespect (insubordination)
- Inappropriate or disruptive behavior
- Failure to follow attendance procedures
- Other infractions of more serious unacceptable behavior or any condition that causes a disruption to the educational process or constitutes a health and/or safety hazard.

**Level II Action includes one or more of the following:**

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

Repeated misbehaviors may become a Level III offense.

Teachers should exhaust Level II Actions prior to a referral to Level III.

Administration reserves the right to use other consequences as necessary.

## **Level III**

- Continuation of unmodified Level II misbehavior
- Property defacement, vandalism

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

**Level III Action includes one or more of the following:**

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

Repeated misbehaviors may become a Level IV offense.

Teachers should exhaust Level III Actions prior to a referral to Level IV.

Administration reserves the right to use other consequences as necessary.

## **Level IV**

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

### **Level IV Action includes one or more of the following:**

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

Administration reserves the right to use other consequences as necessary.

# Administrative & Lunch Detentions

Administrative detentions will be assigned by the Principal or Assistant Principal. Failure to serve an assigned Administrative Detention will result in more serious disciplinary consequences. Lunch detentions will restrict the students by assigning them a specific seat or location to eat with no interaction permitted with their peers.

## Teacher Assigned Detention

Teacher detention is a basic first level disciplinary measure assigned with the hope that further misconduct will not occur. Students assigned detention by staff and/or administration are responsible for informing their parents and/or guardians that they have been assigned detention. Detention assigned by the teacher is held from 2:30 p.m. until 3:00 p.m. Except for students going to extracurricular activities, students must leave the building after detention is dismissed. The student involved will have 24 hours' notice to arrange for his/her transportation. The teacher assigning the detention will monitor the students involved. The administration must be informed of any students who are assigned teacher-held detention. If a student fails to stay for teacher-held detention, he/she will be referred to the principal or assistant principal for further disciplinary action.

## Student Search & Seizure

Supreme Court has found that students do have constitutional rights that must be respected in the schools, but these rights must be balanced against the duty of the schools to maintain an environment in which learning can take place. To this end, school officials may legally search a student, book bag, his/her locker and a vehicle driven by a student and parked on school property, and/or other personal possessions if there is reasonable suspicion to justify a search. Any search and seizure, if reasonable, may lead to disciplinary action and/or criminal charges being brought against the student. If a student refuses to comply with a search, the parents will be notified and the police contacted.

**Random periodic sweeps may be conducted by school officials and/or police officials using specially trained dogs.** Students should not expect privacy regarding

items placed in school lockers because school property is subject to a sweep at any time. The same rule applies to automobiles or other vehicles brought to the school premises. These are also subject to such sweeps. Following the discovery of an unauthorized item the student will be subject to the established drug, alcohol, tobacco weapon or other policies of the District.

## Dispositions

Exclusion from school may be affected by temporary suspension, full suspension, or expulsion in accordance with the following guidelines:

### Temporary Suspension (in school or out of school)

This shall be exclusion from school for a period of up to three days and shall be affected by the Principal or an Assistant Principal, without a hearing.

The student shall be informed of the reasons for this suspension and given an opportunity to respond before the suspension becomes effective.

### Full Suspension

This shall be an exclusion from school for a period of four to ten days (in or out of school). The Assistant Principal or Principal shall notify the student and student's parents or guardian of the reasons for the proposed suspension and also notify them of the time and place of the informal hearing to discuss the charges if requested by parent and/or administration.

A temporary suspension may be followed by a full suspension for the same offense, provided that the ten school days limitation is not exceeded. The student shall be permitted to make-up exams and work missed while being disciplined by temporary or full suspension. Arrangements are the responsibility of the student.

In any case where expulsion proceedings are initiated and it is determined by the administration that a student's presence in his or her normal class would constitute a threat to the health, safety, morale or welfare of others, and it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more than ten days, provided the formal hearing on expulsion is not unreasonably delayed.

## In-School Suspension – Temporary or Full

In-school suspension is an administrative disciplinary option, which temporarily removes the student from his/her regular class. The student is assigned to a highly structured, restrictive educational setting for a period of one or more days.

During a period of in-school suspension, the student:

- Must report to the ISS room no later than 7:25 a.m. with all necessary books and materials.
- Must complete all classroom assignments, which have been forwarded to the in-school suspension staff member by teachers of regular classes (including any special assignments that might be made by the suspension staff member).
- May not talk, move around the room, or leave the room without permission.
- Students will follow school rules and ISS rules while in the classroom.
- Will have restricted and monitored lavatory privileges.
- Will receive "restriction of privileges" during the suspension period (unable to attend or participate in any school activity during the period of in-school suspension).
- No sleeping.

Note: ISS – Full Suspensions (4-10 days) are solely at the discretion of the administration.

## Out-of School Suspension

Students serving out-of-school suspensions are not permitted to attend school activities and functions until the student returns to school.

Students will be permitted to make-up any missed assignments. In cases of lengthy suspensions, school work can be collected for parents to pick up in an effort to help the student keep up with assignments. Not all assignments and classroom activities can be completed at home.

## Expulsion

This shall mean exclusion from school for an offense for a period exceeding ten days and may be permanent expelled from the schools rolls.

The expulsion proceedings shall be conducted in accordance with the rules of this school District concerning such hearings.

In drug/alcohol related cases the policy is as follows:

- 1st incident (cooperative) - full suspension (6-10 school days)
- 1st incident (uncooperative - full suspension (10 days minimum)
- 2nd incident-mandatory expulsion hearing

However, in all cases the administrator or principal has the right to make determinations or recommendations, as he/she feels appropriate.

## Exclusion from School Functions

Suspensions totaling eleven (11) or more days will mean exclusion from school functions such as: proms, class trips, school dances, attendance at athletic contests, etc. Students in alternative placements need special permission from the principal to attend school functions. Special permission to attend the graduation ceremony is at the discretion of the Principal.

## Alternative Education

Alternative education options are available on a case by case basis as determined by the district administration.

## Students To Be Served

Students shall be eligible for alternative programs if they have exhausted the school's traditional disciplinary options. Eligibility and placement will consist of students who are: persistently disruptive to the regular school setting, chronic attendance problems, drug/alcohol abusers, flagrantly or repeatedly in violation of school rules, suspended from school or expelled from school, or may be a student assigned by the SRC.





# 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. The last person leaving the room closes the door.
4. The first person at the exit doors must hold the doors until all are through and then close them.
5. Once outside, keep moving at the same rate of speed until you have reached the designated safety area, beyond the parking lots.
6. 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.

## Tornado Drills

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.

# Lockdown Drills

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 lock-down 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.

A direct and specific announcement will be made when it is necessary to go into a lockdown situation. This would include if a violent act has been committed. All students should remain in classes. No further hall passes will be issued. Any students found in the hallway should be taken into the classroom. Students who are found in the hallways should immediately report to the nearest classroom occupied by a teacher. Students will be moved to the back of the room, away from windows and door. Students are to remain as quiet as possible.

## Three Mile Island Emergency

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

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

Middletown Area High School & Dauphin County Technical School transported to:

Governor Mifflin Senior High School

101 South Waverly Street

Shillington, PA 19607

610-775-5089

Middletown Area Middle School transported to:

Governor Mifflin Middle School

130 East Lancaster Avenue

Shillington, PA 19607

610-775-1465

Kunkel Elementary School transported to:

Governor Mifflin Intermediate School

600 Governor Drive

Shillington, PA 19607

610-775-5083

Reid Elementary School transported to:

Governor Mifflin Intermediate School

600 Governor Drive

Shillington, PA 19607

610-775-5083

Fink Elementary transported to:

Governor Mifflin Intermediate School

600 Governor Drive

Shillington, PA 19607

610-775-5083

Seven Sorrows BVM School, Jr. High students transported to:

Governor Mifflin Middle School

130 East Lancaster Avenue

Shillington, PA 19607

610-775-1465

Seven Sorrows BVM School, Elementary students transported to:

Governor Mifflin Intermediate School

600 Governor Drive

Shillington, PA 19607

610-775-5083

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

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



# Student Services

## Counseling Services

### **MAHS Counseling Staff:**

Mrs. Cheryl Friedman - 10th & 12th Grade Counselor

Ms. Yvette Howard - Career Counselor

Mrs. Kaitlin Walsh - 9th & 11th Grade Counselor

Mrs. Jessica Welsh - Guidance Secretary

Counseling Services provides students with help in career exploration and planning, knowledge about self and others, and educational and vocational development. Counselors routinely visit students in each grade. They work with students individually to ensure each student selects the courses and programs needed to graduate. Students and parents are invited to discuss the course selections or other concerns at any time during the school year. The MAHS Counseling Office may be contacted at 948-3333.

## Exemption from Instruction

The Board of Education approved a Policy, which assures parents the opportunity to access information about the District's curriculum, instruction, and testing. Parents have the right to have their child(ren) excused from State assessments, as well as specific instruction, which conflicts with their religious beliefs or personal beliefs. If you have questions regarding the above information, contact the building principal.

## Student Records Policy

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.

# Student Assistance Program

The Student Assistance Program (SAP) is a comprehensive evaluation and referral program designed to identify high-risk teenagers who are having school related problems. Students are targeted if there is evidence of potential drug and alcohol problems, symptoms of depression, suicide, or other mental health concerns. The program is designed as an intervention process, which refers students to appropriate agencies for assessment and perhaps treatment. A group of specifically trained school administrators, teachers, guidance counselors, and medical personnel process referrals from other staff members, parents and students. 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.

## 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 is 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 extracurricular 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.

## 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.

## 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. Trade courses offered include shop or laboratory and theory work in the following areas: Air Conditioning & Refrigeration, Auto Body & Fender, Auto Mechanics Building Construction & Maintenance, Carpentry Child Care, Commercial Art, Cosmetology, Distributive Education & Marketing, Drafting & Design Technology, Electricity, Electronic Technology, Graphic Arts, Health Assistant, Law Enforcement, Ornamental Horticulture, Precision Metal Working, Quantity Foods, Scientific Data Processing, and Trowel Trades.

Entrance procedures, vocational aptitude testing, and orientation of the vocational technical school are under the supervision of the guidance department 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.

# Student Resource Center Services

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.

## Health Services

The Health Suite is located in the Administrative Suite. It consists of an exam room, treatment room, nurse's office, recover room, waiting room, and lavatory. A signed permission slip is necessary for entry to the nurse's office except during the following times: in case of an emergency, before and after school, during medical or dental examinations, and during screening tests. Do not report at the end of the period or between classes unless told to do so by the nurse.

Recovery rooms are provided for ill students. When students are able to return to class after a rest period, the nurse will administer a pass to the student designating the time leaving the nurse's office. If a student must be sent home due to illness or injury, the nurse will contact the parent or alternate person. Transportation must be provided by the parent or student except in emergency cases. The nurse will sign the pupil out of school by issuing a pass for the student to give to the office. Students who leave



school due to illness and do not go through the nurse to do so may be considered to be unexcused absent.

When returning to school the student must observe the following procedures: if you were presented with an exclusion notice by the nurse, meaning you are excluded from school until a doctor states in writing that you are free from disease, you shall present the signed exclusion form to the nurse. The nurse will decide whether or not you may reenter school and will give you further directions.

During an EMERGENCY SITUATION observe the following procedures:

- Keep calm.
- If sent to notify the nurse, walk, do not run through the halls.
- Have the following information available for the nurse: name and location of the person requiring assistance.
- Wait to accompany the nurse directly to the person.
- Avoid loud talking.
- Do not leave until the nurse or teacher gives you permission.

A record including name, time, and purpose is kept of all visits to the nurse's office. Malingering students will be dealt with accordingly. Individual counseling is available to every student for health problems.

## State Health Code

**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.

## State Health Laws

The state law requires the following: all students in grade 11 and new students in grade 9, 10, and 12 who do not have an adequate health record are required to have a medical examination. A dental examination is required for students in grades 9-12 if there is not an adequate dental record. It is urged that these examinations, when required, be done by the family doctor and dentist, who are and will continue to be the chief source of medical care. The examinations are to be paid for by the parents.

However, the examinations, when required, may be done by the school doctor and dentist.

Forms pertaining to 11th grade medical examinations will be sent home during the end of the 10th grade year. This prompts the parents to make an appointment for the examination during the summer months (perhaps in conjunction with another required examination, as for summer camp or driver training). Examinations may be done one year prior to students entry in the grade where required.

All students in grades 9, 10, 11, and 12 will be given vision screening tests, height and weight measurement, and a hearing screening test to all students in grade 11, and other students in grades 9, 10, and 12 on referral. Parents will be notified of any problem that is found.

Pennsylvania Law requires that every child attending school, kindergarten through twelfth grade be properly immunized against diphtheria, tetanus, polio, measles, mumps, rubella, and hepatitis B. Failure to comply with this requirement will result in the student's exclusion from school. Immunization records are necessary for school registration.

The school will not assume responsibility of injuries that do not occur at school.

## Medicine in Schools

### School Board Policy [210](#) and [210.1](#)

#### Guidelines

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders, including requests for long-term administration of medications, and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.

## Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Any changes in the dosage or frequency of a long-term medication shall constitute a new order and shall be documented in writing by the parent/guardian and licensed prescriber.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

The school nurse is not permitted to administer over the counter or patent medications without a doctor's and parent's written permission. These medications include aspirin, Tylenol, Visine etc. Students may carry their own cough drops.

## Automatic Defibrillator Units

### Parental Informed Consent Notice

The use of automatic external defibrillator units (A.E.D.) is utilized in many public facilities as part of emergency first aid services. The District's Lifepak 500 A.E.D. units are designed for use by first responders to cardiac emergencies. One unit is assigned to the High School. The defibrillators would be used on individuals over 55 pounds to include District students, staff, and building visitors. Please notify the school nurse immediately if your child has a medical condition that would prohibit the use of this first aid device. This notice serves as an informed consent or permission to use the A.E.D. unit on your son or daughter should the need arise for emergency medical purposes. Parents/guardians not wishing to have the school nurse or other certified responder use the A.E.D. unit on their child should place this request in writing to the building principal. Further information is available by contacting the school nurse or the Assistant to the Superintendent at 948-3300.



# Extracurricular Activities

## Student Code of Conduct for Extracurricular Activities

### School Board Policy [227.2](#)

**Purpose:** The Board of School Directors considers participation in extracurricular activities to be a privilege, not a right. Students who desire to participate in the extracurricular activities offered by the Middletown Area School District are required to comply with additional rules and undertake added responsibilities. As representatives of the District, students involved in extracurricular activities are scrutinized by the public, become role models to younger children and their peers, and are ambassadors of our community. Having chosen to accept this role, it is the responsibility of every extracurricular participant to refrain from behavior prohibited by the policy.

#### **Extracurricular Activities Covered by Policy 227.2**

1. Athletics: Football, Cross Country, Tennis, Golf, Field Hockey, Soccer, Basketball, Wrestling, Softball, Baseball, Track & Field, Volleyball, and Cheerleading
2. \*Bands: Marching Band, Jazz Band and Chamber Ensembles, County Band, District Band, Regional Band, State Band, All-East Band, District Jazz Band, State Jazz Band, All-East Jazz Band, County Orchestra, District Orchestra, Regional Orchestra, State Orchestra, All-East Orchestra, National Orchestra.
3. \*Choir: Select Choir, County Chorus, District Chorus, Regional Chorus, State Chorus, All-East Chorus
4. Student Government/Class Officers

\*Concert Band and Concert Choir are not included because they are co-curricular activities.

# Drug Testing for Students in Extra-curricular Activities

## School Board Policy [227.3](#)

**Purpose:** The Middletown Area School District considers participation in extracurricular activities to be a privilege, not a right. Students who choose to participate in extracurricular activities must be able to safely and effectively work with others and serve as representatives of the school District. Having chosen to accept this role, it is the responsibility of every extracurricular participant to refrain from behavior that would be detrimental to the safety, quality and reputation of the school District's extracurricular activities.

## Protocol for Drug Testing for Extra-curricular Participants

Students participating in extracurricular activities are randomly selected to participate in the urine drug screening. Prior to testing, the District will provide the testing laboratory with the student's signed Parent's Permission to Test Form. This parent/guardian and student permission is necessary to complete the drug screening test.

Random drug screening protocol:

1. An administrator will pick the student up at the classroom. The teacher will identify the student who will be escorted to the nurse's office by the building administrator. The administrator will identify the student to the collector.
2. The student will be required to identify him/herself to the collector prior to the urine collection process.
3. Students are encouraged to ask questions regarding the collection process before the urine collection.
4. The collector will explain the procedure to ensure the proper collection of the urine sample.
5. Prior to the initial specimen being collected or a second specimen being collected, the student will be asked to lift his/her pant legs above the sock line (not above the knee line), lift his/her shirt (not above the belly button), and empty his/her pockets. This procedure will be monitored by two females (District administrator and/or

staff person) for a female student and two males (District administrator or staff person) for a male student.

6. If the student does not follow the instructions that are required by the collector, the student may be deemed a refusal to test. A refusal to test is treated as a first offense.
7. The student will be escorted by the collector and a District staff person to the testing room. At no time may the student leave the nursing suite without permission from the nurse and/or the collector. The student will provide the urine sample in a private room unaccompanied.
8. When the collector or medical review officer believes that a possible alteration/substitution of a urine specimen has occurred, it will be treated as a first offense.
9. After providing the urine sample, the collector will have the student complete and sign a Medical Review Officer Custody and Control Form.
10. The student will then return to the nurse's waiting room to await their return to class.
11. If a student refuses to provide a urine sample after being selected or attempts to alter their urine sample in any manner, the student will be disqualified from participating in extracurricular activities as outlined in Policy 227.3 entitled Drug Testing of Students Participating in Extracurricular Activities.
12. If preliminary results of the test show a positive result, parents/guardians may be contacted by the medical review officer to determine if the student is taking any medication pursuant to a valid prescription that may have resulted in a positive test result. This conference is intended to obtain additional information from the parent/guardian in order to make a final determination regarding any test result.
13. If the student tests positive, they will be notified and a parent/guardian conference will be scheduled with the building principal or designee.

## National Honor Society

### **Article I - Name and Purpose**

Section 1. The name of this organization shall be the National Honor Society - Chapter of the Middletown Area High School.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in secondary school students.

## **Article II - The Principal**

Section 1. The Principal of Middletown Area High School shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The Principal of Middletown Area High School shall appoint the chapter adviser(s), who may serve consecutive terms.

## **Article III - The Chapter Advisor(s)**

Section 1. The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

## **Article IV - Faculty Council**

Section 1. The Faculty Council of the Middletown Area High School shall consist of five (5) voting faculty members appointed by the Middletown Area High School Principal. No Principal or Assistant Principal may be included on the Faculty Council.

Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3. The Chapter Adviser(s) shall be an ex-officio, non-voting member of the Faculty Council.

Section 4. The Faculty Council shall meet at least once a year to select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

## **Article V - Membership**

Section 1. Membership in the Middletown Area High School Chapter of National Honor Society is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character.



Section 2. Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of National Honor Society.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. Members who are seniors in good standing are eligible to be nominated by the Chapter to compete in the National Honor Society Scholarship Program.

Section 6. A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the Middletown Area High School adviser(s) shall be accepted automatically as a member in the Middletown Area High School Chapter. Transfer members must meet the Middletown Area High School Chapter's standards within one semester in order to retain membership.

## **Article VI - Selection of Members**

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter by-laws. Candidates must have been in attendance at the school the equivalent of one semester. Sophomore and junior candidates will be selected at the end of the third marking period and senior candidates will be selected at the end of the first marking period.

Section 2. Candidates must have a cumulative grade point average of 93 percent or higher to be eligible for the Middletown Area High School Chapter of the National Honor Society.

Section 3. Candidates cannot have violated school rules, extracurricular contracts, or civic laws. Suspension from classes or extracurricular activities for violations in any of the above areas renders a student ineligible for membership.

Section 4. A list of eligible candidates shall be sent to the high school faculty for their consideration. The faculty shall judge the candidates on the basis of their character and leadership. They will recommend or not recommend a student based only on these two criteria. Faculty members choosing to not recommend a student will be asked to justify their response in the comment column of their eligibility form or their objection will be invalidated.

Section 5. A list of student activities shall be distributed to all eligible candidates. The Faculty Council shall assign point values for specific student activities. A student must

earn at least twenty (20) points in grades 9 to 12, fifteen (15) points in Grades 9 – 11, or Ten (10) points in grades 9 and 10 to be eligible for membership. Points must be earned in at least three (3) different categories as indicated on the activity sheet. Students must have participated in a minimum total of four (4) activities through their sophomore year, six (6) activities through their junior year, and (8) eight activities through their senior year.

Section 6. The Faculty Council shall review application information on all eligible students and elect students to the Society based on their scholastic, service, character, and leadership records. Member selection shall be by majority vote of the Faculty Council.

Section 7. Students who are not elected to membership may request a review of their records. This request must be made to the advisor(s) or the Principal. A review will be made by the Faculty Council to determine if a procedural error was made. All records are considered confidential.

Section 8. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society. A description of the selection procedure shall be published in an official school publication which is widely available to all students and parents in the school.

Section 9. The National Council and the NASSP (National Association of Secondary School Principals) shall not review the judgment of the Faculty Council regarding selection of individual members to the Middletown Area High School Chapter.

## **Article VII - Dismissal**

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 2. A student will be placed on Academic Probation when his/her cumulative GPA falls below 93 percent.

Section 3. A student will be placed on Disciplinary Probation when he/she is suspended from classes or extracurricular activities for any violation of school rules, extracurricular contracts, or if he/she violates civic laws.

Section 4. A student will be placed on Service Probation if he/she fails to participate in or contribute to the required yearly projects of the Middletown Area High School Chapter of the National Honor Society.

Section 5. Periods of probation will vary according to the nature and severity of the noncompliance with the Chapter requirements and will be determined by the Faculty Council. Only two (2) probations of any kind are allowed before the student is

dismissed from the National Honor Society. In any cases of flagrant violation of school rules, extracurricular contracts, or civic laws, the Faculty Council may vote for immediate dismissal rather than probation.

Section 6. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser(s) and given a reasonable amount of time to correct the deficiency, except that in the case of a flagrant violation of school rules or civic law a member does not have to be warned.

Section 7. The Faculty Council shall determine when a member has exceeded a reasonable number of warnings.

Section 8. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 9. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules or procedures for disciplinary appeals in the Middletown Area School District.

Section 10. Upon written notice of dismissal, the member shall return all membership cards, certificates and pins to the adviser(s) upon request and is no longer eligible for membership.

Section 11. The National Council and the NASSP (National Association of Secondary School Principals) shall hear no dismissal cases.

### **Article VIII - Chapter Officers**

Section 1. Officers shall be selected on the basis of a majority vote by current members of the Middletown Area High School Chapter of the National Honor Society at an official meeting and time deemed appropriate by the Chapter adviser(s). All officers shall be full-time students of Middletown Area High School.

Section 2. Those offices shall include President, Vice-president, Secretary, Treasurer or others deemed necessary by Chapter adviser(s) to conduct Chapter business.

### **Article IX - Meetings**

Section 1. The Middletown Area High School Chapter of the National Honor Society shall meet on a regular basis as deemed necessary by the Chapter adviser(s). Meetings dates shall be announced through the school public address system by the Chapter adviser(s) and approved by the Principal. The adviser(s) and/or the Chapter President may call special meetings if the need exists.

## **Article X - Activities**

Section 1. The Middletown Area High School Chapter of the National Honor Society shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in the Chapter service projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4. Each member shall select and participate in an individual service-oriented project each year of membership. Projects will include at least twenty (20) hours of service during the junior year and twenty (20) hours during the senior year for members who were inducted as sophomores. Projects will include at least thirty (30) hours of service during the junior and senior years for members who were inducted as juniors. Projects will include at least twenty (20) hours of service for seniors who are inducted during the senior year. Projects must have advisor approval and be completed with one organization.

For additional information regarding NHS and the application process, contact the NHS Advisors, your Guidance Counselor, or the Principal.

## **Class Activities**

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. Class advisors for 2019-2020 are as follows:

Seniors            Kessel & Tobias

Juniors            Burke & Ortiz

Sophomores      Riggs & Shreiner

Freshmen         Drake & Shaffer