

Millcreek Township School District



Parent/Guardian & Student Handbook

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Note:

The information and guidelines included in the MTSD Student Handbook are for reference only and shall not be interpreted as policy. All processes and procedures regarding student behavior, responsibilities, expectations, and rights are governed by policies adopted and approved by the Millcreek School Board of Directors. For specific information about all district policies please go to: mtsd.org. -> **Our District -> School District Policies.**

Welcome

Dear Parents,

The Millcreek Township School District (MTSD) provides a world-class education that prepares students to reach their potential as life-long learners and responsible citizens. The District's guiding beliefs and values are:

- Families play a critical role in student success.
- Each student is important and should be treated with dignity and respect.
- All students should have the opportunity to participate in academic programs that are relevant and rigorous.
- A learning community embraces diversity and allows individuals to achieve their maximum potential.
- Learning is a life-long experience and does require different approaches.

The information contained in this student handbook pertains to your son/daughter enrolled in the Millcreek Township School District. Additionally, District expectations for ensuring a safe learning environment are articulated in this handbook. It is important that you read and understand this entire document. If you have any questions, feel free to contact your child's school.

Asbury Elementary School
814-836-6100

Belle Valley Elementary School
814-835-5600

Chestnut Hill Elementary School
814-835-5550

Grandview Elementary School
814-836-6300

Tracy Elementary School
814-835-5800

James S. Wilson Middle School
814-835-5500

McDowell Intermediate High School
814-835-5487

Walnut Creek Middle School
814-835-5700

McDowell High School
814-835-5403

Westlake Middle School
814-835-5750

Section A: ACADEMICS

Advanced Placement International Diploma (APID) ®

The Advanced Placement International Diploma (APID) is a globally recognized certificate for students with an international outlook. The APID challenges a student to display exceptional achievement on AP exams across several disciplines. The APID is available to students attending secondary schools outside the United States and to U.S. resident students applying to universities outside the country. The APID is not a substitute for a high school diploma, but rather provides additional certification of outstanding academic excellence.

To earn an APID, a student attending school within the U.S. must indicate on at least one AP exam answer sheet that the results should be sent to a university outside the U.S. Additionally, students must earn grades of three or higher on at least five AP exams in the following content areas: Two AP exams from two different languages selected from English and/or World Languages; one AP exam designated as offering a global perspective; one AP exam from the Sciences or Math content areas; at least one additional exam from among any content areas except English and World Languages. Students interested in an APID should consult with the Guidance Department and can research this opportunity on the College Board Website.

AFJROTC:

AFJROTC is open to all students. The program consists of up to four years of classroom instruction in Aerospace Science, leadership education, physical wellness, and drill and ceremony. Students are required to wear the uniform on a designated day of each week and conform to ROTC standards. Uniforms are supplied by the Air Force with no cost to the students.

Career Pathways:

Career Pathways are broad groupings of careers that share similar characteristics and common interests, strengths, and competencies. Career Pathways provide a context for learning for all students, whether they are aiming for entry level training and employment after high school, or for a professional degreed position after college and graduate school. Pathways also will provide some “smaller learning community” identity for all students within a Pathway. The Career Pathways serve as the basis for the student’s preparation of a Personal Learning Plan (PLP), which will guide his/her course selections and reflect the whole of the student’s high school experience.

Center for the Performing Arts:

The Millcreek School District Center for the Performing Arts has the most comprehensive course of study in Northwest Pennsylvania for students interested in music, drama, and dance. Numerous instrumental ensembles include a marching band, jazz band, two concert bands, orchestra, and a wind ensemble for students interested in playing one or more instruments. Choral ensembles include two concert choirs, a mixed chorus, and a vocal ensemble. Performing Arts courses are offered for students who are interested in drama, musical theatre, and technical theatre. In addition, several levels of dance classes are provided in a variety of

disciplines. Elective courses in piano and guitar are available for students who wish to learn theory and fundamental music skills while playing an instrument.

Child Development Associate Ready Certificate:

The MTSD Child Development Associate Ready Certificate program includes the following courses: Child Development (1 credit), Early Childhood Lab (1 credit), and CDA Ready (1 credit). Students who successfully complete all 3 courses (minimum B average) and complete their CDA and Teaching Portfolios may earn college credits if enrolling in the Early Childhood Education program and Edinboro University.

Concurrent College / Dual Enrollment:

This grouping of programs provides eligible students with the opportunity to enroll in college courses that are offered off the campus of McDowell High School. Students begin academic studies through a local university and earn college credits, while still completing a high school diploma. Credits earned may count toward high school elective credits or credit requirements for graduation. These college credits are offered to the high school student at a greatly reduced cost. General eligibility for the dual enrollment programs require that seniors have an unweighted GPA of at least 3.25 and juniors have an unweighted GPA of at least 3.5.

Curriculum:

The Millcreek Township School District offers curricula that is rigorous and aligned to state and national standards. Curriculum is the framework that prescribes the scope and sequence of desired results and related learning experiences. The curriculum must be responsive to a changing society and the world environment in which we live. Curriculum renewal efforts will be an on-going process and involve MTSD professional staff, other education experts, and relevant stakeholders. The key mechanisms of the process are planning, designing, implementing, evaluating, and improving.

At McDowell High School, students can access a vast array of curriculum offerings. In addition to high quality core classes (English, Math, Science, and Social Studies), high interest and relevant courses, such as CSI Forensics and Digital Art, are offered to meet varying student interests and needs. Additionally, students have access to several honors level and Advanced Placement © courses. And, students have opportunities at McDowell HS that they may not have at other schools. For example, the science courses have recently renovated labs. A planetarium is located right in the McDowell Intermediate High School where students take advantage of their learning in the Earth and Space courses.

Cyber Course Offerings:

MTSD provides a quality education that encompasses the skills necessary to be successful in post-high school training and careers. Realizing some students may have unique academic needs as they prepare for their careers, high school students may be able to take on-line courses to maximize their career planning (e.g. take a foreign language such as Arabic). Students interested in this should contact their school's Guidance Department to discuss this possibility.

Erie County Technical School (ECTS):

Erie County Technical School (ECTS) offers a wide variety of career, trade, and technical opportunities leading to career or collegiate study, or directly to employment. Students entering grades 10 through 12 may attend ECTS for a half-day, and take their remaining academics at McDowell. Students may apply to programs of interest by completing an application through the Guidance Office.

Grading**Secondary Grading Procedures:**

1. Teachers will administer an end of unit (EOU) summative assessment for each unit of study. Teachers should provide multiple summative assessments during each quarter, and these assessments should be identified on the course syllabus.
2. These summative assessments (measure of progress made at the end of a defined period of instruction) will comprise a minimum percentage of a student's quarter grade (Gr. 6: 60%; Gr. 7: 70%; Gr. 8-12: 75%).
3. Homework can account for no more than 10% of a student's quarter grade.
4. The remaining percentage of a student's quarter grade shall be at the discretion of the classroom teacher and should include formative assessments, classroom work, etc.
5. 55% is the lowest percentage a student may receive in a failing summative assessment grade.
6. Students may request (and be granted) up to two (2) retakes per grading period. Nothing prohibits teachers from offering additional retakes, which can be scheduled after school. The student must request a retake within one week of receiving the score from the initial assessment. Teachers will record no less than the average of the two (2) scores in the gradebook.
7. If a student has missed/not completed a summative assessment, the teacher shall consider it to be "incomplete."
8. Incomplete Summative Assessments:
 - a. A student who receives an "incomplete" has a maximum of one week after receiving the failing grade to complete the assessment. If the assessment is made up, the grade will be recorded.
 - b. During the one week make-up time period, the student's assessment grade field will remain blank in Infinite Campus. If the assessment is still not completed after the make-up time period, the teacher will record a 55% in Infinite Campus (see #5).
9. Student Absence Reporting in Infinite Campus: Teachers are to leave grade(s) blank until student completes assessment or until the one week make up time period has expired.
10. Incomplete Quarter/Semester grades:
 - a. A student who receives an "incomplete" has a maximum of two (2) weeks after the last week of the course to fulfill the class requirements.
 - b. Notice of the "incomplete" shall be mailed to the student and parent/guardian after the quarter/semester.
 - c. If the student does fulfill the class requirements, the earned grade will be recorded.

Grading Scale:

Percent	Grade	Point Value	Ranges
93-100	A	4.0	4.0 – 3.71
92	A-	3.7	3.70 – 3.41
91	B+	3.4	3.40 – 3.33
85-90	B	3.0	3.32 – 2.71
84	B-	2.7	2.70 – 2.50
83	C+	2.4	2.49 – 2.33
78-82	C	2.0	2.32 – 1.71
77	C-	1.7	1.70 – 1.50
76	D+	1.4	1.49 – 1.33
71-75	D	1.0	1.32 – 0.89
70	D-	0.7	0.88 – 0.70
55-69	F	0.0	0.69 or below

Graduation Requirements:

Mathematics	4
English	4
Social Studies	4
Science	3.5
Physical Education	2
Health	1
Electives	9.5

Starting with the graduating class of 2019 – proficiency on state assessments – Required

Elementary Grading Regulations (Grades 3-5)**Overview:**

Beginning with the 2017-18 school year, a percentage/letter grade will be assigned to a student’s quarterly performance in the following core subject areas:

- Reading
- Writing
- Math
- Science (Grades 4-5 only)
- Social Studies (Grades 4-5 only)

Assignments and assessments will be weighted in the following manner:

- 50% Summative (End of unit tests, major projects, etc.)
- 50% Formative (Assignments, quizzes, homework, etc.)

District Grading Scale:

Percent	Grade	Point Value	Ranges
93-100	A	4.0	4.0 – 3.71
92	A-	3.7	3.70 – 3.41
91	B+	3.4	3.40 – 3.33
85-90	B	3.0	3.32 – 2.71
84	B-	2.7	2.70 – 2.50
83	C+	2.4	2.49 – 2.33
78-82	C	2.0	2.32 – 1.71
77	C-	1.7	1.70 – 1.50
76	D+	1.4	1.49 – 1.33
71-75	D	1.0	1.32 – 0.89
70	D-	0.7	0.88 – 0.70
55-69	F	0.0	0.69 or below

In Summary:

For grades 3-5 all subject areas will follow the recently implemented standards-based grading (1's and 2's) system, with teachers collecting student evidence of achievement to support final marks. The new percentage/letter grades will accompany these final marks in each of the 4 quarters. Grades K-2 will continue to use the standards-based grading (1's and 2's) system for all content areas.

High School Scheduling Guide:

The McDowell HS Scheduling Guide (released annually) is available on the District web-site. It provides the following information:

- a. High school student course request process
- b. General information about academic programming and extra-curricular activities
- c. Focused programs of study
- d. Course offerings
- e. NCAA eligibility

Honors College:

Selection for the Honors College is based on an application process and thorough review of each student's academic record. The purpose of the McDowell Honors College for Leadership and Service is to identify, support, nurture, and recognize a cohort group of ambitious and high achieving students who are dedicated to "whole person development" through a commitment to the following: the pursuit of rigorous and challenging coursework; a commitment to physical and mental health through exercise and maintenance of a drug-free lifestyle; and participation in a variety of school and community-based activities.

Infinite Campus:

The Infinite Campus parent portal is a centralized location to access real time student information including, but not limited to: schedules, transportation, attendance, discipline, grades, the ability to update contact information, payment of invoices, deposit funds for student meals, view food service transactions, notices, and news items from your principal.

Science, Technology, Engineering, & Mathematics (STEM) Certificate:

The MTSD Science, Technology, Engineering and Math (STEM) Certificate recognizes students who have demonstrated their success as critical thinkers and problem-solvers and are prepared to reach their fullest potential in a STEM field. Through their coursework and extra-curricular activities, STEM-certificated students have dedicated themselves to preparing for the challenges of a dynamic world. Interested students should see their guidance counselor

State Assessments:

The annual Pennsylvania System School Assessment (PSSA) is a standards-based, criterion-referenced assessment which provides students, parents, educators, and citizens with an understanding of student and school performance related to the attainment of proficiency of the academic standards. These standards in English Language Arts, Mathematics, and Science and Technology identify what a student should know and be able to do at varying grade levels. School districts possess the freedom to design curriculum and instruction to ensure that students meet or exceed the standards' expectations.

Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math. Every Pennsylvania student in grades 4 and 8 is assessed in Science.

The Keystone Exams are end-of-course assessments designed to assess proficiency in selected core subject areas (e.g., Literature, Algebra 1, Biology). A student's schedule determines when s/he participates in the Keystone Exams. There will be two assessment windows during the academic school year. Beginning with the class of 2019, students must demonstrate proficiency on the Literature, Algebra 1 and Biology Keystone Exams to graduate.

Section B: ACTIVITIES & SCHOOL SERVICE ORGANIZATIONS

Activities, school service organizations, publications, and musical groups play a leading role in the life of the Millcreek Township School District students. There is no limitation on the number of organizations to which one student may belong. All clubs meet during Activity Period, which is held on the scheduled activity days at each school. Any group interested in starting a new club or activity should secure a faculty sponsor and receive approval from the administration.

National Honor Society:

The National Honor Society is an honor/service organization for high achieving students. Membership is limited to juniors and seniors who have demonstrated outstanding scholarship, service, leadership, and character. In order to be considered for membership in the National Honor Society, students must first have achieved a weighted GPA of no lower than 3.75. Students then complete a Student Activity Information form indicating the extent of their service in school and in the community. The Faculty Council reviews the candidates and recommends those whom they feel are qualified for membership, according to standards prescribed by the National Honor Society. These names are presented to the faculty for their final recommendation.

To retain their NHS status, students must perform at least 15 hours of community service each year, following the date of their induction. They also must pay dues of \$3.00 per year, used for some induction ceremony expenses, for two monetary awards given to the seniors who are recommended for the NHS scholarship, and for dues in the NHS organization. For additional information, see the school office.

Organization Finances:

- The treasurer of each organization shall keep a complete record of all receipts and expenditures.
- All money received by members shall be turned over to the treasurer of the organization after it has been counted. S/he, in turn, should recount and wrap all money received before turning it over to the treasurer of School Activities, who is the building principal's secretary. A receipt for this amount will be issued and should be filed in the organization treasurer's account book.
- If the student treasurer has not completed his collection or count, s/he may leave this money sealed in the office safe temporarily. The treasurer must never leave organization money in his/her locker or his/her person. That person is personally responsible for the money from the time it is collected until it is turned over to the School Activity Fund Treasurer.
- No check shall be drawn by the treasurer of McDowell School Activities without the signature of the sponsor plus the treasurer and/or president of the organization on a voucher.
- All bills incurred should be handled in the manner promptly: the organization sponsor should approve the expenditure; a check for this amount should be requested by the student treasurer from the faculty treasurer for the school; the check should be mailed in a school envelope by the student treasurer.
- All authorized bills incurred should bear the name of the organization in addition to the name of the school.
- All books shall be audited at the close of the school year.
- Duplicate vouchers should be initiated by the student treasurer. One of these is kept for his/her files, the second is retained by the treasurer of activities, along with the invoice or copy of the invoice.

School Dances

- All School Dances must be approved by the office.
- The dances are open ONLY to students from that particular school. At certain dances a McDowell student may bring a date from another school, with prior approval from the office, and assume responsibility for his/her behavior. Attendance at dances may be prohibited due to infractions of the school discipline guidelines.
- "Wanding" will take place at all dances for security reasons.
- Tickets may be sold in advance for each dance.
- Ticket takers must be provided by the sponsoring organization.
- A list of chaperones should be filed in the office prior to the dance.

- All school dances end promptly at the scheduled time unless otherwise approved by the office.
- A student leaving the dance may not return.
- All school regulations shall be in effect at all school dances.
- Attendance in school is mandatory on the day of any activity for a student to be permitted to participate in such activity.
- Attendance at the Prom is limited to juniors and seniors and other guests. Guests must be 9th grade or above to attend. Guests who are not McDowell students must be approved by administration.
- For multiple suspensions, or a single suspension for drugs, alcohol, assault, weapons, terroristic threats, fighting, or tobacco policy violation, students will not be permitted to attend the next school dance/party during that current school year if the offense occurs within 45 days preceding the event.

Spectator Rules:

Student spectators at athletic contests should be aware that these games are an important part of their school life and those spectators have a duty to perform for the school and the team. Students should support the team with pep and enthusiasm even in defeat, for it is then the players need to feel the force of loyal support and continued school spirit. Spectators should be courteous to the visitors and officials, and when they are members of the audience at games away from home, they should conduct themselves in a manner becoming Millcreek Township School District.

All spectators are expected to keep the following rules in mind while attending athletic events:

- Remain in seats until half-time and/or end of the games.
- Keep the ends of the field or court clear.
- Throwing objects is absolutely forbidden.
- Use of tobacco on school property/grounds is strictly forbidden.

Students in violation of the above rules will be ejected from the event and will be subject to school rules and regulations. Students who choose to attend or participate in extra-curricular activities must be willing to adhere to the rules and guidelines approved by the Board of Directors and are subject to disciplinary action.

Section C: ATHLETICS

Philosophy of Athletics:

Athletics is considered an integral part of the District's education program, which provides experiences to help develop boys and girls physically, mentally, socially, and emotionally. The element of competition and winning, though it exists, should be controlled to the point that it does not determine the nature of the program. Students are stimulated to want to win and excel, but the principle of good sportsmanship must prevail at all times to enhance the educational values of contests.

The athletic program is a broad-based program providing opportunities for many different students to develop skills, coordination, strength, endurance, and attitudes, which are necessary for a happy, active life. It is believed that participation is not only an integral part of the student's educational experience, but is a privilege that carries with it responsibilities to the school, to the team, to the student body, and to the community. The athlete is representing all of these groups and should always reflect the best of conduct and the best of play. Participation in athletics, both as a player and spectator, contributes toward developing a better person and citizen.

Specific Goals of the Athletic Program:

- To provide a learning environment necessary for all athletes to achieve to the highest level they are capable of individually and as a team.
- To enhance the academic program of the school.
- To make the effort to win. Athletes will learn from success and failure. They will also understand the reasons for success and seek the cause of failure.
- To provide a learning experience that will be a carry-over to life, including:
 - Discipline.
 - Respect for authority, rules, officials, and coaches.
- To foster participation in the sports program by as many students as possible. Participation will be measured by the number of athletes who complete the season.
- To develop a coaching philosophy that will stress the teaching of fundamental skills.
- To develop a commitment toward excellence in regards to the team's mental preparation and physical conditioning.

Athletic Teams – High School

McDowell High School is represented by thirty athletic programs and holds membership in the Pennsylvania Interscholastic Athletic Association.

Fall	Middle School	Freshmen	Junior Varsity	Varsity
Girls' Golf				X
Boys' Golf				X
Girls' Volleyball			X	X
Girls' Cross Country	X		X	X
Boys' Cross Country	X		X	X
Girls' Soccer			X	X
Boys' Soccer			X	X
Girls' Tennis				X
Cheer	X	X	X	X
Football	X	X	X	X
Girls' Water Polo			X	X
Boys' Water Polo			X	X
Dance				X
Girls' Basketball	X			

Winter	Middle School	Freshmen	Junior Varsity	Varsity
Girls' Basketball		X	X	X
Boys' Basketball	X	X	X	X
Wrestling	X		X	X
Girls' Swimming and Diving				X
Boys' Swimming and Diving				X
Girls' Bowling				X
Girls' Indoor Track and Field				X
Boy's Indoor Track and Field				X
Hockey	X		X	X

Spring	Middle School	Freshmen	Junior Varsity	Varsity
Softball			X	X
Baseball			X	X
Girls' Track and Field				X
Boys' Track and Field				X
Girls' Lacrosse			X	X
Boys' Lacrosse			X	X
Boys' Volleyball			X	X
Boys' Tennis				X
Girls' Soccer	X			
Boys' Soccer	X			

Ice Hockey:

This club has unique status. Ice Hockey is an independent team not affiliated with the school district. However, since this club represents Millcreek Township School District, all district policies pertaining to student participation in this club do apply. Please see our website for Policy 123, Interscholastic Athletics Policy 123, section: Ice Hockey and Trojan Youth Athletics.

Eligibility Regulations for Sports:

1. Students shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception: If the age of nineteen is attained on or after July 1, the student shall be eligible to compete through that school year.
2. No student shall be eligible to represent the schools in any interscholastic athletic contest unless a physician has examined him/her.
3. No student shall be eligible if he/she has been in attendance more than eight semesters beyond the eighth grade.
4. Each student participating in one of the school's interscholastic sports must provide written approval by his/her parent or guardian.
5. Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following: a) Concussion and Traumatic Brain Injury Information Sheet and b) Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet. For more information, see

MTSD Policy 122 – Extra-curricular Activities on our website.

6. To be eligible for interscholastic competition, a student must pursue a curriculum approved by the District; and must be passing in at least five full credit courses or the equivalent, approved by the Pennsylvania Department of Education.
7. For more specific information regarding athletics, please see the following policies on our website: 123.1, Concussion Management and 123.2, Sudden Cardiac Arrest. Depending on the sport, the ImPACT testing (concussion protocol) may be required.

Care and Treatment of Athletic Injuries

The School Board advocates guidelines and measures that promote high quality, safe care of students participating in athletics who suffer serious injury. Any athlete who has suffered a serious injury requiring diagnosis and treatment by the team physician or an appropriate medical professional shall not participate in any sport or school-sponsored activity until s/he is released by the team physician or an appropriate medical professional using the P.I.A.A.'s Section 6: Certification by Licensed Physician or Medicine or Osteopathic Medicine.

Section D: ATTENDANCE

Attendance - Policy 204:

The Board requires that school-aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Frequent absences of pupils from class disrupt the flow of the instructional process for everyone. Poor student attendance limits accomplishments and reinforces a habit, which may handicap the individual in future education or employment. Please see Policy 204 for more details on our website at mtsd.org.

Section E: EMERGENCY DRILLS

Evacuation Drills: Evacuation drills will be conducted during the school year. Such drills will be conducted to prepare students for an unexpected emergency or situation that would require them to be transported to an off-campus location. The location of this designated site will be established prior to the start of the school year. Procedures will be reviewed and established in advance of the drill to ensure that students are transported safely, efficiently, and timely to their new venue.

Fire Drills: The fire drill is carried out so that, in case of necessity, students will be able to leave the building in a quiet and orderly manner. There is an instruction card with procedures posted in each room near the door. This provides information on the exit students are to utilize.

NOTE: Fire drills will be conducted on a monthly basis. Staff and students are to consider each fire alarm signal as an emergency situation. Our goal will be to evacuate the building in TWO (2) minutes and this can only be accomplished with everyone's cooperation.

Tornado Drills: Tornado drills will be conducted during the school year to prepare students in case of a severe weather emergency. Procedures for the drills will be posted in all classrooms and reviewed with students by the teachers.

Lock Down Drills: Lock Down Drills will be conducted during the school year to prepare students in case of an unlawful intruder. Established procedures will be practiced to ensure students will know how to keep safe in the event of an unlawful intruder.

Section F: GENERAL INFORMATION

Activity Fee:

Membership in certain school-sponsored activities and athletics will require the payment of an activity fee to help defray the costs of that activity. This fee is assessed for each activity in which the student participates. Fees must be paid before a student will be permitted to participate in any such activity. (Consult your sponsor or coach to find out if a fee is required and the amount of your activity fee.)

Bicycles and Skateboards:

Elementary students are not permitted to ride bicycles or skateboards to school.

Bullying / Cyberbullying – Policy 249:

Bullying is prohibited in the school setting.

Bullying is intentional electronic, written, verbal, or physical act, or a series of severe, persistent, or pervasive acts directed at another student or students; which occurs in a school setting and/or outside a school setting; that inflicts or attempts to inflict discomfort upon another through a real or perceived imbalance of power:

1. Substantially interfering with a student's education.
2. Creating a threatening environment in the school setting for any specific student or groups of students.
3. Substantially disrupting the orderly operation of the school.

School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Bullying, as defined in this policy, includes cyberbullying. Please see Policy 249 for more details: mtsd.org.

Cafeteria System / Behavior Guidelines:

In all Millcreek Schools, students are issued an ID card with a student ID #. This number will be their own from the time they start school until they graduate.

This ID card can be used in several places: the library, school activities, and the cafeteria. In the

cafeteria, this ID card enables the students to access their meal accounts. Parents can send cash or checks with their student to be deposited into their student's meal account (monies for breakfast and/or lunch purchases). This account acts as a debit account that deducts monies from the student's prepaid account balance when the student uses his/her card (pin pad) at the register. Prepaid accounts can be used for purchasing breakfast, lunch, ala carte items, or milk.

If the student does not have enough money in his/her account, s/he may charge only a full breakfast or full lunch. Ala Carte snack items or an individual milk purchase cannot be charged.

The student or parent can deposit money into an account anytime. If you send your student in with cash, it is not the responsibility of the cafeteria if the cash is lost or stolen. Checks need to be made payable to MILLCREEK FOOD SERVICE. Funds may also be added through Infinite Campus. Within Infinite Campus, parents can also see purchase history.

If a student transfers to another MTSD school, the balance transfers along with him/her. Negative balances will be billed by the district. Paid, free, or reduced eligibility status also transfers.

When the student finishes his/her lunch, all recyclable materials should be recycled. Students are to remain in the cafeteria until they are dismissed.

While in the cafeteria, students are expected to conduct themselves in a responsible way using good manners and judgment in accordance with their grade level. Additionally:

- Students are to be in the cafeteria when the lunch period starts.
- Students are to be sitting at a table when eating.
- Students are to return all trays to the tray area.
- Leaving the cafeteria for any reason without permission from the monitors is forbidden.
- Throwing objects or food and/or leaving the tables or floor messy is not acceptable behavior.

Violating these standards in any unacceptable manner may result in students being assigned clean-up duty, or suspension, depending upon the severity of the offense.

Change of Address:

It is necessary for the school to have an accurate record of the home address of all students. We ask that you accept the responsibility for reporting any change of address in a timely manner. All changes need to be reported to Central Registration – Millcreek Education Center (835-5312).

Child Find Notification

The Millcreek Township School District is obligated under state and federal law to identify children who may qualify as protected handicapped students. If a parent or guardian believes that their child may have a disability or be in need of special education support or accommodations they should contact the principal at their local school or the department of pupil services (835-5334). The Millcreek Township School District also is similarly obligated to

identify students who are intellectually gifted. If a parent or guardian believes that their child is intellectually gifted, they should contact their principal or the department of pupil services (835-5334).

Evaluation

To qualify as a student in need of special education, accommodations, or gifted support, MTSD will conduct a comprehensive evaluation once parental consent is granted. A certified school psychologist will be the chair of the evaluation team with teachers, parents, and other related service providers who will be included as needed. If a child is found to be eligible and in need of special education program, a 504 plan (accommodations), or a gifted support plan, parents will be invited to participate in a planning meeting. Once an individualized program is developed, the team (school staff and parents/guardians) will determine an appropriate program and location (school building) for implementation. Most specialized programs are offered at all buildings. Some specialized programs are offered at designated buildings. The team must consider a variety of factors when determining placement, one of which is the least restrictive alternative (this means that students will be placed in general education programs in their neighborhood school building whenever that is possible). Once the program has been developed, and a location determined, the plan will then be implemented. Parents must give consent to the initial implementation of an individualized education plan (IEP), 504 plan, or gifted individualized education plan (GIEP). Parents also have the ability to revoke consent for specialized programming at any time should they wish to do so. All revocations must be provided in writing and submitted to the building principal. Any questions regarding specialized programs for students with disabilities, mental or physical impairments, or giftedness should be directed to your building principal or the department of pupil services (835-5334).

Collection of Financial Obligations:

Parents will be informed by the school principal of any obligations incurred under Care of School Property - Policy #224. If, after two written notifications, the obligation has not been satisfied, a proceeding may be instituted with a local magistrate to recover the costs. As well, the student may be barred from school activities. Within thirty (30) days of the second written notification, all delinquent obligations, including fees, will be referred to a local magistrate for collection. The school district will also bar students obligated from all school activities. The school district reserves the right to waive the fee if the obligation is met before the matter is scheduled for disposition by the magistrate. The obligation, including any student fees as well as the court costs, will be the obligation of the student and/or his/her parents. Please see Policy 224 for more details on our website at mtsd.org.

Student Discipline - Policy 218:

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. As such, MTSD has established and utilizes a standard set of approved consequences for unacceptable student behaviors and actions including teacher and office detentions, Saturday detention, in-school and out-of-school suspensions and expulsions and alternative placements. Additional information is available in the Student Code of Conduct, available on our website. Please visit our website to review Policy

218, Student Discipline.

District Fees:

See the District website for information relative to district fees. These fees are reviewed and updated as needed annually.

Dress Code - Policy 221:

An individual's dress is a matter of personal preference and choice. However, students should remember that certain styles of dress are not appropriate for school wear. While a student's right to dress as s/he chooses may not be arbitrarily limited, school officials do have the right to prohibit attire which is disruptive to the educational process or which constitutes a health or safety hazard. Please visit our website to review Policy 221, Dress Code.

Use of Electronic Devices - Policy 237:

The Board recognizes the significant role that technology plays in the lives of students and the impact it has on education, the workplace, and everyday life. However, the Board also recognizes that the unrestricted use of personal electronic devices can lead to the disruption of instructional and learning processes and has the potential to compromise the safety of the educational environment. As such, Policy 237 – Use of Electronic Devices is designed to maintain a stable educational environment that is safe for students and employees while advocating the appropriate use of 21st century technology. Please visit our website to review Policy 237, Use of Electronic Devices.

Employment Certificates / Working Papers:

The Child Labor Act of the Commonwealth of Pennsylvania requires that all minors under 18 years of age, regardless of whether they are students or not, must secure employment certificates before engaging in gainful employment. It is, therefore, imperative that all minors become acquainted with the procedure to be used in obtaining certificates. The Child Labor Law is administered by the Superintendent of Schools and all certificates are issued at the McDowell Intermediate High School Main Office and McDowell Senior High School. Please visit your respective school for additional information, or contact the main office.

Entry into Elementary School Buildings / Student Drop-Off Area:

The Board recognizes it has the responsibility to supervise public school children of the district while they are present in the schools during the academic day. The Board further affirms appropriate supervision requires that children not be permitted into the individual elementary school buildings before designated entry times.

The Board directs elementary school principals to communicate individual elementary school entry times to parents. No child is permitted into elementary school buildings before the designated entry times, unless they are under the direct supervision of district personnel or enrolled in a Board approved program.

The Board further directs elementary school principals to give written notification to the

parent(s) upon first violation of this policy, and a report filed on the parent(s) with Children Services upon second violation of this policy.

Student drop-off area at Elementary Schools is posted at each school.

Library:

The purpose of the Library is to widen, deepen and intensify learning. The Library contains a wide range of reference and circulating materials selected to meet the curricular and recreational needs of students.

Each elementary school has a schedule as to when students have access to the resources found within the library.

There are no fines for overdue materials. The date due is noted on the book card in the back of the book. Overdue notices will be sent to the student, via the homeroom teacher, the first two (2) days the book is overdue.

Students are responsible for all Library materials in their possession. Any materials deliberately or accidentally damaged or lost MUST be replaced and/or paid for.

Respect for others governs the behavior of students using the library to protect library materials and maintain an atmosphere conducive to learning. Inappropriate behavior in the Library will not be tolerated and may result in a suspension of Library privileges and/or office detention. This will be determined by the Librarian/or Principal.

Lockers & Backpacks:

Every student will be assigned a locker and a lock. Students are not to change locks or share/reveal locker combinations to any other student. The student is responsible for the locks and lockers assigned. Damaged or lost locks must be paid for at the replacement cost. Misuse will result in a minimum of one (1) hour of office detention up to Saturday detention.

School officials may conduct random locker searches at their discretion; therefore students cannot expect a right to privacy relative to their use of a school locker. Prior to an individual locker search, whenever possible, the student shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of the students in the school, student lockers may be searched without prior warning.

Backpacks: Elementary School and Middle School

Students are not permitted to carry backpacks during the school day. Backpacks must be kept in the student lockers.

Backpacks: High School

Administrator and teacher discretion will be used in allowing students to carry bags with respect to traveling between the high school buildings, limited time to change classes, and

limited space in some classrooms.

Lost & Found:

Items found in and around the buildings should be turned in to the secretary at the front office. Any person who has lost an article may make inquiries at the school office.

WARNING: DO NOT LEAVE MONEY OR OTHER VALUABLES IN DESKS, LOCKERS, CLASSROOMS, OR PHYSICAL EDUCATION LOCKER ROOMS OR OTHERWISE UNATTENDED.

Parent – Teacher (Student) Association:

The Parent Teacher (Student) Association (PTSA/PTA) is an organization made up of interested parents, teachers and students. These organizations perform many services for the school. Newsletters are mailed to homes periodically throughout the year to keep parents informed of events happening in the schools.

Policies for Review

A list of important policies for your review include:

- **Policy 103.1** – Nondiscrimination – Qualified Students with Disabilities
- **Policy 113** – Special Education
- **Policy 114** – Gifted Education
- **Policy 204** – Attendance
- **Policy 208** – Withdrawal from School
- **Policy 209.1** – Food Allergy Management
- **Policy 815** – Acceptable Use of Internet, Computers and Network Resources.

A comprehensive list of the Millcreek Township School District policies can be found at <https://www.mtsd.org/>. Choose *Our District* tab, and *School District Policies*.

Student Parking:

A parking permit is required for a student to park in designated areas on school property during the school day. Permits can be purchased in the main office of each high school. Students will receive a copy of guidelines regarding motor vehicle violations with their permits. Motor vehicle violations may result in the loss of parking privileges and/or towing of said vehicle at the owner’s expense.

Student Photo I.D.:

Millcreek Township School District students are required to have a school photo I.D. Card. This card will contain not only the student’s picture, but also a bar code of the student I.D. number and will be multi-functional.

The I.D. Card will be REQUIRED for the following purposes:

- Library - the card will serve as a library card, and must be used for checking out books.
- Cafeteria - the student will use their card for all purchases in the school cafeteria as required. This will work similar to a pre-paid phone card, where the student has money put on their account in advance (the same concept as purchasing a lunch

ticket, only it can also be used for ala-carte items).

- Extra-Curricular Activities - all students will be required to have their photo I.D. for admittance to school dances. This is primarily for security reasons.
- McDowell and M.I.H.S. students who attend Erie County Vo-Tech, or other classes off campus who travel between buildings for class changes, will need to have their stamped cards in their possession, for security purposes.

Student Support Team:

The Student Support Team (SST) exists in each school and serves to assist students. The team is comprised of school professionals and qualified counselors contracted from outside agencies. The group serves to identify, assess, and prescribe intervention measures. The team will convey recommendations to the students and their families when appropriate. It is the strong desire of the district that the recommendation(s) of the team in each building be followed.

Visitors:

All visitors to schools must check in with the school's main office.

Volunteers:

Persons interested in volunteering within the Millcreek Township School District are required to adhere to state and federal regulations. Changes to the PA Child Protective Services Law has resulted in increased background check requirements for anyone working with or in contact with students, including volunteers. More information about volunteering can be found on the District's website at mtsd.org.

Weather Cancellations / Delays:

The decision to close schools or delay the start of the school day will be based primarily on the condition of district roads or other weather conditions that would jeopardize the safety of children. The decision to cancel or delay school is made in as timely a manner as possible.

Notifications will be provided via the school district's mass notification system. Additionally, the District will continue to share this information with the local news and radio outlets.

When the delayed start is initiated, all starting times will be delayed by exactly two hours. The school day will end at the regularly scheduled time, and cafeterias will operate as usual. In addition, when a delayed start is initiated parent/guardian cannot drop off students prior to the delayed starting time.

Website:

District and school information can be accessed via the Millcreek Township School District website at <https://www.mtsd.org/>.

Section G: HEALTH SERVICES

Nurse's Office:

The main purpose of the Nurse's Office is to help our students stay mentally and physically healthy so that they can make the best possible use of their opportunity for education. If a student has a health problem, s/he may discuss it with the school nurse. Parents are also encouraged to discuss student health problems with the school nurse. The school nurse or staff nurse will also take care of emergencies and help students who become ill during school hours. Students who need to go to the nurse's office during class should ask for a hall pass and go directly to the nurse.

Health screening for vision, height, weight, and body mass index are state-mandated for all students. In addition, hearing tests are mandated for all students Kindergarten through third grade, and in seventh and eleventh grades. Appointments for these screening will be distributed in homerooms throughout the year, and students will be expected to keep these appointments.

Medications - Policy 210

If at all possible, medication should be administered at home. Medications will be administered during school hours only when failure to take such medicine would jeopardize the health of a student and s/he would be unable to attend school if the medicine were not made available. All medications are dispensed from the health room. Students are not to have medication with them during school hours.

In order for school employees to dispense any prescribed or over-the-counter medication, a written authorization signed by both the parent/guardian and physician must be submitted.

These authorizations must be submitted annually. All over-the-counter medications must be brought to the school nurse in the original container. Prescription medication must be in a current and properly labeled prescription bottle including the student's name, doctor, medicine name, dosage, and time it is to be given. (Your pharmacy may give you a separate bottle for school if you ask.)

Each change in medication (dosage, time, or kind) throughout the year requires a new authorization form signed by both parent (guardian) and physician. Forms must be renewed annually. Students will be responsible to report to the health room to receive their medication at the proper time.

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan as needed to best meet the needs of individual students.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

All medication shall be accompanied by a completed Medication authorization form or other written communication from the licensed prescriber.

Please see Policy 210, Medications, for additional information regarding administration of medication during field trips and self-administration by student for emergency medications.

Policy 210.1 - Possession / Use of Asthma Inhalers / Epinephrine Auto-Injectors Policy

Students who need to use inhalers/EpiPens in school shall follow the same procedures for using prescription medications in school and supply the nurse with all proper documentation annually.

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the following is required:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.

Please see our website for Policy 210.1, Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors for additional information.

Other Medical Procedures

Students who need medical procedures at school i.e., cathing, blood sugar testing, blood pressure, tube feedings, etc., must have the medication form filled out annually with the doctor's order and parental permission for the treatment. All blood tests must be performed in the nurse's office, unless other arrangements have been approved by the school nurse and building administrator.

Fragrance Sensitivity:

Because of fragrance sensitivities, allergies, and indoor air quality, MTSD monitors the use of highly fragrant personal care products and environmental products that may adversely affect the health of the staff and students. Please visit our website to review Policy 209.2, Severe Allergic

Reaction and Fragrance Sensitivity.

Diabetes Management – Policy 209.3

Student Possession and Use of Diabetes Medication and Monitoring Equipment Requirements

A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner must be provided. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.

A written statement from the student's health care practitioner must be submitted that provides:

1. Name of the drug.
2. Prescribed dosage.
3. Times when medication is to be taken.
4. Times when monitoring equipment is to be used.
5. Length of time medication and monitoring equipment is prescribed.
6. Diagnosis or reason medication and monitoring equipment is needed.
7. Potential serious reactions to medication that may occur.
8. Emergency response.
9. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.

Please see additional important information regarding Diabetes Management by reviewing Policy 209.3, Diabetes Management.

Physical/Dental Exams:

All Kindergarten, sixth and eleventh grade students and any student entering Millcreek Township School District will need a physical exam. If the school does not receive a report of an examination done by a private physician, the student will be scheduled to be examined by the school physician.

All Kindergarten, third seventh grade students and any student entering Millcreek Township School District will need a dental exam. If the school does not receive a report of an examination done by a private dentist, the student will be scheduled to be examined by the school dentist.

Immunizations:

The Pennsylvania Department of Health oversees school immunization regulations. These changes go into effect beginning in August 2017. All completed immunizations must be on file with the school within the first 5 days of school attendance or the child will not be allowed to attend school. The immunization requirements are listed below:

<p><u>Children in ALL grades (K-12) need the following</u></p> <ul style="list-style-type: none"> • 4 doses of tetanus (1 dose on or after 4th birthday) • 4 doses of diphtheria (1 dose on or after 4th birthday) • 4 doses of polio (1 dose on or after 4th birthday) • 2 doses of measles • 2 doses of mumps • 2 doses of rubella (German measles) • 3 doses of hepatitis B • 2 doses of varicella (chickenpox) or evidence of immunity 	<p><u>7th Grade ADDITIONAL immunization requirements for entry:</u></p> <ul style="list-style-type: none"> • 1 dose of meningococcal conjugate vaccine (MCV) • 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if five years have elapsed since last tetanus immunization)
	<p><u>12th Grade ADDITIONAL immunization requirements for entry:</u></p> <ul style="list-style-type: none"> • Second dose meningococcal conjugate vaccine (MCV) required for entry into 12th grade and/or before 18 years of age. If first dose was given at 16 years of age or older, only one dose is required.

Exclusion Rules:

Students are generally excluded from school if they have a temperature that exceeds 100 degrees Fahrenheit. Students are also excluded at the discretion of the school nurse for illness or injury. In addition, students are excluded from school for these diseases and duration:

- Chicken Pox – excluded until 6 days after the appearance of the last crop of vesicles.
- Conjunctivitis (pink eye) – excluded until 24 hours after the start of the appropriate medication.
- Strep infections / scarlet fever – excluded until 24 hours after the start of appropriate medication.
- Pediculosis (head lice) – Students with live head lice will be sent home from school (for treatment) at the direction of the school nurse. Once the student has been appropriately treated, s/he may return to class. Students should be checked by the school nurse upon return to school and should be free from live lice. Students may attend school even if Nits persist.
- Shingles – excluded until 5 days after the rash breaks out.
- Other diseases such as, but not limited to, swine flu, MRSA, scabies, ringworm, impetigo may require exclusion. Students will be readmitted at the discretion of the school nurse.

Section H: TRANSPORTATION

The follow section outlines what is expected of students who ride a school bus contracted by the Millcreek Township School District. Failure to follow the rules of conduct may result in loss of transportation.

Behavior on School Buses / Vans:

Because the driver must keep his/her attention upon the highway and the operation of his/her

bus, s/he cannot jeopardize the safety of all students because of the behavior of a few. Therefore the following regulations shall be strictly enforced.

1. No student shall throw, shoot squirt guns, or otherwise propel any paper, metal, or other substance in or around the school bus.
2. No student shall use loud or profane language in or around the school bus.
3. No student shall indulge in pushing, fighting, or other unruly behavior in or around the school bus.
4. No student shall deliberately disobey, abuse, or otherwise show disrespect for the driver of the vehicle.
5. All students shall remain seated at all times while on the bus. Keep the aisle clear.
6. Student shall not raise or lower the windows at any time without first receiving permission from the driver. Do not throw anything out of the bus window. Keep hands, head, and arms inside the bus.
7. No student shall deliberately mar, deface, or tamper with any part of the vehicle. Damage will be paid for by the individual.
8. There shall be no smoking in or around the vehicle at any time. Lighting of matches in or around the bus is prohibited.
9. There shall be no eating or drinking on the bus.
10. There shall be no littering from the vehicle or in the vehicle. Students are not to throw paper or debris on the floor of the vehicle.
11. Spitting is prohibited on the bus.
12. Students shall be courteous to fellow pupils, the driver, and the bus monitor.
13. The driver has similar authority in the bus as the teacher in the classroom.

Student Rights and Responsibilities for Transportation:

While the law permits the school district to furnish transportation, it does not relieve parents of students from exercising responsibility and supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Regulations:

1. Waiting:

Pupils must be at the bus stop no less than five (5) minutes and no more than ten (10) minutes before the scheduled bus arrival time. If the school bus does not arrive at the bus stop on time because of mechanical failure, road, or weather conditions, the pupil is expected to wait a reasonable length of time (at least 1/2 hour in inclement weather) then return to his/her home.

Bus drivers shall wait at least five (5) minutes after dismissals and then are free to proceed unless directed differently by the administration. If the student is at fault, the parents shall be notified to arrange for the pupil's transportation home.

2. Behavior at Bus Stop:

- Students should go directly from home to the bus stop using good safety practice when walking in areas where sidewalks are not provided.
- Students should remain in the designated waiting areas, paying very special attention to the rights of property owners in the vicinity.

- Students, as they arrive at the stop, should get in line, wait a reasonable and safe distance from the roadway, and use the concept of good school and community citizenship while waiting for the bus.
- Students should board and leave the bus in a quiet, orderly manner.
- Students will be picked up at AUTHORIZED bus stops only. Students will be dropped off at AUTHORIZED bus stops only.

3. Video Monitoring:

The District shall permit the use of video cameras capable of recording audio and video on school buses to aid in the control of student discipline.

4. Responsibility of Students to the Bus Driver:

- The bus driver is responsible for the safety of the students on his bus, and as such, deserves the same respect and cooperation as the teacher in the classroom.
- Requests from the bus driver are to be honored by the students without question.
- In considering the bus to be an extension of the classroom, the board shall require students to conduct themselves in a manner consistent with established standards for classroom behavior.
- Students who become a serious disciplinary problem on the bus may have their riding privileges suspended by the responsible principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.