

Millcreek Township School District



Parent/Guardian & Student Handbook

Revised January 2021

| Table of Contents: | Page: |
|--|--------------|
| Welcome | 3 |
| Section A: ACADEMICS..... | 4 |
| Section B: ACTIVITIES & SCHOOL SERVICE ORGANIZATIONS | 10 |
| Section C: ATHLETICS..... | 12 |
| Section D: ATTENDANCE..... | 15 |
| Section E: EMERGENCY DRILLS..... | 15 |
| Section F: GENERAL INFORMATION..... | 16 |
| Section G: HEALTH SERVICES..... | 24 |
| Section H: TRANSPORTATION..... | 29 |

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

James S. Wilson Middle School
814-835-5500

Belle Valley Elementary School
814-835-5600

Walnut Creek Middle School
814-835-5700

Chestnut Hill Elementary School
814-835-5550

Westlake Middle School
814-835-5750

Grandview Elementary School
814-836-6300

McDowell Intermediate High School
814-835-5487

Tracy Elementary School
814-835-5800

McDowell High School
814-835-5403

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.

AP® Capstone:

According to College Board, AP® Capstone is a College Board program that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. It cultivates curious, independent, and collaborative scholars and prepares them to make logical, evidence-based decisions.

AP® Capstone is comprised of two AP® courses – AP® Seminar and AP® Research – and is designed to complement and enhance the discipline-specific study in other AP® courses. Students typically take AP® Seminar in grade 10 or 11, followed by AP® Research. Students who earn scores of 3 or higher in AP® Seminar and AP® Research and on four additional AP® Exams of their choosing receive the AP® Capstone Diploma™. Students who earn scores of 3 or higher in AP® Seminar and AP® Research, but not on four additional AP® Exams receive the AP® Seminar and Research Certificate™. Additional info may be retrieved from <http://advancesinap.collegeboard.org/ap-capstone>.

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. The Air Force supplies uniforms at 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 interested in drama, musical theatre, and technical theatre. Also, 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.

Curriculum:

The Millcreek Township School District offers curricula that are rigorous and aligned to state and national standards. The 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 online courses to maximize their career planning. Students interested in this should contact their school’s Guidance Department to discuss this possibility.

Distinctive Scholar Program:

The Distinctive Scholar Program (DSP) is a more selective and rigorous pathway for high ability and motivated students encompassing current Honors College requirements plus additional

requirements, including specific courses, service hours, and mentorships. Students who meet the criteria will receive an invitation to apply for the program.

Distinctive Scholar Program Scheduling Requirements:

- Full enrollment in all honors and/or AP® courses
- AP® Seminar & AP® Research courses
- At least four additional AP® courses
- Works towards Capstone Diploma
- Must complete at least three (3) credits of a world language

Dual Enrollment:

This grouping of programs provides eligible students with the opportunity to enroll in college courses 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 high school students at a significantly reduced cost. General eligibility for the dual enrollment programs requires that seniors have an unweighted GPA of at least 3.25 and juniors have an unweighted GPA of at least 3.5.

Education Profession Pathway Certificate Program:

The MTSD Education Profession Pathway Certificate Program includes the following courses: Education Profession Level 1 (1 credit), Education Profession Level 2 (1 credit), Education Profession Level 3 (1 credit), Career Exploration (0.5 credit), and Internship (1 credit). Students who successfully complete the program will be awarded an Education Profession Pathway Certificate at graduation from Millcreek Township School District and possibly earn college credits from partnering Universities.

Erie County Technical School (ECTS):

Erie County Technical School (ECTS) offers a wide variety of career, trade, and technical opportunities leading to a 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 (a 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 grade book.
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 the 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 2022 – 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)

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 website. It provides the following information:

- a. High school student course request process
- b. General information about academic programming and extracurricular 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 a 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.

MTSD Child Development Program:

MTSD Child Development Program includes the following courses:

- Education Profession Level 1
- Education Profession Level 2
- Education Profession Level 3
- Career Exploration
- Internship

The goal of this program is to provide direct instruction related to the early childhood education field. Students will learn through hands-on experiences and internship opportunities in various educational settings to better prepare for future educational and career opportunities.

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 extracurricular 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 that 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 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, and 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 2022, students must demonstrate proficiency on the Literature, Algebra 1, and Biology Keystone Exams to graduate. Please contact your student's guidance counselor for more specific information regarding Keystone Exams and graduation requirements.

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.

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 organization's treasurer after being 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 sponsor's signature plus the treasurer and/or president of the organization on a voucher.

- All bills incurred should be handled promptly: the organization sponsor should approve the expenditure; the student treasurer should request a check for this amount 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.
- The student treasurer should initiate duplicate vouchers. 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.
- The sponsoring organization must provide ticket takers.
- 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. The administration must approve guests who are not McDowell students.
- 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 extracurricular 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 an 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 |
| Boys' 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 | | | |

Trojan Ice Hockey:

This club has a 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 about student participation in this club do apply. Please see our website for Policy 123, Interscholastic Athletics Policy 123, section: Trojan Ice Hockey.

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 acknowledgment 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 – Extracurricular Activities, MTSD Policy 123.1 – Concussion Management, and 123.2 – Sudden Cardiac Arrest 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: 122 – Extracurricular Activities, 123 – Interscholastic Athletics, 123.1 – Concussion Management, and 123.2 – Sudden Cardiac Arrest. Depending on the sport, pre-injury baseline 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 PIAA's Section 6: Certification by Licensed Physician of Medicine or Osteopathic Medicine.

Section D: ATTENDANCE

Attendance - Policy 204:

The Board requires that school-aged students enrolled in the 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 student. It requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Frequent absences of students 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 students will be able to leave the building quietly and orderly in case of necessity. 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, which 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

Acceptable Use of Internet, Computers and Network Resources – Policy 815:

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. Please refer to MTSD Policy 815 for more information regarding Acceptable Use of Internet, Computers and Network Resources.

Activity Fee:

Membership in certain school-sponsored activities and athletics will require the payment of an activity fee to help defray that activity's costs. 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:

All forms of bullying are prohibited in the school setting.

Bullying means an intentional electronic, written, verbal, or physical act, or a 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 the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

School setting means 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 on our website.

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 address 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 pupil services department (835-5334). Please refer to policies 113 (Special Education) and 114 (Gifted Education) for more information.

Evaluation: Special Education and Gifted Education:

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 a 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 various 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 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 pupil services department (835-5334). Please refer to policies 113 (Special Education) and 114 (Gifted Education) for more information.

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 and Grooming - 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 that is disruptive to the educational process or which constitutes a health or safety hazard. Please visit our website to review Policy 221, Dress and Grooming.

Use of Electronic Devices - Policy 237:

The Board recognizes the significant role that technology plays in the lives of MTSD 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 and secure for district 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. Therefore, it is imperative that all minors become acquainted with the procedure to obtain 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 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 district personnel's direct supervision 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 a second violation of this policy.

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

Hazing – Policy 247:

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Please refer to the MTSD website for further clarification regarding hazing. This includes definition, authority, the delegation of responsibility, and complaint procedure.

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 library's resources.

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 students' behavior 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, the student shall be notified and allowed to be present whenever possible. However, where school authorities have a reasonable suspicion that the locker contains materials that threaten the students' health, welfare, and safety 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's designated area.

Backpacks: High School

Students are not permitted to carry backpacks during the school day. 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.

Nondiscrimination – Qualified Students with Disabilities – Policy 103.1:

The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to report such incidents to designated employees promptly. The Board also directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations. Please review MTSD Policy 103.1 for more information regarding nondiscrimination.

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 the schools' events.

Policies for Review:

A list of important policies for your review include:

- **Policy 103** – Nondiscrimination/Discriminatory Harassment – School and Classroom Practices
- **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 220** – Student Expression/Distribution and Posting of Materials
- **Policy 222** – Tobacco/Nicotine

- **Policy 226** – Searches
- **Policy 247** – Hazing
- **Policy 249** – Bullying/Cyberbullying
- **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 Expression/Distribution and Posting of Materials – Policy 220:

Students have the responsibility to act in accordance with Board Policy 220. Student Expression/Distribution and Posting of Materials (Policy 220), to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression.

Students have the responsibility to be aware of others' feelings and opinions and give others a fair opportunity to express their views.

These procedures address the distribution and posting of non-school materials that are not part of the curricular or extracurricular program of the district. Materials sought to be distributed or posted as part of the curricular or extracurricular program of the district will be regulated as part of the district's educational program and are not subject to the time, place, and manner provisions set forth herein. Students may distribute and/or post non-school materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Policy 220, these procedures, and the school dress code, if applicable.

The district has no responsibility to assist students in or to provide facilities for the distribution or posting of non-school materials.

Please visit the MTSD website to review Policy 220.

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 ID:

Millcreek Township School District students are required to have a school photo ID Card. This card will contain the student's picture and a bar code of the student ID number and be multi-functional.

The ID 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 similarly to a pre-paid phone card, where the student has money put into their account in advance for lunches and a-la-carte items.

- Extracurricular Activities - all students will be required to have their photo ID for admittance to school dances. This is primarily for security reasons.
- McDowell and MIHS students who attend Erie County Technical School, attend other classes off-campus, and 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.

Tobacco and Vaping Products – Policy 222:

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. Please visit the MTSD website to review Policy 222.

Visitors:

All visitors to schools must check in with the school's main office and use the Raptor Security Software to gain entrance by providing a photo ID.

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 children's safety. 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, the 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

Important Information Regarding COVID-19 for Parents and Students:

Duty to Report Symptoms

- Scheduled to be tested for COVID-19 and are experiencing symptoms
- Completed COVID-19 testing and/or are awaiting results
- You have a POSITIVE RESULT from a COVID-19 test (+ case)
- You have been identified as a probable case by the DOH or physician

Call: Krystal Krawczyk, MHA, RN, at 814-835-5340

Daily Pre-Arrival Health Screening

Before coming to school in the morning, students and parents should assess whether the student has any symptoms of COVID-19 using the daily symptom screener that has been provided.

All information reported will be kept confidential as required by law, except to the extent that it is necessary to advise or protect staff and other students from the transmission of the virus.

If you have symptoms or are diagnosed with COVID-19, or a family member residing in your household tests positive for COVID-19, your student is required to stay home following state and local Department of Health guidance.

Expectations of Students

1. Stay home if sick.
2. Sanitize hands with hand sanitizer that contains at least 60% alcohol upon entering the building.
3. Wash hands frequently or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
4. Avoid touching face and eyes.
5. Wash/sanitize hands after touching or removing facial covering.
6. Bring personal water bottles with water. Water fountains will be turned off, and hydration stations will be made available for refills.
7. Follow all directions to social distance provided by teachers or administrators for the safety of the school community.

Face Coverings and Social Distancing

1. All persons must wear facial coverings that cover both the mouth and nose when on school property, during a school activity, or riding a bus or in other approved transportation. Students and children over 2 years of age are expected to come to

school daily with their personal face coverings. However, quality facial coverings will be available for distribution to students in case of emergency or to reduce stigma where necessary. Students are responsible for their own personal property, and face coverings should be stored appropriately. If your child needs a face covering, please contact your child's principal.

2. Facial coverings must be made from a minimum of double-layer cloth and be snug-fitting to the face. It should cover both the nose and mouth. Facial coverings should not include any type of exhalation valves or vents or masks designed as a costume.
3. It is recommended to have a minimum of two face coverings available each day in case one face covering becomes unfit for use. Under no circumstances should students share or swap facial coverings. To learn more about appropriate face-covering use and the types of face coverings recommend for use in schools, please review the PA Department of Health and Education site.
4. Questions regarding exemptions from the use of facial coverings must be requested directly to the Director of Pupil Services at (814) 835-5334. Facial coverings should not be required for anyone who is unconscious, incapacitated, or otherwise unable to remove the facial covering without assistance.

Student Illness at School

If a student becomes ill or exhibits symptoms of COVID-19 while at school, the student will be separated from other students and staff to the designated space identified as the Isolation Room. While in the Isolation Room, the student will be monitored by school staff. A parent/guardian must pick students up within 1 hour after initial illness identification. The District will contact the parent/guardian and, if needed, the student's emergency contacts. Parent/guardian and emergency contacts will be informed of the importance of the student being picked up for the safety of the student and others. Exposed areas will be sanitized and disinfected per CDC/DOH guidelines.

Return to School

Guidelines for COVID-19 return will be followed from the PA Department of Health and Education for safe return to school.

Parents and Other Visitors

At this time, outside parents and outside visitors are not permitted to visit our buildings. Parents and outside visitors should contact the building principal to discuss their specific needs, and determinations about exceptions for visitations will be made on an as-needed, case by case basis.

Health Office:

The school health program is designed to give first aid and medical care for injuries and illnesses that occur primarily during school hours. In addition to providing emergency care, school nurses provide support for those students with special needs, as well as education and wellness promotion. Please remember that the health office is not a primary care facility. School nurses cannot diagnose, prescribe treatment, or give medications without a physician's order.

The Certified School Nurse shall collaborate as needed with parents/guardians, the student's private physician, district administration, faculty, and staff to develop an individualized healthcare plan best to meet the needs of students with chronic health conditions.

Exclusion Rules – Policy 203:

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 5 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 school nurse's direction. 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 – may attend school at the discretion of the school nurse, if vesicles can be covered.
- Impetigo – excluded until 24 hours after the start of appropriate medication.
- Ringworm – excluded until immediately after the first treatment and if rash can be covered
- Scabies – after completion of appropriate treatment
- Fever (>100 degrees F), vomiting, or diarrhea – excluded from school until fever-free without the use of fever-reducing medication (Ibuprofen or Acetaminophen) for 24 hours, or 24 hours after the last episode of vomiting or diarrhea.
- This is not exclusive; other diseases may also require exclusion. Students will be readmitted at the discretion of the school nurse.

Health Screenings – Policy 209:

Annual screenings for vision, height, weight, and body mass index are state-mandated for all students. In addition, hearing screenings are mandated annually for all students in Kindergarten through third grade and seventh and eleventh grades.

Immunizations – Policy 203:

The Pennsylvania Department of Health oversees school immunization regulations. Changes to immunization requirements for school attendance went into effect beginning in August 2017. All completed immunizations must be on file with the school within the first 5 days of school attendance except the 7th-grade additional immunization requirements that must be on file the first day of 7th-grade attendance, or the child will not be permitted 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 of meningococcal conjugate vaccine (MCV) required for entry into 12th grade and/or before 18 years of age. If the first dose was given at 16 years of age or older, only one dose is required. |

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 student's health, and s/he would be unable to attend school if the medicine were not made available. All medications are dispensed from the health office and must be given to the school/staff nurse by the parent/guardian or designated responsible adult. Students are not permitted to transport medication to and from school.

All over-the-counter medications must be 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 (if requested, your pharmacy may give you a separate bottle for school).

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 each school year. Any change in medication (dosage, time) throughout the year requires a new authorization form signed by both parent/guardian and physician.

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

Other Medical Procedures:

Students who require medical procedures at school, i.e., catheterization, blood sugar testing, blood pressure, tube feedings, etc., must have a signed authorization form from both the prescribing physician and the parent/guardian.

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

Before a student may self-carry or administer 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 a 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.

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 complies with the instructions of the student's health care practitioner must be provided. The parent/guardian request 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 provider with the following information must be submitted:

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 are 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.

Food Allergy Management – Policy 209.1:

The school nurse will develop an individualized healthcare plan best to meet the needs of students with food allergies. The care plan shall include provided information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.

Please see additional important information regarding definitions of food allergy, guidelines, and delegation of responsibility by reviewing Policy 209.1, Food Allergy Management.

Physical/Dental Exams – Policy 209:

Physicals are required in grades 6 and 11. Private physicals are preferred. If parents/guardians do not provide a private physical, a school physical (at no cost) will be scheduled.

Dentals are required in grades 3 and 7. Private dentals are preferred. If parents/guardians do not provide a private dental, a school dental (at no cost) will be scheduled.

Severe Allergic Reaction and Fragrance Sensitivity – Policy 209.2:

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 see additional important information by reviewing Policy 209.2, Severe Allergic Reaction and Fragrance Sensitivity.

Section H: TRANSPORTATION

The following 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. All students 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. The damage will be paid for by the individual.
8. There shall be no smoking in or around the vehicle at any time. The 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 a similar authority on 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 property owners' rights in the vicinity.
- As they arrive at the stop, students should get in line, wait for a reasonable and safe distance from the roadway, and use the concept of a 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 student discipline control.

4. Responsibility of Students to the Bus Driver:

- The bus driver is responsible for the students' safety on his/her 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 children's parents become responsible for seeing that their children get to and from school safely.