



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Milton Area Middle School

Parent Handbook 2021-2022



Mission Statement

The Milton Area School District is committed to preparing students for 21st century success through educational excellence. Through strong emphasis on community, empathy, enthusiasm, integrity, leadership, loyalty, resiliency, and respect, all members of the Milton Area School District strive to promote:

Creativity and Innovation

Critical Thinking and Problem Solving

Collaboration and Transparency

Self-Management and Flexibility



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Table of Contents

Mission Statement.....	1	Requests for Assignments.....	17
MASD Administration Staff.....	4	Tardiness.....	17
MASD 21-22 Calendar.....	5	Academics	18
Bell Schedule	6	Academic Eligibility.....	18
Example 6 th Grade Schedule:.....	6	Academic Integrity	18
Example 7 th Grade Schedule:.....	7	Band Member Responsibilities.....	18
Example 8 th Grade Schedule:.....	7	Chorus Member Responsibilities.....	18
Athletic Code	8	Grading System	18
Arrival Procedures	10	Homework Philosophy	18
Drop-Off Procedures.....	10	Honor Roll.....	19
Pick-Up Procedures	10	Milton Cyber Program.....	19
Skateboarding, rollerblading, scootering, and like devices.....	10	Online Gradebook Portal Use.....	19
Bus Passes.....	10	School Wide Positive Behavior Support (SWPBS) – PAWS Program.....	19
Emergency Delays & Closings	10	PAWS Awards.....	19
Student Wellness.....	11	Physical Education	20
Change of Address.....	12	Report Cards.....	20
Withdrawal from School.....	12	Retention/Promotion Policy.....	20
Insurance	12	Summer School.....	20
Guidance Services.....	12	School-Sponsored Trips	21
Library	12	Student Council	21
Personal Possessions.....	12	National Junior Honor Society (NJHS)	21
Laser Pointers.....	12	Student Code of Conduct.....	23
Lockers.....	12	School-Wide Discipline Statement.....	23
Lost & Found	13	Milton Area School District Student Discipline System	23
Media Release Information.....	13	Due Process Hearings.....	25
Parent Conferences	13	Expulsions	26
Parent-Teacher Association	13	Acceptable Use of District Network and the Internet Procedures	27
Process for Limited Access.....	13	Alternative Education	29
School Pictures.....	13	Bullying & Harassment	29
School Resource Officer	13	Bullying – Policy No. 249	29
Student Deliveries.....	14	Authority.....	29
Student Use of School Telephones	14	Delegation of Responsibility: Intervention.....	29
Transportation Eligibility- Policy No. 816	14	Guidelines: Student, Parent/Guardian, and Employee Reporting	30
Video Surveillance – Policy No. 816.....	15	Investigation Procedures.....	30
Visitors – Policy No. 907.....	15	Consequences/Discipline.....	30
Volunteers – Policy No. 916.....	15	Dissemination and Training.....	30
Weather/Emergency Drills.....	15	Confidentiality	30
WEB/Boomerang Transition Program.....	15	Harassment – Policy No. 248	30
Attendance	16	Suicide Prevention – Policy No. 819.....	31
Absence Information.....	16	Safe2Say Something.....	32
Early Dismissal Procedures	17		
Educational Trips	17		
Make-Up Work Following an Absence	17		



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Searches – Policy No. 226	32	School Board Policies.....	40
Audio/Video Surveillance on School Buses –		Notice of Non-Discrimination	40
Policy No. 816	33	Appendix A: Report Form for Complaints of	
Bus Rules	33	Discrimination	41
Cafeteria Rules.....	34	Appendix B: Report Form for Complaints of	
Care of School Property	34	Unlawful Harassment	42
Detentions	34	Appendix C: Parent/Guardian Identification	
Dress Code.....	34	Consent Form	43
Electronic Devices – Policy No. 237	35	Appendix D: Asthma Inhalers/Epinephrine	
Medical Information	36	Auto-Injectors Self-Administration by	
First Aid Treatment/Illness in School	36	Students	44
Health Screenings	36	Appendix E: Authorization for Medication	
Medications.....	37	during School Hours	45
Special Education Services	39		



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MASD Administration Staff

Dr. Cathy S. Keegan, Superintendent	570-742-7614
Dr. Daphne Kirkpatrick, Title IX Coordinator & Dir of Edu	570-742-7614
Andrew R. Rantz, Senior High School Co-Principal	570-742-7611
Michael S. Bergey, Senior High School Co-Principal	570-742-7611
Greg Scoggins, Middle School Principal	570-742-7685
David Slater, James F. Baugher Elementary Principal	570-742-7631
Jeremy Stetler, White Deer Elementary Principal	570-568-6201
Derrek Fink, Secretary/Business Admin.	570-742-7614
Ashley Reese, Director of Food Services	570-742-7687
Catherine Girton, Director of Student Services	570-742-7614
Jennifer Oiler, Supervisor of Special Education	570-742-0539
Laura Seward, Transportation Supervisor	570-742-7614
Jeffrey Hoffman, Maintenance/Custodial Supervisor	570-742-8888
Duane Gemberling, Network Admin.	570-742-7614



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Milton Area School District 2021-2022 School Calendar

<p>12 New Teacher Induction 16 Professional Dev. (#1) 17 Professional Dev. (#2) 18 Professional Dev. (#3) 19 Schools Open First Day for Students</p>	<p>AUGUST 2021</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>SEPTEMBER 2021</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>3 Act 80 Day – No school 6 Labor Day</p>							
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<p>1 Schools Closed 11 Professional Dev. (#4) 25 End of 1st Nine Weeks 28 Professional Dev. (#5) 29 Professional Dev. (#6)</p>	<p>OCTOBER 2021</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>NOVEMBER 2021</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>24-29 Thanksgiving Break</p>						
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<p>14 Early Dismissal WD & JFB: 12:45 pm MS/HS: 1:30 pm 15-19 Spring Break 18 Make-up Day #2 19 Make-up Day #1 PSSA/Grades 3-8 25-29 English Language Arts</p>	<p>APRIL 2022</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>MAY 2022</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>PSSA/Grades 3-8 2-13 Mathematics & Science 16-25 Keystone Exams-HS 26 Last Day of School Early Dismissal WD & JFB: 11:00 am MS/HS: 11:30 am 7:00 pm - Graduation 30 Memorial Day</p>							
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MILTON MIDDLE SCHOOL

700 Mahoning Street
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 Attendance Line
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Bell Schedule

The Milton Area Middle School operates on a modified block schedule and four-day cycle. Students receive 82 minutes of instruction with 4-minute transitions between blocks. In addition to four core classes, students receive a combination of non-core instruction and team time.

Block 1:	8:04am-9:26am
Block 2:	9:30am-10:52am
Block 3:	10:56am-12:50 (includes 30-minute lunch)
Pride Time:	12:54pm-1:34pm
Block 4:	1:38pm- 3:00pm

Example 6th Grade Schedule:

6 th Grade		ORANGE	BLACK	WHITE	GRAY
HR	8:00-8:04	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM
CORE 1	8:05-8:50	CORE 1	CORE 1	CORE 1	CORE 1
CORE 2	8:50-9:40	CORE 2	CORE 2	CORE 2	CORE 2
CORE 3	9:40-10:30	CORE 3	CORE 3	CORE 3	CORE 3
REM	10:30-10:56	REMEDIATION	REMEDIATION	REMEDIATION	REMEDIATION
LUNCH 10:56-11:26		LUNCH	LUNCH	LUNCH	LUNCH
RELATED ARTS	11:26-12:50	PE	FUTURES	MUSIC	WEB
			ART	SSA	LS/SS
TEAM	12:54-1:34	TEAM	TEAM	TEAM	TEAM
BLOCK 4	1:38-2:28	CORE 4	CORE 4	CORE 4	CORE 4
REM	2:28-3:00	REMEDIATION	REMEDIATION	REMEDIATION	REMEDIATION



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Example 7th Grade Schedule:

7 th Grade		ORANGE DAY	BLACK DAY	WHITE DAY	GRAY DAY
HR	8:00-8:04	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM
CORE 1	8:05-8:50	CORE 1	CORE 1	CORE 1	CORE 1
CORE 2	8:50-9:40	CORE 2	CORE 2	CORE 2	CORE 2
CORE 3	9:40-10:30	CORE 3	CORE 3	CORE 3	CORE 3
CORE 4	10:30-11:20	CORE 4	CORE 4	CORE 4	CORE 4
REM	11:20-11:35	REMEDATION	REMEDATION	REMEDATION	REMEDATION
LUNCH 11:35-12:05		LUNCH	LUNCH	LUNCH	LUNCH
REM	12:05-12:54	REMEDATION	REMEDATION	REMEDATION	REMEDATION
TEAM	12:54-1:34	TEAM	TEAM	TEAM	TEAM
RELATED ARTS	1:38-3:00	PE	FUTURES II	MUSIC	TECH ED
			ART	SSR	MATH

Example 8th Grade Schedule:

8 th Grade		ORANGE DAY	BLACK DAY	WHITE DAY	GRAY DAY
HR	8:00-8:04	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM
RELATED ARTS	8:07-9:26	PE	STEM	MUSIC	CULTURES
			ART	FCS	MATH
CORE 1	9:30-10:20	CORE 1	CORE 1	CORE 1	CORE 1
CORE 2	10:20-11:10	CORE 2	CORE 2	CORE 2	CORE 2
CORE 3	11:00-12:00	CORE 3	CORE 3	CORE 3	CORE 3
REM	12:00-12:20	REMEDATION	REMEDATION	REMEDATION	REMEDATION
LUNCH 12:20-12:50		LUNCH	LUNCH	LUNCH	LUNCH
TEAM	12:54-1:34	TEAM	TEAM	TEAM	TEAM
CORE 4	1:34-2:24	CORE 4	CORE 4	CORE 4	CORE 4
REM	2:24-3:00	REMEDATION	REMEDATION	REMEDATION	REMEDATION



MILTON MIDDLE SCHOOL

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Athletic Code

Athletics and Extra Curricular Activities

After School Activities

All students are encouraged to participate in after school activities. These activities could include Jr. High athletics and/or clubs. Students are reminded that their involvement, either as a participant or a spectator is a privilege. Any student involved in an after-school activity must be under the supervision of a coach or advisor.

Athletics

Athletics are an important part of the middle school experience. Students at Milton Middle School have the opportunity to participate in football, wrestling, field hockey, cheerleading, boys', and girls' cross-country, boys' and girls' basketball, boys' and girls' soccer. All teams participate in the Heartland Athletic Conference.

Academic Eligibility

1. To be academically eligible a student cannot be failing two (2) or more credits.
2. Student performance will be reviewed periodically. Starting on the 3rd Friday of the first marking period the eligibility criteria will be enforced.
3. Anyone found academically ineligible will be ineligible from participation for one (1) week, Sunday to Saturday.
4. Academic Eligibility will also be determined at the end of each marking period, excluding the fourth. Two failed credits will lead to a 15-day ineligible period beginning the day report cards are issued.
5. Academic Eligibility will also be determined at the end of the school year. Year-end averages will be used to determine fall eligibility. Two failed classes will lead to a 15-day ineligible period beginning in the fall of the new school year.

Age Eligibility and Amateur Status

To be eligible for participation, you may not have reached your 15th birthday where inter-scholastic competition is limited to grades 7 and 8 and your 16th birthday where inter-scholastic competition is limited to grades 7 through 9.

You can lose your Amateur Status for one year if:

1. You, or your school, or an organization that you represent, or guardian, receives money or property for or related to your athletic ability, performance, participation, or services.
2. You accept compensation for teaching, training, or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in or officiating recreational activities, or for serving as a lifeguard at swimming areas.

Athletic Fee

The Milton Board of Education has approved the following guidelines in administering the athletic activity fee.

1. Amount \$ **50.00**
2. One time annual fee-not per activity/sport.
3. Includes all interscholastic sports and cheerleading.
4. Must be paid at the time of physicals.
5. Fee will be refunded in full if the player is cut from the team.
6. Non-refundable (academic ineligibility, injury, moving, quitting)



MILTON MIDDLE SCHOOL

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Attendance Eligibility

1. Any student who is absent twenty (20) days or more in one semester is not eligible during the next semester until the student attends for sixty days (60).
2. Any unexcused tardy or absence will lead to ineligibility from practices and events for that day.

Athletic Events

Students are to show proper respect for the opposing team, coaches, cheerleaders, and fans at all times. This respect should be demonstrated at both home and away games.

1. The use of profanity is strictly forbidden.
2. Fans and/or players should not single out individual players or coaches.
3. Students should remain quiet when opposing cheerleading squads are performing a cheer.
4. Noisemakers are not allowed.
5. No person may throw objects onto the playing surface.



MILTON MIDDLE SCHOOL

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Arrival Procedures

In order to insure adequate supervision of students arriving prior to the start of the school day, students are not permitted to enter the middle school building before 7:15am. Upon entering the building, students will report to their homeroom classroom via the cafeteria. Students may not leave the building after arrival without following proper dismissal procedures.

Drop-Off Procedures

Parents who drive students to and/or from school are asked to drop off and pick up their children in the rear parking lot of the secondary complex.

Pick-Up Procedures

Parents who drive students to and/or from school are asked to drop off and pick up their children in the rear parking lot of the secondary complex.

Skateboarding, rollerblading, scootering, and like devices

Because of related safety hazards, students are not permitted to ride/use these devices on school property.

Bus Passes

Arrangements to ride a different bus to and from school or to board or depart a bus at a different stop must be approved by the Director of Transportation at least twenty-four (24) hours prior to the change. Parents are asked to contact the Director of Transportation at 570-742-7614, ext. 3 to make the appropriate arrangements.

Emergency Delays & Closings

In the event of school closings or delayed starts due to inclement weather or any other emergency, the announcement will be made by the local radio stations. Automated phone messages will be delivered in a timely manner when available during inclement weather.

It is important in an emergency to keep the telephone lines open. Please do not call the school offices or the home of school officials.

If an emergency causes an early dismissal, it is recommended that students have a prearranged place to go should their parents not be at home.

Announcements will be made on the following local radio and television stations:

<u>FM Radio Stations</u>	<u>AM Radio Stations</u>	<u>Television Stations</u>
WVLY – Milton	WMLP – Milton	WNEP – Channel 16
WKSB – Williamsport	WRAK – Williamsport	WYOU – Channel 22
WILQ – Williamsport	WLYC – Williamsport	WBRE – Channel 28
WKOK – Sunbury	WKOK – Sunbury	

NOTE: Deteriorating weather conditions may force the district to change from a two-hour delay to a cancellation. If necessary, this change will be announced in a timely manner. Please continue to monitor the radio or television when a delay is called so you learn of the cancellation if it becomes necessary.

Food Guidelines in the Classroom

In adherence to Policy No. 246 Student Wellness, food/beverages to share should only be brought to school when requested by the classroom teacher. Classroom parties shall offer a minimal amount of foods containing added sugar as the primary ingredient and no homemade food items or snacks are permitted in the classroom to share. Any items sent into the classroom to share must have a complete nutrition label legible to the classroom teacher. Please consider there is a possibility of severe food allergies in your child's classroom and we must monitor all shared foods closely. If something is sent in to the school that does not follow the guidelines, it will be returned home with



MILTON MIDDLE SCHOOL

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the student. Milton Food Service Department offers compliant snacks that can be ordered and delivered to your child's classroom if needed at a nominal charge. All guidelines for acceptable snacks and forms are located on the website under the food service department documents section.

Student Wellness

The Milton Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. Your school is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activities as part of the total learning experience. Throughout the year, you will receive wellness materials to support our commitment to building healthy students. If you have any questions regarding the Milton Area School District Wellness Policy, please contact the School Food Service Department at (570)742-7687 or consult the policy online.

Food and Nutrition Services

Current Food Prices: All students will receive free meals in the 21-22 School Year.

Balanced nutrition throughout the day contributes to student success in and out of the classroom. Research demonstrates that school meal programs play an important role in supporting student health.

Students are served through the POS system using their unique 5-digit pin number. This personal and confidential identification number is used to access the student's meal account. Deposits to student accounts may be made daily, weekly, monthly, or yearly. Parents and students are able to make cash, check deposits into meal accounts in person, or pay online by setting up an account at [EZSchoolPay](#) (service fees apply).

Parents may check account balances at any time by calling the Food Services Office at 570-742-7687 or parents can set up an account at [EZSchoolPay](#) to monitor balance information at no charge. If a student's balance falls short, charging on a limited basis is permissible. However, no students will be allowed to charge ala carte items if they have a negative balance. There will be a maximum charge limit imposed. Legal action will be followed for unpaid charges. Envelopes will be sent home to Elementary students through the classroom teacher when the student is in the negative. At the secondary level, students will be told through the lunch line that their balance is low or they can ask the cashier at any time for a balance check. Automated phone calls to all negative accounts districtwide will be made daily, to avoid automated calls, please maintain a positive balance in your account.

NO STUDENT WILL EVER BE DENIED A SCHOOL MEAL FOR ANY REASON

Excess funds in meal accounts will roll over from year to year. Upon graduation, the balance will be transferred to a younger sibling or refunded. It is up to the parent/guardian to request a refund from the account if they are withdrawing a student. If excess funds are left in a withdrawn account, they will be donated to a student needing assistance paying for meals.

Free and Reduced application instructions are distributed to students on the first day of school. Parents are encouraged to apply on line at [SchoolCafe](#) . If you prefer a paper application to complete, please call the Food Service Office at 570-742-7687. All households must complete a new application each school year unless they are notified in writing prior to the start of the school year.

Students eligible for free meals will automatically be coded into the system and will be allowed one breakfast and one lunch meal daily. Eligible students wishing to purchase snacks, milk or extras will require additional deposits into the account. If a student receiving free/reduced lunches packs, he/she must have money for the milk. Milk is only free with the school meal. Students eligible for reduced meals will also be automatically coded into the system and will need to make deposits into their accounts.

All food service information and forms can be accessed from the Milton Area School District website at www.MiltonSD.org , departments, food service, and documents.



MILTON MIDDLE SCHOOL

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Change of Address

Any change of address or telephone number should be reported to the middle school promptly so that parents can be contacted in the event of an emergency.

Withdrawal from School

A family moving out of the area must enroll the student in the new school district. The receiving district will request records for the new student. Contact the office if you are planning to withdraw your student.

Insurance

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary, not mandatory. However, the school highly recommends that any student who is going to be involved with any interscholastic or after-school intramural program should enroll in the insurance program.

Guidance Services

Students and families are encouraged to consult with the school counselors. Students wishing to meet with a school counselor should complete a guidance request form. Forms can be found in the main office. Services provided by the school counselors include academic & organizational skills support, education in understanding self & others, and individual, family & school crisis intervention.

Library

Library facilities are available to students with the permission of a content area teacher. Books may be borrowed for a period of two weeks. A charge is assessed for overdue books. In addition, students are responsible to pay the replacement cost of any book not returned to the library. Reference books and magazines may be borrowed with special permission from the librarian or designee.

Personal Possessions

Students, staff and parents are discouraged from bringing money or other personal valuables with them to school. All personal belongings kept on school property will be at the sole risk of the owner. The district will not accept responsibility for loss or damage to any personal belongings on school property. This includes loss or damage to bicycles, motorbikes, motorcycles, motor vehicles, musical instruments, electronic devices, clothing, shoes, glasses, and all other personal belongings. The Milton Area School District does not insure personal possessions and will not accept or pay any claim for loss or damage to personal property while on school property. This disclaimer includes any property left overnight or for extended periods on school property.

Laser Pointers

The possession of laser pointers is prohibited at school at all school-sponsored activities. Such items will be confiscated and returned only to the parent/guardian upon written request to the building principal. The district reserves the right to refer the possession or improper use of a laser pointer to the police.

Lockers

Each student will be assigned two lockers (hall and gym) and two combination locks (if lost, these will be replaced by the student at a cost of \$10.00/lock). All items of value should be stored in locked lockers during the school day. Students should not pre-set lockers or give out their combinations.

The school is not responsible for items that are lost or stolen.

All lockers issued to students (including gym and sports lockers) are school property and are subject to inspection at any time by the administration; therefore, students have no reason to assume privacy while storing possessions in their lockers.



MILTON MIDDLE SCHOOL

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Lost & Found

Students who find articles should take them to the office where the owner may claim them. Unclaimed items will be stored in a designated area for a period not exceeding 9 weeks. All unclaimed items will be donated to local charities at the end of each nine weeks.

Media Release Information

Throughout the year, the district website, district calendar, newspaper, and/or television will publish stories and photographs of events held throughout the Milton Area School District.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on the web or other public medium because we cannot control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work and achievements.

We understand that some parents may not want this information shared throughout the district and community.

Personal identifiable information (PII) is information that includes student names, photos and videos, and would be used to recognize your child's personal achievements or participation in a district group or event.

If you, as the parent or guardian, do not wish to allow your child's information to be released to various district publications, area publications or the district web site, please complete the Parent/Guardian Identification Consent Form (found in the appendix of this document and available online) and return this form to the school immediately.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or building administration by phoning the school office. In addition, Parent/Teacher Conference Day will be held for all parents in October 2021.

Parent-Teacher Association

All parents are encouraged to enjoy membership in our active Parent-Teacher Association. The group sponsors several activities each year to benefit the children of the Milton Area Middle School. Early in the school year, your child will bring home an invitation to join the PTSA, along with a meeting date and time. Please consider joining. Your involvement is important to your child and us.

Process for Limited Access

In order to ensure the safety of children, parents or guardians may request the right to prohibit the access of their children to individuals during school hours. Parents requesting limited access of their children must provide appropriate documentation. This may include supporting legal documents (custody, protections from abuse, etc...). This process is to be completed at the beginning of each year.

School Pictures

Individual school pictures will be taken in the fall and spring of each school year. Students will receive detailed information on cost and options approximately one week prior to their scheduled date.

During the school year, additional pictures of students and displays of student work may be taken by local newspapers, clubs, and parent-school association representatives. These pictures, to include the identification of students by name, may be used within our district's web site, www.miltonsd.org. Should you object to having your child's picture taken or object to the display or publication of any selected materials (artwork, written papers, class projects, computer projects, etc.), that identifies your child by name, please notify the building principal in writing. Every effort will be made to exclude your child from these activities.

School Resource Officer

As part of the Milton Area School District's efforts to provide a safe environment for all students to learn, a member



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of the Milton Borough Police serves as the School Resource Officer. Among their job responsibilities are:

1. To confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students, parents, staff and community members at school-related activities.
2. To establish and maintain a close partnership with school administrators in order to provide for a safe school environment.
3. To provide law enforcement and police services to the school, school grounds and areas adjacent to the school by enforcing school policy, state and local laws and ordinances.
4. To investigate allegations of criminal incidents occurring in the school or on school property per police department policies and procedures.

All evidence collected as part of school investigations will be shared with police for all incidents that may be criminal in nature. The school's consequence for misconduct is separate from any consequence imposed by the police. As such, it is possible that students can receive both a school and legal consequence for the same incident.

Student Deliveries

Deliveries to students of balloons, flowers, presents, etc... during school hours are discouraged. Due to the disruption of the classroom and possible problems transporting these items on a school bus, such items will be held in the school office until dismissal and it will be the responsibility of the parent to transport them home.

Student Use of School Telephones

Students do not have access to public telephones. Business use of the school telephones allows for very limited use by students. Staff members will determine the need for student telephone calls according to emergency circumstances (not including forgotten homework, forgotten projects, backpacks, etc...) and availability of telephones. Secretaries will accept important messages for students, but students may not be called to the telephone (except for emergencies).

Transportation Eligibility- Policy No. 816

Transportation to and from school will be provided for elementary students who reside more than one mile from the school to which they are assigned. (Approved 7/27/17). Elementary students living in Milton between Broadway to the north, Mahoning Street to the south, and the railroad tracks to the west are walkers to the James F. Baugher Elementary School. At the White Deer Elementary School, all students are eligible for bussing due to hazardous walking conditions.

Transportation to and from school will be provided for secondary students who reside more than two miles from the school to which they are assigned (Approved 7/27/17).

Exceptions to (1) and (2) are granted for students living on roads designated as hazardous.

Recommendations state that students be provided transportation within the Milton Area School District who must walk along selected sections of the following routes: (1) US Route 15, (2) PA Route 405, (3) PA Route 147, (4) PA Route 254, (5) PA Route 642, (6) PA Route 154, (7) PA Route 45, and (8) Housels Run Road. All of these roads have inadequate sidewalks or shoulders and are extremely hazardous for children to walk along these roads. (August 2, 1973 – Bureau of Traffic Safety). Since the original listing, several other areas have been declared hazardous also, they are: (Sept. 1990) Pleasant View Road – Intersection of New Columbia to first house on left, (April 1990) River Road – Creek South of West Milton Park to Old Route 15 through New Columbia, (April 1990) Old Route 15 South at DeHart's to New Columbia Village, Golf Course Road – Park Avenue to Red Top Road (Sept 1990), Route 405 – South of Cameron Avenue (Sept 1990), Limestone Road – Hepburn Street to Broadway (April 1990). Students may be required to walk up to 500 feet along a roadway designated as hazardous.

Students are assigned to a bus by their home address. Road name, trailer park, or description of their location must be provided by the parents on the district transportation form so that the proper



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bus assignment and stop can be determined. Parents must notify the school of any change in address or telephone number to ensure appropriate bus transportation.

Parents requesting their children be picked up or delivered to a babysitter must arrange with the transportation coordinator by the first week of August. Pupils covered by the district policy on students at childcare and/or babysitters must be transported to or from the alternate location every day for the school year. Changes may be granted if seating is available on the affected bus. A written request for a transportation change during the school year must be submitted five days in advance of the effective change date. All daycare and babysitting arrangements are voided at the end of the school year.

Transportation for non-public school students who reside in the district will be on the same basis as public school students. Transportation outside the district may not exceed the ten (10) mile limit specified under the provisions of Act 372 of 1972 (December 1982). The board shall not be responsible for the transportation to or from school of any student residing outside of school district boundaries.

Video Surveillance – Policy No. 816

For the safety of our students and staff, all school buildings and property within the Milton Area School District may be recorded and electronically monitored.

Visitors – Policy No. 907

We accept only those visitors who have legitimate business at the school. Guests and visitors must register with the office. They will be given a visitor's badge that must be worn and be visible at all times while they are in the building. They must follow the sign in/sign out procedure and be prepared to leave a photo identification card or car keys when requesting admittance into the building. Student visitors are not permitted at any time during the school day.

Volunteers – Policy No. 916

All volunteers must comply with Act 153 Clearance Provisions. Please see the district website for information regarding volunteers.

Weather/Emergency Drills

Drills at regular intervals are required by law and are an important proactive, safety measure. The teacher in each classroom will give the students instructions regarding the appropriate drill. For everyone's safety – following administrative or faculty/staff direction is essential.

WEB/Boomerang Transition Program

The purpose of the WEB (Where Everyone Belongs) program is to guide sixth grade students' academic and social success in the middle school through students helping students. Seventh and eighth grade peer mentors will be assigned to incoming sixth graders to provide a school climate where everyone belongs. The WEB leaders go through extensive training and model positive behavior for their peers. Sixth graders feel safe, cared for, and supported by creating an atmosphere free of bullying, intimidation, and fear while replacing it with connections and giving students a sense of comfort and belonging.



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Attendance

Absence Information

Compulsory Attendance Law of the State of Pennsylvania

“Compulsory school age” shall mean the period of a child’s life from the time the child’s parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

Regular school attendance is a prerequisite for good school performance. School curriculum is planned and taught as a progression of learning activities and ideas, with each day’s work building on work previously completed. When students are absent, they may miss one or more steps in the learning process. For this reason, all schools will monitor student attendance in order to bring to the attention of parents any potential problems and in order to work together in the best interest of the students.

Documentation of the following reasons for absences will be considered lawful:

1. Illness/Quarantine
2. Serious illness
3. Death in the immediate family
4. Emergency medical or dental attention
5. Absences approved in advance with building principal (see Educational Trips section)
6. Authorized religious holidays
7. Required court attendance

Daily automated attendance calls will be made for students who are absent from school without documentation.

Upon return to school after an absence, a written excuse must be presented to the main office. The written excuse must state the date(s) & reason for the absence (simply stating “personal” will not be accepted) and include the signature of the student’s parent or guardian. If a written excuse is not presented within three (3) days of the student’s return, the absence will be documented as unlawful. If the reason for the absence is acceptable, a student is entitled to make up all work.

For the convenience of parents, we encourage use of our Middle School Attendance Line: (570) 742-9103.

School administrators and staff will periodically review the attendance records of all students to ensure the enforcement of attendance regulations. Parents/guardians will be notified by form letter should students accumulate excessive numbers of absences and/or tardiness. The purpose of these letters is to inform parents/guardians of absences and tardiness in order to help raise awareness of attendance requirements and assist in preventing patterns of attendance that may seriously affect students and parents.

Ten (10) days of cumulative, lawful absences (as outlined above) will be permitted during the school year. Absences beyond ten (10) days will require a doctor’s excuse for each additional day of absence. After that point, any absences without a doctor’s excuse will be documented as Unexcused/Unlawful Absences.

If student attendance does not improve, a Student Attendance Improvement Plan (SAIP) meeting will be held involving the school and both parents/guardians, and the students to identify the reasons the poor attendance has occurred. Further unexcused/unlawful absences could result in the district filing a summary complaint with the District Justice citing the parent/guardian for their child’s truancy and/or a referral for assistance with Milton County Children and Youth. Fines and imprisonments may be levied in accordance with Pennsylvania School Code. For those students over the age of seventeen (17), accumulation of unexcused/unlawful absences will result in disciplinary consequences as per board policy.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Early Dismissal Procedures

To be excused from school for medical or dental appointments, students must bring a note from home with the reason for dismissal and an excusal time properly indicated. The school requests that appointments be avoided during school hours if possible. In cases when appointments are not scheduled in advance, parents must call the main office to request an early dismissal. Students being excused early from school are to be signed out at the main office. Students must submit appropriate appointment documentation upon return to school in order for the dismissal to be excused. For convenience, documentation may be faxed to 570.742.4857.

Educational Trips

Parents who wish to obtain their child's release from school for family trips, family business, college visits, or other activities must complete an educational trip request form. Parents must define the nature of the activity, its duration, and its purpose. No request will be honored for simply "personal" reasons. We encourage regular school attendance on the part of our students and ask that careful consideration be given to the school calendar when planning educational trips. The form must be completed and submitted to the office for approval at least five (5) days prior to the date of absence. Once submitted to the office, it will be reviewed for approval. Forms are available in the main office and can be found on the district website.

Make-Up Work Following an Absence

Any student who is absent from school for an excused reason, is entitled to make up the work missed upon return to school. For every absence, a student has up to three (3) school days from the date assigned to complete and turn in assignments. It is the responsibility of the student to speak to his/her teachers in order to determine the nature of the missed assignments. Any assignment not completed in the allotted time will be considered late and subject to any penalties, late assignments would incur.

Requests for Assignments

Assignments may be requested from the school after two consecutive days of absence. Please allow 24 hours following the initial request for the teachers to compile the information.

Tardiness

Being on time for school and classes encourages and displays responsible behavior. A student's presence in the classroom and in their seat when class begins encourages responsible behavior. A student is considered tardy when they are not in their assigned class at 8:04am. Students who arrive after this time must report to the office for a tardy slip. Repeated tardiness will result in disciplinary action accompanied by a letter signed by the building principal. The following are NOT valid excuses for being late and will be considered unexcused/unlawful absences:

1. Oversleeping
2. Car Troubles
3. Clock Failure
4. Missed Bus



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Academics

Academic Eligibility

The school administration reserves the right to remove extra-curricular privileges from any student due to attendance, behavior, grades, or any other reason deemed appropriate. If a student is placed on Social Probation, they will not be allowed to attend any after school activities including but not limited to clubs, dances, sporting events, musicals/plays, etc.

Academic Integrity

Plagiarism, both intentional and accidental, is illegal. The teacher will decide on the disciplinary actions related to plagiarism and cheating. The student's parents in writing to the building principal may appeal decisions.

Band Member Responsibilities

In order to attain a satisfactory grade in band, students must participate in concerts and regularly attend instrumental lessons. Parents and students are reminded that band is a full year course.

Chorus Member Responsibilities

In order to attain a satisfactory grade in chorus, students must participate in concerts and regularly attend all rehearsals. Parents and students are reminded that chorus is a full year course.

Grading System

The grading system for the Milton Area Middle School is as follows:

A:	90-100
B:	80-89
C:	70-79
D:	65-69
F:	64 & Below – No Credit
I:	Incomplete – No Credit, No Tutor

Homework Philosophy

Homework is an important part of the total educational process. Through homework, classroom instruction is reinforced, high expectations are supported, students are motivated toward self-direction and responsibility, and the relationship between home and school in the learning process is strengthened.

Objectives: Strengthen basic skills; Reinforce study habits; Extend classroom learning; Develop initiative, responsibility, and self-direction; Stimulate independent thinking; Increase the range and scope of interests.

Recommended Time: Homework may be assigned on a regular basis by teachers in all subject areas. Students in grades 6-8 should spend an average of sixty-minutes (60) each evening completing homework. This time should be in addition to the students making effective use of academic assistance time and time allowed at the end of class periods to begin assignments.

Teacher Expectations: All teachers will expect homework to be completed satisfactorily and on time. Homework will be collected and checked on a regular basis. Students should be provided with feedback from the teacher concerning the quality of their assignments. At the high school level, a student must complete 90% of his homework assignments in a major subject in order to pass the course. With this in mind, we expect and encourage 100% completion, to promote successful learning and self-discipline.

Teacher Monitoring and Evaluation: Teachers will establish their own procedures concerning the grading of homework and the acceptance of late and/or partially completed homework. The teacher will check both written and



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

non-written homework assignments on the date they are due. Homework will be part of the student's grade. Teachers will also establish their own procedure concerning the manner in which homework is checked and evaluated and the amount of weight homework will carry in relation to quarterly grades. Students must be made aware of each teacher's procedures so they know what is expected of them.

Responsibilities of Parents: While students assume the major responsibility for completing the homework assignments, parents should be encouraged to take an active part in homework by the following:

1. Ensuring a system of accountability for your child to promote success. Providing a definite time and suitable place for study.
2. Making resource materials available.
3. Checking work for neatness.
4. Limiting distractions.
5. Providing assistance.
6. Contacting the school if homework is seldom or never seems to be brought home.

Honor Roll

The Honor Roll will be compiled each nine-week quarter. To recognize students for excellence in the academic coursework the following standards apply:

Distinguished Honors: Students may earn recognition as Distinguished Honor Students by completing a grading period with a grade average of 93% or higher. With at least a 70% in all subjects.

Honors: Students may earn recognition as Honor Students by completing a grading period with a grade average of 85% or higher. With at least a 70% in all subjects.

Milton Cyber Program

The Milton Area School District Cyber Program is an option that is offered to K-12 students that provides a learning environment of cyber instruction through a Milton Area School District partnership with the BLAST Intermediate Unit 17. The Milton Cyber Program gives each student an individually designed course of instruction. Cyber students are considered full-time Milton Area School District students who may enjoy the academic, co-curricular, athletic, and social opportunities available to all District students. A student's progress and achievement will be monitored and assessed throughout his/her enrollment in the program.

Online Sapphire Community Portal Use

In addition to a grade report at the conclusion of each nine-week marking period, students and parents may view grades online via the Sapphire Community Portal. Questions about these grades can be directed to each student's teacher(s) and/or guidance counselor at any point throughout the school year.

School Wide Positive Behavior Support (SWPBS) – PAWS Program

At MMS, we teach students the following school-wide positive behavior expectations: Practice Respect & Kindness, Act Responsibly, Work Hard, and Stay Safe. PAWS behavior expectations are taught and reinforced in the following areas: Hallway/Lockers, Cafeteria, Classroom, Arrival/Dismissal, Bathrooms, Transportation, Offices, and Technology (both tangible devices & digital citizenship). Throughout the school year, the PAWS behavior expectations are reviewed and retaught, as needed. All new MMS students and staff receive a PAWS Program introduction through the MMS guidance office.

All staff award PAWS points to students for meeting the PAWS behavior expectations. Students are able to "cash in" their PAWS points for incentives at both the classroom and building levels. The PAWS School store, run by our MMS Student Council, offers students a variety of tangible and experiential incentives.

PAWS Awards

Teachers and staff nominate students who practice exemplary school citizenship but are not necessarily recognized



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

as honor rolls students or for extracurricular endeavors. These students work diligently in classes and are well mannered and respectful in their treatment of faculty and staff, their fellow students, and their school. Students are recognized each nine weeks.

Physical Education

The Commonwealth of Pennsylvania requires that each student participate in physical education classes. If there is any reason for a student to be excused from participation on a particular day, the student must provide his/her physical education teacher with a written excuse. A doctor's excuse is necessary to be completely excused from participation. A note from a parent or guardian will enable a student to take a limited physical education class, which includes dressing and participating to the extent possible. The note must state specifically the reason the student should be excused. Any student who repeatedly refuses to participate in physical education classes without an acceptable doctor's excuse may receive disciplinary action and may not earn the physical education credits necessary for graduation.

The following equipment is required for all students:

1. Appropriate gym attire
2. Sneakers

Report Cards

Report cards will be posted to the gradebook portal each nine weeks and accessible any time after. The final marking period grades will be published to the online gradebook portal one week after the last day of the marking period. Parents may request a report card be mailed by contacting the office.

Retention/Promotion Policy

Any student whose academic achievement and performance is unsatisfactory in two or more academic subjects may be retained following an evaluation by the administration and faculty. Two or more special subjects constitute a major subject. In addition to academic achievement and performance, social, emotional, and physical factors are given consideration as part of the total evaluation process for retention or promotion.

Summer School

Summer remedial programs may be offered on an individual student basis as determined by the building principal. Students eligible for a summer remediation program must meet with parents and building principal to outline all expectations and costs of a remedial program.

Multi-Tiered System of Support (MTSS) is a general education framework that involves research-based instruction and interventions, regular monitoring of student progress and the subsequent use of data over time to make educational decisions. The key to the MTSS process is the fidelity and application of research-based interventions.

Milton Area School District's MTSS model provides prevention, early intervention services, and appropriate instructional programming to ensure academic and behavioral progress and success for all students. This district-wide system will include frequent and repeated assessment of student performance, goal writing, databased decision-making, and the use of multi-tiered, research-based interventions.

MTSS is the vehicle that the Milton Area School District has chosen to develop and deliver a tiered support system for literacy, math, and behavioral skill interventions. At each tier, students receive standards-aligned, differentiated instruction designed to build skills and foster achievement. Students who are not successful at the foundational classroom level are guided into increasingly intensive, research-based interventions with the intent of closing the skill gap before the student fails. Students demonstrating social, emotional, or behavioral needs will receive tiered interventions using the same-tiered framework.

If you feel your child is in need of academic or behavioral support, please contact the middle school guidance office.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

School-Sponsored Trips

The following information applies to students on school-sponsored trips:

1. Dress shall be appropriate for the occasion. Since the trip is considered a school day, students shall follow the same regulations as outlined by the school, or as authorized by the person(s) in charge and the administration.
2. Any student violating the school rules or demonstrating inappropriate behavior, as determined by the person(s) in charge, may receive disciplinary consequences. The school is responsible for the student from the time he/she boards the bus (or other method of transportation) until such time as he/she is discharged from the vehicle upon return to the care of the parent/guardian at the original departure point.
3. Students must travel to and from the destination on district-provided transportation unless parents have made prior arrangements with the appropriate building's administration.
4. A field trip permission slip, medical information, and parent information letter is required from each student at least one

Student Council

The Student Council is an organization around which all student activities revolve. It is comprised of approximately thirty members. In the spring, elections are held to choose officers (President, Vice-President, Secretary, and Treasurer) for the following year. The officers are elected by a majority vote of the student body. In the fall, any student interested in joining Student Council is required to attend the first three (3) meetings. Student Council is a busy organization whose main objective is the promotion of school spirit and goodwill among students, faculty, administrators, parents, and the community.

To be eligible for election to any school office, a student must maintain a B average in all school subjects for the previous grading period. A student may be removed from office for academic performance or poor citizenship to be determined by the administration. A student removed from office may be eligible for re-election or reinstatement during the next school year.

National Junior Honor Society (NJHS)

National Junior Honor Society (NJHS) serves to celebrate our student leaders and help them further develop habits and standards important to success in high school, college, and beyond. The purpose of the Milton Middle School Chapter of NJHS is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Milton Middle School.

NJHS Selection Process:

1. The selection of members to this chapter of the National Junior Honor Society shall be by a majority vote of the faculty council, which consists of five faculty members appointed by the principal. The principal will review decisions made by the faculty council before they are finalized.
2. Prior to final selection, the following shall occur:
 - a. Students' academic records shall be reviewed to determine scholastic eligibility.
 - b. Students who are eligible scholastically (i.e. candidates) shall be notified and asked to complete and submit the candidate form for further consideration. [The candidate form will include an essay.]
 - c. Students applying to the National Junior Honor Society will be required to conduct an interview as part of the selection process.
 - d. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
 - e. The faculty council shall review the candidate form, faculty evaluations, disciplinary records, and other relevant information to determine those who fully meet the selection criteria for membership.
3. The selection of active members shall be held once a year after the first semester of the school year.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

4. Candidates become members when inducted at a special ceremony.
5. An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of their membership.
6. An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain their membership.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Student Code of Conduct

School-Wide Discipline Statement

The purpose of the Milton Middle School discipline plan is to provide a safe, orderly, and positive learning environment that fosters the educational development of all students. This will be accomplished through the cooperative effort of students, parents, and school personnel.

Milton Area School District Student Discipline System

Milton Area School District Student Discipline System

The discipline system of the Milton Area School District is designed with five levels of consequences based on the severity of the system is designed on a progressive system based upon the specified situation, the administration has the prerogative to amend and accelerate the disciplinary procedure, as needed and have police involvement as warranted. The administration reserves the right to deviate from this on a case-by-case basis to increase the discipline based on the severity of the incident and based on the severity of the incident based on the totality of the circumstances.

Level One Offenses - Include, but are not limited to the following:

- Cafeteria/auditorium misconduct
- Leaving classroom/assigned area without permission
- Dress code infraction
- Excessive unexcused tardiness to class
- Misconduct in the halls (rough play, horseplay, Loitering)
- Inappropriate display of affection
- Inappropriate language and/or actions
- Misuse of computer/network
- Pestering/teasing others
- Refusal to participate in class
- Unauthorized use of personal electronic devices

Level One Consequences - May include, but are not limited to any combination of following:

- Phone communication with parent AND
- Student conference with teacher, counselor, and/or building administrator AND
- Loss of privileges OR
- Detention (before school, after school, and/or lunch)

Level Two Offenses - Include, but are not limited to the following:

- Damage and/or destruction to school property
- Defiance
- Disruption of school bus
- Excessive unexcused tardiness to school
- Failure to comply with building procedure
- Failure to serve consequences
- Repeated Level One offenses

Level Two Consequences - May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, parent, and/or building administrator AND
- One or more of the following possibilities:



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

- Loss of privileges
- Multiple Detentions (before school, after school, and/or lunch)
- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Suspension of transportation privileges
- Written cease and desist order

Level Three Offenses - Include, but are not limited to the following:

- Abusive language or threats
- Bullying and/or retaliation
- Failure to comply with school policy
- Forgery/falsification/plagiarism
- Harassment and/or retaliation
- Leaving school grounds without permission
- Repeated Level Two offenses

Level Three Consequences - May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, parent, and/or building administrator AND
- One or more of the following possibilities:
- Loss of privileges
- Multiple Detentions (before school, after school, a
- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- Police referral

Level Four Offenses - Include, but are not limited to the following:

- Fighting
- Repeated Level Three offenses
- Theft
- Use/possession of tobacco
- Vandalism

Level Four Consequences - May include, but are not limited to any combination of the following:

- Administrative meeting with parent and student AND one or more of the following possibilities:
- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- School Resource Officer (SRO) referral
- Recommendation for alternative education placement Administrative review for recommendation to the Board of School Directors for an expulsion hearing



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Level Five Offenses - Include, but are not limited to the following:

- Possession of weapons on school property, school bus or any other school-sponsored activity
- Possession, use, or distribution of drugs including alcohol, drug paraphernalia, or drug look-alikes
- Repeated Level Three or Level Four Offenses

Level Five Consequences - May include, but are not limited to any combination of the following:

- Administrative meeting with parent and student AND one or more of the following possibilities:
- Exclusion from extra-curricular activities
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- School Resource Officer (SRO) referral
- Recommendation for alternative education placement
- Administrative review for recommendation to the Board of School Directors for an expulsion hearing

*The District reserves the right to adjust or recommend a different penalty based upon the totality of the circumstances.

Suspensions

In-School Suspension

In-school suspension is a form of isolation, which is assigned by the principal. Students are removed from their regularly assigned classes but remain under supervision in an independent study setting for the entire day or for several days.

Placement is made by the principal or assistant principal but recommendations from the class teacher will also be considered. In certain cases, the administrator may assign a student to the in school suspension as a “preventative or pro-active” measure instead of the typical “reactive” response. The monitor for this program receives all work assignments and tests directly from the student’s regular teacher. Different academic subject teachers are available for extra help at specified class periods throughout the day. The regular classroom teacher maintains responsibility for all phases of the academic program of the student.

Out-of-School Suspension

From time to time, it is necessary to suspend a student from school for disciplinary reasons. This is not a pleasant situation for the student, parents, or the school. It is intended to provide a time away for the student to reflect on the inappropriateness of his/her behavior. It is also intended to signal all concerned parties that the student has seriously infringed the rules and policies of acceptable conduct at school.

Suspension from school is a serious situation. It is the most severe disciplinary action the school can take short of a permanent expulsion. A suspended student is not to be on school property or attend any school-sponsored events during the time of the suspension. A suspended student is responsible for all assigned work missed during the time of the suspension.

Due Process Hearings

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Formal Hearing (Expulsion)

“A formal hearing” is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

1. The following due process requirements are to be observed with regard to the formal hearing:
 - a. Notification of the charges shall be sent to the student’s parents/guardian by certified mail.
 - b. Sufficient notice of the time and place of the hearing.
 - c. The hearings shall be held in private unless the student or parent requests a public hearing.
 - d. The student has the right to be represented by counsel.
 - e. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - f. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - g. The student has the right to testify and present witnesses on his own behalf.
 - h. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student’s expense, to a copy of the transcript.
 - i. The proceeding must be held with all reasonable speed.
2. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.

Expulsions

Expulsion shall mean exclusion from school for an offense for a period exceeding ten school days, and may be permanent expulsion from the school rolls. All “expulsions” require a prior formal hearing before the Board of Directors or a committee of at least three members. If requested by the student’s parent or guardian, the hearing shall be held in private. A majority vote of the entire Board of Directors shall be required to expel a student. At the formal hearing, the following due process requirements are to be observed:

- Notification of the charges in writing sent to the parents or guardian and to the student via certified mail.
- Sufficient notice of the time and place of the hearing (approximately 10 days between incident and formal hearing).
- The right to an impartial tribunal.
- The right to be represented by counsel.
- The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
- The right to testify and produce witnesses on their own behalf.
- A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student’s expense, to a copy of the transcript.
- The proceeding must be held with all reasonable speed.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Students who are less than seventeen years of age are still subject to the compulsory school attendance law, even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to be accepted at any other school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home, or placement in an alternative setting. The school district must take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

Informal Hearing (Suspension of at Least 3 Days)

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided. The following due process requirements are to be observed concerning the informal hearings:

- Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing.
- A student has the right to question any witnesses present at the hearing.
- A student has the right to speak and produce witnesses on his own behalf.
- The informal hearing will be held within the first three days of the suspension.

Students who are less than seventeen years of age are still subject to the compulsory school attendance law, even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to be accepted at any other school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home, or placement in an alternative setting. The school district must take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

Acceptable Use of District Network and the Internet Procedures

Internet and Network Policy/Copyright Materials:

Delegation of Responsibility

Students are responsible for acceptable behavior on school computer networks just as they are in any school setting or in any school-related activity. Individuals using the district computer network are responsible for their behavior and communications over that network.

It is presumed that users will comply with the goals and standards of behavior of the MASD Acceptable Use Policy, and that they will honor the agreement signed permitting their access to the network.

Access is a privilege, not a right, and requires responsibility on the part of the user. For students, parent permission is required.

A Network/Internet Acceptable Use contract can be obtained within our school office. The contract is to be completed by the student and parent(s).

The abundance of information on the Internet is truly exciting, but it must be emphasized that some resources accessible may contain material that is illegal, defamatory, inaccurate, or potentially offensive. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media and information resources, including, but not limited to, the Internet. Families bear the same responsibility for guidance as they exercise with information resources such as television, movies, radio, and other potentially offensive material. To that end, the MASD respects and supports each family's right to decide whether to apply for access to the district's computer network opportunities.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

It is the responsibility of the school staff to use computer communication technology in an ethical and legal manner. Teachers will instruct students in the proper use of the network and guide students toward appropriate materials available via the network. Beyond the affirmation and clarification of the MASD goals and standards of behavior, the district cannot be responsible for restricting, monitoring, and controlling all communications of all individuals using the network.

Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), the Milton Area School District will implement filtering and/or blocking software to restrict access to Internet sites containing materials that are inappropriate for school use. No software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

Procedures

In compliance with CIPA, the Milton Area School District and its representatives will implement a mechanism to monitor all student and employee on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discover a user has violated or may be violating this policy, the appropriate disciplinary code, or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board. The Milton Area School District reserves the right to monitor all users' online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others, as it deems necessary.

Network storage areas are not private property. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

As outlined in Board policies, procedures, and student handbooks, the following behaviors are not permitted:

1. Violating any local ordinances, state or federal laws
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, attacking, or insulting others
5. Vandalizing computers, computer systems or computer network
6. Violating copyright laws
7. Using or sharing anyone else's password or name
8. Trespassing in another's folders, work, or files
9. Intentionally wasting limited resources
10. Employing the network for commercial purposes
11. Unauthorized copying of software
12. Offering and/or facilitating Internet access to any individual not authorized for access

Sanctions

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in conjunction with existing regulations regarding inappropriate language or behavior.
- When applicable, law enforcement agencies may be involved.
- Academic ramifications as determined by the teacher.

Limitation of Liability

The Milton Area School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District's Computer Information Systems (CIS) will be error-free or without defect. The district does not warrant the effectiveness of Internet filtering. The electronic information available to



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Milton, PA 17847
(570) 742-7614
Attendance Line
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users does not imply the endorsement of the content by the school district. The district is neither responsible for nor guarantees the accuracy or quality of the information obtained through or stored on the CIS system. The District will not be responsible for any damage the user may suffer, including but not limited to information that may be lost, damaged, delayed, undelivered, or unavailable when using the computers, network, and electronic communication systems. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for any unauthorized financial obligations, charges, or fees resulting from access to the district's CIS systems. In no event shall the school district be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the CIS system. Parents can be held financially responsible for any harm to the system because of intentional misuse.

Alternative Education

A primary responsibility of public education is to provide an environment conducive to learning for each student. On occasion, the behavior of a student becomes such that it interferes with this objective and becomes a disruptive factor throughout the school. Behavior that is chronically disruptive or blatantly disregards the policies of the school and/or the respect of others has a tremendous negative impact on the entire school climate. In addition, the resources available to deal with these types of behaviors often prove to be of limited value. When a student's behaviors persist and disciplinary actions become more frequent and severe, their educational program suffers.

An alternative program proves an additional option for students exhibiting these behaviors. It provides a more focused setting for the student while eliminating disruptive and distracting behaviors from the regular school environment. Distractions are minimized in both the alternative setting and in the mainstream.

Bullying & Harassment

Bullying – Policy No. 249

Purpose: The Milton Area School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into violence that is more serious. Therefore, the school district strives to offer all students an educational environment free from bullying.

Definition: Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Authority

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, during the time students necessarily spend traveling to and from school or school-sponsored activities, or at a designated bus stop. The school district will also not tolerate known acts of bullying occurring outside of school settings if those acts have the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school.

Delegation of Responsibility: Intervention

Teachers who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a teacher's personal safety. The nature of the intervention will vary depending upon the



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700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

Guidelines: Student, Parent/Guardian, and Employee Reporting

The school district strongly encourages all students and parents/guardians aware of bullying incidents to report it to the school immediately. Students may report acts of bullying to their teachers, building principal, or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal.

Investigation Procedures

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians, or school employees. Any investigation of a report may include meetings with students, parents/guardians, or employees. Additionally, a request to review student records and other reasonable efforts to understand the facts surrounding a reported incident.

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parent conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities. Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

Dissemination and Training

1. This policy shall be included in the student handbook.
2. This policy shall be conspicuously posted on the district's web site, in every classroom and in a prominent location within each school building where notices are usually posted.
3. Discussion of the policy shall be included in the orientation of each new teacher and periodically in staff development workshops.

Confidentiality

The Milton Area School District recognizes that both the complaining student and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Education Privacy Rights Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians of the outcome of the investigation.

Harassment – Policy No. 248

The Board recognizes that harassment has no place in the public schools of this community. This applies to all phases of the educational programs. It is the policy of the Milton Area School District to maintain a learning and working environment, free from sexual or any other form of harassment. The term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national, origin, age, or handicap or disability. When a student believes that they are being harassed, the student should immediately inform the harasser that their behavior is unwelcome, offensive, or inappropriate. If



MILTON MIDDLE SCHOOL

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Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

the unwelcome, offensive, or inappropriate behavior continues, the student shall report the incident(s) to the Principal. The complaint procedure for such incident is:

1. A student shall report a complaint of harassment, in writing, to the building principal or other designated employee who shall inform the student of their rights and of the complaint process.
2. The building principal shall immediately notify the superintendent. The principal shall conduct an impartial, thorough, and confidential investigation of the alleged incident.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases.
5. A substantiated charge against a district student shall subject such student to disciplinary actions consistent with the student code of conduct that may include educational activities/assignment and/or counseling services related to unlawful harassment.
6. If it is substantiated that a student has made false accusations of harassment, the student will be subject to disciplinary action.

Any student who alleges harassment may file a complaint with the building principal, assistant principal, or guidance counselor.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a student in the school district shall subject that student-to-student disciplinary action.

Suicide Prevention – Policy No. 819

The Board is committed to protecting the health, safety, and welfare of its students and school community. This policy supports federal, state, and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources. This policy will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. School counselors serve as liaisons and a point of contact for students in crisis, and could refer students to 25 appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a mental health professional associated with the school and its SAP team who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources, which they can, contact for additional support, such as:
 - The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK),



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

www.nationalsuicidepreventionlifeline.org

- The Trevor Lifeline – 1.888.488.7386, www.thetrevorproject.org
- Safe2Say Application

5. All students will be expected to help create a school culture of respect and support in which students feel comfortable in seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or are in need of help.

6. Students should also know that because of the life and death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

Safe2Say Something

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the “Safe2Say Something” (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019. S2SS is a life-saving and life-changing school safety program that allows tipsters to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.

Program Background:

The Office of the Attorney General (OAG) has established S2SS and will manage and maintain the program. The OAG, in partnership with Sandy Hook Promise (SHP), a leader in anonymous reporting systems, has built the application, website, and PA-based 24/7 Crisis Center. SHP is a national non-profit committed to creating safe schools and communities through their four evidenced-based Know the Signs intervention programs. To date, SHP has delivered its programs to 10,000+ schools and trained 5+ million youth and adults in every state resulting in countless suicide, school shooting and firearm threat interventions and countless bullying, drug use, and other acts of violence and victimization interventions.

How it Works:

1. Via mobile app, website, or phone call—arrives first at the S2SS Crisis Center.
2. Crisis Center analysts vet and triage the tip, then engage the tipster in anonymous two-way chat in order to provide detailed and immediately- actionable information to schools and dispatch.
3. Crisis Center analysts deliver the tip to the impacted school and, as needed, local law enforcement via 911 County dispatch.
4. The school and, as needed, local law enforcement, assess and intervene with threat- risk individual.
5. The school then closes out the tip and reports actions taken as a record for their school.

Searches – Policy No. 226

School officials have the authority to lawfully search students and their personal belongings, automobiles, and lockers if there is individualized reasonable suspicion that the place or thing to be searched contains prohibited contraband material that would pose a threat to the health, safety, and welfare of the school population, or evidence that there has been a violation of the law, Board Policy, or school policies.

All requests for the search of a student’s locker must be approved by the building principal. No less than two people shall be present during the search. The principal or representatives may confiscate weapons, contraband, or illegal substances found in the locker and shall be responsible for the safekeeping and [proper disposal of any substance, object, or material improperly stored in the locker. The locker inspections will be recorded as a matter of record to include the reason, the approval, people present/conducting search, documentation of items recovered, and disposition.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Audio/Video Surveillance on School Buses – Policy No. 816

For the safety of our students, school buses may be monitored with audio/video surveillance.

The District's Board of School Directors has adopted a policy that expressly authorizes audio recordings on school buses and school vehicles for disciplinary and security purposes. The District Office will annually notify students and their parents/guardians of this policy by mailing a letter to the students' home address. Signs will be prominently posted that students may be audio taped on each school bus or school vehicle where such recording occurs.

Bus Rules

1. All students riding school buses should be at their bus stop five (5) minutes before the scheduled arrival of their bus. All school bus/van drivers attempt to maintain their schedules; however, various conditions such as red lights, road repairs, accidents, traffic volume, etc., may prevent a bus arriving at the exact minute. By the student being ready to board their bus/van, it may help maintain the schedule at later stops. Many accidents occur at school bus stops because of children running to catch the bus. This practice is very dangerous, as a student may trip or fall under the bus. If the bus does not arrive on time, student should wait for fifteen (15) minutes from the scheduled pickup time before returning home.
2. Observe regular classroom conduct except for ordinary conversation and follow the bus driver's instructions. The bus driver has the same authority on the bus as a teacher in the classroom. *Disrespect of the bus driver will be considered a serious violation. Inappropriate conduct on the bus is very distracting to the driver. The driver's ability to maintain discipline and drive the vehicle requires the full and immediate cooperation of all students.
3. Students must remain seated while the bus is in motion, and wait for the bus to come to a complete stop before getting on or off the bus. The design and construction of all school buses afford the maximum amount of protection from bodily injury in the event of an accident when the student is seated. The seat construction, framing, and padding are the most secure part of the bus chassis. Students properly seated, facing forward, with both feet on the floor in front of them are in less danger than a standing or moving student, who may become a flying object in the event of an accident. The movement of students from one seat to another is also a distraction for the school bus driver.
4. Students must not extend or place their arms, hands, head, or other items out of the school bus windows. The placing of arms, hands or other body parts out the bus /van window can be very dangerous. In rural areas, many low hanging tree branches often come in close contact with the side of a school bus or van. A hand or arm can very easily be amputated by these low hanging branches.
5. *Students must not damage or tamper with any parts of the bus or equipment or use the emergency door except in the case of an emergency or emergency drills. Parents will be held responsible for willful acts of destruction. The equipment on a bus/van serves a very specific purpose. The safety and comfort of all students is affected by the proper care and treatment of this equipment. The padding provides comfort along with protection in the event of an accident. Any tampering of this material is a direct result in reduced safety.
6. *Horseplay, fighting, vulgarity, profanity or throwing trash items in or out of the bus or behavior, which affects the safety of the school bus or distracts the driver, is considered improper conduct and is not permitted. Fighting on the bus or at the bus stop may result in an immediate one (1) week bus suspension with additional disciplinary consequences in school.
7. Students are not permitted to bring or use any of the following items on school vehicles: Live animals, insects, weapons (or items which may inflict bodily harm), controlled substances (drugs), alcohol, tobacco, radios, laser pointers, skateboards, rollerblades, water pistols or items used to shoot liquids.
8. Aisles must be kept free at all times. Items that are too large for the student to hold on their laps,



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

including musical instruments and projects, are not permitted. Students may not block the aisle with their feet or other possessions. Large objects can obstruct the evacuation as well as become a flying object if not properly secured.

9. Students may not leave the bus for any reason, or get off at a location other than their assigned stop without a signed permission slip from a school official (Director of Transportation). The school is required by law to maintain an accurate roster of the students assigned to all school buses/vans. In an event of a missing child or an accident, the district may quickly review this roster to determine the number of children who should be on the bus/van.

10. Conduct that endangers the safety of students, the school bus driver, or other motorists could result in the immediate loss of bus riding privileges.

Cafeteria Rules

The following rules will be observed in the cafeteria:

1. During a student's assigned lunch period, he/she is to report directly to his/her assigned lunch in the cafeteria and remain there until dismissed.
2. Lunch lines are to be single file.
3. Throwing food or other articles will result in disciplinary action.
4. Students should not cut in line or let other students in line in front of them.
5. Students are responsible to keep their eating areas clean.

Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure damage or destroy school property or equipment will be required to pay for the damage or to replace the item at cost, and be subject to disciplinary action.

Detentions

After-school detention and lunch detention may be established by team teachers and the administration as deemed necessary. Detention should be considered for offenses such as tardiness, unexcused classroom absences, situations where a student will not comply with a classroom teacher's disciplinary action, and other offenses that do not merit suspension. After-school detention will be 3:00pm-3:30 pm after school, Monday through Thursday of each week. Lunch detention is held during a student's scheduled lunch and is normally located in a team area and monitored by a team teacher. In some cases, before-school detention may be assigned from 7:30am-8:00am in the main office. All students will be given a day's notice that is ample time to seek transportation if needed. The school will not be responsible for transportation.

Dress Code

The Milton Area Middle School administration, faculty, students, and their parents recognize that education is extremely important and that their school must maintain the highest level of dignity, commitment, and seriousness of purpose. Accordingly, the Milton Area Middle School has established and maintained a high standard of dress and appearance among its students. In this spirit, the following rules govern student dress and appearance:

1. Students will not be permitted to wear clothing that exposes undergarments, a bare midriff, objectionably short dresses or skirts, sheer clothing, hats/headwear (hair ties acceptable up to 1 inch), mesh shirts, or sunglasses.
2. Clothing will not be permitted that displays imprints not in good taste for a school atmosphere. This includes, but is not limited to, sexually offensive slogans and pictures, slogans and pictures promoting drug use, and slogans or pictures that advertise tobacco, alcohol or beer products, and/or consumption.
3. Shoes, sneakers, and sandals are appropriate footwear and are expected to worn during the school day.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

4. Students may not use backpacks, book bags, or purses (large enough to carry books) during the school day. These items may be used to transport materials to and from school. They are to be stored in students' lockers during the school day. **
5. Head Coverings – MMS believes that head coverings have a detrimental effect to the learning environment, especially in the classroom. Hats, caps, bandanas, hoodies/hooded sweats, visors, kerchiefs, and heads coverings are not to be worn in the school building unless the head covering is directly related to one's traditional religious beliefs or cultural beliefs, or for a medical reason. Administrative approval should be sought for approval for these situations. All head coverings that do not meet these exceptions are to be removed before entering the school and placed into their lockers. The wearing of head coverings will fall under the disciplinary measures consistent with dress code violations.

* The above dress code may be amended at any time by the building principal. Any student's appearance deemed educationally disruptive will not be tolerated within the school setting.

** Large gym bags (after school sports) are to be stored in the locker rooms in the morning before 0755 and retrieved after dismissal.

Electronic Devices – Policy No. 237

A **Personal Electronic Device or PED** is an electronic device that emits an audible or visual signal, displays a text message, visual image, or otherwise summons the user of the device in some manner. This definition of this term includes, but is not limited to, CD/DVD/audio cassette tape players, cellular telephones, digital audio players (iPods or MP3 players), digital cameras, digital video recorders, electronic e-mailing devices, laptop computers, tablet computers (iPads, eReaders and similar devices), pagers, portable game players, radios, smart phones and wearable technology, video cameras or any device that provides a wireless connection to the Internet as well as any new technology developed with similar capabilities.

Personal electronic devices are permitted for use during the school day for educational purposes and/or in approved locations only. The district shall not be liable for the loss, damage, misuse, theft of any personal device brought to school.

All electronic devices must be turned off upon entering the school building and not turned on until students have exited the school building. Any electronic device being used or made visible by a student during the school day will be confiscated and his/her parent will have to come to the middle school to pick it up. Consequences will be issued.

First Offense: Parent retrieval required.
Second Offense: Detention and parent retrieval required.
Third Offense: ISS and parent retrieval required.

An office telephone is available for student use when a legitimate need arises. Parents are reminded to leave essential messages for their children through the main office.

No student shall be allowed to photograph or videotape any person or to tape record any conversation of any kind without prior approval by the building principal. Violation of this policy will result in disciplinary action.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Medical Information

First Aid Treatment/Illness in School

If an accident or sudden illness should occur, first aid will be administered. When it is necessary for the child to go home, or be taken to a doctor or the hospital, the parent or person named on the emergency card will be called. Upon notification, it is the responsibility of parent/guardian to arrange for transportation from the school.

In an emergency, school personnel will contact appropriate medical help

A student who becomes ill in school must get permission from his/her teacher to report to the nurse. If the nurse is not in, students are to report to the office. The school nurse or an administrator has authority for the dismissal of students for illness during the day. If, in his or her professional judgment, a student should go home, then he/she will make the necessary arrangements by telephone. If the school nurse or administrator determines that a student should remain in school, then the student is to remain.

At no time should students call home to request someone to come and pick them up. Students calling home without the permission of the school nurse or administration will be subject to disciplinary action and the student's absence will be deemed unexcused/unlawful.

Health Screenings

A Health Record is kept during the entire school career of your child. Your cooperation in reporting immunization records, acute and chronic illnesses, which your child currently has or had, will aid the nurses and the teachers to keep up-to-date records but, most importantly, permit for optimal student safety.

Pennsylvania Mandated School Health Programs

- Physical Examinations- Grades K/1, 6, and 11
- Dental Examinations- Grades K/1, 3, and 7
- Scoliosis Screening- Grades 6 and 7
- Height and Weight- Grades K-12
- Vision Screening- Grades K-12
- Color Vision Screening- Grade 2
- Hearing Screening- Grades K, 1, 2, 3, 7, and 11

Any parent choosing not to comply with any of the mandated screening procedures must submit, in writing, their refusal of service.

In addition, because these procedures are mandated by the state, the parent must provide the results of the screening in writing from a family physician or dentist.

Non-Mandated School Health Programs of the Milton Area School District

Immunization Audit- Grades K, 7, 12 and upon entry into other grades

Immunizations

For attendance in all grades, students need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on/after 4th birthday and at least 6 months after previous dose)
- 2 doses of measles, mumps, rubella (MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) or evidence of immunity



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

For attendance in 7th grade, by the first day of school:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) by the first day of 7th grade
- 1 dose on meningococcal conjugate vaccine (MCV) by the first day of 7th grade

For attendance in 12th grade, by the first day of school:

- One dose of MCV by the first day of 12th grade. If one dose is given at 16 years or older, will count as 12th grade dose.

Please provide a copy of vaccine record from your physician before the first day of school.

Medications

Purpose: Ideally, all medication and treatment should be given at home. It is also recognized that, now, many students are able to attend regular school because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. However, any student who is required to take medication or treatment during the regular school day must comply with school regulations. These regulations include the following:

Authority

1. Individually prescribed medication/treatment will be administered by school nurses or student self-administration supervised by designated personnel under the following guidelines:
 - a. Upon written request from the physician to the school officials, that medication (see authorization form) is administered to the student. Included in the request must be the date, name of student, diagnosis, name of medication, dosage, route, and time of administration. This request may be made by fax or verbal orders, followed by orders in writing.
 - b. The request form must be signed by the student's parent/guardian indicating that medication be administered as prescribed in the physician's statement.
 - c. All medication must be in protective containers, which are properly labeled by the physician or pharmacy.
 - d. In the absence of the school nurse, the principal or designee will supervise the self-administration of medication.
2. Non-prescription (over-the-counter) medications brought from home may be administered in circumstances deemed necessary by the school nurse when:
 - a. A written request is received from the parent or guardian.
 - b. The written request must include the name of the student, name of the medication, dosage, time of administration, and condition being treated.
 - c. The non-prescription medication must be in the original container properly labeled by the drug manufacturer or pharmacy.
 - d. Acetaminophen (Tylenol) and Ibuprofen (Advil) will be available to students in the nurse's office. These will only be administered when deemed appropriate by school personnel and when parents grant permission by signing and checking the appropriate boxes on the emergency card.
3. Any medication to be administered during the school day should be taken to the nurse's office. If the nurse is not in the building, the medications should be taken directly to the school office for storage in the nurse's office. This should be done as soon as possible after the student arrives at school. Students are not permitted to carry medications on their person or store medication in their locker or desk during school hours unless specifically directed by the physician.
4. Miscellaneous Medication Regulations
Adequate storage in a secure area such a refrigerator and locked cabinets is available to store medication.
Medication should not be stored in teacher desks.
Unused medication will be given to the student in a sealed envelope at the end of the school year when discontinued.



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

It is the responsibility of the student to report to the nurse or the school office for his/her medication at the prescribed time.

A log is provided for documentation of administration/supervision of medication/treatments.

Physician and parental medication treatment requests become part of the student's health record.

The amount of medication stored by the school should be based on the length of time medications are to be administered and other individual factors.

At the end of the school year, all medications will be returned home and new physician's orders re-issued for the following school year if needed.

Medications for Field Trips

The Milton Area School District recognizes that the field trip experience is a valuable asset to the school curriculum. It is also aware of the fact that students who receive prescription medication on a daily basis may have to continue this schedule when away from the school environment.

Because school nurses may not be present on a field trip, it may be necessary for a child to self-administer his/her medication during the time away from school. Parents are permitted to accompany their child on field trips, if deemed necessary, to monitor special health concerns, or to administer prescription medication. If this is not possible, you must sign a release permitting your child to self-administer the medication.

Secondary students are permitted to carry properly labeled prescription medication with them. For elementary students, a teacher will carry prescription medication prepared by the parent or school nurse under the following guidelines:

1. All medication must be in a sealed envelope or packet labeled with the following:
 - a. Student name
 - b. Name of prescription medication
 - c. Prescribed dosage
 - d. Time schedule
 - e. Special instructions

2. A parent of a child needing medication must contact the school nurse at least three days prior to the scheduled trip to determine arrangements for self-medication.

3. The school nurse's phone and fax numbers are

Phone	Fax
742.7614	742.4857



MILTON MIDDLE SCHOOL

700 Mahoning Street
Milton, PA 17847
(570) 742-7614
Attendance Line
(570) -742-7614

Special Education Services

The Milton Area School District, through annual and ongoing screening and evaluation, identifies children with special needs and abilities and ensures them a free and appropriate education in the least restrictive environment. A full range of services for exceptional students is offered by the school district and is complemented by programs offered by Central Susquehanna Intermediate Unit.

Special Education programs and services in the Milton Area School District provide specially designed instruction to meet the needs of the exceptional child. The nature of the need may be related to autism/pervasive developmental disorder, blindness or visual impairment, deafness or hearing impairment, mental giftedness, intellectual disability, multiple disabilities, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, or speech and language impairment.

Academic or behavioral concerns should be brought to the attention of the classroom teacher, school counselors, building principal, or the Supervisor of Special Education.

A comprehensive school-based evaluation will be completed with written parent permission. An Individualized Education Plan (IEP) will be developed if the student qualifies for special education services. An IEP directs the educational program including goals, specially designed instruction, accommodations/adaptations, related services, and type special education support appropriate to meet the student's needs. A Gifted Individualized Education Plan (GIEP) will be developed for a student qualifying for services with mental giftedness.

Further information on screening, evaluation, programs and services, placement, confidentiality and all related matters may be obtained from the Supervisor of Special Education at 570.742.0539.



MILTON MIDDLE SCHOOL

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School Board Policies

In an effort to streamline both the student and parent handbooks for the Milton Area School District, many of the school board policies that were previously listed have been removed. All school board policies (including those that have never been listed in the handbooks) are available online by clicking http://www.psba.org/districts_policies/m/363/index.asp

Please note that policies can be reviewed and/or revised throughout the school year, so students and parents are encouraged to revisit the site when specific questions or concerns arise. A Policy Manual is available in all school buildings' main offices for perusal as well.

To ensure that all parents and students are aware of these policies, a Policy Signature Sheet will be required at the start of every school year.

Policies formerly found in the student/parent handbooks include (Policy Number):

- Aggressive Physical Behavior (218.3)
- Attendance (204)
- Controlled Substances/Paraphernalia (227)
- Non-Discrimination (103)
- Promotion & Retention (215)
- Searches (226)
- Student Assistance Program (236)
- Tobacco Use (222)
- Unlawful Harassment (248)
- Visitors (907)
- Weapons & Dangerous Instruments (218.1)

Notice of Non-Discrimination

The Milton Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual preference, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Civil Rights Amendments of 1964. Parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about grievances or accommodations for persons with disabilities, should contact the Superintendent of Schools, Milton Area School District, 700 Mahoning Street, Milton, PA 17847. Phone 570-742-7614.



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Appendix A: Report Form for Complaints of Discrimination

Complainant: _____
 Home Address: _____
 Home Phone: _____
 School Building: _____
 Date of Alleged Incident(s): _____
 Alleged discrimination was based on _____

 Name of person you believe violated the district's nondiscrimination policy:

 If the alleged discrimination was directed against another person, identify the other person:

 Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

_____ Date

Received By _____ Date



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Appendix B: Report Form for Complaints of Unlawful Harassment

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply) Race Color National Origin Gender Age Disability
Religion Sexual Orientation Genetic Information

Name of person you believe violated the district's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant's Signature Date

Received By Date



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Appendix C: Parent/Guardian Identification Consent Form

This form denies Milton Area School District permission to post a student's identification (a name, photo/image, or video) through the means of the district website, district calendar, newspaper, and/or television.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on the web or other public medium because we cannot control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work and achievements.

We understand that some parents may not want this information shared throughout the district and community.

Personal identifiable information includes student names, photos, and videos for use to recognize your child's personal achievements or participation in a district group or event.

If you, as the parent or guardian, do not wish to allow your child's information to be released to various district publications, area publications or the district web site, please complete the information below and return this form to the school immediately.

I do not want any information released for my child.

Student Name: _____

Grade: _____

Name of Parent/Guardian (print): _____

Signature of Parent/Guardian: _____

Date: _____



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Appendix D: Asthma Inhalers/Epinephrine Auto-Injectors Self-Administration by Students

Student's Name

Grade

Date

To self-medicate, the student must be able to: (check all that apply)

- _____ 1. Respond to and visually recognize his/her name.
_____ 2. Identify his/her medication.
_____ 3. Demonstrate the proper technique for self-administering his/her medication.
_____ 4. Demonstrate a cooperative attitude in all aspects of self-administration of medication.

Name of Medication

Dosage

Frequency

The above-named student has demonstrated the ability to self-administer the physician-prescribed asthma medication or epinephrine auto-injectors, as indicated by the criteria listed above.

Date

Signature (Certified School Nurse)

As the parent/guardian of above-named student, I relieve the school district and its employees of any responsibility for the benefits or consequences of the above-listed medication when it is physician-prescribed and parent/guardian-authorized. I further acknowledge that the school bears no responsibility for ensuring that the medication is taken. I am aware that any improper use/sharing of the above-named medication will result in the immediate confiscation of the inhaler/epinephrine auto-injector and loss of privilege to self-administer if the medication policy is violated.

Date

Parent/Guardian Signature

I agree to be solely responsible for my asthma inhaler/epinephrine auto-injector and to follow the directions for its use as ordered by my physician, as well as the district's medication policy. I am aware that any abuse of this privilege will result in the confiscation of my inhaler/epinephrine auto-injector.

Date

Student's Signature



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Appendix E: Authorization for Medication during School Hours

(Student's Full Name) should receive the following prescribed medication during school hours:

Name of Medication _____
Prescribed Dosage _____
Time Schedule _____
Special Instructions _____
Diagnosis _____

Signature of Physician prescribing prescription

Physician's Address

Form B

Please check:

___ My child has permission to administer the medication to himself/herself.

___ Please administer the medication to my child.

I do hereby release, discharge, and hold harmless the Milton Area School District, its agents and employees, from all liability and claim whatsoever for the administration of the above medication to my child.

Date Signature of Parent or Guardian

Telephone Home Address

All medication should be brought to school in a container appropriately labeled by the pharmacy or physician and given to the school nurse for proper storage.