

Maple Avenue Middle School



**STUDENT HANDBOOK
2011-2012**

Mr. Eric Naylor
Principal

Mr. Chip Fissel
Assistant Principal

Maple Avenue Middle School
75 Maple Avenue
Littlestown, PA 17340
(717) 359-4146
www.lasd.k12.pa.us

MISSION STATEMENT

THE MISSION OF THE LITTLESTOWN AREA SCHOOL DISTRICT, IN PARTNERSHIP WITH FAMILIES AND THE COMMUNITY, IS TO EDUCATE STUDENTS TO BECOME RESPONSIBLE, TOLERANT, PRODUCTIVE AND ADAPTABLE CITIZENS BY MOTIVATING EACH STUDENT TO ACHIEVE HIS/HER HIGHEST POTENTIAL.

The Littlestown Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Mr. Lawrence Ott, Compliance Officer, Administration Office, 162 Newark Street, Littlestown, PA 17340. Telephone (717) 359-4146, ext. 1210.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

Principal's message:

It is with great pleasure that we take this opportunity to welcome you to Maple Avenue Middle School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies, procedures and the services we offer students.

Communication

Communication between school and home is crucial to developing a positive working relationship. Maple Avenue Middle School welcomes any phone calls or emails from parents or guardians and will make every effort to respond in a prompt manner.

Maple Avenue Telephone Directory

- Main Office.....(717) 359-4146
- Principal**
- Mr. Eric Naylor.....ext.3229
- Assistant Principal**
- Mr. Chip Fissel..... ext.3240
- Secretary**
- Mrs. Jenifer Dooley.....ext.3239
- Secretary**
- Mrs. Barb Weaver..... ext.3220
- Guidance Secretary**
- Mrs. Marianne Long.....ext.3260
- Guidance Counselor 6th Grade**
- Mr. Steve McMaster.....ext.3287
- Guidance Counselor 7th & 8th Grade**
- Mrs. Deb Allison..... ext.3242
- School Nurse**
- Mrs. Jennifer Myers.....ext.3237

General School Information

YOUR PREMIER AGENDA IS AN IMPORTANT VEHICLE FOR COMMUNICATION BETWEEN SCHOOL AND HOME. YOU ARE TO USE IT TO RECORD DAILY ASSIGNMENTS, AS A STUDY GUIDE, A HALLWAY PASS, AND MOST IMPORTANTLY AS THE BEST REFERENCE FOR INFORMATION ON POLICIES AND PROCEDURES OF MAPLE AVENUE MIDDLE SCHOOL. IF IT IS LOST, YOU MAY PURCHASE A NEW ONE IN THE OFFICE FOR \$5.00. THE AGENDA SHALL REMAIN INTACT THROUGHOUT THE SCHOOL YEAR. PAGES SHOULD NOT BE REMOVED OR DESTROYED.

First Day for Students - August 29, 2011
Last Day for Students (tentative) June 8, 2012
In-service Days: Aug. 25, 26, Oct.10, Nov. 11, 21 Jan. 23, April 5
Act 80 Days: Nov. 22, 23, June 8
Full Act 80 Day: Feb. 3
Holidays: Sept 5 - Labor Day
Nov. 24,25,28 - Thanksgiving
Dec. 23-30 - Christmas
Jan. 23 – Martin Luther King Day
Feb. 20, 2012 - President's Day
April 5,6,9,10,11- Easter
May 25, 28 - Memorial Day
Snow Make-Up Days:
March 9, 2012
April 10, 2012
April 11, 2012
May 25, 2012
Teacher Days = 188
Student Days = 181

Table of Contents

ATTENDANCE5

ACADEMIC INFORMATION.6

TRANSPORTATION 7

STUDENT DISCIPLINE. 7-12

DRESS CODE.....12

DRUG AND ALCOHOL GUIDELINES. 13-14

WEAPONS POLICY..... 15

TERROISTIC THREATS/ACTS.....15-16

CAFETERIA REGULATIONS..... 17

GUIDANCE.....18

HEALTH CENTER.18-19

PHYSICAL EDUCATION.....19

BUILDING ACTIVITIES & ORGANIZATIONS20

VALUES /CODE EXTRA-CURRICUALR.....20-23

INTERNET POLICY & MEDIA RELEASE.23-24

INTERNET POLICY AGREEMENT 25-26

STUDENT HANDBOOK AGREEMENT 27

MAMS BELL SCHEDULE -2011-12

PERIOD	6 th GRADE	PERIOD	7 TH GRADE	PERIOD	8 TH GRADE
HR	7:35 - 7:45	HR	7:35 - 7:45	HR	7:35 - 7:45
1	7:45-8:38	1	7:45-8:38	1	7:45-8:38
2	8:40- 9:33	2	8:40- 9:33	2	8:40- 9:33
3	9:35- 10:28	3	9:35- 10:28	3	9:35- 10:28
4	10:30- 11:00 L	4	10:30- 11:23	4	10:30- 11:23
5	11:02-11:55	5	11:25-12:18	5	11:25- 11:55 L
6	11:57- 12:50	6	12:20- 12:50 L	6	11:57- 12:50
7	12:52- 1:45	7	12:52- 1:45	7	12:52- 1:45
8 -DIR	1:47- 2:31	8-DIR	1:47- 2:31	8-DIR	1:47- 2:31

2 HOUR DELAY BELL SCHEDULE

PERIOD	6 th GRADE	PERIOD	7 TH GRADE	PERIOD	8 TH GRADE
HR	9:30-9:45	HR	9:30-9:45	HR	9:30-9:45
1	9:45-10:19	1	9:45-10:19	1	9:45-10:19
2	10:21-10:55	2	10:21-10:55	2	10:21-10:55
4	10:57-11:27 L	4	10:57-11:31	4	10:57-11:31
5	11:29-12:03	5	11:33-12:07	5	11:33-12:03 L
6	12:05-12:39	6	12:09-12:39 L	6	12:05-12:39
3	12:41-1:15	3	12:41-1:15	3	12:41-1:15
7	1:17- 1:51	7	1:17- 1:51	7	1:17- 1:51
8 -DIR	1:53-2:31	8-DIR	1:53- 2:31	8-DIR	1:53- 2:31

CHAR. ED & CHALLENGE DAY SCHEDULE (Char Ed- 36 min.)(39 min periods)

PERIOD	6 th GRADE	PERIOD	7 TH GRADE	PERIOD	8 TH GRADE
HR-CH.ED	7:37 - 8:13	HR-CH.ED	7:37 - 8:13	HR-CH. ED	7:37 - 8:13
1	8:15-8:54	1	8:15-8:54	1	8:15-8:54
2	8:56-9:35	2	8:56-9:35	2	8:56-9:35
3	9:37-10:16	3	9:37-10:16	3	9:37-10:16
7	10:18-10:57	7	10:18-10:57	7	10:18-10:57
4	10:59-11:29 L	4	10:59- 11:38	4	10:59- 11:38
5	11:31 – 12:10	5	11:40 – 12:19	5	11:40- 12:10 L
6	12:12 – 12:51	6	12:21 – 12:51 L	6	12:12-12:51
8 -DIR	12:53 – 1:30	8-DIR	12:53 – 1:30	8-DIR	12:53-1:30
ACT	1:30-2:31	ACT	1:30-2:31	ACT	1:30-2:31

ACT 80 DAY BELL SCHEDULE (34 MIN. CLASS PERIODS)

PERIOD	6 th GRADE	PERIOD	7 TH GRADE	PERIOD	8 TH GRADE
HR	7:30-7:45	HR	7:30-7:45	HR	7:30-7:45
1	7:45-8:19	1	7:45-8:19	1	7:45-8:19
2	8:21-8:55	2	8:21-8:55	2	8:21-8:55
3	8:57- 9:31	3	8:57- 9:31	3	8:57- 9:31
7	9:33-10:07	7	9:33-10:07	7	9:33-10:07
4	10:09- 10:39- L	4	10:09-10:43	4	10:09-10:43
5	10:41-11:15	5	10:45-11:19	5	10:45-11:15-L
6	11:17- 11:51	5	11:21- 11:51-L	6	11:17-11:51
8 -DIR	11:53-12:30	8-DIR	11:53-12:30	8-DIR	11:53-12:30

ATTENDANCE

The Pennsylvania School Code requires that all residents between the ages of 8 and 17, and those who elect to start first grade earlier, shall attend school continuously throughout the entire term.

Absences: All absences are either legal or illegal. ALWAYS GET A DOCTOR'S NOTE IF POSSIBLE. If a student is absent from school, regardless of the reason, that student must report to office immediately upon returning to school. A note from a parent/guardian is required for each absence. If the note is forgotten, the student will be issued a temporary pass. If the student does not hand in an excuse after three days, the absence will be considered unexcused. Parents are encouraged to fax (359-4133) or mail all excuses directly to the attendance office via US Mail, but students and parents may also deliver excuses to the office.

When a student accumulates five days of absence, a "Letter of Concern" will be mailed to the parent or guardian. This letter will indicate our concern for your child's attendance as well as our procedures that will be followed concerning attendance.

If the student's attendance was an issue last year, parents may be required to submit a doctor's note for each day of absence beginning the first day of school. If a student is truant (skip school) he / she will serve ISS and be subject to fines. When a student is absent from school, they may not attend any school functions on the day(s) of absence.

If the absence has been for three (3) or more consecutive days, the student **MAY** be required to submit a physician's note. Students are responsible for making up any missing work within two days of his/her return.

Excused Absences: Absence from school is considered "excused" for the following reasons:

1. Illness of a student
2. Death in the immediate family
3. Religious Holidays, with prior approval
4. Quarantine
5. Planned Family trips with prior approval

Unexcused Absences: All absences for reasons other than stated above, will be considered unexcused or unlawful. When a student is charged with 3 days of unlawful absence, the parents will be liable for legal action under the laws of the Commonwealth of Pennsylvania. A "First Notice" will be sent after three unlawful absences and carbon copied to Adams County Children and Youth. After a fourth unlawful absence, a fine will be levied.

Prior Approval: All vacations, trips, or other preplanned days of absence shall be considered unexcused unless a Planned Family Trip Request form is completed and approved by the Principal prior to the date(s) of absence. Unless authorized by the Superintendent, no student may be excused for an excess of three trips per year, not to exceed a total of ten school days in one year. Please note: Prior Approval is **required** for attendance to the Farm Show and "take Your Child to Work" day. **Prior approvals will not be granted during PSSA test window dates:**

March 12-23, 2012, 6-7-8 Reading, Math Assessment, April 16-27, 2012, 8th Grade Writing, & Science Assessment

Tardies: Any student not in homeroom by 7:35AM will be considered tardy. Students reporting after the late bell will need to report to the office and obtain a tardy slip before reporting to homebase. The office staff will tabulate Tardies. Only medical and emergency excuses will be accepted as excused tardies. All other tardies shall be considered unexcused. After the third unexcused tardy and all subsequent tardies, students will be assigned a district detention. Tardies to school will be cumulative for each 9 weeks. If tardiness continues, legal action may be taken. Any student wishing to participate in any activities for that particular day must be in attendance by 9:00 A.M. This includes practice as well as games or performances, unless absence has a prior approval. If there is a weekend or holiday activity and the student wishes to participate, the student must be in attendance by 9:00 A.M. the day before the weekend or holiday. Only prior approval or a medical certificate will excuse the student past 9:00 A.M. the day before.

Half-Day Absences: Any student who reports to school after 9:30AM, or leaves school before 1:00PM will be charged with a ½ day absence.

Early Dismissals: If a student has a doctor or dental appointment during school hours, an appointment card should be presented to the Attendance Secretary in the morning prior to homeroom. Upon returning to school, an excuse should accompany the student. All other reasons for requesting early dismissal must have prior administrative approval. Unapproved requests for early dismissal will result in an unexcused absence.

Excessive Absences: Excessive absences, other than with a doctor or medical related excuse, by a student may warrant a written notice that continuous absenteeism will have to be verified with a note signed by a doctor to be considered excused. Ten school days (10) will be considered excessive and require a signed note from a physician. **If the student's attendance was an issue last year, parents may be required to submit a doctor's note for each day of absence, beginning the first day of school.**

Truancy: Act 29 of 1995 provides guidelines for students who are habitually truant. The following are the provisions of the law that relate to the students in this building who disobey the law:

1. Fines of up to \$300 plus court costs.
2. Parenting courses.
3. Community service of up to 6 months.
4. If a parent is judged to have taken "every reasonable step" in order to get their child to school the magistrate may suspend the sentence of the parent and transfer responsibility to the child.
5. Any student, 13 years of age or older found guilty of habitual truancy will lose his or her driver's license or have their permit delayed for up to 6 months.

If a student is truant (skips school) he/she will serve ISS and be subject to fines. When a student is absent from school they may not attend any school functions on the day(s) of absence.

Academic Information

Homework: Students are responsible for homework assigned to them in the classroom. Grading standards will be established by the individual teachers/teams. Students and parents will be informed of these standards at the beginning of school.

Make-Up Work: Any student with an **excused** absence will have two days upon return to submit/ complete any missed assignment, tests or other time sensitive deadlines.

Homework Requests: Parents can contact the guidance secretary, at 717-359-4146 x3260, to obtain work for a student who has been absent for 3 or more consecutive days. Requests for work made by 9:00 A.M. will be ready for pick up by the end of the same day. Weekly homework logs can be accessed on the MAMS website: www.lasd.k12.pa.us/mams.

Grading System:

A+ 100%-97%
A 96%-93%
A- 92%-90%
B+ 89%-87%
B 86%-83%
B- 82%-80%
C+ 77%-79%

C 76%-73%
C- 72%-70%
D+ 69%-68%
D 67%-66%
D- 65%
F 64%

Qualitative Points:

A =4
A- =3.7
B+ =3.3
B =3.0
B- =2.7
C+ =2.3
C =2.0
C- =1.7
D+ =1.3
D =1.0
D- =.7
F =0

Reporting of Academic Progress: Midway through each marking period a progress report will be issued by a teacher/team detailing the progress of each student. The progress report needs to be signed by the parent/guardian and returned to the home room teacher.

MMS Parent Portal: Parents and students can view student grades and progress at anytime using the MMS Parent Portal. If you need information on how to set up your MMS Parent Portal account, please contact the guidance office.

Report Cards: The middle school report card is a comprehensive document that allows the teacher a variety of options for accurately reporting a student's progress. The teacher will use letter grades to explain information about the individual effort and achievement. To supplement this information, the teacher can use the comment section of the report card. Arts grades will only be reported on the 2nd and 4th Marking Period report cards. Progress in Arts classes will be reported on the 1st and 3rd Marking Period report cards. Report Cards/Progress Reports will be sent electronically via email. Please note that email is not 100% secure.

Parent/Teacher Communication: Communication between teachers and parents is encouraged at any time throughout the school year. Parents may contact teachers or administrators in the following ways:

- **Phone calls**
- **Email - teachers email can be found at www.lasd.k12.pa.us**
- **Parent/teacher Conferences**
- **Guidance Counselor Contacts**
- **Principal/Assistant Principal Contacts**
- **Daily Communication using the agenda**

MAMS Website- www.lasd.k12.pa.us/mams for homework and team homepages for information.

If you wish to set up a parent/teacher conference, please call Guidance Secretary, at (717) 359-4146 ext. 3260. She will assist you in scheduling a conference.

Awards: Every effort will be made to recognize the outstanding achievements of as many of our students as possible. Awards are given throughout the school year with the bulk of the awards given at the end of the year. Each grade level will schedule an awards assembly at the end of the year.

Honor Roll: There are two honor rolls, a Blue Honor Roll (3.0 GPA) and a Gold Honor Roll (3.9 GPA). Each marking period will be evaluated separately. A certificate will be awarded at the end of each marking period for each student who is on one of the honor rolls.

American Legion Citizenship Award: This honor is awarded to a deserving male and female student from 8th grade. The criteria for this prestigious award are as follows: Courage, honor, leadership, patriotism, scholarship and service, which are necessary to the fundamental institutions of our government and the advancement of society.

Perfect Attendance Award: This award is given to any student who attains perfect attendance during the school year. Students will be awarded a certificate at the end of the year awards assembly.

Presidential Award for Educational Excellence: Each year this prestigious award is given to eighth grade students who have achieved high academic goals through hard work and dedication to learning. The purpose of this award is to recognize academic success in the classroom. Students who qualify will meet several criteria established by the US Department of Education including a cumulative GPA of 3.9 or higher.

Student of the Month: Each month a student is selected from one grade level. The student along with his/her parents, are invited to the next month's School Board meeting. A short biography of the student's life is read. Dr. Wills and the School Board award a certificate for this achievement.

Thunderbolt Pride Program: The Thunderbolt Pride Program rewards students who exhibit positive character traits and are leaders and role models for their classmates. Students are recognized monthly and inducted into the Thunderbolt Brigade.

Transportation: Proper student behavior is essential for the safety of all. Any rules that apply in school, also apply on the bus. In the front of the bus are listed additional safety rules. Students who ride the bus are responsible for following these safety rules. Failure to follow these safety rules and the general rules that apply in school, will result in a disciplinary referral. Since transportation to and from school is a privilege, not a right, repeat offenders may have their bus riding privileges temporarily or permanently suspended. Students who lose their bus riding privileges are still expected to attend school during their bus suspension.

A "Transportation Request" form needs to be filled out and signed by a parent or guardian at least three days prior to the effective date of the transportation change. These forms are available in the school offices, transportation office, and in our school calendar.

Transportation will be limited to a maximum of 2 locations for pick-up and 2 locations for drop off. The daily schedule must be consistent. We cannot honor requests for transportation that will vary each week. Permanent changes in bus stop location are limited to 3 times per school year.

No temporary bus changes: No bus changes are permitted except in the case of an emergency. Emergency situations will be handled on a case by case basis. Bus stop changes, on a student's assigned bus, will be accepted on a limited basis provided that the stop request is an established stop. Students in grades 6-8 that are required to ride the elementary bus must have a signed bus pass from the Middle School office.

When reporting to school in the morning, students who arrive early should report directly to the cafeteria, find a seat and wait for the morning bell. Students **SHOULD NOT** congregate in the lobby area. **Students should arrive at school no earlier than 7:15AM.** In order to maintain a proper facility, our custodial staff checks rooms on a daily basis, and therefore students who are not under the direct supervision of teachers must leave the building by 2:45PM.

Bicycle Information: Students may ride their bicycles to and from school. Bicycle riding is a privilege that may be revoked if rules are not followed. Students riding bikes to school are to park their bikes at the bike racks immediately upon arrival to school and are strongly encouraged to lock their bikes while they are at school. Remember, it is the law that all children 12 years old and under **must wear bicycle helmets.**

Book Bags: Students are not permitted to have book bags in any classroom. Upon arrival to school, books and school materials will be carried to the classrooms without a book bag.

School Textbooks/Materials: Students are responsible for all school issued textbooks and materials. Any student who fails to return district materials at the conclusion of the school year will be held responsible for the replacement costs.

Returned Checks: Any check returned by the bank as NSF (Non-Sufficient Funds) will be assessed an additional \$20.00 processing fee by the District. Any NSF checks that are not paid in a timely manner will be reported to the District Magistrate for collections.

Parent Pick-up and Drop-off information: Parents who wish to drop off and/or pick-up their children are more than welcome to do so. **Parents must drop off students directly behind the school on Playground Place. Student pick-up is located on the blacktop playground area directly behind the gymnasium.** Due to the use of the playground area for Physical Education classes, we ask that parents arrive after 2:20PM.

Student Discipline

Discipline Guidelines and Policies for Littlestown Area School District

It is the intent of the Maple Avenue Middle School to provide an environment conducive to learning. In order for this to occur, we must establish a discipline system that realizes that every student has the right to learn, the property of others will be respected, and that each student is entitled to feel free from physical and emotional harm.

CORPORAL PUNISHMENT

Use of corporal punishment is prohibited in accordance with 22PA Code, Chapter 12 with the provision, not withstanding anything to the contrary herein above provided; reasonable force may be used by teachers and school authorities:

1. To quell disturbances.
2. To obtain possession of weapons or other dangerous objects.
3. In self-defense.
4. To protect persons and property.

Items Forbidden from the Classroom/ Hallway: which are deemed to have no useful or constructive purpose, should remain at home. Candy and soda are not permitted in school. Other items include, but are not limited to:

Electronic Games	Toys	Correction Fluid	Personal Notes
Mace or Pepper Spray	Laser Pointers	Cards or Card Games	Aerosol Cans

Students are permitted to possess these items as long as they are not visible during school hours: 7:30 AM- 2:30 PM

Radios	IPOD/MP3/CD Players
Cellphones	Cameras

Consequences for Violating Forbidden Items:

- 1st Offense- Item Confiscated, student can pick-up at the end of the day.
- 2nd Offense- Item Confiscated, parent must pick-up item from the office.
- 3rd and Subsequent Offense- Item Confiscated, parent must pick-up item from office, and district detention and/or ISS.

CONSEQUENCE PLAN

DISCIPLINARY

Stage I - Any offense adding up to 5 detentions will move the Plan into Category II.

As a student accumulates 5 detentions, additional offenses could result in automatic ISS.

Stage II - Any offense resulting in detention and adding to 5 detentions will result in automatic in-school suspension. Any in-school suspension offense adding to a total of 5 in-school suspension days moves the Plan into Category III.

Stage III - Automatic progression- 3-5-7-10 Disciplinary Plan

Minimum of 3 days in-school suspension – can be incorporated with Saturday Detention

Minimum of 5 days in-school suspension – can be incorporated with Saturday Detention

Minimum of 7 days in-school suspension – can be incorporated with Saturday Detention

Minimum of 10 days in-school suspension – referred to the Superintendent for hearing and notification to the Board of Education for expulsion proceedings (when appropriate)

A. Level I

Misbehaviors classified in this level represent relatively minor infractions of established procedures that regulate the orderly operation of the school and its educational process. The frequency of their occurrence shall determine the appropriate disciplinary response and their reclassification at a higher level. The classroom teacher should handle most discipline problems at this level with appropriate records kept. The classroom teacher is the first level of authority regarding discipline in the Littlestown Area School District. The classroom teacher is encouraged to use on or more optional disciplinary responses before a student is referred to the office. Accurate records should be maintained. The student needs to be informed of any referral or consequence due to infractions. Communication with parent/guardian is essential and should be made by the referring teacher or staff member.

Infractions

1. Abuse of hall, locker, or lavatory privileges.
2. Careless or unauthorized use of school property or facilities.
3. Cheating or lying.
4. Disruptive behavior in school, on campus, or on the school bus (horseplay, scuffling).
5. Eating food or drink in non-designated areas or at non-designated times.
6. Failure to be prepared with class materials and supplies.
7. Dress code violations, immodest or indecent dress.
8. Littering.
9. Loud, boisterous noise.
10. Minor defacement of school property.
11. Neglecting to return required forms.
12. Non-defiant failures to complete assignments, carry out teacher directions, or adequately prepare for class.
13. Public display of affection.
14. Tardiness to school/illegal absence, tardies to class.
15. Unauthorized sale or distribution of items not related to the school operation.
16. Unsafe behavior (i.e. running, pushing) in hallways, classrooms, cafeteria, and locker rooms.
17. Articles specified in the student handbook or by administrative directive will not be brought to school unless prior approval is granted. (Electrical games, radios, beepers, IPOD/MP3 players, pocket knives, toys, animals, laser pointers, gadgets, cell phones, cameras, etc.)
18. Profanity/cursing.
19. Minor insubordination, lack of cooperation.
20. Misconduct.
21. Failure to follow class rules.

Optional Disciplinary Responses

1. Verbal reprimand.
2. Seat change.
3. Behavioral contract.
4. Teacher supervised detention.
5. Restriction of privileges.
6. Special written assignments.
7. Counseling
8. Parental contact.
9. Clean-up after school and/or payment of damage.
10. District Detention.
11. Attendance Policy.
12. In-school suspension.
13. Saturday Detention.

B. Level II

In this level are included frequent and serious misbehavior that tends to disrupt the learning climate of the school and to affect seriously the student's own education. Some of these infractions may be the result of a continuation of misbehaviors that remain unmodified by disciplinary actions under Level I. Because of their frequency or seriousness, the administration assumes the major responsibility for corrective action.

Infractions

1. Chronic misbehavior on school bus.
2. Harassment of other students.
3. "Cutting" scheduled periods, detention or Saturday Detention.
4. Defiance and insubordination.
5. Forgery.
6. Leaving school without permission.
7. Petty theft. Gambling.
8. Possession or distribution of pornographic materials.
9. Possession or use of tobacco products on school property, school bus, or at school sponsored activities.
10. Physical and /or verbal confrontations.
11. Failure to serve District Detention.
12. Minor harassment.
13. Minor threats.
14. Extra-curricular rule violations.
15. Profanity

Optional Disciplinary Responses

1. Continuation of more stringent Level I options.
2. Sustained counseling.
3. Alternative Education Placement
4. Temporary withdrawal of certain privileges or participation in school activities.
5. Temporary removal from class.
6. District detention.
7. Suspension of school bus transportation.
8. In-school Suspension/Out of School Suspension
9. Attendance Policy.
10. Fine as per Borough Ordinance #306
11. Fine as per PA Crimes Code (Title 18, Act 145 of 1996).
12. Saturday Detention.

C. Level III

These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. While some might be considered criminal acts, for the most part their remediation can be undertaken through the disciplinary mechanism of the school. However, in some cases law enforcement officials may have to be notified and consequences pursued.

Infractions

1. Chronic truancy/hooking out of school.
2. Continuation of Level II misbehavior.
3. Fighting and/or physical confrontations.
4. Indecent exposure.
5. Physically threatening other students.
6. Organized gambling.
7. Serious acts of defiance/threatening a teacher or supporting staff member.
8. Major stealing.
9. Major physical confrontations.
10. Severe insubordination
11. Unlawful harassment.
12. Terroristic threats.
13. Terroristic acts.

Procedures

1. Infraction reported or detected, the principal investigates further and confers with staff members on the circumstances and immediate needs.
2. The principal meets with the student and confers with parents about the misbehavior, the extent of its consequences, and the subsequent disciplinary action.
3. If deemed necessary, the principal contacts law enforcement officials.
4. The principal makes an accurate record of the infraction and the disciplinary response.

Optional Disciplinary Responses

1. Continuation of appropriate Level II options.
2. Withdrawal of participation in school activities.
3. Restitution of damages.
4. Referral to outside agency.
5. Extended in-school suspension.
6. Temporary out-of-school suspension.
7. Full suspension. ISS/Out of School Suspension
8. Saturday Detention.
9. Expulsion Hearing

In the event that any misbehavior constitutes a violation of the criminal laws of the Commonwealth of Pennsylvania or of the United States of America, the district may report thereof to the police or other appropriate authorities. The imposition of district punishment shall no bar nor stop the district from making such report.

D. Level IV

Represented in this level are acts which are clearly criminal. Included are those which present a direct and immediate threat to the welfare of others or may result in violence to persons or property. So serious are they that in most cases they require administrative action which calls for the immediate removal of the student from school and the intervention of police.

Infractions

1. Arson.
2. Assault and battery.
3. Bomb threat.
4. Chronic discipline offenders.
5. Extortion of other students.
6. Grand theft.
7. Major vandalism
8. Possession and/or sale of stolen property.
9. Possession and/or use of firecrackers or explosives.
10. Possession, use, transfer of lethal weapons on school property or on school sponsored activities.
11. Providing, selling and use of illegal chemical substances, look-a-like and/or alcohol on school property or on school sponsored activities.
12. Tampering with the fire alarm; pulling false alarm.
13. Unmodified Level III misbehavior.
14. Weapons.
15. Possessing, using or being under the influence of unauthorized substances (drugs, alcohol or a look-a-like drug) on school sponsored activities or in school.

Procedures

1. Having verified the offense, the principal meets with all those involved
2. The principal initiates procedures according to established policy for excluding the student from school and notifies the parents immediately.
3. The principal informs the Superintendent.
4. School officials contact proper authorities and assist in prosecuting the offender.
5. The principal submits a complete and accurate report to the superintendent for possible Board action.
6. In the event of expulsion, the student receives a full due process hearing before the Board of Education.
7. Proper law enforcement authorities are informed.

Optional Disciplinary Responses

1. Full restitution of damages.
2. Full suspension.
3. Alternative Education Placement
4. Expulsion or Board action.
5. Outside agencies.

Board policy for Weapons Policy Violations, State Code, Drug/ Alcohol Policy.

In the event that any misbehavior constitutes a violation of the criminal laws of the Commonwealth of Pennsylvania or of the United States of America, the district may report thereof to the police or other appropriate authorities. The imposition of district punishment shall no bar nor stop the district from making such report.

Detention:

Detention for students will be held after school hours for disciplinary purposes. Students involved will have twenty-four hours advance notice in order to make transportation arrangements. Disciplinary detention procedures and scheduling will be determined at the building level. If the student misses any of the assigned detentions, in-school suspension and detention will be assigned.

Students assigned to District Detention are responsible to know their assigned dates. District Detention runs from 2:40 PM until 3:40 PM. It is the responsibility of the parent(s)/guardian(s) to make arrangements for transportation. Missing detention will result in additional logical consequences.

In-School Suspension:

ISS is assigned by either the Principal or Assistant Principal. This is an exclusion from the normal school setting. Students who are assigned to ISS will report directly to the office the morning of their assignment. The students will then be given their assignments and taken to the ISS room. Once students are in the ISS room, they will be monitored by a certified teacher. **Students who serve ISS are not permitted to attend school activities or functions on the day they serve ISS.** After a student's third ISS assignment, a meeting may be scheduled with that student's parents to discuss placement in the STARS program. Athletes should attend practice in street clothes and may participate verbally. They may not attend games or scrimmages.

Saturday Detention: This is intended to provide students another alternative for logical consequences. Detention will be held at the high school from 8:30AM until 11:30AM on certain Saturday's each month. Possible infractions, which may warrant this detention, are:

1. Failure to serve detention from previous infractions.
2. Unexcused absences, tardies or truancy.
3. Other infractions deemed severe or chronic by the administration.

Out-of-School Suspension: OSS is a period of exclusion from school. This form of discipline is used for more severe, chronic, or persistent violations. Students suspended from school are forbidden to appear on school property. They may not attend school-sponsored activities or functions during their dates of suspension. Students will receive work missed during the suspension from the office.

Dress Code: The following are dress code requirements, adopted by the Littlestown School Board in April 2004, for all students in the Littlestown Area School District:

The following conditions are required based on the district code as they pertain to taste and hygiene:

Students may dress or wear hair in any fashion that suits their individual taste, provided such style is within reasonable limits of decency, morality, and propriety. Standards of cleanliness and personal hygiene must be maintained.

Any school dress that causes a safety hazard, is disruptive to the educational process, or could damage school property is prohibited. Examples include:

- Clothing with ornamentation, including chains; that could scratch or mark the furniture.
- Bare feet, stocking feet, bedroom slippers, or untied laced shoes.
- Clothing which displays slogans and/or pictures which are suggestive of the use of alcohol, tobacco, drugs, lewd or illegal behavior, or contain obscene language.

The following are conditions required to meet the district school dress:

- Tube tops, halter tops, low-cut blouses/dresses, and revealing tops are not permitted. No undergarments are to be exposed. The bottom of the shirt needs to touch the top of the pants. No midriff shall be exposed.
- Dresses, skirts, shorts, koulats, skorts, or garments with slits must be longer than mid-thigh or fingers with arm and hand extended, whichever is longest. Any garment that is deemed to be too revealing or tight fitting will not be permitted. Transparent or sheer clothing is prohibited.
- Hats, caps, or distracting headwear is prohibited. (Exceptions: occasional classroom activities or school wide events may permit headwear although individual teachers may require removal of headwear during class time.)
- Pants must be worn at waist level.
- No garments intended to be worn as underwear may be worn as outerwear. (Examples: boxers, slips, bras, etc.)
- Certain athletic and extra curricular garments are acceptable due to meeting competition standards.

Consequences for students violating the above dress code provisions:

- Violators of the dress code will be referred to the office and the incident shall be treated as a disciplinary violation.
- Parents will be notified. Students will be reinstated to class when the clothing in question is replaced with appropriate clothing from home or with clothing available in the school. If neither of these options is exercised the student shall be placed in In-School Suspension for the remainder of the day. The student will not be permitted to return to class wearing clothing that has violated the dress code.
- Subsequent offences will subject the student to disciplinary action in accordance with building rules.

The administration reserves the right to make adjustments and modifications to this dress code, with Board approval, to eliminate distractions that may have a negative impact the school environment.

Drug and Alcohol Guidelines

The use, possession, and/or sale of illegal drugs, alcoholic beverages, look-a-like substances, or unauthorized medications on school property or while engaged in **ANY** school-sponsored activity, is prohibited. In compliance with Policy number 218, students who violate the drug and alcohol policy, "shall be subjected to discipline pursuant to the provisions and procedures outlined in the Administrative Guidelines developed by the district." In addition to the disciplinary action taken, students may also be subject to criminal penalties and will be referred to SAP.

STATEMENT OF POLICY

Through the use of a periodical, up-to-date revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, or rehabilitation and disciplinary procedures, The Littlestown Area School District will educate, prevent and intervene in the use and abuse of all drug, alcohol and mood altering substances by any member of the student population.

GUIDELINES

The Board of Education affirms that the abuse of controlled substances is incompatible with the educational and developmental process, and that even occasional use can constitute a disruptive situation for the individual or other students. Therefore, the use, possession, and/or sale of illegal drugs or alcoholic beverages on school property or while engaged in any school sponsored activity is prohibited. **It shall also be prohibited to use, possess, buy, sell or otherwise distribute the following substances: (1) all over-the-counter medications not cleared through school medical personnel or their designee; (2) all substances which are considered "look-a-like" drugs; (3) all beverages that are comparable or similar to beer with low or non alcohol content labeling.** The emphasis of the school staff will be on prevention and corrective action designed to enhance the education, health, and welfare of all students. The responsibility to support preventative and corrective actions should be considered as an important part of the school district's budget development process.

Since the problem of abuse of controlled substances extends beyond the Board of Education's authority, the Board further recognizes an obligation to actively seek and promote cooperative efforts with other organizations and individuals (within the Littlestown Area School District) to create broadly based programs of preventative and corrective action.

RULES AND REGULATIONS

A. Use and/or Possession of Drugs/Alcohol/ Drug Related Paraphernalia at School

A student, who uses, sells or has intent to sell in his/her possession drugs/ alcohol/paraphernalia or look-a-like substances at school or school related/sponsored activities shall be treated as follows:

1. The Principal will be notified immediately.
2. The student, his/her desk, locker, car and other possessions will be searched.
3. The parents of the students will be notified and asked to come to school immediately.
4. If a search of the student's desk, locker, car or other possessions results in any drugs/alcohol related substances or paraphernalia, the following procedure will be implemented:
 - a. The substance in question or paraphernalia will be held for analysis.
 - b. The legal authorities will be notified.
5. The student will be referred to the Student Assistance Program.
6. The student will be assigned by the principal up to a ten (10) day in or out of school suspension, require his/her participation in a drug/alcohol assessment within ten (10) business days of the initial referral, a 15 day suspension from the extracurricular program-1st Offense. 2nd Offense would result in a 30 day activity suspension; 3rd Offense would result in a 90 day activity suspension.. Should the student demonstrate that drug/alcohol assessment has been completed before the ten-day suspension has been fulfilled, the option for reentry can be determined by the administrator.
7. Any drug and alcohol offense related offense can carry an immediate dismissal from the extracurricular activity (see Athletic Code 2a)

B. Symptoms of Drug/Alcohol Use

A student displaying symptoms of drug/alcohol use in school will be treated as follows:

1. School personnel will notify the school nurse, member of the Student Assistance Program or the principal for evaluation of current physical status. Student may be referred to doctor or hospital for evaluation.
2. The school nurse or member of the Student Assistance Program will notify the principal designate of the results of the evaluation.
3. The student, his/her desk, locker, and other possessions will be searched.
4. The principal shall meet with the student to ascertain whether there has been an infraction.
5. The parents of the student will be notified.
6. The student will be referred to the Student Assistance Program for evaluation

C. Drug/Alcohol Use, Possession or Sale at School Sponsored Activities

A student who uses, has in his/her possession or distributes drugs/alcohol at a school sponsored activity shall be treated as follows:

1. The chaperone will contact the group supervisor or administrator.
2. The student, his/her desk, locker, car and other possessions will be searched.
3. The parents will be notified and the student will be sent home immediately at parental expense or detained until a parent can accompany the student.
4. If a search of the student's desk, locker, car or other possessions results in any drug/alcohol-related substances or paraphernalia, the following procedure will be implemented:
 - a. The substance in question or paraphernalia will be held for analysis.
 - b. The legal authorities will be notified.
 - c. The parents will be notified.

5. The student will be referred to the Student Assistance Program.
6. A student will be assigned by the principal up to a ten (10) day in or out of school suspension, require his/her participation in a drug/alcohol assessment within ten (10) business days of the initial referral, and compliance with the administrative recommendations following the assessment. Should the student demonstrate that drug/alcohol assessment has been completed before the ten-day suspension has been fulfilled, the option for reentry can be determined by the administrator. Extracurricular suspension will be in effect as noted above and in the athletic code of conduct.

A student who is on school grounds, during a school session, or anywhere at a school-sponsored activity under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in the Administrative Guidelines developed by the District.

The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for in any rule or regulation enumerated herein.

Smoke and Tobacco Free Policy: Policy Number 222 Smoking/Tobacco. The Board recognizes that smoking and the use of tobacco products present a significant health and safety hazard that can have serious consequences for the user, the nonuser, and the safety of the district and is, therefore, of concern to the Board. It is the intent of the Board to provide a healthful environment for all students, staff, and visitors by having the district be smoke and tobacco free. Students who are in possession of tobacco products are in violation of state law and will be cited.

Definition: For the purposes of this policy, smoking describes an act that entails the possession of a lighted cigarette; cigar, pipe, or other lighted smoking equipment. Tobacco products shall mean all possession and/or uses of tobacco, including cigar, cigarette, pipe, chewing tobacco, and snuff.

Authority: In order to protect students and staff from the safety hazards of smoking and the use of tobacco and from an environment noxious to nonuser, the Board prohibits smoking and tobacco use by administrative staff members, in school buildings, on school grounds, on district owned and/or contracted vehicles, and at school-sponsored activities. The possession of tobacco products, including cigarettes, snuff, and chewing tobacco is strictly prohibited. Any student who violates this regulation will be subject to administrative disciplinary action. Furthermore, any student who is smoking or in possession of tobacco products is subject to a fine, according to the Borough Ordinance #306 and Title 18 of the PA Crimes Code.

Weapons Policy

Policy Number 218.1 Prohibition of Weapons: The Board recognizes the importance of a safe school environment to the educational process. Pursuant to Act 26 of 1995, the district must adhere to certain disciplinary and reporting requirements in the event a student is in possession of a weapon. **Possession of weapons by students will not be tolerated: a swift and meaningful response will result when a student is found in possession of a weapon.**

A weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nanchuku stick, brass or metal knuckles, firearms, shotgun, rifle, look-a-like gun, pistol, revolvers, air rifles, pellet guns, air pistol, BB guns, explosive device, black jacks, chains, clubs, razors, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

A weapon does not include any device which is authorized for legitimate educational purposes, such as tools, scissors, compasses, pencils, implements for art class, and the like. Any student, however, using any such object in an aggressive, threatening, and/or intimidating manner shall be considered in possession of a weapon. A weapon possessed and used in conjunction with a lawful, approved, and supervised school activity shall be permitted.

A student is in possession of a weapon for purposes of this policy when the weapon is found on the person of the student, in the student's locker, or otherwise under the student's control while on school property, on property being used by the school, at any school function or activity, or at any school-sponsored event. This includes while the student is en route to or from school.

Any student found in possession of, or transporting a weapon during any of the above listed times, activities, or events, regardless of intent

1. Will immediately be reported to the local police.
2. Scheduled for an informal hearing
3. Cited for a ten (10) day Out-of-School Suspension
4. Presented to the Board for a formal hearing.

In accordance with PA School Code and due process requirements, any discipline involving a special education student will be subject to the provision of the Federal Individuals with Disabilities Act (IDEA) and accompanying Commonwealth law and regulations.

Lockers and Searches: Policy Number 226. Each student is assigned a locker for the storage of books and personal equipment. There is to be no sharing of lockers without written permission of the administration. School authorities may search students' lockers and seize any illegal materials when a reasonable suspicion exists that the locker contains illegal materials. Any material seized may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, students will be notified and will be given the opportunity to be present. However, when school authorities have a reasonable suspicion that the locker contains materials that may compromise the safety of the students and staff, student lockers may be searched without prior warning.

Care of School Property: Policy Number 224 we believe that the school should help students learn to respect property and develop pride in the community. We expect students to care for the facilities and materials that are given to them to use over the course of the school year. To that end, when a student damages or returns borrowed damaged materials, that student will be held responsible for such damage, whether intentional or not. The administration shall inspect any

damaged materials and make a judgment as to whether or not reparations will need to be made. If reparations for damaged materials are made, it is expected that the student make such reparations or the student's report card will be withheld.

218.2 TERRORISTIC THREATS/ACTS

The Board recognizes the danger that terroristic threats and acts by students' presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act – shall mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation and criminal mischief.

AUTHORITY AND RESPONSIBILITY

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Staff members and students shall be responsible for informing the building administrator regarding any substantiated information or knowledge relevant to a possible or actual terroristic threat or act.

The building administrator shall immediately inform the Superintendent after receiving a substantiated report of such a threat or act.

GUIDELINES

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building administrator may immediately suspend the student.
2. Based on further investigation, the building administrator may report the student to law enforcement officials.
3. The building administrator shall promptly report the substantiated incident to the Superintendent.
4. The Superintendent shall recommend an expulsion hearing to be conducted by the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provided competent and credible evidence that the student does not pose a risk of harm to others.

If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student may be subject to random searches. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

The Superintendent shall be responsible for developing administrative regulations to implement this policy.

248. UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors and volunteers in the schools.

The Board encourages students who have been harassed to report promptly such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district or legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of publication in handbooks, district newsletter and district pamphlets.

The term **harassment** includes but is not limited to slurs, taunts, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating and intimidating, hostile or offensive educational environment.

Examples of unlawful harassment include but are not limited to; sexual flirtations, advance, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe and individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment. Reported illegal activity involving a cellular phone will be immediately referred to the local authorities.

18 PaCSA 7512 Criminal Use of Communication Facility (cellphone) to commit a crime which constitutes a felony is a 3rd degree felony, punishable by 7 years and \$15,000 fine.

249. BULLYING/CYBERBULLYING

The Board is committed to providing a safe, positive learning environment for district students.

The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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 that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Bullying, as defined in this policy, includes cyberbullying.

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

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Consequences for Violations: A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school setting, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Cafeteria Regulations

Good Etiquette: The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch and salad bar are offered each day. It is strongly encouraged that students not bring soda or candy in their packed lunches. We also encourage students purchasing ice cream to first purchase a lunch. Good cafeteria conduct includes depositing litter in trashcans, returning all trays and utensils, and leaving the cafeteria in a clean condition. Good table manners are **expected from all students. Students not obeying rules/guidelines of the cafeteria may be assigned special seating.** Food may not be taken from the cafeteria under any circumstances.

Free and Reduced Lunches: Free and reduced lunches can be received if the family qualifies. An application will be sent home at the beginning of the school year.

Lunch Charges: Maple Avenue currently uses a **Point of Sale** software package that allows parents to deposit money into an account for their child. Parents who wish to deposit money into their child's account may do so by sending a check made payable to MAMS Cafeteria while placing their child's student identification number on the memo line of the check. **The student ID number is necessary in order to deposit your child's money into the proper account. Checks may be dropped off in the main office in the POS/Café Deposit Box.**

Cameras: Be advised that security cameras are in positions throughout the middle school and outside the middle school recording much activity, but are not continually monitored. While the primary purpose of the cameras is for security reasons, cameras may be reviewed and used for disciplinary situations and/or court.

Hall Pass Procedure: Students are **required** to carry their agendas at all times while passing in the hallways. In an emergency situation, if a student is not in possession of their agenda a **written** pass from a teacher/ administrator/ office could be substituted.

Student requesting to leave the classroom or designated area:

1. Fill out their agenda with the destination.
2. Teacher signs and records time in agenda.
3. Student signs-out on classroom sign-out sheet.
4. Upon return, student signs-in on the classroom sign-out sheet.

Student traveling to another classroom, office etc. will need to acquire the signature of the teacher/ moderator before returning to their classroom of origin.

Students not following the proper pass procedures will not be permitted to exit nor enter a classroom.

Students who fail to follow the proper hall pass procedures will be identified as absent from class without permission and subject to disciplinary consequences.

Gum Policy: Teachers may institute a "no gum rule" within their classroom and issue teacher-assigned consequences for violating this rule if they wish. If a teacher has such a rule and the student repeatedly disregards the rule, the student will be referred to the office for defiance. Students caught defacing school property with gum will face disciplinary action by the administration. The administration has the right to modify the gum policy is deemed necessary.

Guidance Services

The school counselors, Mrs. Allison and Mr. McMaster, promote and support students' academic and social success by providing specialized services including academic support, personal management, coping skill, and decision making. They accomplish this by meeting with students in the classroom, in small groups, and/or individually. All counseling is both confidential and goal directed. The counselors strive to meet the developmental needs of students and to assist them in academic, social, emotional growth. The guidance office can also provide information and referrals to community resources. Students may request to see a counselor by speaking with a teacher or stopping in the guidance office. Parents are welcome to call for advice about school-related situations. However, it is suggested that parents and students contact teachers first when there is an academic question. Academic team conferences can be scheduled through the guidance office.

Student Assistant Program: The Student Assistance Program, SAP, is comprised of a professionally trained team, including school staff and liaisons from community agencies. The SAP team helps in identifying issues including alcohol, tobacco, other drugs and mental health issues which pose a barrier to a student's learning. The primary goal of SAP is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

The SAP team works with Adams-Hanover Counseling Service and Cornerstone Counseling to provide services for students. Anyone can make a referral by completing a form and dropping it in the referral box in the lobby or in the guidance office. The SAP team gathers information from a variety of sources including classroom teachers, guidance counselors, school nurse, and parent/ guardians. This information is used to determine the nature of the problem and decide on a recommended course of action. ALL information gathered during the SAP process is confidential. If services are recommended an agency counselor can do an initial evaluation with parental permission at no cost to the student or family.

Change of Address: You should notify the Guidance office at extension 3260 immediately of any changes in your address, telephone number, e-mail address, or change in employment contact numbers. To maintain effective communication it is important that we have updated contact information, especially in case of an emergency.

Health Center

The middle school nurse provides many important services for Maple Avenue Middle School. She is available from 7:30AM to 3:00PM.

You are required to have a signed pass to visit the nurse except for emergencies.

Doctors' and parents' excuses for non-participation in Physical Education classes must be signed by the nurse before the physical education class.

Emergency information sheets must be kept updated especially if there are any changes in the home address, telephone number, parents' job, or in the designated emergency person. This information is essential.

All students will be given a vision test, blood pressure check, height check weight check and scoliosis check every year. Individual health education is presented to each student privately during the screening process.

Sports physicals are given during the summer for all sport activities held during the school year; the parent or guardian must sign all forms before the physical will be given.

It is suggested that all students carry some type of accident insurance. Any accidents or injuries while the student is involved in a school-sponsored event must be reported to the nurse.

Students **MUST** get a pass from a teacher before stopping in the nurse's office. Only those injuries or illnesses occurring during the school day should be brought to the attention of the school nurse.

Medications: If it is necessary for a student to take **ANY** form of medication at school, an authorization form for prescription medication, or a signed note from a parent or guardian for non-prescription medication along with the medication label must be presented to the office. This includes food supplements, vitamins, or any other substance that is to be ingested. All medications will be kept in and dispensed through the Health Center or main office.

A responsible adult must deliver ALL MEDICATIONS to the school. Any medications found on a student that are not registered with the office will result in disciplinary action.

POLICY FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed and over-the-counter medication in accordance with the direction of a parent or family physician to a student during school hours will be permitted only when Board policy is followed.

Any student who is required to take medication during school hours shall have that medication administered by the school nurse, or in her unavailability, by the principal's designee and shall be administered in compliance with the following regulations:

- A. For prescription medication, the Private Physician Authorization Form for Medication During School Hours will be required to be filled out and signed by the family physician and parent/guardian.
- B. For non-prescription medication, written instructions signed by a parent or guardian will be required on a medication label. The instruction shall include:
 - Child's name
 - Name of medication
 - Purpose of medication
 - Time to be administered
 - Dosage
 - Known possible side effects
 - Termination date for administering the medication
- C. No medications, including over-the-counter medications, such as ibuprofen, cough medicines, etc. will be administered by school personnel under any circumstances other than in the manner described above.
- D. Students shall not carry medications to school themselves. A responsible adult should deliver all medications to the school officials. In cases of absolute necessity only, a student may be allowed to carry medication. All medications, whether prescription or non-prescription, shall be delivered in the original package, bottle, or container with the original label left intact.
- E. The school nurse shall maintain a medication log showing the nature of the medication received, the data received, the date and time of application and the method of disposal or disposition of the medication. The school nurse shall be the preferred person to dispense medications and other designated personnel should dispense medications only in the absence of the school nurse.
- F. The parent or guardian shall resume the responsibility for following the above procedure and informing the school nurse of any change in the child's health or change of medication.

- G. For life threatening emergencies, emergency medication may be used according to Dr. John Schwartz's standing orders, with the verbal written consent of the family doctor.
- H. The district retains the discretion to reject requests for administration of medicine.
- I. A copy of the policy will be provided to parents upon request.
- J. Failure to follow the medication policy can result in insubordination and possible drug and alcohol guideline violations. Each student will be handled on a case-by-case basis.

POSSESSION OF INHALER/ASTHMA POLICY (210.1)

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized. Possession and use of asthma inhalers by students shall be in accordance with the state law and Board policy. Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. Self administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse or practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours or at extracurricular activities, the following are required:

A written request from the parent/guardian that the school complies with the order of a certified registered nurse practitioner or physician.

A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

A written statement from the physician, certified registered nurse practitioner or physician assistant that states the name of drug, dosage, reaction or side effects medication, emergency response, self-administration qualified.

The completion of district Asthma Inhaler Self-Administration Form.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self administer the prescribed medication in the school setting shall demonstrate to the school nurse the capacity for self administration and responsible behavior in use of the medication.

Physical Education

Physical Education: All students are expected to participate in Physical education classes. The only **acceptable** excuse for missing a class will be a **signed doctor's note or a parent's note stating a specific illness or injury accompanied with school nurse/ administrative approval**. Upon arrival at school, and prior to physical education class the student must present the doctor's or parents note to the nurse for approval. The school nurse will then fill out a **Nurse's Confirmation Note** which the student will submit to the physical education teacher prior to class. The **Nurse's Confirmation Note** will outline dates, reason and any modifications a student should be granted. Please be advised upon review the nurse may recommend a student participate in physical education class with modifications.

All students must wear the following in order to participate in Physical Education class: Plain white shirts or Physical Education shirt sold by the school and plain navy or black shorts or the Physical Education shorts sold by the school, white socks, and securely tied and firmly laced sneakers.

Phone use: While it is recognized that things are forgotten from time to time, it is the hope of Maple Avenue Middle School to foster a sense of responsibility in our students. For this reason, it is our desire to restrict the use of the phone at school to **emergency** use only.

Security: Students are dismissed from school no later than 2:31PM unless being held for other reasons. For the security of all belongings and possessions, students are not permitted in the building after 2:45PM unless under the direct supervision of a faculty member. For the security of our students and staff, all doors will remain locked while school is in session. Visitors and students reporting to school after the late bell should use the main lobby doors and will be allowed in using the security system in place. Also, students, staff and visitors should, **under no circumstances**, allow anyone into the building. All visitors should be allowed to come in using the security system in place. **All visitors MUST report to the main office and receive a visitor's pass before proceeding to any other location in the building.** Visitors are always welcome at the school. Maple Avenue Middle school asks that if you wish to visit a classroom, you provide at least a 24-hour notice. Other visitors are subject to administrative approval and requests must be made at least 48 hours in advance of the visit.

Emergency information MUST be updated on a yearly basis for each student. The information located on the Student Emergency card is extremely important and will be used in the event of an emergency. It is important to keep the information current and correct at all times throughout the school year. If pertinent information should happen to change during the year, please make every effort to keep the school informed of these changes.

Building Activities and Organizations

Student Council: Student Council is an organization of students whose goal is to promote school spirit and to provide leadership. Council members promote and plan school activities, foster cooperation between students and staff, and set standards for the student body to follow. Officers are elected in May and classroom representatives are elected in September.

Musical Organizations: Band and chorus are part of the curriculum and meet during the school day. If a commitment is made, attendance at practices and at both the winter and spring performances are required. Only a note signed by the parent/guardian at the close of the first semester will excuse a student from participation. If a student's behavior interferes with the participation of others, that student may be removed from the organization.

National Junior Honor Arts Society: NJAHS is an organization comprised of students who have extended their interest in art past the classroom instruction. The society is comprised of seventh and eighth graders. The art instructor will act as the faculty advisor.

Parent Advisory Council: PAC is our parent organization that meets several times per year. Parents and guardians are always welcome to attend and participate in the meetings.

Assemblies and Field Trips are scheduled through the course of the year. A variety of assemblies that will have educational value and be of interest to the student will be evaluated and scheduled throughout the year. Also, individual teachers and/or teams will schedule a variety of Field Trips. When students leave campus, they become ambassadors of our district. For that reason it is expected that students will be on their best behavior during a field trip. If it becomes apparent that a student is likely to behave poorly on or prior to a field trip, that student may not be permitted to attend the field trip. Some criteria that may be used to exclude a student from a field trip are: 1) Students who have been assigned to serve In-School or Out-of-School Suspension more than three (3) times. 2) Students who have accumulated eight or more administrator assigned detentions. The teacher/team sponsoring the field trip will meet with the principal or assistant principal to discuss the status of students who may meet the criteria. After students' behaviors are discussed, a decision will be made and the teacher/ team will contact the parents regarding that decision.

SWEL (Students Working for Excellence at Littlestown) Our SWEL Program is designed specifically to encourage and reward attendance, behavior and academics at Maple Avenue. The program places an emphasis on those three core concepts and is an extension of our Character Education program. The SWEL Program provides students with the framework to earn up to five (5) points per Marking Period. The point system is broken down in the following manner; students may earn one (1) point per Marking Period for an attendance record free from unexcused absences. Students may earn points by following school rules. Students are awarded two points provided they have not received district detention or suspension during an entire Marking Period. Students will lose one (1) point per district detention and two (2) points per suspension. Points may be earned through academic achievement. Students who earn the mark of C or better in every academic subject will earn two (2) points per Marking Period. Taking all three criteria into consideration, that allows students to earn up to five (5) points per Marking Period. Students will have the opportunity to attend SWEL trips each marking period if they maintain all 5 points. Students may also choose to attend a trip at the end of the school year to Hershey Park. The trip will be held during a school day and shall be considered a field trip fully sponsored by our Parent Advisory Council and the students themselves. In order to attend the trip students must earn 18 points by the 4th marking period mid-term, and pay a minimal part of the ticket cost to the park. Maple Avenue Middle School will provide students with transportation to and from Hershey Park.

Character Education: Maple Avenue is proud to provide a program designed to provide students with lessons in life skills such as **Responsibility, Respect, Caring, Trustworthiness, Citizenship, and Fairness**. Students are provided with biweekly lessons in these topics. There are monthly themes, contests, and/or activities that reinforce these basic common principles.

Media Release: Throughout the course of the school year, there may be times when a newspaper reporter or photographer may be taking pictures and information about activities in progress at Maple Avenue. There may also be times when photographs taken during class may be posted and displayed on our school website. Please be advised that if you wish that your child's picture or name **NOT** be provided to the media coverage at these times, and/or if you prefer that your child's photo **NOT** appear on our district website, **you MUST send a note specifically stating this**.

VALUES/CODE

For all extra/co-curricular activities

Academic eligibility is permitted when **four out of five major subjects (Math, Science, Social Studies, Reading and English) are satisfactorily passed**. Grades will be checked each week and at the end of each marking period. PIAA guidelines will be followed for athletics, and the Littlestown Area School District guidelines for all extra/co-curricular activities include, but not exclusively; **after school music ensembles**, after school non-curricular field trips, government, etc. A student deemed ineligible will not be permitted to participate in the extra curricular activity for the following week (Sunday-Sunday).

1. General code of Conduct for Extra / Co-curricular.

All students of Littlestown Area School District are expected to understand that participating in extra/co-curricular activities is a privilege.

- a. Understand those drinking alcoholic beverages, using tobacco products, and taking unauthorized drugs is prohibited and carries with it disciplinary action "in and out-of-season."
- b. Use of profanity is unacceptable.

- c. Realizes the officials do not lose a game but are there for the purpose of insuring that both teams receive a fair deal—for this they deserve courteous respect.
- d. Plan time so that sufficient energy is devoted to academics. This will help them meet the academic requirements for participation.
- e. Good attendance is required and students should not be truant from classes, school practice sessions or events, without prior approval. Not following attendance guidelines will result in disciplinary action.
- f. Works for the betterment of the school and what is right and good for fellow students.
- g. Obey the specific training and practice rules of the coach/advisor.
- h. Directly represents the community, school and coaches and should conduct themselves properly at all times.
- i. Cares for all equipment as though it were own property. All equipment issued to an individual must be returned at the end of the season.
- j. Does not let employment interfere with practices, games or performances.
- k. Is neat and well groomed at all times.
- l. Does not employ illegal tactics to gain and underserved advantage during an event or activity.
- m. Appreciates the importance of proper rest, diet and exercise.
- n. Practices healthful habits of cleanliness and personal hygiene in all daily activities.
- o. Respects the rights of others.
- p. Follows all rules and regulations required in the Student Handbook, Coaches Manual, in addition to individual team rules, activity rules and follow all school rules. (Coaches/Advisors are responsible for establishing rules and informing participants of guidelines which appear in their Coaches Manual and information pertinent from PIAA Guidelines and Littlestown Area School District Guidelines).
- q. Complies with the standards of this code or be subject to dismissal from the activity or other disciplinary action as may be determined by the Coach/Advisor and Administration.

ACTIVITY RISKS – All extra/co-curricular activities carry with them an inherent risk of harm that could be severe, permanent and/or fatal.

2. Sanctions for the Code of Conduct

- a. Advisors/Coaches have the authority to suspend any student from their group, if the occasion warrants. ***There must be proper documentation of these rules and the type of incidents that would warrant such a dismissal. All permanent dismissals from a team or organization must have administrative approval.***
- b. First infractions of a minor nature continued minor infractions and major infractions should be punishable in a fair but stern manner commensurate with the seriousness of the infraction.

Suggested ***consequences*** include ***but are not limited to:***

- 1. Warnings
 - 2. Conferences and a review of the code.
 - 3. Loss of assigned responsibilities.
- c. Students may be declared ineligible for any interscholastic athletic activity or extra/co-curricular activity if they:
 - 1. Have been found delinquent by the courts or have been put on probation by the courts.
 - 2. Conduct them selves in a matter that, in the opinion of the school authorities, would reflect unfavorably upon other students or the school district.
 - d. Incidents, which occur outside of school, such as, fighting, stealing, destruction of property, or other actions that may cause the student to be placed under the jurisdiction of civil authorities, should generally, be punished by the civil authorities. However, if a student's conduct is detrimental to other and that student's presence might adversely affect the organizations' morals, disrupt the orderly operation of the school's activities or interfere with the discipline and government of other students, the school authorities will take appropriate action.
 - e. Advisors/Coaches are expected to establish and enforce rules that are appropriate to that particular activity. ***This includes*** a disciplinary code to handle minor problems. Several rules of conduct are listed below that are to be handled uniformly by all coaches/advisors. These rules are concurrent with the ***District Drug and Alcohol Policy, Weapons Policy, Attendance Policy, Harassment Policy and Terroristic Threats Policy.***
 - f. All parties involved and the Administration will review any offense that could result in a permanent dismissal from an extra/co-curricular activity. The Administration will be the final decision making authority.

Any offense could result in permanent dismissal from the group or activity. Permanent dismissal also carries with it a loss of all honors and awards related to that activity. The **athletic director** will send a letter to the parents if this occurs.

1. **Drug and alcohol, includes for look-a-likes, “in-season” offenses.**

- a. First offense of alcohol, drugs or look-a-likes carries a fifteen (15) day activity suspension, SAP referral and the student must follow the recommendation from the Drug & Alcohol agency. Probation for remainder of the school year.
- b. Second offense of alcohol, drugs or look-a-likes carries a thirty (30) day suspension from participation and licensed agency for rehabilitation and after care. Probation for remainder of the school year.
- c. Third offense of alcohol, drugs or look-al-likes carries a ninety (90) day suspension from participation and licensed agency for rehabilitation and after care. Probation for remainder of the school year.
- d. School rules for violations will also be used when appropriate.
- e. Any drug and alcohol related offense can carry in immediate dismissal from the activity (**refer to 2a, Sanctions for the Code of Conduct**).
- f. Subsequent offenses may result in permanent dismissal from participation.

2. **Tobacco “in-season” offenses.**

- a. First offense carries a ten (10) day suspension, SAP referral and probation for the remainder of the school year.
 - b. Second offense carries a twenty (20) day suspension, SAP referral, additional assessment by licensed agency and probation for the remainder of the school year.
 - c. Third offense carries a thirty (30) day suspension, SAP referral, additional assessment by licensed agency and probation for the remainder of the school year.
 - d. Subsequent offenses may result in permanent dismissal from participation.
3. Any “in-season participant who is caught or admits **to participating in any act or action deemed as a behavior unbecoming of a Littlestown Area School District participant**, on a team or organization, will be immediately suspended from the activity **until a thorough investigation has been conducted**.
4. Any “out-of-season” participant who is caught or admits to participating in any act or action deemed as a behavior unbecoming of a Littlestown Area School District participant, **on a team or organization, will result in an immediate period of probation when the offense has been substantiated. The student will miss the 1st two activities in the next related activity they are involved with. The two activity suspension will carry over into the next school year, if necessary.** The student will be referred to the Student Assistance Team when drug, alcohol or tobacco guidelines are involved.
5. **Any additional offenses “out-of-season” will put the student into the “in-season” consequence mode during the next related activity, for which they qualify.**
6. Steroid use as per PIAA Guidelines.
7. “In and out-of season” **major offense(s), as described in the Sanctions for the Code of Conduct**, will follow the modeled three step progressions as in the Drug & Alcohol or Tobacco violations. Major offenses may carry with them immediate team dismissal. An advisor/coach will confer with the Principal and Athletic Director when this occurs.
8. When a licensed agency makes a recommendation for rehabilitation and/or “after care plans” for a policy violator, the school will make every effort to comply with the recommendation(s).
9. Participation regulations do not include attendance to paid activities, unless specifically stated.
10. Any violation during the last nine (9) weeks of a school year will be carried over to the next school year.
11. School administration reserves the right to impose more severe disciplinary actions than indicated in the guidelines.
- a. “Activity Suspension” means that the student is not to actively participate in any meeting, practices, games, travel, performances, etc.
 - b. Any disciplinary action involving the suspension of an athlete for any period of time must be reported to the administration immediately.
 - c. Advisors/coaches are advised to use sound judgment in applying disciplinary measures and to base decisions on solid, supportable evidence.
 - d. Participants are expected to follow additional rules and accept just consequences if rules are not followed.
12. Exclusion from participation will include an informal hearing that is conducted prior to assignment of consequences. While legal action is pending, the student could remain ineligible.
- a. The school will, as stated in the Drug and Alcohol Policy and Guidelines, cooperate with legal authorities. While legal action is pending, the student could remain ineligible.
13. Effects of School Related Disciplinary Measures on Extra/Co-curricular participation are listed below:
- a. “Probation” – no effect.
 - b. “District Detention” – the student must stay after school from 2:40-3:40PM on the specified afternoon(s) unless special arrangements have been made with the administration.
 - c. “In-School Suspension”
 1. Students may:
 - a. Attend organized sessions for that activity.
 - b. Attend home events and participate verbally. The student must remain dressed in street clothes.
 2. Students may not:

- a. Participate physically in any practice session, scrimmage, game or performances.
- b. May not attend or travel to any away games or away performances with the group.

“Out-of-School Suspension” - the student is suspended from the organization. Students are not to associate with the organized group for meetings, practices, games, travel, performances, etc.

“Team/Groups Suspension” – Students are not to associate with the organized group for meetings, practices, games, travel, performances, etc.

14. School Attendance for all Extra/Co-curricular Activities.

- a. All students involved in extra/co-curricular activities must report to school by 9:00AM. If a pupil has not reported to school by 9:00AM with a legal excuse, they may not participate in **any** extra/co-curricular activity on that day, evening or weekend. This includes sporting events, performances, dances, etc... A student may be absent from school beyond 9:00AM and still be eligible to participate that day providing the student has received prior administrative approval or a medical excuse. This also includes weekend and/or holiday events for the prior day.

It is the advisor's/coach's responsibility to prohibit any student who does not abide the above regulations from participating.

- b. Any student who misses an athletic practice session or an event for a school-approved absence will not be punished by the advisor/coach. However, it is the advisor's/coach's decision to which participants are best prepared for any contest or event.

Internet Policy:

NOTE: READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE INTERNET POLICY AGREEMENT. THIS IS A LEGALLY BINDING DOCUMENT.

Internet access is available to school district staff and students. The Internet offers them vast, diverse and unique information resources. The goal in providing this service is to promote educational excellence by encouraging informational resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world, with millions of individual users. The Internet:

- Allows access to a wide variety of databases for teaching or research.
- Provides training in the use of high performance computing systems and networked information resources.
- Supports methods and tools that allow users to access and share information in an interactive, convenient, integrated and easy to learn manner.
- Encourages and enhances educational research and development by providing value-added network services.
- Promotes affordable and subsidized national and international electronic access for all regional educational and research organizations.
- Promotes regional leadership in the efforts to establish a regional electronic sharing of computer and information resources.
- Makes available on-line documents, software and other materials via FTP. (File Transfer Protocol)
- Provides discussion groups to exchange views with those who share your interests.
- Provides the connections to allow you to have "conversations" with people all over the world, in real time.
- Provides learners with the means of exchanging ideas with a leading authority as a peer.
- Allows continuing and distance education to be completed at the convenience and pace of the learner.
- Allows worldwide experts, through distance education, to contribute to a class for tens, hundreds, or thousands of learners.
- Promotes communication and exchange for professional development, to maintain currency, or to debate issues in some field of knowledge.

Littlestown Area School District Internet account Terms and Conditions for Use

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. The Littlestown Area School District has taken precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials that an industrious user may discover. The Littlestown Area School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, responsible use requires efficient, ethical and legal utilization of the network information resources. If a user violates any of these provisions, his or her account will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance

Internet - Terms and Conditions.

1. Acceptable Use and Actions Resulting From Misuse -- The purpose of the Internet network is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. **The use of your account must be in support of education and research and consistent with the educational objectives of the Littlestown Area School District.** Use of any other organization's network or computer resources must comply with the rules appropriate

- for that network. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. Deliberate and/or negligent abuse of the network, computing resource, or any other district resource could lead to disciplinary action. Offenders may also be subject to criminal prosecution. Under Pennsylvania law, it is a felony punishable by a fine of up to \$15,000 and imprisonment of up to seven years for any person to access, alter or damage any computer system, networking, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. Knowingly and without authorization, disclosing a password to a computer system, network, etc. is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, and is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying are prohibited.
2. Privileges -- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of user privileges. The Littlestown Area School District has the right to deny, revoke, or suspend user accounts.
 3. Netiquette -- you are expected to abide by the generally accepted rules of network etiquette. They include but are not limited to the following:
 - Be polite. Do not use abusive language in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Illegal activities are strictly forbidden.
 - Do not reveal your personal address or phone number, or those of others.
 - Remember that Electronic mail (E-mail) is not guaranteed to be private. The Littlestown Area School District has the right to periodically monitor all electronic mail messages. Messages relating to or in support of illegal activities may be reported to the proper authorities.
 - Do not use the network in such a way that would disrupt the use of the network by others.
 4. LITTLESTOWN AREA SCHOOL DISTRICT MAKES NO WARRANTIES OF ANY KIND, WHETHER EXPRESSED OR IMPLIED, FOR THE SERVICE IT IS PROVIDING. LITTLESTOWN AREA SCHOOL DISTRICT WILL NOT BE RESPONSIBLE FOR ANY DAMAGES YOU SUFFER. THIS INCLUDES LOSS OF DATA RESULTING FROM DELAYS, NON-DELIVERIES, MISDELIVERIES, OR SERVICE INTERRUPTIONS CAUSED BY ITS OWN NEGLIGENCE OR YOUR ERRORS OR OMISSIONS. USE OF ANY INFORMATION OBTAINED VIA THE INTERNET IS AT YOUR OWN RISK. LITTLESTOWN AREA SCHOOL DISTRICT SPECIFICALLY DENIES ANY RESPONSIBILITY FOR THE ACCURACY OR QUALITY OF INFORMATION OBTAINED THROUGH ITS INTERNET SERVICES.
 5. Security -- Security on a computer system has a high priority, especially when the system involves many users. If you feel you have identified a security problem on the Internet, you must notify a system administrator or other school official. Do not demonstrate the problem to other users. Do not use another individual's account or allow anyone to use your account. Attempts to login to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the Internet.
 6. Vandalism -- Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
 7. Updating Your User Information -- Littlestown Area School District or the Internet may occasionally require new registration and account information to continue the service. You must notify the Littlestown Area School District of any changes in account information.

Network and Internet Usage

Littlestown Area School District provides technology access to all staff and students, recognizing its educational and administrative benefits. Since the District is responsible for maintaining the computer network, hardware, software, and internet, there is no inherent right to privacy when utilizing Littlestown Area School District's technology. All accounts and files are monitored in order to comply with state and federal regulations as well as the following paraphrased Littlestown Area School District Board policy concerning network and internet usage.

**LITTLESTOWN AREA SCHOOL DISTRICT INTERNET ACCOUNT TERMS AND CONDITIONS FOR USE
(STUDENT COPY - SIGN & KEEP FOR YOUR RECORDS)**

I WILL ABIDE BY THE ABOVE TERMS AND CONDITIONS OF THIS AGREEMENT FOR LITTLESTOWN AREA SCHOOL DISTRICT INTERNET ACCESS. I FURTHER UNDERSTAND THAT ANY VIOLATION OF THE REGULATIONS ABOVE IS UNETHICAL AND PROHIBITED, AND MAY CONSTITUTE A CRIMINAL OFFENSE. SHOULD I COMMIT ANY VIOLATION, MY ACCESS PRIVILEGES MAY BE REVOKED, DENIED OR SUSPENDED AND I MAY BE SUBJECT TO SCHOOL DISCIPLINARY ACTION AND/OR LEGAL ACTION.

STUDENT USER (PLEASE PRINT)

USER SIGNATURE _____

DATE _____

PARENT OR GUARDIAN (IF YOU ARE UNDER THE AGE OF 18 A PARENT OR GUARDIAN MUST ALSO READ AND SIGN THIS AGREEMENT.)

AS THE PARENT OR GUARDIAN OF THIS STUDENT I HAVE READ THE TERMS AND CONDITIONS FOR INTERNET ACCESS. I UNDERSTAND THAT THIS ACCESS IS DESIGNED FOR EDUCATIONAL PURPOSES AND THE LITTLESTOWN AREA SCHOOL DISTRICT HAS TAKEN ALL AVAILABLE PRECAUTIONS TO ELIMINATE CONTROVERSIAL MATERIAL. HOWEVER, I ALSO RECOGNIZE IT IS IMPOSSIBLE FOR THE LITTLESTOWN AREA SCHOOL DISTRICT TO RESTRICT ACCESS TO ALL CONTROVERSIAL MATERIALS AND I WILL NOT HOLD THEM RESPONSIBLE FOR MATERIALS ACQUIRED ON THE INTERNET. FURTHER, I ACCEPT FULL RESPONSIBILITY FOR SUPERVISION IF AND WHEN MY CHILD'S USE IS NOT IN A SCHOOL SETTING. I HEREBY GIVE PERMISSION TO ISSUE AN ACCOUNT FOR MY CHILD AND CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM IS CORRECT.

PARENT OR GUARDIAN (PLEASE PRINT)

SIGNATURE _____

DATE _____

Network and Internet Usage

Littlestown Area School District provides technology access to all staff and students, recognizing its educational and administrative benefits. Since the District is responsible for maintaining the computer network, hardware, software, and internet, there is no inherent right to privacy when utilizing Littlestown Area School District's technology. All accounts and files are monitored in order to comply with state and federal regulations as well as the following paraphrased Littlestown Area School District Board policy concerning network and internet usage.

**LITTLESTOWN AREA SCHOOL DISTRICT INTERNET ACCOUNT TERMS AND CONDITIONS FOR USE
(SCHOOL COPY - SIGN AND RETURN TO SCHOOL)**

I WILL ABIDE BY THE ABOVE TERMS AND CONDITIONS OF THIS AGREEMENT FOR LITTLESTOWN AREA SCHOOL DISTRICT INTERNET ACCESS. I FURTHER UNDERSTAND THAT ANY VIOLATION OF THE REGULATIONS ABOVE IS UNETHICAL AND PROHIBITED, AND MAY CONSTITUTE A CRIMINAL OFFENSE. SHOULD I COMMIT ANY VIOLATION, MY ACCESS PRIVILEGES MAY BE REVOKED, DENIED OR SUSPENDED AND I MAY BE SUBJECT TO SCHOOL DISCIPLINARY ACTION AND/OR LEGAL ACTION.

STUDENT USER (PLEASE PRINT)

USER SIGNATURE _____

DATE _____

PARENT OR GUARDIAN (IF YOU ARE UNDER THE AGE OF 18 A PARENT OR GUARDIAN MUST ALSO READ AND SIGN THIS AGREEMENT.)

AS THE PARENT OR GUARDIAN OF THIS STUDENT I HAVE READ THE TERMS AND CONDITIONS FOR INTERNET ACCESS. I UNDERSTAND THAT THIS ACCESS IS DESIGNED FOR EDUCATIONAL PURPOSES AND THE LITTLESTOWN AREA SCHOOL DISTRICT HAS TAKEN ALL AVAILABLE PRECAUTIONS TO ELIMINATE CONTROVERSIAL MATERIAL. HOWEVER, I ALSO RECOGNIZE IT IS IMPOSSIBLE FOR THE LITTLESTOWN AREA SCHOOL DISTRICT TO RESTRICT ACCESS TO ALL CONTROVERSIAL MATERIALS AND I WILL NOT HOLD THEM RESPONSIBLE FOR MATERIALS ACQUIRED ON THE INTERNET. FURTHER, I ACCEPT FULL RESPONSIBILITY FOR SUPERVISION IF AND WHEN MY CHILD'S USE IS NOT IN A SCHOOL SETTING. I HEREBY GIVE PERMISSION TO ISSUE AN ACCOUNT FOR MY CHILD AND CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM IS CORRECT.

PARENT OR GUARDIAN (PLEASE PRINT)

SIGNATURE _____

DATE _____

STUDENT HANDBOOK:

I HEREBY STATE THAT WITH THE UNDERSIGNED SIGNATURE, I HAVE READ AND UNDERSTAND THE CONTENTS OF THE STUDENT HANDBOOK OF MAPLE AVENUE MIDDLE SCHOOL IN THE LITTLESTOWN AREA SCHOOL DISTRICT. I UNDERSTAND THAT AS A STUDENT OF LITTLESTOWN AREA SCHOOL DISTRICT AND MAPLE AVENUE MIDDLE SCHOOL THAT I AM SUBJECT TO ALL OF THE POLICIES, GUIDELINES, AND PROCEDURES SET FORTH BY THIS HANDBOOK AND THE SCHOOL DISTRICT POLICY SET FORTH IN THE SCHOOL BOARD POLICY MANUAL. YOU MUST SIGN AND RETURN THIS PAGE TO MAPLE AVENUE MIDDLE SCHOOL WITHIN TWO WEEKS OF THE FIRST DAY OF SCHOOL FOR THE SCHOOL YEAR 2007-2008.

IT IS IMPORTANT FOR THE STUDENT, PARENT(S)/GAURDIAN(S) TO UNDERSTAND THAT:

LOCKERS ARE SCHOOL PROPERTY AND MAY BE SEARCHED OF THERE IS REASONABLE SUSPICION TO WARRANT A SEARCH.

NOT ALL POLICIES, PROCEDURES, LAWS AND GUIDELINES THAT AFFECT A STUDENT'S EDUCATION APPEAR IN THE HANDBOOK.

THERE ARE GUIDELINES, POLICIES AND LAWS THAT NEED TO BE EMPHASIZED IN THIS ACKNOWLEDEMENT SHEET. TRUANCY IS ADDRESSED IN ACT 29 OF 1995 AND SCHOOL BOARD POLICY AND POSSESSION OF WEAPONS IS ADDRESSED IN THE AMENDMENT ACT 26 OF 1995, ACT 30 OF 1997 AND SCHOOL BOARD POLICY 218.1. TOBACCO IN SCHOOLS IS ADDRESSED IN ACT 145 OF 1996 AND SCHOOL BOARD POLICY 222. THE SAFE AND DRUG FREE SCHOOL AND COMMUNITY ACT 211 ADDRESSES DRUG AND ALCOHOL RULES, CONSEQUENCES, AND EDUCATION. THIS CORRESPONDS WITH PUBLIC LAW 103-227 AND DRUG AND ALCOHOL BOARD POLICY 227. ALSO IN PLACE IS THE DISTRICT MEDICATION POLICY 210, THE TERRORISTIC THREATS/ACTS POLICY 218.2, UNLAWFUL HARASSMENT POLICY 248, COMPUTER ETHICS, NETWORK SECURITY AND GLOBAL NETWORKS POLICY 815, DRESS CODE POLICY 221.

NOT KNOWING A RULE, REGULATION, GUIDELINE OF LAW DOES NOT EXCUSE A STUDENT FROM THEIR RESPONSIBILITY.

INFORMATION PROVIDED IN THIS HANDBOOK IS THE RESPONSIBILITY OF THE STUDENT AND THEIR PARENT/GUARDIAN.

THE SIGNATURES INDICATE READING THE RIGHTS AND RESPONSIBILITIES ACKNOWLEDGEMENT AND THE OPPORTUNITY TO REVIEW THE STUDENT HANDBOOK.

<p>STUDENT NAME (PRINT):</p> <hr/>
<p>STUDENT SIGNATURE: _____</p>
<p>DATE: _____</p>
<p>PARENT/GUARDIAN NAME (PRINT):</p> <hr/>
<p>PARENT/GUARDIAN SIGNATURE: _____</p>
<p>DATE: _____</p>