

LEWISBURG AREA SCHOOL DISTRICT

Vision Statement:

- The Lewisburg Area School District is a learning community that prepares every child individually to meet the challenges of today and tomorrow.

Mission Statement:

- The Lewisburg Area School District will provide all students with a safe, respectful, and challenging learning environment that is student-centered, personalized, data-guided, and supported through appropriate technologies and shared leadership. The district, in partnership with the greater community, will ensure an education that will enhance the viability of our region.

DONALD H. EICHHORN MIDDLE SCHOOL

“If it is best for kids, we do it.”

Mission Statement:

The mission of the Donald H. Eichhorn Middle School is to engage students in meaningful, collaborative, authentic experiences by offering a challenging curriculum that is aligned to the state standards. Student learning will be measured by appropriate, ongoing assessment which will guide necessary interventions.

Successful schools for young adolescents are characterized by a culture that includes:

Educators who value working with this age group and are prepared to do so
Courageous, collaborative leadership
A shared vision that guides decisions
An inviting, supportive, and safe environment
High expectations for every member of the learning community
Students and teachers are engaged in active learning
An adult advocate for every student
School-initiated family and community partnerships

Successful schools for young adolescents provide:

Curriculum that is relevant, challenging, integrative, and exploratory
Multiple learning and teaching approaches that respond to their diversity
Assessment and evaluation programs that promote quality learning
Organizational structures that support meaningful relationships and learning
School-wide efforts and policies that foster health, wellness, and safety
Multifaceted guidance and support services

NON-DISCRIMINATION STATEMENT

It is the policy of the Lewisburg Area School District to maintain an environment free of discrimination, including harassment for all students and employees. The LASD prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated. Please direct all inquiries regarding the nondiscrimination policy to the Superintendent of Schools, P.O. Box 351, Lewisburg PA 17837, (570) 522-3205, FAX (570) 524-9313

"The Lewisburg Area School District provides an English as a Second Language (ESL) program for all students who qualify.

If you need school information translated in our native language, please contact Joy Rager at the Lewisburg School District Central Office at 523-3220."

En el Distrito de Lewisburg hay un programa de aprender inglés como una lengua extranjera para todos los estudiantes que lo necesitan.

Si usted necesita información de la escuela en su propia lengua, por favor, llame a la señorita Joy Rager en la oficina central del Distrito de Lewisburg - número 523-3220.

إن المدرسة في منطقة لويسبرغ تزود جميع الطلاب المؤهلين ببرنامج

(اللغة الإنجليزية كـ لغة ثانية)

إذا احتجت إلى معلومات مترجمة إلى لغتك الأم، الرجاء مراجعة

(جوي ريجر) في المكتب الرئيسي للمدرسة في منطقة لويسبرغ على

هاتف رقم (523-3220)

Школьный район Льюисбурга обеспечивет уроки английского язык как второго языка -- ESL программа для всех учащихся, кто квалифицирован.

Если Вам нужна информация из школы переведенная на английский язык, пожалуйста обратитесь к Джоу Раджер (Joy Rager) в Центр Школьного р-на Льюисбурга по телефону (570) 523-3220

ルイズバーグ地区の公立学校では非英語圏からの児童・生徒のための英語教育プログラムを実施しております。

このプログラムに関する説明を日本語でお知りになりたい方は、ルイズバーグ公立学校本部のジョイ・レイジャー (Joy Rager) までお申しつけください。(電話番号 523-3220)

QUICK REFERENCE LIST

District Website: www.lasd.us

To contact a staff member via e-mail, use the following address:

Teacher's last name_first initial@[lasd.us](http://www.lasd.us)

For example: hause_s@lasd.us

Athletic Department: 522-3233

Attendance Line: 522-3336

Homework Website: www.lasd.us

District Grade Website: <http://powerschool.k12.pa.us/public>

Kevin Oswald-Food Service director: 522-3216

Health Suite: 522-3215

Guidance: 522-3263

Middle School Fax: 522-3331

Middle School Office: 522-3213

522-3212

Disclaimer

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive and is advisory only to guide students, parents, and faculty of the school. The school reserves the right to make changes or exception to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school.

CLOCK SCHEDULE - MIDDLE SCHOOL

TEACHERS ARRIVE	7:35
BUILDING DOORS OPEN	7:40
WARNING SIGNAL	7:40
TARDY SIGNAL	7:45
ANNOUNCEMENT PERIOD	7:45-7:54
BLOCK I	7:56-9:12
BLOCK II	9:14-10:30
ACTIVITY/LUNCH BLOCK	10:32-12:02
BLOCK III	12:04-1:20
BLOCK IV	1:22-2:40
AFTERNOON ANNOUNCEMENTS	2:38-2:40
PROFESSIONAL TIME	2:45-3:20

Donald H. Eichhorn Middle School 2013/2014 School Calendar

AUGUST	12	-New Teacher Orientation -Teacher In-Service(Contract) -First Student Day -Teacher-In-Service (Act 80 Day)
	19-20	
	21	
	30	
SEPTEMBER	2	-Labor Day (no classes)
OCTOBER	14	-Teacher In-Service -End of First Marking Period
	22	
NOVEMBER	7-8	-Teacher In-Service (Parent Conferences) -Thanksgiving Vacation
	27-29	
DECEMBER	2	-Thanksgiving Vacation Continued -Winter Vacation
	23-31	
JANUARY	1	-New Year's Day -End of Second Marking Period -MLK Day-Teacher In-Service
	7	
	20	
FEBRUARY	14	-Vacation/Weather Make-Up Day -President's Day – Teacher in Service
	17	
MARCH	11	-End of Third Marking Period -First Week of Math/Reading -Second Week of Math/Reading -8 th Grade Writing
	18-20	
	25-27	
	31	
APRIL	14-17	-Vacation/Weather-Make-Up Days -8 th Grade Science -Spring Vacation
	28-30	
	18-21	
MAY	12-23	-Keystone Exams -End of Fourth Marking Period -Previewing of Next Year's Curriculum -Memorial Day
	27	
	26	
JUNE	4	-Last day for students (half day) -In Service ½ pm -Weather make up days
	4	
	5-6,9-13	

-Weather make-up days will be used in the following order – Feb. 14, April 14,15,16,17, June 5,6,9,10,11,12,13.

Staff List 13-14

6th Grade

Rm. 1 Colleen Davidson-Math
Rm. 2 Kay Czap-Math
Rm. 3 Megan Catherman -Lang. Arts
Rm. 4 Suzann Smith-Lang. Arts
Rm. 9 Tris West-Social Studies
Rm. 17 Jason Cicoria-Science

7th Grade

Rm. 5 Heidi Esperanza-Math
Rm. 6 Marguerite Smith-Lang. Arts
Rm. 7 LuAnn Foster-Lang. Arts
Rm. 8 Heather Cronk -Math
Rm.12 Heather Walter-Social Studies
Rm.15 Brad Catherman-Science

8th Grade

Rm.10 Betsy VanBuskirk-Soc. Studies
Rm.13 Jen Kelly-Science
Rm.20 Leslie Boyer-Math
Rm.21 Adelyn Elliott-Lang. Arts
Rm.22 Jessica Clark-Lang. Arts
Rm.23 Sherry Ulrich-Math

Life Skills and the Arts

Nanette Jarrett - F&C Science
Daniel Morgan-Tech
Dawn Bertinet-Art
Helen Hower-Strings
Lynn Berg-Music/Choirs
Dale Orris-Band
Amanda Geer-Gym
Hunter Moyer-Gym
Diane Pauling-Librarian
Rm.24 Kelly Romig-Spanish & French

Special Ed. And Gifted

Rm. 14 Kim Robbins-L.S. Teacher
Rm. 16 Christine Bedi-L.S. Teacher
Rm. 18 Nancy Duttinger-L.S. Teacher
Rm. 26 Tyler Russell-Gifted
Rm.11 Susan Smyth-L. S. Teacher
Stephanie Burke-Social Worker

Office

George Drozin-Principal
Brenda Zack-Guidance
Marguerite Musser-Admin. Secretary
Susan Hause-Secretary
Pam Kramer-Special Ed. Coord.
Jackie Kline-Special Ed. Secretary
Stephanie Jackson-Nurse

Aides

Heidi Hall-Instructional
Ruth Horlacher-Health Room
Bobbie Jo Kelchner-Instructional
Camille Tiramani-Instructional
Barb Fessler-Instructional.
Carmen Cromley-Instructional
Joanne Halama-Instructional
Paula Young-Clerical-Office
Penny Gulden-Clerical-Library
Marilyn Rossi-Instructional
Cindy Boonie-Instructional

Cafeteria

Kevin Oswald
Joyce Gessner
Karen Kline
Teresa Martin
Lorisa Minium
Patricia Spigelmyer

Custodians

Kirk Noll
Lee Getz
Susan Williams
Keith Spigelmyer

Computer Services

George Scurfield
Tracy Paul

Intervention Counselors

Jared Curry
Marcy Lippincott

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STUDENT/PARENT INFORMATION

ACCIDENTS/ACCIDENT INSURANCE

A school accident insurance policy is available to you at a minimum cost. It insures against expenses as a result of accidental bodily injuries you sustain while:

- a. Attending school during regular sessions
- b. Traveling directly to or from school
- c. Taking part in school sponsored, supervised activities (not including the use of private transportation nor practice or participation in interscholastic football.)

Report all accidents to the professional staff member in charge who will give you report forms upon request.

ATHLETICS / EXTRA - CURRICULAR

Students may compete in the following sports:

Boys' Football

Seventh & eighth grade students are eligible for competing on the Junior High Football team. The team is scheduled for nine games during the fall season.

Boys' Basketball

Seventh & eighth grade students are eligible for competing on the junior high teams. The team is a member of the PA Heartland Athletic Conference. The team plays ten league games and up to five non-league contests. This is a winter sport.

Boys' Wrestling

Seventh & eighth grade students are eligible for competing on the Junior High Varsity Wrestling team. The team wrestles approximately fifteen matches a season. This is a winter sport.

Girls' Basketball

Seventh & eighth grade students are eligible for the 7th and 8th grade Girls' Basketball teams. This program includes an intramural program in the event teams are needed due to student interest. This is a fall sport.

Girls' Field Hockey

Field hockey is offered to all eligible 7th and 8th grade students. Field Hockey is offered as a spring sport.

Cross Country

Middle School also offers Cross Country as a fall sport. 7th & 8th grade students run a course of approximately 1.5 miles. The practice times and dates are determined by the coach.

Travel To and From Contests

All members of athletic teams are expected to travel to and from contests by means of school-arranged transportation. When an athlete must go to or return from a contest by means other than that provided by the school, a note from the athlete's parents or guardian must be given to the principal for his/her approval prior to the contest.

ACADEMIC ELIGIBILITY

Report Cards

A student who fails more than one planned course in any one marking period will be ineligible to participate in extracurricular activities until the following progress reporting date (the mid-point of the next marking period). At the conclusion of this time, a student's progress will be examined and if the student is no longer failing more than one course, the student will regain his/her eligibility to participate in extracurricular activities.

A student's academic standing at the completion of a marking period will determine the student's eligibility for participation in extracurricular activities for the following marking period.

A student's final grades at the conclusion of the school year will be used to determine his/her eligibility for the first marking period of the next school year.

A student whose eligibility is determined on the basis of final grades may correct academic deficiencies by successful completion of remedial work in an approved summer school program.

A new student enrolled for the first time must comply with the above requirements. The student's standing will be determined by the preceding grading period based on the records obtained from the school the pupil last attended.

Progress Reports

Any student eligible for participation at the beginning of the marking period but who receives more than one failing notice at progress report time (mid-marking period) shall be placed on academic probation. These progress checks are made weekly during the second half of the marking period. The student will not be eligible to participate in activities for a minimum of five school days. Participation in practices is at the discretion of the coach or advisor.

In order to regain eligibility, the following steps must be taken **WITHIN FIVE (5) SCHOOL DAYS** of the issuance of the progress reports:

1. A parent/guardian teacher conference(s) must occur to assess the nature of the deficiency and to search for collaborative ways to remedy the problem. Telephone conferences or email conferences are acceptable alternatives.
2. A parent/guardian counselor conference must be held to prepare a Remedial Plan of Action. Services suggested may include but will not be limited to, teacher assistance, peer tutoring, and a remedial reading aide, pre- or post-school supervised study.
4. Students who are still failing two or more subjects at the end of the five (5) day period will be automatically ineligible for five (5) more school days. Students cannot be failing more than one (1) subject in order to regain eligibility. Ineligibility remains in effect for increments of five (5) school days at a time.

Attendance Eligibility

A student who is absent from school because of illness or unexcused reasons may not participate in extracurricular activities on the day of the absence.

To be eligible to participate in extracurricular activities on any day, a student must be in attendance from 9:00 a.m. until the end of the school day. The exception to this will be for excused early dismissal after 9:00 a.m. for reasons other than illness.

Green Dragon Sportsmanship Spectator Guidelines

Donald Eichhorn Middle School enjoys a winning sports tradition. The community, faculty and staff, coaches and players, and student body all take pride in our athletic accomplishments. The school's reputation should not be placed in jeopardy because of un-sportsman-like behavior. Therefore, the following expectations for student behavior and sportsmanship will be in effect for this school year:

Acceptable Behavior

1. Maintain enthusiasm and composure.
2. Applause during introduction of players, coaches, and officials of both teams.
3. Exercise good judgment in cheering for outstanding performance, not against opponents or to ridicule an error. It is certainly acceptable to applaud an outstanding performance by an opponent and to applaud all participants at the end of the contest.
4. Follow the cheerleaders in positive cheers and yells to show support for the participants.
5. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
6. Show respect and concern for an injured player, regardless of team.
7. Respect decisions made by contest officials.
8. Realize that a ticket represents a privilege and a responsibility to observe and positively support a school activity.
9. Encourage surrounding fans to display only sportsmanlike conduct.
10. Resist being drawn into negative conduct by other fans, including opposing fans.

Unacceptable Behavior

1. Disrespectful or derogatory yells, chants, songs, or gestures.
2. Booming or heckling an official's decision, criticizing officials.
3. Antagonizing opponents or engaging an opposing fan in a dispute or argument.
4. Use of profane, vulgar, or abusive language.
5. Unapproved costume or extreme dress or appearance.
6. Acting like a fanatic rather than a fan.

ATTENDANCE LINE & PROCEDURES

Absence

Parents/Guardians are asked to call the school district attendance line (522-3336) by 8:30 a.m. on each day of an absence, identifying your child's school, teacher and homeroom number, reason for absence, and estimated days the student will be absent. If the line is busy, please keep trying.

If a student is absent, and a call from a parent/guardian has not been received, a school representative will call the home to verify the student's location. In the event that no contact has been made the student will be issued a day of unexcused absence until the office receives a written excuse. This excuse must be produced within 3 school days after a student returns to school, or the student will be charged with an unexcused/illegal absence regardless of the reason(s). (School Board Policy # 204)

In cases where the student has no direct telephone line or where the office has not been notified, or the school has not been able to contact the parents, a written excuse stating the reason for absence must be submitted to the office upon return.

Continued or repeated illness justifies the school to ask for a statement from a doctor.

Early Dismissal

A student may not leave the building without permission. A note from a parent(s) or guardian about the need to leave school early must be presented at the middle school office at the beginning of the day. The person picking up the student will show photo ID to office personnel. When returning from an early dismissal during the same school day, a student must report to the office for an admission slip. When a student does not return from an early dismissal, they will be charged one-half day absence provided they left prior to 12:40.

Tardy

Students are considered tardy if not in their homeroom by 7:45 a.m., unless the bus arrives after 7:45 a.m. If arriving tardy, students must report to the office before reporting to class, to have their name taken off the absentee report and to obtain a hallpass. A student who is tardy four times will be assigned to two days of morning detentions or other disciplinary consequences. Tardy time accumulates into illegal absences. Consistent or habitual tardiness may result in the school district filing a complaint with the appropriate legal authority (magistrate). Teachers monitor tardy to homeroom and classes and also may also impose disciplinary action.

Attendance

The School Board follows the Pennsylvania State Law which requires that all school-age students within the boundaries of the district attend school regularly. Violation of that law will be dealt with according to the regulations of the state.

A. The following condition(s) will constitute reasonable causes for absence from school:

1. Illness
2. Quarantine
3. Recovery from accident
4. Required court attendance
5. Religious holiday
6. Exclusion from school
7. Educational trips
8. Death in the family
9. Exceptionally urgent reason

The term “exceptionally urgent reasons” shall be strictly enforced and shall not provide license for irregular attendance.

The following reasons shall constitute examples of exceptionally urgent reasons:

- a. stranded away from home
- b. breakdown of private conveyance vehicle
- c. family emergency (principal will interpret)
- d. weather conditions that will endanger the health of the student.
- e. impassable roads

B. Both absences and times tardy shall be recorded on each student’s report card at the end of each marking period.

1. If a student is in attendance for at least two-thirds (2/3) of the time in either the AM or PM session, and in the opinion of the principal, the excuse given by the student is justifiable, the student will be considered present for the entire session.

2. Tardiness records shall be kept. Instructional time missed because of tardiness may be accumulated and charged to the unexcused or unlawful absence of the student.

C. Instances where the principal determines a student has irregular attendance patterns and/or excessive absences, the building administrator may require counseling, and/or other measures to help correct the situation resulting in poor attendance. Measures used may be one of the following but are not limited to this list and shall be implemented based upon the severity of the case:

1. Counseling
2. Detention
3. Parent conference
4. Suspension
5. Exclusion from class
6. Enforced withdrawal from extra-curricular activities
7. Enforced withdrawal from a course
8. Alternative educational program
9. Requirement of a doctor’s excuse
10. Expulsion

D. When a student has used the three (3) days of unlawful absence as provided by the law, the principal shall notify the superintendent’s office for the “first offense” notification to be sent from that office to the parent (s) or guardian (s) notifying them of such usage. Upon a subsequent unlawful absence, or noncompliance within three (3) days of serving of written notice, the School District is required, under

law, to notify the Magisterial District Judge and legal actions will be taken against parent/student. Union County Children and Youth are also contacted for excessive absences.

E. The principal will ensure that all students participating in interscholastic sports fulfill all requirements of the Pennsylvania Interscholastic Athletic Association (PIAA).

F. Each building principal will provide for implementation of the telephone contact system for student attendance accounting.

G. The building principal will provide for dissemination of these attendance guidelines to all parents and students through the school handbooks to be distributed at the beginning of each school year. These guidelines shall be clearly delineated to parents and students new to the district during orientation, focusing attention on the written regulations in the school handbook.

H. The building principal shall ensure that students having an excused absence be given the opportunity to make up work that they missed due to the absence. The number of days allowed to make up the work will be at least equal to the number of days missed.

CAFETERIA /LUNCH

Nutritionally adequate, attractive and moderately priced lunches are available for all students daily. The cost is \$2.40 for lunch of \$.45 for milk. Breakfast is also available before school for \$1.10. Students may, instead, bring lunch from home. **Parents are discouraged from bringing in outside lunches for students, i.e., McDonald’s, Wendy’s, Pizza Hut, etc.** For further information contact the middle school office. Salads will be available at the same price as a regular lunch. All food must be eaten in the cafeteria.

You have the choice of at least two complete cafeteria menus per day. Fresh fruit, ice cream, cupcakes, peanut butter crackers, and pretzels are also available for purchase if you have eaten a regular meal.

The Lewisburg Area School District utilizes a debit system for payment of school meals. The following outlines how the program works.

How does the SNAP (Student Nutrition Account Program) system work?

- Every student has an identification number.
- Every student has an account in the cafeteria that can be accessed by a PIN pad for Middle School students.
- At meal time, the cashier rings in the transaction, then the student enters their ID number into the PIN pad, which accesses their account. If there is money in the account, the purchases are deducted, eliminating the need for students to carry money to school with them every day.

How do I put money into my child’s account?

- Students can bring a check (made out to the “**Lewisburg Area School District Cafeteria Fund**”) or cash (**checks are preferred** to avoid large sums of cash being misplaced) to the cafeteria during lunch and give to the cashier, who will enter the amount into the student’s account. At the elementary level money may be collected by your teacher in the morning. Money can be deposited any time and for any amount -- weekly, monthly, yearly. In many cases parents send money monthly.

- For Cash transactions, a receipt can be given to show money has been entered into their account, if requested.

How will my child know when their account balance is getting low?

- Cashiers will let students know when their accounts are low.

What if my child does not use all the money in their account?

- Any leftover money in a student's account will be refunded at the conclusion of the school year or carried over to the next school year.

What can my child purchase with their account?

- Students can purchase any food item in the cafeteria.
- Parents will need to inform their student, if they may use their accounts for breakfast and/or lunch.
- Money in the account can only be used for cafeteria purchases. Money can't be deducted for other purchases, such as entrance fees to sporting event, etc.

What if my child is eligible for free or reduced meals?

- The computer will access the account of the student and will act as if the student has meal credits and will not ask for money.
- Cashiers will not know that the student is eligible for free or reduced lunch.

What if my child forgets their PIN number or loses their Card?

- A hard copy of account numbers will be available at the cashier and/or another card can be made.

The prices school breakfast and lunch are as follows:

Middle School breakfast \$1.10	Reduced .30
Middle school Lunch \$2.40	Reduced .40

If you feel that you may qualify for free or reduced meals, please fill out the appropriate form in the beginning of the year packet of information and return it as soon as possible.

If your student just wishes to buy milk it is \$.45. Some other beverages are also offered ranging from \$.45 to \$1.10. We also sell ala carte items ranging from \$.45 to \$.90, including novelty ice cream.

Checks are payable to: **LASD Cafeteria Fund.**

Kevin Oswald is our food service director.

Cafeteria Guidelines:

1. Enter the cafeteria and be seated as instructed.
2. Students will be instructed by cafeteria staff when to get in line. Please keep your hands, feet, utensils and trays to yourself.
3. Line up single file along the stage wall. Do not touch the partition.
4. Packers – get a tray on the left side of the cafeteria. No glass is allowed.
5. Salad purchasers, ala Carte purchasers and milk purchasers will have to wait in line with all other lunch-buying students.
6. Buyers – have money ready if paying with cash.
7. Pick up any utensils dropped on the floor.
8. Be polite in asking for your food selections.
9. You may purchase one (1) snack, ice cream, etc. while going through the lunch line. You must have a lunch in order to purchase a snack or ice cream. (We will need to ask the cafeteria staff to assist us with this).
10. Be seated at a table of your choice. Seats may not be saved.
11. Eat your meal in your original seat. You may find another seat after you have returned your tray. Wandering around the cafeteria is not allowed.

12. Keep your hands on your own tray and food. Respect others' space. Use a quiet or "inside" voice while in the building.
13. See the cafeteria supervisors for a pass.
14. Clean up your area before you leave.
15. Return tray to dish window when finished with your meal. Place utensils in proper area.
16. **NO** open drink containers of any type may leave the cafeteria.

Outside Playground Rules:

1. Students will **NOT** be permitted to go to their lockers for coats.
2. Students, when dismissed, may go outdoors before the end of the lunch period. **NO** food/drink of any type is allowed outside on the playground at any time. **DO NOT** go in the locker room.
3. Remain in the back parking lot between the two grass islands. Students are **NOT** permitted by the side of the building, beside the sheds, or in the area of the entrance to the building.
4. Use school equipment in appropriate areas and circumstances. Respect the school building and property. **NO** football or football-like games may be played.
5. Students should stay **OFF** the grass/hill area and **NOT** go under the portico.
6. Students may **NOT** re-enter the building until directed to do so.
7. When the whistle blows, stop activities immediately, gather and return equipment and assemble at the door. Move through the hall in an orderly fashion. Wait at the quad entrance if the bell has not rung.
8. All food items, lunch bags, etc. must be returned to your locker **immediately** after your cafeteria period is over
9. Proceed to your scheduled activity.

FEDERAL PROGRAM NOTIFICATION

The Lewisburg Area School District conducts educational programming with the support of funds from the federal government including Title I (Remedial Reading) and English as a Second Language (ESL). These programs are designed to assist struggling readers and their families to improve literacy skills in order to meet the Pennsylvania Academic Standards for Reading, Writing, Listening and Speaking as well as the other academic standards. Please contact your building principal or the Superintendent of Schools, P.O. Box 351, Lewisburg PA 17837, (570) 522-3205, FAX (570) 524-9313 for more information regarding these programs.

CHIP (Children's Health Insurance Programs)

As all of us know health care insurance can be very expensive. The Commonwealth of Pennsylvania and the Federal Government have a special program for children 18 years and younger for health care

coverage. It is called CHIP and is available to parents whose children are NOT eligible for Medical Assistance or enrolled in another private insurance plan. Some of the benefits covered are doctor's office visits, well-child care, immunizations, emergency medical and accident care, medical health services, prescription drugs and many other services.

If you would like more information regarding the benefits and eligibility requirements please contact your school nurse or you may call 1-800-543-7101 (Spanish-speaking callers can leave a message at any time and a Spanish-speaking Customer Service Representative will return your call the next business day.)

English Language Learner ELL Program

An educational program is provided for students whose primary language is not English and are in need of learning English. A response team (principal, counselor, ELL teacher, IST teacher and classroom teacher) at each building will provide support and guidance for the student and family.

If you need school information translated in your native language, please contact Joy Rager/Smith at the Lewisburg School District Central office at 523-3220.

SPECIAL EDUCATION

Annual Notice of Special Education Services and Programs

Lewisburg Area School District is committed to providing a free appropriate public education (FAPE) to students with disabilities. The District must annually provide notice to the public about special education services and procedures to identify, locate, and evaluate all students who may be eligible for and in need of special education.

In addition to public school students residing within the district, the Lewisburg Area School District considers all children with disabilities attending private school as well as children who are homeless, wards of the state, and those who are highly mobile such as migrant children.

Identification (Child Find) Activities:

Building level teams meet regularly at the elementary, intermediate, middle school, and high school levels to monitor concerns about student progress, to develop intervention strategies, and to identify students who may need multidisciplinary evaluations. The teams consider a variety of academic, behavioral, speech language, and motor development information. Teachers within the district are trained in referral procedures. Guidance counselors, working in collaboration with their district colleagues at all levels are also important front line personnel in child find procedures.

Lewisburg Area School District has an assessment plan which specifies the type of evaluations that are administered at various grade levels. The analysis of assessment results is an important child find strategy, and students may be

referred to the school psychologist for additional achievement screenings.

Potential Signs of Developmental Delays and Other Risk Factors for Disabilities

The Individuals with Disabilities Improvement Act (IDEIA) lists 13 disabilities categories. The following contains excerpts from the definitions.

1. **Autism** means a developmental disability significantly affecting verbal and nonverbal communication and social interaction usually evident before the age of three.
2. **Deaf-blindness** means concomitant hearing and visual impairments.
3. **Deafness** means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing with or without amplification.
4. **Emotional disturbance** is a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance 1) Inability to learn that cannot be explained by intellectual, sensory, or health factors 2) An inability to build or maintain satisfactory interpersonal relationships with peers and teachers. 3) Inappropriate types of behavior or feelings under normal circumstances 4) A general pervasive mood of unhappiness or depression 5) A tendency to develop physical symptoms or fears associated with personal or school problems.
5. **Hearing Impairment** means a impairment in hearing whether permanent or fluctuating that adversely affects a child's educational performance but that is not included in the definition of deafness.
6. **Mental Retardation** means a significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period.
7. **Multiple Disabilities** means concomitant impairments, the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments.
8. **Orthopedic Impairment** means a severe orthopedic impairment that adversely affects a child's educational performance.
9. **Other Health Impairment** means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli that result in limited alertness with respect to the educational environment that 1) is due to chronic or acute health problems 2) adversely affects a child's educational performance.

10. **Specific Learning Disability** is a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to do mathematical calculations.
11. **Speech Language Impairment** means a communication disorder, such as stuttering, impaired articulation, language impairment, or a voice impairment that adversely affects a child's educational performance.
12. **Traumatic Brain Injury** means an acquired injury to the brain caused by external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance.
13. **Visual Impairment including blindness** means an impairment in vision that even with correction adversely affects a child's educational performance.

Initiating an Evaluation

Parents who have concerns about their child's academic or developmental growth and believe that their child may have symptoms or characteristics similar to those noted above should contact the appropriate building principal, school guidance counselor, or the Special Education Office to request screening and/or evaluation. A parental request for a multidisciplinary evaluation should be made in writing. A form is available from the building principals or through the Special Education Office.

Further information

For more in-depth information regarding special education services please see the district's website: www.dragon.k12.pa.us or notice as posted in the office at each school building. Parents can also obtain more information by calling the building principal or the Special Education Coordinator at 522-3277.

GIFTED EDUCATION

Annual Notice of Gifted Support Services

The Lewisburg Area School District is committed to providing Gifted Support services to those students who are eligible and in need of these services. Each school district shall conduct awareness activities to inform the public of gifted educational services and programs and the manner by which to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools and the parents of school age children not enrolled in the public schools.

The Lewisburg Area School District provides programming for students who are identified as Mentally Gifted. This term includes a person who has an IQ of 130 or higher or when multiple criteria as set forth in Chapter 16 regulations and in Department Guidelines indicate gifted ability. Determination of gifted ability will not be based on IQ score alone.

Deficits in memory or processing speed, as indicated by testing, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally gifted must include an assessment by a certified school psychologist.

Identification (Child Find) Activities:

Building level teams meet regularly at the elementary, intermediate, middle school, and high school levels to monitor student progress, to develop intervention strategies, and to identify students who may need gifted services. The teams consider a variety of academic, behavioral, speech/language, and motor development information. Teachers within the district are trained in referral procedures. Guidance counselors, working in collaboration with their district colleagues at all levels, are also important front line personnel in child find procedures.

The Lewisburg Area School District has an assessment plan which specifies the type of evaluations that are administered at various grade levels. The analysis of assessment results is an important child find strategy, and students may be referred to the school guidance counselor and/or school psychologist for additional assessment.

Initiating an Evaluation

Parents who have questions about their child's academic or developmental growth and believe that their child may be Mentally Gifted should contact the appropriate building principal, school guidance counselor, or the Gifted Coordinator to request screening and/or evaluation. A parental request for a gifted evaluation should be made in writing.

Confidentiality of Student Records:

If a screening procedure finds evidence of giftedness and a gifted evaluation is recommended, the district must issue a Permission to Evaluate form to parents or guardians. Written consent is required prior to conducting the evaluation. An evaluation report is prepared after the assessments are completed. The written record of the results is called an educational record and is maintained by the District. The record contains information that personally identifies a child's name, name of parents or other family members, address, and other traceable information. The school district protects the confidentiality of personally identifiable information according to the district's Student Records policy and FERPA (Federal Educational Rights and Privacy Act). Further information about gifted education is available from building principals or Gifted Coordinator at 522-3277.

NO CHILD LEFT BEHIND

In 2001, Congress passed *No Child Left Behind*, which reauthorized the *Elementary and Secondary Education Act (ESEA)*--the principal federal law

affecting education from kindergarten through high school. In amending *ESEA*, the new law represents a sweeping overhaul of federal efforts to support elementary and secondary education in the United States. NCLB is built on four common-sense pillars:

- Accountability for results;
- An emphasis on doing what works based on scientific research;
- Expanded parental options; and
- Expanded local control and flexibility.

NCLB and PSSA testing are closely aligned. Under *No Child Left Behind*, each state must measure every public school student's progress in reading and math in each of grades 3 through 8 and at least once during grades 10 through 12.

These assessments must be aligned with state academic content and achievement standards. As such, these test results will provide parents with objective data on where their child stands academically in our middle school.

Students are placed into remedial classes when their individual test scores fall below the "proficient level". This remediation is designed to improve their overall academic achievement in the areas of reading and mathematics. There are no exceptions to NCLB guidelines requiring remediation. A student must demonstrate their proficiency in order to exit the remedial program(s).

PARENTAL RIGHTS

Curriculum Review – Parent/guardian notification of right to inspect instructional materials, excluding tests in accordance with district policy (105.1) – required annually at beginning of school year

Invasive physical examinations & screenings –

Parent/Guardian right to opt-out. Required annually (prior to administration) at beginning of school year

Surveys – Parent/guardian right to inspect surveys administered by school and right to opt-out. Prior written consent for 8 restricted topics. Required annually at, beginning of school year.

Assessment instruments and data – Parent/guardian right to review assessment instruments and data (except personally identifiable info) required annually at beginning of school year.

Students attending Title I schools – Parents/guardians have right to request qualifications of teachers or paraprofessionals performing instructional duties for student required annually at beginning of school year.

Violence and Drug Prevention efforts, programs, and activities Schools must make a reasonable effort to notify parents/guardians of programs and activities and their right to opt-out.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Lewisburg Area School District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her

tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance
Office
U.S. Department of
Education
400 Maryland Avenue, SW
Washington, DC 20202

PERSONALLY IDENTIFIABLE INFORMATION

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

GRADING PRACTICES

Grading practices at the middle school level are child centered. The teachers have adopted practices that consider the developmental nature of the middle school child and promote opportunities for success while encouraging students to be responsible. In addition to report cards, parents are able to view student grades on line through Power School, the District’s student information system. Letters with each student log in information are mailed to parents each August. Grades represent a summary of the student’s accomplishments in meeting the outcomes of the class. There are several factors which are used in calculating grades.

Homework

Homework is used to reinforce classroom instruction and to provide practice. It also helps to develop a sense of responsibility for learning and to form skills necessary for life-long learning. Students who miss assignments due to absences are given an opportunity to make up work within a reasonable amount of time. Homework may be used in some classes as a factor in calculating student grades, **but cannot count more than 15% of the marking period grade.**

Homework is an important part of the total school experience. It is the teacher’s responsibility to assign homework which will help the students achieve success in the classroom. It is student’s responsibility to complete his/her homework as an important part of their class work.

Test & Quizzes

Tests and quizzes are an important means to assess learning. Teachers use a variety of testing instruments which measure concepts and factual information learned in class. Some teachers use essay tests to check for understanding of key ideas. All tests are graded upon previously explained expectations. Written tests will be corrected for spelling, grammar,

sentence structure, organization and content. The effect each of these will have on the grade is explained to students. Teachers reevaluate the construction of the test or quiz, their delivery of instruction, and time spent on skill development when a majority of the class does not do well on the test or quiz.

Public Speaking/Presentations

In some classes students are instructed on the techniques of public speaking. Speaking is graded only if it is taught, and is included as part of the previously explained expectations.

Projects

Both individual and group projects may be used to reinforce instruction, to motivate students, and to check for understanding. Expectations for grading are explained to the students when the projects are assigned. Grades are a reflection of the student’s effort and presentation of the final project.

Other Grading Considerations

Participation: Teachers expect participation in their classes. A class participation grade may be used to help determine a marking period grade.

Behavior: Some teachers may consider the student’s behavior to be part of a participation grade. Grades are not generally lowered for behavior. However, cheating is an act which will result in lowered grades.

Extra Credit: Extra credit is an option that is used by some teachers. This is graded according to previously explained expectations.

Late Work: Each teacher will determine if late work can be accepted and/or if it will be penalized.

Grade Averaging: When determining grades for the marking period, all of the items mentioned above may be used. Certain assignments may be weighted because of their importance. For example, a major test may be worth more than a quiz. Published grading practices are explained to students by each teacher at the beginning of each semester or year.

GPA: The Grade Point Average (GPA) is printed on the report card for each quarter. This GPA is based on “weighted” course values, which are determined by the amount of time each course meets. Full value courses meet the equivalent of every day. Other courses meet less frequently (usually 2/3 or 1/3 of full value.) The GPA equals the total of weighted grades (numerical grade x course weight) divided by the total course weights.

Grading

Grading Scale:

A = 92.0 - 100 excellent

B = 83.0 - 91.0 good

C = 74.0 - 82.0 average

D = 65.0 - 73.0 poor

F = 64.0 and below failing

Distinguished Honor Roll = GPA 95.0 and above

Honor Roll = GPA 89.0% - 94.9%

Assessment and Intervention

In the spring, each student will take assessments which evaluate a student’s knowledge and application

of the Pennsylvania state standards. The Pennsylvania Department of Education requires the school to provide students who do not score proficient on these assessment with timely, research-based interventions. The LASD Board of Directors has approved a comprehensive Learning Framework, which includes all required interventions. More information about this frame work can be found at www.lasd.us

Saturday School

Any student who falls behind in one or more courses, and/or who may be in danger of failing may be assigned to Saturday School. This program runs on Saturday mornings from 9:00 am-Noon and is staffed by two faculty members. During Saturday School, students are asked to complete the work they have not yet completed (which is why they are behind in their classes). The teachers on duty will assist the students by passing out the work that was not completed, helping with organization and with motivation. At the end of the morning, parents are to pick up their child and will be informed of what their child accomplished that morning and what work remains undone.

DASH

DASH is Dragon After School Homework for students who come to class without their homework completed. Students who don't have their homework completed, will be sent to the office to call home to inform parents that their homework was not completed and that they must stay after school that afternoon. Parents are asked if they can pick up their child. If not, the child will ride the elementary bus home, getting on the bus at Linntown.

Promotion

Students shall be promoted to the next grade level based upon mastery of the curriculum for the current year as determined by the building principal. (See Policy #215).

Retention

Failure to achieve mastery of the curriculum for the current year may require remediation of course work. Remedial work (such as summer school courses or private tutoring) must be approved by the principal, and resulting performance measures must be submitted to the principal to help determine mastery. (See Policy #215.)

Retention at grade level shall only be considered in the most extenuating circumstances, and only when the best individual needs of the student are best served by grade repetition. With input from professional staff members, the building principal will make final determination regarding retention.

The parent/guardian shall be notified in writing in advance of the possibility of retention. The principal shall meet with the parent/guardian, shall provide a written recommendation, and shall submit written notification to the superintendent indicating the student's name and the rationale for retention.

GUIDANCE AND COUNSELING

One counselor is available to help you when you have an academic, vocational or personal problem to discuss. We urge you to go to the guidance office or to seek advice from one of your teachers when you desire.

Intervention Counselors

Intervention Counselors are certified drug/alcohol counselors contracted by the school district. They are available during the school day to facilitate group counseling with students on a number of topics. In addition, parent education seminars on various topics will be held every other month at the Middle School.

Student Assistance Program (SAP)

Student Assistance Programs in Pennsylvania help schools identify students who are experiencing behavior and/or academic difficulties which pose a barrier to their learning and success in school. Working in partnership with families, the SAP team works hard to help remove the barriers which impede a student's learning.

Some barriers to learning students may be experiencing include:

- The use of, or pressure to use, alcohol, tobacco or other drugs
- Depression or anxiety
- Relationship problems
- Emotional disorders
- Aggression toward or for others
- Grief, due to separation or death
- Disruptive life changes
- Violence or safety concerns

The following people make up the DEMS SAP team:

Mrs. Elliott	Mrs. Jackson
Mrs. Musser	Ms. Lippincott
Mrs. M. Smith	Mrs. Zack
Mr. Curry	Mr. Drozin
Mrs. Berg	Mrs. S. Smith

All members of the SAP team have received specialized training from Commonwealth of Pennsylvania approved SAP training providers. For additional information about the SAP team, please contact one of the members. **Remember, it is the goal of the SAP team that schools and families work together to encourage and support student success.**

Listening Post

In addition to the counselors, the Listening Post provides near-peer mentors to discuss concerns with you. Their hours are posted in the Listening Post room which is located next to the library.

Advisor / Advisee Program

The middle school years can be a time of great change. This is a time when many begin to identify strongly with a peer group, re-define their value systems, undergo physical and emotional changes, and contemplate their adult years. With the aid of a caring teacher-advisor, it is hoped that the middle school

years can become a more positive and less stressful experience.

At Donald H. Eichhorn Middle School, the advisor program has become one vehicle for helping students move through the middle school years more successfully. Advisory provides each student with opportunities to interact with a caring adult and peers in a small group setting. Advisory provides time for each advisor to be actively involved with a total development of the middle schooler - socially and emotionally as well as academically.

HALL LOCKERS

Each student is provided with a corridor locker. Place your clothing, books, and personal property in it. A combination lock secures the student's locker. Guard the combination with secrecy. Students are NOT to give their combination to any other student or to use another student's locker. We cannot be responsible for personal items that are left in the classroom, locker room, or shelves in the hallway.

HEALTH SERVICES

The school nurse or the health room aide are at the Middle School each day. Their duties include caring for the ill and injured, administering medications, and conferring with parents and teachers to assist all students for a safe and healthy school experience. Screening programs include: vision screening on students in all the grades; in grade 7 hearing screening, dental exams and scoliosis screening on students. All grades will be screened for: height, weight and BMI% information, which will be sent home. Physical exams are required in grade 6. You are encouraged to have dental and physical exams by your private physician/dentist. Those students who do not have a private examination will be examined by the school dentist or physician with parental permission. Parents are notified when students require further evaluation or treatment. All students visiting the health room must have a signed pass from the classroom teacher, except in the case of emergency. Students are permitted to rest on the cot for one class period. At that time the decision to return to class or go home is made.

Please keep your child home if he/she has an elevated temperature of 100 degrees or above, is vomiting, is having diarrhea, or has a contagious health condition. If your child has a contagious health condition, please call the school nurse to make her aware of your child's condition. If you should become ill in school, you must report to the nurse. If the nurse is not in, you must report to the office secretaries. No student may call home without first reporting to the office. Calls to parents/guardians will be made from the health suite or the main office.

Medications

Each student must submit both an emergency form and a health update form every year. Both forms must be completed and signed by the student's *parent/guardian* by the end of the second week of

school. In order to receive a stocked medication (see below) while at school, the health update form must indicate the medications permitted by the student's parent/guardian. These medications are not intended for continuous, frequent use and will be administered at the discretion of the school nurse or school personnel. It is requested that parents make every effort to administer medications at home either before or after school to minimize classroom interruptions. Please talk to your physician about medication dosing schedules.

The school district will be stocking several medications in the health suites. They are as follows: generic forms of Tylenol, Advil, Tums, cough drops, throat lozenges, Ambesol (tooth numbing agent), Hydrocortisone Cream 1% and Triple Antibiotic Ointment. Epinephrine will also be kept in the health suite for emergency situations.

Any medication to be given during school hours must be delivered directly to the school nurse by the student's parent(s) or guardian(s). All medication including over-the-counter, must be in the *original labeled container*. Medication in plastic bags, envelopes or other unlabeled containers *will not be accepted*. If your child needs to take medication other than those stocked in the health suite, a medication authorization form must be completed by the student's parent or guardian. **All medications, prescription and over the counter (LASD policy 210),** need a physician's complete order and signature. A complete order includes: student's name, drug name, dosage, time of administration, route of administration, and dates to be administered. A fax copy will be accepted when faxed directly from the prescribing physician's office: DHEMS Fax @ 522-3331. Students may not medicate themselves without specific approval from the nurse. Violations of this School Board policy may result in out-of-school suspension and/or expulsion from the District. Students may carry inhalers, emergency allergy medications and diabetic treatment medications *only* with specific physician and parent authorization.

If a student should become ill or injured while in school, students must report to the health suite. Telephone calls to parents/guardians must be made only from the health suite. If the nurse is not available, office staff will assist you. Once the school nurse or office staff has determined that a student's illness or injury requires early dismissal from school, a parent/guardian or other contact listed on the emergency form will need to pick up the student at school.

Feel free to talk to our school nurse about any health concerns. The health suite phone number is 522-3215.

Possession/Use of Asthma Inhalers

Students may possess asthma inhalers and self-administer the prescribed medication used to treat asthma with proper authorization.

The Parent's /Guardian's must contact the school nurse to obtain the form and procedure required to obtain authorization. (Policy #210.2)

HOMEWORK WEBSITE

When a student misses school, it is their responsibility to make up assignments. If a student is absent **two or more days, a call to the office before 10:00 a.m. can be made in order to pick up homework assignments at 3:00 p.m.** In general, students are allowed the number of days missed during their legal absence to submit homework and other assignments. The parent or student may also contact the homework website and following the prompts on-line at www.lasd.us

HONOR ROLL

At the end of the nine week grading period an Honor Roll and a Distinguished Honor Roll are issued for all eligible pupils. Those students who have demonstrated outstanding scholastic achievement with grade point averages (GPAs) of 89.0 - 94.9 are awarded Honor Roll status. Those students who have demonstrated exceptional scholastic achievement with GPAs of 95.0 and up are awarded Distinguished Honor Roll status. Note that GPAs are not "rounded off."

LOST AND FOUND

Take lost and found articles to the main office. You may claim lost items upon identification of them. Inquire promptly in the office for these articles.

OTHER ACTIVITIES

Clubs (During Activity Period)

The Middle School faculty offers a variety of clubs and exploratory activities and intramural sports during activity period. These clubs vary according to student and faculty interest. Students will have a variety of club options to choose from during the course of the school year.

Library

The Middle School Library circulates a collection of more than 15,000 books and magazines and houses 20 computers for student use. Students are invited to use the library before school, after school, during activity periods, and throughout the day as time permit. *Accelerated Reader (Mind Joggers) continues* through the middle school years, allowing students to build a five-year reading portfolio. After reading a "Mind Jogger" book, students take a test on the computer and earn points.

Band Program

Participation in the band program is open to all students attending the Donald H. Eichhorn Middle School. The program consists of regularly scheduled small group lessons, the Prep Band, the Advanced Band, the Jazz-Rock Ensemble and other small ensembles. **Students will only be allowed to withdraw from Band at the end of the semester.**

Choral Program

Participation in the vocal program is open to all students attending the Middle School. The program

consists of the Sixth Grade Chorus, the Mixed Chorus, and small ensembles. **Students will only be allowed to withdraw from Chorus at the end of the semester.**

Orchestra- String Program

Participation in the string program is open to all students attending the Middle School. The program consists of regularly scheduled small group lessons, orchestra and small ensembles such as trios, quartets, and quintets. **Students will only be allowed to withdraw from Orchestra at the end of the semester.**

Physical Education

Students participate in physical education classes during their middle school years. A change of clothes consisting of shorts, T-shirts and sneakers is required. Each student is assigned a gym locker and furnished with a combination style lock. Students are responsible for the locks issued to them and for their possessions they keep in their gym locker.

All students are expected to participate in every physical education class to the best of their abilities. If a student is unable to participate in a class, he/she should provide a note from home with the specific reason for non-participation. If a student will not be able to participate in more than one successive class, the parents should provide a note from a physician indicating the physical restrictions/limitations and the duration of the restriction for the child.

Student Council

The purpose of student council is to provide opportunities for student cooperation and participation in the internal management of the school, to promote worthy school activities, and to promote the general welfare of the school.

The council assists in the making of regulations necessary for the general good of the school. It elects or appoints committees to carry out its decisions. It investigates and reports on questions and problems referred to it by the principal for decision or action. It plans and carries out social functions within the school for the various grades.

Homeroom elections are held at the beginning of school for a representative and an alternate for each homeroom. Students who are elected as homeroom representatives or officers in Student Council are subject to the State Student Council Bylaws regarding issues of behavior and disciplinary procedures.

NOTE: Student Council is subject to eligibility rules found in Policy #122AG (see page 6-9)

PICKING UP AND DROPPING OFF STUDENTS

If you are picking up or dropping off a student at the beginning or end of a school day, please use the gym parking lot. Please enter the lot by the entrance closest to the gym and exit the lot by Linntown Intermediate School. When picking up or dropping off please pull up all the way to the bus platform that divides the parking lot. This will help

ease traffic on Washington Avenue. Students will be asked to walk around to the front of the building unless it is raining, when they'll be allowed to enter the building by the gym. There will be two staff members directing traffic in the parking lot during the morning drop off time. Please follow their directions. After school, please pull around the bus platform to alleviate traffic on Washington Avenue. Your child will exit the building by the gym entrance and find your car in line. Parents may use the front of the building for late drop off and early dismissal, as well as for after-school events.

SAFE SCHOOLS FAMILY DIRECTORY

Each year, the Middle School PSA provides families with a safe schools directory at a minimum cost. This information includes the students' names, addresses, home phone numbers, and homerooms. Parents may opt out of having their child's information included by contacting the Middle School office by September 15th of each school year.

SCHOOL VISITATION

The Donald H. Eichhorn Middle School is always open to parent visitation and participation. In fact, parent visitation and involvement in the wide variety of activities and programs is highly encouraged. Parents and community members are a valuable resource. There is, however, a policy regarding building visitation.

Please follow these simple guidelines:

*Upon arrival at the entrance door, visitors will state their name and the purpose of their visit via the intercom system.

*Visitors will show photo ID to office personnel if they are picking up a student or will be going anywhere in the building during the school day.

*Visitors will sign in and wear a Visitors Badge if they remain in the building.

*Office personnel will search bags or cases brought into the school.

*When leaving, visitors sign out in the office, return their visitors badge.

*Other students or individuals wishing to visit the middle school must obtain permission from a building Administrator. This applies to school day activities and special events such as dances, etc.

STUDENT CONDUCT

Bully Program

The Donald H. Eichhorn Middle School has adopted the *Olweus Bullying Prevention Program* or *OBPP* for short. *OBPP* is the most researched and best-known bully prevention program available today.

OBPP addresses bullying at all levels of a student's experience, and provides students with a consistent, reinforced message about bullying and its consequences in the Donald H. Eichhorn Middle School. **The Code of Student Conduct requires that Policy #249: Bullying-Cyber Bullying be disseminated annually to students. The policy can be found at www.dragon.k12.pa.us.** More

information about *OBPP* can be found on our Middle School website under Guidance or at www.clemeson.edu/olweus/. Additionally, students are taught techniques and a procedure to follow if they experience bullying behavior or are witnesses to it.

School-wide Positive Behavior System (SPAR)

Philosophically, the staff of the Donald H. Eichhorn Middle School believes that all students should have the opportunity to learn in a friendly and safe school environment.

This program is based on a system of positive rewards, recognizing students who contribute to the overall school climate and environment. At the beginning of each school year, students are given information about the SPAR & Dragon Star Programs. The emphasis of this presentation is on positive rather than negative consequences regarding student behavior. More information about *SPAR* can be found on our Middle School website under Dragon Stars or at www.pattan.net.

DRAGON DISCIPLINE

The Donald H. Eichhorn Middle School believes that all students should have the opportunity to learn and grow in a safe, friendly, learning environment for both students and staff. This positive environment is the responsibility of students, staff, parents and community. Students and staff will be expected to:

1. **Be Safe**
2. **Be Peaceful**
3. **Be Ready**
4. **Be Respectful**
5. **Be Responsible**

The Board recognizes that proper student conduct during school contributes to learning and is a shared responsibility between the students, the students' families and the School District. However, when student misconduct interferes with educational programs, disciplinary measures appropriate to the infraction shall be assigned.

Levels of Consequences

CONCERNS

Absenteeism
Acting in an anxious manner
Avoiding or withdrawing from situations
Being out of seat
Bullying – 1st Offense
Bus issues
Cell phone infraction
Daydreaming
Difficulty when working on own
Displaying aggression toward objects or persons
Distracts others
Failure to follow a directive
Hall Pass infraction
Hygiene issues
Inattentive
Leaving class chronically (nurse, bathroom, etc)
Makes little effort

Non-participation in activities
Not having supplies for class
Other concerns
Sleeping in class

FOULS

Book Checking
Cell Phone Infraction
Defiance
Disrespect
Disruptive behavior
Dress code violation
Failure to follow a directive
Formal language violation
Hall misbehavior
Hall pass misuse
Horseplay
Inappropriate bathroom behavior
Late to homeroom/class at bell
Refusal to follow a directive-first offence
Discipline Consequence – Fouls

- Fouls 1 and 2 – Staff member giving the foul informs the student and records the foul on Dragon Discipline.
- Foul 3 – Staff member giving the foul informs the student and a notice of concern is mailed home.
- Foul 4 - Staff member giving the foul informs the student and the team refers the student to the principal for assignment of Detention.

STRIKES

Absence from class without permission
Bullying – after 1st offense
Bus Behavior
Cell phone infraction
Cutting detention
Disrespect of another student
Disrespect of staff
District policy violation
Forgery/cheating/plagiarism
Gum chewing
Late to school four times
Major damage to property
Major defiance
Major disruptive behavior
Minor theft
Obscene/Sexual behavior/language
Possession of a lighter
Refusal to follow a directive – after 1st offense
Tripping, pushing, shoving, hitting students
Discipline Consequence – Strikes

- Strikes 1 and 2 – Detention
- Strike 3 – The principal may assign multiple detentions or utilize other levels of consequences (suspensions, behavioral contract, alternative education program, and expulsion) as appropriate.

SEVERE

Assault
Bullying
Bus Behavior
Drug/Alcohol
Fighting
Harassment
Other
Robbery
Terroristic threat
Tobacco infraction
Weapons

BULLYING

Cyber-bullying
Ethnic-Name-calling or mean comments
Name calling/Verbal bullying
Physical Bullying
Rumor-spreading
Sexual Name-calling, mean comments, gestures
Social isolation/exclusion
Taking another's property
Threats/intimidation

NOTE: These lists may not be inclusive of all infractions.

RETRAINING

Students will receive additional instruction on SPAR expectations if their behavior indicates they are not clear on expected behavior in particular settings.

TIERED BEHAVIOR SUPPORT

The goal of the SPAR program is to help students identify behaviors of concern, learn from them, and not repeat them. Therefore, the philosophy of the SPAR program aims to allow students to “self-correct” minor behaviors before involving the parent.

The following process is used:

- After a specified number of minor incidents, the teachers involved hold a meeting with the student. At this meeting, the behavior is discussed and a plan in which the student and teachers can work together to help to help the student improve is created.
- If the behavior continues, the teachers request a parent meeting. At this meeting, the behavior is discussed, again, and a plan in which the student, teachers and parents can work together to help the student improve is created.
- If, after the parent meeting, the behavior continues, the student will be referred to the Tier 2 Team for further interventions. The parents and student are involved in the entire process.

DETENTION PROCEDURE

The following is the procedure for detention hall:

1. Students receive a detention hall slip which tells them when they are assigned to detention. Detention is from 7:15 A.M. to 7:40 A.M. or 2:45 P.M. to 3:45 P.M. Parents are responsible for arrangement of

transportation to morning detention and following after school detention.

2. Students must have the slip signed by their parents and turn it into the detention hall monitor the next day. If they do not have their slip on the day of their detention, a phone call will be made to the parent/guardian to verify the detention.

3. If students do not attend detention when it is assigned, they will receive another day or two of detention. If there is some reason why the student cannot attend detention on the evening which it is assigned, he/she is to see the principal as soon as possible. Sports practice or scheduled games are not acceptable excuses to miss detentions. (However, detention will be postponed because of a doctor's appointment or other serious matter.)

4. If a student has received 2 or more detention assignments in between dances and/or a suspension, he/she will **not be permitted to attend the next dance**. Other school activities may also be subject to this procedure. For example, if a child is suspended on a Friday, he/she cannot attend or participate in any school sponsored event. Three or more detentions in a 30 day period might require a parent conference or an exclusion from extra curricular activities including intramural, sports, clubs, or other school activities.

5. Students who miss detention will be notified. Those students who have not made up their detention will not be allowed to participate in non-academic activities as designated by the principal.

6. Detentions and subsequent consequences are the discretion of the office disciplinarian depending on circumstance or severity of the infraction.

SERIOUS INFRACTIONS

The principal has the right to suspend and/or discipline a student for any infraction and reasons stated in District Policy or the Pennsylvania School or Criminal Codes. Suspension by the principal will become part of the Discipline Program record.

If **in-school suspension** exceeds three consecutive school days an informal hearing with the principal shall be offered to the student and student's parents/guardian.

A student excluded from all classes during a school day shall not participate in or attend any school-sponsored extracurricular activity during that day. A student excluded from all classes on the last day of any school week or from all classes on the next school day shall not be permitted to participate in or attend any school-sponsored extracurricular activity during the intervening time period (weekends, vacations, etc.)

Examples of reasons for In-School Suspension: (Office disciplinarian determines the number of days)

- A. Continued lack of work effort
- B. Vulgar or obscene language
- C. Repeated violation of transportation rules
- D. Continued aggressive behavior
- E. Disruptive class or hall behavior

F. Disrespectful behavior towards staff members

G. Rude behavior towards staff members

H. Threatening another student or staff member

I. Disruptive behavior in cafeteria or assembly

J. Harassment

K. Any behavior or violation of conduct which the Office disciplinarian deems inappropriate, disruptive or offensive to the normal daily routine of the school.

Out-of school suspension is the exclusion of a student from school for up to ten days and the student is prohibited from attending school and occupying school property, including scheduled classes, extra-curricular activities, and school events. If the suspension exceeds three days, the parents and student will have the opportunity for an informal hearing with the principal.

Examples of reasons for Out-Of-School suspension: (Office disciplinarian determines the extent of time out of school.)

A. Assault: hitting, biting or kicking another student or a staff member

B. Two or more students assaulting another student

C. Continued harassment of another student

D. Refusal to follow any directive or specific recommendation which precipitated in-school suspension.

E. Possession of any illegal or controlled substance such as drugs, drug paraphernalia, alcohol or tobacco products or the intent to distribute and/or sell these items or use of these products on school property.

F. Harassment of any staff member

G. Any behavior or conduct which the office disciplinarian deems inappropriate, disruptive or offensive to the normal school routine.

Expulsion from school is exclusion from school by the Board for a period exceeding ten school days and may include permanent expulsion from the school rolls. A formal hearing before the Board will occur during the period of suspension. Complete information concerning any and all suspensions shall become part of the file kept by the principal. If the principal decides to transfer information to a student's cumulative record file, the parents/guardian shall be notified.

Behavior that will lead to exclusion from class or school includes: possession, use, receiving or dispensing, or sale of scheduled or restricted drugs, look-alike drugs, and/or alcohol; threat of or actual physical assault; vandalism; theft; possession or use of tobacco products; possession or storage of weapons and look-a-like weapons or replicas; behavior or actions which endanger the safety of others; behavior or actions which impinge on the rights of others; extortion; immoral or obscene actions; forgery; arson; participating or instigating a riot or disruption; leaving school premises during school hours without approval; disruptive behavior; violation of written school rules

or regulations, PA School law, School Board policies and/or building codes of student conduct; gambling; cheating; willful and deliberate refusal to follow reasonable instructions; disrespectful or improper actions toward any member of the school community; unexcused absence, truancy, lateness to school or class; and failure to comply with detention provisions.

SCHOOL DANCES

School sponsored dances are held approximately once a month. A student is not eligible to attend a scheduled school dance if they have a suspension or two (2) detentions in the time between the dances. No high school, elementary or a student from an outside school may attend a DHEMS dance without prior permission from the principal. Students will not be able to leave the dance early without parent/guardian permission. The school dress code will be enforced at dances.

STUDENT COMPLAINTS

Students who have complaints may refer to District policy #219 for information regarding the LASD student complaint process.

STUDENT EMAIL ACCOUNTS

Middle School students will be given a school email account which their teachers may choose to use for classroom assignments. The email will be part of Google's Apps for Educational Entities. **If a parent wants their child to be exempted from having a school email account, they should send written notification to the district.** Please call the school principal if you would like additional information about the student email accounts.

STUDENT PROGRESS/REPORT CARDS

Report cards are sent home with students every nine weeks, except for the fourth marking period, which are mailed home. Parents/guardians may review student grades on line through Power School at any time. A letter will be sent to parents/guardians in the summer with the confidential password needed to access this secure information. Parents/guardians wishing to receive a copy of a mid-marking period progress report need to contact the guidance department.

In addition, parents will be notified by the classroom teacher of any unsatisfactory progress when deemed necessary.

TEACHER MEETINGS & SCHOOL CONTACT

Should the need arise for you to speak to a specific teacher or the team of teachers regarding your child, please use the following procedure. Call Donald H. Eichhorn Middle School 522-3212 or 522-3213 and leave a message with a secretary requesting that you be contacted as soon as possible. Teachers are not called during class time unless it is an emergency.

There is ample time built into the middle school schedule to accommodate your request. If a phone call is not sufficient to satisfy your query, you may request a meeting with the teacher(s) during team planning time or other mutually agreed upon times.

TELEPHONE

Students must use the office telephone for emergency calls only. Passes are required from classroom teacher to use the phone and students must sign a phone log before using the phone.

USE OF SCHOOL AGENDA

At the beginning of each school year, the middle school PSA purchases a student agenda for each student in the middle school. This agenda is to be carried by the student at all times during the school day.

Each student is to use the agenda in the following manner:

- Record all class assignments
- Record all tests scores and quiz grades, if grading sheet not provided.
- As a way of communication between teachers and parents

The agenda is an excellent source of information. Parents are encouraged to check their child's agenda on a regular basis. If parents have any questions about grades or assignments, this information should be readily available in the agenda. If parents have any other questions or need additional information about student progress or assignment, they should contact the school and/or the appropriate teacher.

Parents are also reminded that there is a homework website for student assignments by grade level, whenever there is a question about work that is missed because of absence.

USE OF SHARP IMPLEMENTS

The following information is an FYI item concerning the use of sharp implements such as needles, Xacto knives, speedball cutters (printing blocks), etc. in our Life Skills & Arts classes as well as other grade level projects.

Please note that the safety issues require the following guidelines:

1. Individual needles and pins must be provided for each student and these items are to be stored in a hard plastic container such as a film case.
2. Any student who receives a prick or cut must report directly to classroom teacher or school nurse and have the wound cleaned and bandaged.
3. The school nurses will develop a protocol for all teachers to follow when using needles, pins, and other sharp instruments. Time will be allocated at a faculty meeting to discuss this issue and provide training for teachers should accidents occur in their classrooms.
4. The supervisor of buildings and grounds will train all custodial staff to respond appropriately in the cleaning of blood and other body fluid spills in the classroom as a result of accidents.

5. The Lewisburg Chapter of the American Red Cross will provide training to the school district staff regarding the prevention of transmitting diseases.

VIDEO CAMERA NOTICE

The school district uses cameras at certain areas of the buildings for security purposes. Rohrer Bus Service also has video cameras placed on the school buses. The actions recorded by these devices may be used in disciplinary procedures.

WEB 2.0 TOOLS

Web 2.0 tools are an important part of your child's education in the 21st Century. Teachers are utilizing a variety of websites to promote collaboration among students. During the school year, your child's teachers may be using tools such as wikis, blogs, social bookmarking sites, and other Web 2.0 websites. In order to be in compliance with the COPPA (the Children's Online Privacy Protection Act) for students under the age of thirteen, information such as home addresses, phone numbers, or home emails will not be provided when students are creating accounts. Some sites may require a valid email address. In this case, students would use their school-assigned Gagggle email addresses, which are heavily filtered and monitored. All of the sites used are ones that teachers have researched and enhanced the teaching and learning process. If you wish for your child to not have access to these websites, please contact the school in writing. If you have any questions about the usage of Web 2.0 in the classroom, please contact the building principal.

YEARLY EVENTS & REQUIREMENTS

Back To School Night and 6th Grade Orientation

These two events are scheduled at the beginning of each school year. Notification will be sent home with students or through the mail announcing the date and time of the specific event.

Bus Routes & Schedules

Parents are requested to contact the Central Office for questions pertaining to bus routes and scheduling.

Evacuation Training

On a regular basis the middle school conducts drills on fire, tornado and other related emergency procedures as specified by the County Emergency Management Office.

Honors Reception

This program recognizes 6th & 7th and 8th grade students who make the honor roll during the first three consecutive marking periods of the school year.

Health Update Form/Emergency Forms

Please complete your child's emergency form at the beginning of the year and return it promptly. **Contact the office with any address, phone number, and work place changes.**

Your child's health update form must be completed at the beginning of the year and returned to the office promptly. This information will be kept in the health suite and will be kept confidential. The information will be shared only with your permission on a need to

know basis. Mark your choices of "as needed" medications on this form from the list provided. This will permit the school nurses to treat your child with certain medications if symptoms arise during the school day.

SCHOOL BOARD POLICIES

Educational Trips (Policy#204.1)

The Board recognizes that some non-school sponsored educational trips/experiences for students may enhance and enrich the learning opportunities provided in the District's schools. Therefore, students may be allowed to be absent from school during the designated school year for such educational trips/experiences provided that the following procedure outlined in (Policy #204.1) is followed. Forms and guidelines may be obtained in the school office.

Student Records (Policy #216 & 216AG)

LASD maintains student records in compliance with The Family Education Rights and Privacy Act (FERPA). Parents/Guardians are encouraged to review the districts policy (#216AG) regarding student records in order to obtain information regarding the following:

- The nature, uses and longevity of data collected and the conditions for release to third parties.
- The location of records and the rights of parents and eligible students to access the records and procedures for challenging data contained in those records if necessary.
- The rights of parents to review records prior to purging which occurs at the end of 3,5,8, and 12 grades, or prior to the release to another school entity.

The policy (#216AG) may be reviewed on-line at www.dragon.k12.pa.us under district policies or in person in any school building office or through the district's central administrative offices.

The school considers the names and addresses of enrolled students or their parents to be directory information. The school will release directory information to school associated organizations that are recognized by the school district, such as the PSA, Sports Boosters, Lewisburg Area Music Assn., etc. to enable these organizations to support the school, student activities, and athletics. Parents or students have the right to submit notification in writing to the school within fifteen (15) days from the receipt of this handbook that he or she does not want any or all of the directory information released.

Student Discipline Administrative Guidelines (Policy #218AG)

A. General

1. Types of discipline shall include optional school service, detention, in-school suspension, out-of-school suspension or expulsion
2. Building principals, assistant principals, and/or persons in charge of a school building shall have

the authority to impose all types of discipline to students. In-school and out-of-school suspension require due process of notice, hearing, and appeal and shall be imposed pursuant to the School Code (24 P.S. 13-1318) and 22 PA Code, Chapter 12.

3. Teachers can impose detention.

4. The control of student misconduct by the threat or practice of corporal punishment is prohibited.

However, teaching staff members and other District employees who have authority over students shall have the authority right to take such reasonable actions as may be necessary to control disorderly student conduct in all situations and in all places where students are under the Board's jurisdiction and when such disorderly conduct interferes with the educational program of the schools or threatens the health and safety of others or school owned or leased property.

Weapons (Policy #218.1)

The law authorizes the Board to expel for a period of not less than one year any student who is determined to possess a weapon, a weapon look-a-like, and/or replica on school premises regardless of location. The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool; nunchaka stick; brass or metal knuckles; firearm including handgun, shotgun, rifle, bb or pellet gun; chemical agent; explosive device; and/or any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon look-a-like is defined as any instrument or implement designed to look like a weapon. A replica of a weapon is a reproduction or copy of a weapon. Students involved in possession of weapons for a school approved program such as archery or look-alike weapons for a play production would not be subject to discipline. The Superintendent on a case by case basis may recommend discipline short of expulsion. For further information see School Board Policy #'s 218.1.

Student Expression (#220)

Procedures for student distribution of items and materials to other students and student's rights regarding expression are contained in Policy #220, available for review online or in the school office.

Tobacco Free Schools (#223-AG)

The Board prohibits the possession and use of tobacco on school premises. Tobacco means lighted or unlighted cigarettes, cigars, pipes or other lighted smoking products, smokeless tobacco including chewing tobacco and snuff. School premises is defined as all school buildings, school grounds, school-owned or leased buses or vehicles and all school-sponsored activities, regardless of location. The School District shall discipline violators of this policy in one or more of the following ways: verbal warning, optional school service, detention, in-school suspension, out-of-school suspension and/or expulsion. The School District shall initiate

prosecution for the summary offense of unlawful use of tobacco. The court may impose a fine or other discipline according to the law. The student will be responsible for paying court costs as well.

Dress & Grooming (Policy #225 & 225AG)

Secondary School Dress Code

The school's role is to provide the best possible educational climate for the understanding and development of good grooming habits. Furthermore, it is our belief that dressing appropriately helps students to become responsible citizens and exhibit pride, and self-worth. It is important for students to become self-disciplined, setting standards for themselves and living by those standards. By dressing appropriately in school, students are demonstrating that they are self-disciplined.

It is also our belief that schools should prepare students for real life roles. Just as employers expect employees to dress by their standards, our school guidelines for student dress should be seen as preparing students for their current and future roles.

More information on Dress and Grooming refer to (Policy 225 & 225AG)

Guidelines

1. Students have the right to govern the length or style of their hair including facial hair unless it is a disruption of the educational process or constitutes a health or safety hazard. The student may be required to wear hair covering recommended by the school professional in charge of the particular school area.
2. Students may be required to wear certain types of clothing while participating in physical education, applied technology classes, extra-curricular activities, or other situations where special attire is needed to ensure the health or safety of the student.
3. Students have the responsibility to keep themselves, their clothes, and their hair clean.
4. Chains other than jewelry may not be worn. Pocket chains and wallet chains are not permitted.
5. Hats with brims, visors, caps, and hoods covering the forehead or the entire head may not be worn in school. Religious head apparel may be worn.
6. Clothing that causes distraction may not be worn while school is in session. Bare midriff shirts, low-cut tank tops, tube tops, muscle shirts, and/or tight fitting clothing are not appropriate school attire. Garments worn to school must be adequate to cover the torso, the lower back, the shoulders, and be at least mid-thigh in length.
7. Clothing must sufficiently conceal undergarments. See through blouses or shirts, extremely low-cut blouses (front, side, or back), sleeveless underwear shirts, or pants/shorts worn too low on the hips are not appropriate attire for school.
8. Clothing that displays or suggests inappropriate

messages or symbols may not be worn while school is in session. Clothing with messages or symbols referring to but not limited to tobacco, drug, or alcohol advertisements; substances prohibited on school property; profane language, vulgar statements, sexually suggestive statements, satanic or hate messages or symbols; racial, ethnic sexual or religious intolerance; death, suicide, or violence; or clothing suggesting community specific gang activity is not acceptable school attire.

9. Clothing that presents a safety hazard or interferes with the educational process is not appropriate.
10. Clothing should be moderately fitting and in good taste.
11. Any outerwear is considered inappropriate for classroom dress.
EXCEPTION: An individual classroom teacher may allow coats if that room is extremely cold.
12. Appropriate footwear must be worn at all times. Students and their parents/guardians shall be informed of these guidelines for student appearance and attire through this handbook and are urged to comply. When, in the judgement of a student's teacher, counselor, or the principal, a student is in violation of these guidelines, he/she will be asked to comply.

Search & Seizure (Policy #226 & 226AG)

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

All lockers are and shall at all times remain the sole property of the school district. As such, students shall only have a limited expectation of privacy in their lockers.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of law, Board policy, or school rules.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the students.

The principal or a designated staff person and another staff member shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Drug & Alcohol (Policy #227 & 227AG)

The Board prohibits the use, possession, or distribution of any drug including alcohol (that is not specifically prescribed for the use of the student involved during school hours), on school property, and at any school sponsored event. This policy also prohibits any unauthorized medical prescriptions, over the counter medication or look-alike medications on school property. (Medical prescriptions and over the counter drugs are allowed - see Policy #223 as long as they are registered with the School Nurse.) For further information see Board Policy #227.

The use, possession, or distribution of drugs is extremely harmful to students and may cause serious health problems including death. Students are encouraged to seek help from their guidance counselors, administrators, and Student Assistance Team members if they or their friends are involved in any type of drug or alcohol activity.

Electronic Devices (Policy #237)

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

The district shall not be liable for the loss, damage or theft of any electronic device.

School Board Policy #237 (Electronic Devices) allows students to have cell phones, beepers or any other communication devices in school. Cell phones, etc. are to be turned off when entering the building and kept in students' individual lockers during the school day. Students are not allowed to carry cell phones, beepers or any other communication devices during school time or use them without permission. Middle school students may turn on their cell phones after they have left the building after dismissal. If a student is staying after school with a teacher or coach, they may use their phones only after obtaining that adult's permission. Any student in possession of a cell phone maybe disciplined in accordance with School Board Policy.

Unlawful Harassment (Policy #248)

The LASD Board desires to establish and to maintain a safe, peaceful and positive learning environment, which encourages respect for all individuals. Therefore, harassment by and of school students shall not be tolerated. Refer to (Policy #248)

Protection of Property (Policy #713)

The use of wheeled devices on school property shall be prohibited at all times, except as noted in this policy. (Refer to Policy #713 for more information)

Integrated Pest Management (Policy #716)

The LASD uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's Pesticide Notification Registry. **If you would like to be placed on this registry, please notify each school that you have a child attending, by writing a note requesting placement on the Pesticide Notification Registry, that includes your name, child's name, address, and telephone number where you can be reached. Please include your email address if you would like to be notified electronically.** Each school year a new notification registry will be prepared. You will be required to notify the school each year if you wish to be included on the registry.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested to be placed on the registry. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Acceptable Use of Computers (Policy #815)

All students will be permitted to use the Internet. An Internet exemption form is available to parents/guardians who choose to prohibit access. The following guidelines shall govern the use of the district's computer networking facilities. (LASD Policy #815)

Middle School Students will be given a school email account which their teachers may choose to use for classroom assignments. The email accounts will be a part of Google's Apps for Educational Entities.

If a parent wants their child to be exempt from having a school email account, they should send written notification to the district. Please call the school principal if you would like additional information about the student email accounts.

General

The district shall not:

- Endorse any content accessible through the use of the network facilities.
- Guarantee the accuracy of information received via the various networks.
- Be responsible for any information that may be lost or damaged.
- Guarantee the availability of any information or on-line resource.

The school district shall not be responsible for any unauthorized charges or fees resulting from Internet use.

Within reason, freedom of speech and access to information will be honored. The district reserves the right to log network use and to monitor fileserver space utilization by district users.

A building administrator shall have the authority to determine, for his/her building, what is appropriate and inappropriate use. His/her decision is final.

Students and staff have the responsibility to respect and protect the rights of other users both in the district and on the various networks.

Students should have no reasonable expectation of privacy in use of the system. The system, hardware, and/or software, is the property of the school and, as such, students have no reasonable expectation of privacy in regard to its use. Students, parents, & employees alike need to be aware that use of the system (to include the internet, e-mail, etc.) is monitored by the School.

Specifically Prohibited Uses of Computer Networks:

- Facilitating any illegal activity.
- Commercial or for profit purposes.
- Non-work or non-school related work.
- Product advertisement or political lobbying.
- Bullying/cyberbullying, sending terroristic threats, hateful mail, harassing communications, making discriminatory remarks, and all other harassing, offensive, or inflammatory remarks.
- Accessing or distributing material of a profane, discriminatory, threatening (including hate mail), offensive, or inflammatory nature.
- Reproducing, distributing, communicating, installing, or modifying materials in violation of copyright laws or "fair use" guidelines.
- Accessing, obtaining, or distributing materials, images, or photographs that are obscene, pornographic, or lewd, constitute child pornography as defined herein, or are otherwise illegal.

- Infiltrating a computing system, tampering with network hardware or software (including viruses), gaining unauthorized access into password protected areas of the network, attempting to by-pass the district's filtering software, intentionally obtaining, modifying, vandalizing or destroying network files or data belonging to or used by others, or other behavior that interferes with the functioning of the District network.
- Loading or using unauthorized games, program files, music, or other electronic media, pirated software, and peer-to-peer file-sharing software.
- Access and use of online "gaming" sites (except for approved educational purposes).
- Accessing or transmitting any form of gambling.
- Accessing to "social networking" sites for non-curricular purposes.
- Using of networks to intentionally obtain or modify files, passwords, and data belonging to other users.
- Impersonating another user, maintaining anonymity, using pseudonyms, or gaining or attempting to gain network access through fraudulent means.
- Using networks to disrupt the work of other users.
- Accessing materials that are harmful to minors or are determined inappropriate for minors in accordance with Board policy.

Consequences for Inappropriate Use

1. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate, willful or negligent acts.
2. Illegal use of the network and equipment; deliberate deletion or damage to files of data belonging to others, intentional copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
3. General rules for behavior and communications apply when using the Internet. Loss of access to the network and equipment and other disciplinary actions may be consequences for inappropriate use.
4. Vandalism will result in cancellation of access privileges. Vandalism is any malicious attempt to harm or destroy the District's computers, data, applications, and/or network functionality or the data, applications, or functionality of another user's computer. This includes, but is not limited to, the uploading or creation of computer viruses. The District reserves the right to prosecute and hold liable any user whose activities in violation of this policy or acts of vandalism result in damage to the District's systems.

5. The network administrator may at any time close an account of a user who is violating this policy or upon the request of a building administrator, faculty member, or staff member who is aware of a user who is violating this policy.

Public Complaints (Policy #906)

The Board recognizes that any resident or community group of the LASD has the right to present a request, suggestion or complaint concerning the District personnel, the program, instructional materials or the operations of the District. (Refer to Policy #906 for more information.)

Photographing Students (Policy #911AG)

The Board has the responsibility to control the educational environment, to ensure quality instructional time and protect the privacy rights of all persons. Events that can be taped or photographed include sporting events, plays, concerts, musical productions and other such activities outside the classroom.

Please check with each teacher for permission to tape or photograph other events. **Each new school year parents may notify the district in writing that their child is not to be taped or photographed.** This is in compliance with Policy #911AG.

Bullying- Cyber Bullying (Policy #249)

Federal Law requires school districts to enforce an anti-bullying policy. Refer to Policy #249 for more information.

For any additional information on the Policies refer to the LASD Website at www.lasd.us click on School Board - District Policy.