

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.

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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 Mrs. Cathy Moser, the Assistant Superintendent of Schools, P.O. Box 351, Lewisburg PA 17837, (570) 522-3255, 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 into your native language, please contact Michael Jones at the Lewisburg Area School District Central Office at (570) 523-3220.

El Distrito Escolar del Área de Lewisburg ofrece un programa de inglés como segundo idioma (ESL) para todos los estudiantes que califican.

Si necesita traducir la información de la escuela a su idioma nativo, comuníquese con Michael Jones en la Oficina Central del Distrito Escolar del Área de Lewisburg al (570) 523-3220.

توفر منطقة منطقة لويسبورغ التعليمية برنامج اللغة الإنجليزية لجميع الطلاب المؤهلين (ESL) كلغة ثانية.

، إذا كنت بحاجة إلى معلومات مدرسية مترجمة إلى لغتك الأم ، في المكتب المركزي Michael Jones يرجى الاتصال بـ (570) 523-3220 Lewisburg Area لمقاطعة على .

Школьный округ Льюисбургской области предоставляет программу «Английский как второй язык» (ESL) для всех учащихся, которые соответствуют требованиям.

Если вам нужна информация о школе, переведенная на ваш родной язык, пожалуйста, свяжитесь с Майклом Джонсом в центральном офисе школьного округа Льюисбургского района по телефону (570) 523-3220.

Lewisburg地區學區為所有符合資格的學生提供英語作為第二語言 (ESL) 課程。

如果您需要將學校信息翻譯成您的母語，請聯繫Lewisburg地區學區中心辦公室的Michael Jones，電話：(570) 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

Example: gemberling_k@lasd.us for MS Secretary Kristen Gemberling

LASD Athletic Department: (570) 522-3233

Attendance Line: (570) 522-3336

Homework Website: <http://intranet.dragon.k12.pa.us/ms/homework.cfm>
(Can be found on MS Main Webpage)

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

Kevin Oswald-Food Service director: (570) 522-3216

MS Health Suite: (570) 522-3215

MS Guidance: (570) 522-3263

Middle School Fax: (570) 522-3331

Middle School Office: (570) 522-3213

(570) 522-3212

Transportation Concerns: (570) 522-3220

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.

TYPICAL BELL SCHEDULE - MIDDLE SCHOOL

| | |
|--|-------------|
| BUILDING DOORS OPEN | 7:15 |
| ALL TEACHERS ARRIVE | 7:35 |
| WARNING SIGNAL | 7:40 |
| TARDY SIGNAL | 7:45 |
| ANNOUNCEMENTS/ADVISORY TIME | 7:45-7:58 |
| BLOCK 1 | 8:00-9:04 |
| DRAGON TIME (SUPPORT/ADVISORY) | 9:06-9:50 |
| BLOCK 2 | 9:52-10:56 |
| LUNCH/MID-DAY BLOCKS (ENSEMBLES, STUDY HALL, SSR) | 10:58-12:28 |
| BLOCK 3 | 12:30-1:34 |
| BLOCK 4 | 1:36-2:40 |
| DISMISSAL | 2:40-2:45 |
| PROFESSIONAL TIME | 2:45-3:20 |

2020-2021 Lewisburg Area School District Calendar

| | | |
|------------------|-----------------------------------|---|
| AUGUST | 18-19 20 | -Teacher In-Service Days/Convocation -First Student Day |
| SEPTEMBER | 4 7 | -Teacher In-Service (Act 80) -Labor Day (no classes) |
| OCTOBER | 12 21 | -Teacher In-Service -End of First Marking Period |
| NOVEMBER | 5-6 25-30 | -Teacher In-Service (Parent Conferences) -Thanksgiving Vacation |
| DECEMBER | 22 23-31 | -Half-Day Winter Vacation Begins -Winter Vacation |
| JANUARY | 1 7 12-13 15 18 19 | -Winter Vacation Continued -End of Second Marking Period -Keystone Algebra Testing -First Weather Make-Up Day/Vacation -Martin Luther King Day -Teacher In-Service |
| FEBRUARY | 12 15 16 | -Second Weather Make-Up Day/Vacation -Presidents' Day -Teacher In-Service |
| MARCH | 16 31 | -End of Third Marking Period -Third Weather Make-Up/Teacher In-Service |
| APRIL | 1-5 20-22 27-28 | -Spring Break -PSSA ELA Testing -PSSA Math Testing |
| MAY | 4-5 18-19 25 31 | -PSSA Science Testing (8 th Grade) -Keystone Algebra Testing -End of Fourth Marking Period -Memorial Day |
| JUNE | 3 4-11 | -Last Day for Students (half day) -Weather Make-Up Days (if needed) |

-Weather make-up days will be used in the following order – Jan. 15, Feb. 12, March 31, June 4, 7, 8, 9, 10, 11

Staff List 2020-21

6th Grade

Rm. 1 Mallory Sample-Math
Rm. 2 Kay Czap-Math
Rm. 3 John Haussener -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 Shona McLaughlin-Lang. Arts
Rm. 7 Bethany Acker-Lang. Arts
Rm. 8 Matthew Salsman -Math
Rm.12 Heather Walter-Social Studies
Rm.15 Brad Catherman-Sci./Head Teacher

8th Grade

Rm.10 Betsy VanBuskirk-Social Studies
Rm.13 Jen Kelly-Science
Rm.20 Leslie Boyer-Math
Rm.21 Alysha Schlieder-Lang. Arts
Rm.22 Jessica Clark-Lang. Arts
Rm.23 Heather Cronk-Math

Related Arts

Ashley Elser-F&C Science
Daniel Morgan-Tech Ed.
Emily Gaugler-Art
Andrew Jones-Orchestra
Sarah Tiede-Music/Chorus
Lindsey Eischeid-Band
Amanda Geer-Phys. Ed./Health
David Lagerman-Phys. Ed./Health
Diane Pauling-Librarian
Sarah Friedberg-Spanish 1
Kelly Romig-Spanish & French

Special Ed. And Gifted

Rm. 11 Michael Sokalzuk-E. S. Teacher
Rm. 14 Christine Bedi-L.S. Teacher
Rm. 16 Faith Brininger-L. S. Teacher
Rm. 18 Kyle Mowrey-L. S. Teacher
Rm. 19 Lauren Peck-Gifted

Aides

Heidi Hall-Instructional
Ruth Horlacher-Health Room
Bobbie Jo Kelchner-Emotional Support
Barb Fessler-Instructional
Carmen Cromley-Instructional
Alma Navarro-Instructional
Penny Gulden-Clerical-Library/Tech
Sarah Roupp-Instructional
Marilyn Rossi-Instructional
Julie Brenner-1:1 Aide
Brenda Fleming-Communications Facilitator
Nyree Hack-Interpreter Specialist

Police Officers

Kevin Warren
Michael Shipmann

Cafeteria

Kevin Oswald-Food Service Director
Michele Smith-Kitchen Manager
Debra Wolford
Teresa Martin
Caroline Sanchez

Custodians

Kirk Noll-Head Custodian
Lee Getz

Computer Services

Daniel Schrader-IT Supervisor
Tracy Paul-IT Technician

Office

George Drozin-Principal
Sherry Ulrich-Guidance
Kevin Mowrey-Guidance
Lisa Smith-Administrative Secretary
Jennifer Coughlin – Attendance/Clerical
Kristen Gemberling-Secretary
Pamela Kramer-Special Ed. Coord.
Brooke Facer-Special Ed. Secretary
Debbie Hummel-SAP Liaison/Social Work
Stephanie Jackson-Nurse

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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.

Girls' Softball

Seventh and eighth grade girls are eligible to play softball for the school in the fall.

Boys' Soccer and Girls' Soccer

Both teams are open to seventh and eighth graders and are 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. Boys and girls practice together but compete separately.

Activity Fee

In order to participate in interscholastic athletics or Susquehanna Valley Band, students are required to pay a base activity fee of \$25. Additionally, they must pay \$25

for each sport or activity. Scholarships may be available if the family qualifies. Please ask.

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 written 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 for 15 school days. 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

A student's cumulative academic standing for the marking period as of 4:00 PM on Friday of each week in the second half of a marking period will determine the student's eligibility for participation in extracurricular activities from Sunday through Saturday of the following week. A student must not be failing more than one subject to remain eligible for extracurricular activities. If school is closed on a Friday, the principal will determine if the student meets the eligibility requirements of this section.

Participation in practices is at the discretion of the coach or advisor.

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

The Donald H. 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. Maintaining 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. Booing 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.
7. Singling out an individual for ridicule.

ATTENDANCE LINE & PROCEDURES

Absence

Parents/Guardians are asked to **call the school attendance line - (570)522-3336 - by 8:30 a.m. each day of an absence, identifying your child's grade, and homeroom teacher, the reason for absence, and the estimated days your child 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 turned in to the office within 3 school days after the 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 indicating the reason 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 they are not in their homeroom by 7:45 a.m. The exception is if their bus arrived late. If a student is arriving tardy, he/she must report to the office before reporting to class, to have their name taken off the absentee report and to obtain a hall pass. A student who is tardy four times, without acceptable excuses, will be assigned to two days of morning detentions or other disciplinary consequences. Six times being unexcused tardy accumulates into an illegal absence. 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 may also impose disciplinary action. Every tardy is considered unexcused unless certified as excused by a doctor or the school principal.

Attendance

The School Board follows the Pennsylvania State Law that 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 reason” 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 student safety
- e. Impassable roads.

An absence will be determined to be **unexcused** if proper notification is not received within three days of the absence from the parents or guardians. **Also, after 10 absences excused via parental notification, a doctor’s note will be required for each subsequent absence or each will be considered unexcused.**

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. **Being tardy without a viable excuse six times will constitute a day of unexcused absence.**

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 or more 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. Charges filed with District Magistrate
5. Enforced withdrawal from extra-curricular activities
6. School Attendance Improvement Plan
7. Alternative educational program
8. Requirement of a doctor’s excuse
9. Home contact from truant officer and/or Children and Youth services

D. When a student has accrued three (3) days of unlawful absence as provided by the law, the principal shall notify the parent(s) or guardian(s) that their child is now considered “truant”. At this time, the school will contact the parents or guardians to create a School Attendance Improvement Plan, designed

to improve attendance. Upon three additional unlawful absences, Union County Children and Youth Services will be contacted to visit the home. Additional unlawful absences will result in a meeting with the parent and UCCY for in-home truancy reduction interventions. If additional unlawful absences accrue, the district may file charges with the District Magistrate.

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 (Attendance Line).

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.

I. District policy (#204) indicates that parental excuses may not be accepted after the 10th parental excuse for absence. After this date, a note from a licensed medical practitioner is required for excusal. Without the doctor’s note absences will be documented as unexcused after the 10th absence excused by a parent.

CAFETERIA /LUNCH

The cafeteria makes available breakfast and lunch for students. Students may also bring lunch from home. Parents are discouraged from bringing in outside lunches such as fast food for students. All food must be eaten in the cafeteria. Snacks and ala carte items are available for purchase. Parents should inform their student what foods they can purchase with their funds.

Students have an account in the point of sale system in the cafeteria, and their account number is their six-digit student ID number. Parents can add money to their student’s account by sending cash or a check to school made out to “LASD Cafeteria Fund”, or online through the www.ezschoollpay.com website. There is a transaction fee for online payments. Parents can use EZ School Pay to add funds, track purchases, and set low balance reminders for their student’s account.

Parents who believe their students should receive free or reduced-price meals must apply each year online at www.ezmealapp.com to obtain free or reduced-price meals. Contact the office for assistance.

If a student is in debt, they may not charge any ala carte items to their account, such as an extra milk or a snack. Parents should make a payment as soon as possible if their

student owes money to their lunch account. Parents are encouraged to read school board policy 808 regarding lunch account debt and make timely payments to keep their student's lunch account balance positive. If a student has a low balance or owes money, reminders will be sent by email, postal mail, and/or telephone calls. Students may be prohibited from participation in extracurricular activities if they owe a lunch debt, and debts may be turned over to a collection agency.

Lunch prices can be found online at www.lasd.us, clicking the "Menu" button, and then clicking the "Menus" heading.

Any money left over in a student's account at the end of the year will be carried over to the new school year.

Cafeteria Guidelines:

1. Students who are buying lunch should enter the cafeteria and sit at a table near the stage. Tables will be called randomly to get in line when the table is full and the students are ready.
2. When a table is called, students should line up in single file along the stage wall.
3. Students who brought their lunch or who are buying from the salad bar should sit at a table nearer to the side of the cafeteria with the windows. Tables will be called randomly for students to get trays, silverware or salad bar selections when the table is full and the students are ready. Please remember that glass food or beverage containers aren't allowed in the cafeteria.
4. Buyers, when they are ready to pay for their lunch, they will be asked to enter their PIN. Please be prepared.
5. Please pick up any utensils that fall on the floor.
6. Please be polite when asking for your food selections. Saying "thank you" helps.
7. Students may purchase one snack or ice cream, etc. when going through the lunch line, but they must have a lunch in order to buy any snack items (either purchased or brought in).
8. When students have their food and are ready to eat, they may sit at the table of their choice. Students should demonstrate safe and responsible behavior by not saving seats and by staying in one seat until they are ready to return their tray.
9. Students may find another seat once they have returned their tray. Students will not be allowed to wander around the cafeteria.
10. Students must keep their hands on their own tray and respect the space of other students. Students should not ask for food from others or offer their food to others.
11. Inside voices should be used at all times.
12. Students who need to leave the cafeteria should ask a cafeteria monitor for permission and

should sign out on the sheet near the door.

13. Students must clean up their areas, regardless of who made the mess.
14. Students should return their trays to the window, placing utensils in the proper area and dividing their trash and recyclable materials.
15. Open drink containers must be finished or disposed of in the cafeteria before leaving.
16. Students who are prepared for recess may line up near the partition when they have finished eating and cleaning up. Once ten (10) students are in line, the teacher on duty will escort students outside. Students who finish lunch after the line has left may proceed outside responsibly.
17. At all times in the cafeteria, students will demonstrate safe, responsible behavior, observing personal space and treating school property and others with respect. Expectations of appropriate behavior include:
 - picking up food/utensils/trash that has fallen on the floor
 - speaking politely to cafeteria staff and peers
 - cleaning up thoroughly after eating
 - speaking with appropriate indoor volume
 - walking slowly and carefully
 - controlling hands, feet and objects

Outside Playground Rules:

1. Students who wish to go outside after eating should line up by the cafeteria exit near the stage. When 10 students are in line, a monitor will take the students outside. If the weather is inclement, the monitors may not take students out on that day.
2. If it is cold and a coat is required, only students who brought their coat to the cafeteria will be allowed to go outside. Students may not go to their lockers to retrieve their coats.
3. Students may not bring food or drinks outside, nor may they go into the locker room on the way out.
4. When outside, students must stay in the lower parking lot between the middle school and Linntown Intermediate School, staying off the grass hill and away from the gym portico.
5. Playground monitors will have equipment for students to use at recess.
6. On occasion, during inclement weather, the monitors may bring students to the gymnasium for recess.
7. Once students leave the cafeteria and head down the hall toward recess, they must go outside and remain outside until the end of the recess period.

8. When the monitor blows the whistle at the end of recess, students should immediately line up at the door and return the equipment they were using.
9. Students must walk up the hall in an orderly fashion – staying to the right side of the hallway – toward the main lobby and wait in the hall until the bell rings.
10. Students must return food items, lunch bags, etc. to their lockers as soon as the bell rings.

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 Asst. Superintendent of Schools, P.O. Box 351, Lewisburg PA 17837, (570) 522-3255, 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 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 Michael Jones at the Lewisburg School District Central office at (570) 522-3220.

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. **Intellectual Disability** 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, spoke 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' 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 (570) 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 (570) 522-3277.

EVERY STUDENT SUCCEEDS ACT

In 2015, Congress passed *Every Student Succeeds*, 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 change of federal efforts to support elementary and secondary education in the United States. Some of the key points of ESSA are:

1. States still have to test students in reading and math in grades 3-8 and once in high school.
2. States will have greater discretion in setting goals and how to use the test data in their accountability system.
3. States must intervene with the lowest performing 5% of schools, as measured by a variety of indicators, not just assessment data.

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 and how our school stacks up when compared with other middle schools across the state.

Students are provided additional academic support when their individual test scores fall below the "proficient level". This additional support is designed to improve their overall academic achievement in the areas of reading and mathematics. There are no exceptions to guidelines requiring additional support. A student must demonstrate their proficiency in order to exit these additional support 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 to have 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 or 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 IDENTIFYABLE 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)(I) - (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 PowerSchool, the District's student information system. Letters with each student's log in information are mailed to parents each August. Grades represent a summary of the student's accomplishments in meeting the outcomes of each class. There are several factors that 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 any marking period grade.**

Homework is an important part of the total school experience. It is the teacher's responsibility to assign homework that will help students achieve success in the classroom. It is the 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 that 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.

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. Each teacher at the beginning of each semester or year should explain their published grading practices to their students.

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. The GPA equals the total of weighted grades (numerical grade x course weight) divided by the total course weights. Math and ELA classes, which meet every day for a full block, weigh

2.0, while Science and Social Studies, which meet every other day, have a weight of 1.0. Life Skills and Arts courses might only meet every third day and some only meet for a marking period or a semester, will “weigh” correspondingly less than a core class.

Grading

Grading Scale:

A = 92.0 - 100 excellent

B = 83.0 - 91.99 good

C = 74.0 - 82.99 average

D = 65.0 - 73.99 poor

F = 64.99 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 that 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 assessments 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 framework 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. Parents will be notified via telephone if their child is assigned to Saturday School. This program runs on Saturday mornings from 9:00 am-Noon and is staffed by two faculty members. It operates for three or four weeks prior to the end of each marking period. 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, who need additional help, or need access to technology to complete assignments. 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 they can’t, 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 served by grade repetition. With input from professional staff members and parents, 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. Appeals of the decision for retention are made to the superintendent.

GUIDANCE AND COUNSELING

Two counselors are available to help students when they have an academic, vocational or personal problem to discuss. We urge students to go to the guidance office or to seek advice from a teacher at any time.

Student Assistance Program (SAP)

Student Assistance Programs in Pennsylvania help schools identify students who are experiencing behavior and/or academic difficulties that 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 that 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 DHEMS SAP team:

| | |
|------------------|---------------|
| Ms. Esperanza | Mrs. Jackson |
| Mrs. Hummel | Mrs. S. Smith |
| Ms. Pauling | Mrs. Ulrich |
| Ms. Czap | Mr. Drozin |
| Mr. Kevin Mowrey | Mr. Lagerman |
| Mrs. Cronk | |

All members of the SAP team have received specialized training from a Commonwealth of Pennsylvania approved SAP training provider. 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 all students. Their hours are posted in the Listening Post room that is located next to the library. Typically, small groups of students will eat lunch with the near-peer (specially trained Bucknell students) in the Listening Post room.

Advisory 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 advisory program is a 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 comfortable 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. Topics in Advisory sessions include team building, anti-bullying, Internet safety, service learning, character education, and career exploration, among others.

Your child's homeroom teacher is considered his/her advisor. All teachers in the school serve in that capacity. Mini-lessons or activities will be conducted almost every morning, and full 30-40-minute lessons will be taught every Tuesday. The school utilizes the Second Step program as the basis of its Advisory Program.

HALL LOCKERS

Each student is provided with a corridor locker. Students should place coats, books, cell phone, and other 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 a classroom, locker room, or shelves in the hallway.

HEALTH SERVICES

A school nurse or nurse's aide is 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 with 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. Parents are encouraged to arrange dental and physical exams for their children with their private physician/dentist. Students who do not have a private examination, will be examined by the school dentist or physician with parental permission. Parents will be notified if 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 may be permitted to rest on the cot for one class period. At that time the decision to return to class or go home will be 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 him/her aware of your child's condition.

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. Calls may not be made on personal mobile devices. If the nurse is not available, office staff will assist. 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.

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 before 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, Anbesol (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 @ (570) 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.

Parents/guardians should feel free to talk to our school nurse about any health concerns. The health suite phone number is (570) 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/guardian must contact the school nurse to obtain the form and procedure required to obtain authorization (Policy #210.2).

HOMEWORK WEBSITE

When a student is absent from 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 am should be made in order to arrange for a pick up of homework assignments at 3:00 pm. In general, students are allowed the number of days missed during their legal absence to submit homework and other assignments. Most teachers have a Moodle or Google Classroom page that contains assignments and resources online for students. The parent or student may also contact the homework website and following the prompts on-line at <http://www.lasd.us/eichhorn-homework/>.

HONOR ROLL

At the end of each 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 89.00 - 94.99 are awarded Honor Roll status. Those students who have demonstrated exceptional scholastic achievement with GPAs of 95.00 and up are awarded Distinguished Honor Roll status. Note that GPAs are not "rounded up", they are to the .01 of a percentage point.

Grades are weighted, so a class that meets more times in a marking period will carry more weight than a class that doesn't meet as often.

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. You should also check the Dragon Wagon for lost items (clothes, jackets, lunch boxes, etc.).

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 year. These clubs and activities meet every Friday afternoon for 44 minutes before dismissal.

Library

The Middle School Library circulates a collection of more than 15,000 books and magazines. 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 from intermediate school 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 toward their personal reading goals.

Band Program

Participation in the band program is open to all students attending the 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 be allowed to withdrawal from Band ONLY within the first two cycles of the school year OR at the end of the first semester (between the 2nd and 3rd marking periods).

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 be allowed to withdrawal from Chorus ONLY within the first two cycles of the school year OR at the end of the first semester (between 2nd and 3rd marking periods).

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 be allowed to withdrawal from Orchestra ONLY within the first two cycles of the school year OR at the end of the first semester (between 2nd and 3rd marking periods).

Fall Play and Spring Musical

DHEMS puts on productions of Fall Plays and has, at times, put on a production of a Spring Musical under the

direction of several teachers. Students in grades 6-8 have the opportunity to audition for acting or singing roles, lesser roles and also to work behind the scenes with sound, lighting and set design.

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 padlock. Students are responsible for the locks issued to them and for the possessions they keep in their gym locker. **Students should keep their locker locked and all personal possessions secure at all times.**

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 or the student council advisors for decision or action. It plans and carries out social functions within the school for the various grades and supports and promotes clubs and activities for the betterment of the school.

Officers for the following year are elected in the spring. Grade-level representatives are nominated and elected in the spring in each 6th and 7th grade homeroom – for service the following year as 7th and 8th graders. Grade level representatives for 6th grade will be elected after the first marking period. Students who are elected as representatives or officers in Student Council are subject to the State Student Council Bylaws regarding issues of behavior and disciplinary procedures.

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

PICK UP AND DROP OFF OF STUDENTS

Parents picking up or dropping off a student at the beginning or end of a school day, must use the gym parking lot. Parents should enter the lot on Washington Avenue by the entrance closest to the MS gym and exit the lot by Linntown Intermediate School. When picking up or dropping off parents must 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 allowed to enter the building by the gym, where a staff member will be opening the door for students. There will also be a staff member directing traffic in the parking lot during the morning drop off time. Please follow his/her directions. **If a parent fails to follow the traffic directions, they may be subject to pick-up/drop-off restrictions.** After school, parents should pull around the bus platform to alleviate traffic on Washington Avenue. Students being picked up will exit the building by the gym entrance and find their 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.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (ie: kissing, excessive embracing, hand holding, sitting on laps, inappropriate touching, etc.) should be avoided between two or more students in a school setting or at a school sponsored event. Students are expected to display proper decorum and conduct themselves respectfully at all times.

PSA FAMILY DIRECTORY

Each year, the Middle School PSA provides families with a school directory requesting a donation to offset costs. 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 CLOSINGS

In the event of inclement weather or other circumstance and the school will either start late, close early or not be in session on a regularly scheduled school day, information will be sent home via a phone call, text message or email. This information includes whether school is closed or the hours have changed. If you do not have access to a phone, text or email, this information is also sent to various radio and TV news outlets. These include for TV – WBRE (28), WNEP (16) and WYOU (22). Radio stations include WGRC (91.3), WKOK (1070) WEGH (107.3), WQKX (94KX), WMLP (1380) and WVLY (100.9).

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 are highly encouraged. Parents and community members are a valuable resource. There is, however, a school 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 may search bags or cases brought into the school.

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

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

*Visitors are asked to refrain from cell phone usage in the proximity of students.

STUDENT CONDUCT

Bully Prevention 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 is 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.clemson.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 (RAPS)

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.

The term "RAPS" stands for Respectful, Accountable, Prepared and Safe. All of these attributes of a healthy learning environment are taught to students in each locality in the building at least two times per year.

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 RAPS & Dragon RAPS Programs. The emphasis of this presentation is on positive rather than negative consequences regarding student behavior. More information about *RAPS* can be found on our Middle School website under Dragon RAPS or at www.pattan.net.

STUDENT 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 Respectful (R)**
2. **Be Accountable (A)**
3. **Be Prepared (P)**
4. **Be Safe (S)**

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 (Minor Infractions)

Minor infractions that interfere with a student's academic performance or are a minor interference to the processes of the school, such as classroom activities or less-structured activities such as passing classes or lunch and recess, all of which are documented by the staff in order to establish patterns of behavior in either locations within the building or by particular students so resolutions may be found.

Absenteeism

Being out of seat

Bullying – 1st Offense

Bus issues - minor

Cell phone infraction - minor

Computer/Acceptable use infraction - minor

Displaying aggression toward objects or persons

Distracting others

Dress code violation

Gum chewing

Hall pass infraction

Hygiene issues

Inattention

Late to school four times (AM Detention)

Late to school six times (Illegal Absence)

Leaving class chronically (nurse, bathroom, etc)

Not having supplies for class

Other behaviors

Skipping DASH

FOULS (Moderate Infractions)

Cell phone infraction - intermediate

Computer/Acceptable Use infraction - intermediate

Defiance

Disrespect
Disruptive behavior
Dress code violation
Failure to follow a directive
Formal language violation
Gum chewing
Hall misbehavior
Hall pass misuse
Horseplay
Inappropriate bathroom behavior
Late to homeroom/class at bell
Other behaviors

Discipline Consequence – Fouls

- Fouls 1 and/or 2 – Staff member giving the foul informs the student and records the foul on Dragon Discipline. Staff member will contact parents via phone or email. Referral to Tier 2 team after second foul.
- Foul 3 – Staff member giving the foul informs the student and the team may refer the student to the principal for assignment of Detention. Staff member phones home. Principal may phone as well, or conference call with parent and staff member.
- Fouls are re-set to 0 after each marking period.

STRIKES (Serious Infractions)

Absence from class without permission
Academic dishonesty
Bullying – after 1st offense
Bus behavior
Cell phone infraction - major
Computer/Acceptable use infraction - major
Cutting detention
Disrespect of another student - major
Disrespect of staff - major
District policy violation
Dress code violation
Gum chewing
Major damage to property
Major defiance
Major disruptive behavior
Minor theft
Obscene/Sexual behavior/language
Other behaviors
Possession of a lighter
Tripping, pushing, shoving, hitting students

Discipline Consequence – Strikes

- Strikes 1 and 2 – Probable detention and call home.

- Strike 3 – The principal may assign multiple detentions or utilize other levels of consequences (suspensions, behavioral contract, alternative education program, and expulsion) as appropriate. Parent contact essential.
- Other consequences could include loss of other school privileges (school dance, assembly, field trip, etc.)

SEVERE

Assault
Bullying/Cyber Bullying
Bus Behavior
Computer/Acceptable use infraction - severe
Drug/Alcohol
Fighting
Harassment
Other behaviors
Robbery
Terroristic threat
Theft
Tobacco infraction
Weapons

Discipline Consequences – Severe

- Depending on the severity OSS or ISS may be issued.
- Certain infractions may result in an OSS and be followed by an expulsion at the discretion of the superintendent.
- Principal calls and/or meets with parents.

BULLYING (Repeated Behaviors)

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

Discipline Consequence – Bullying

- First offenses are typically documented as a concern, unless they are egregious in nature.
- Detention or suspension is usually assigned for repeated or egregious bullying offenses.

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

RETRAINING

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

TIERED BEHAVIORAL SUPPORT

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

- After a student receives two fouls, 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 may 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:

1. Teachers who assign a detention will contact the student’s home via phone call to discuss the behavior that warranted the detention. The details of the detention will also be emailed home at parent request or in the event parents couldn’t be reached by phone. For students whose parents have no email address, a slip will be printed for the student to take home and one will also be mailed home.
2. Morning detention is from 7:15 A.M. to 7:40 A.M. and after school detention is from 2:45 P.M. to 3:45 P.M. The office will call to schedule detention sessions with parents. Parents are responsible for arrangement of transportation to morning detention and home from after school detention.
3. If students do not attend detention when it is assigned, they may receive another day of detention. If there is some reason why the student cannot attend detention on the afternoon that it is assigned, he/she is to see the principal as soon as possible. **We MUST hear from a parent if a detention cannot be served.** Sports practice or scheduled games are not acceptable excuses to miss detentions. However, a detention will be postponed because of a doctor’s appointment or other serious matter.

4. Three or more detentions in a 30-day period may require a parent conference or could result in exclusion from extra-curricular activities including intramurals, sports, clubs, or other school activities.
5. Teachers have the authority to assign detention.
6. Detentions and subsequent consequences are at the discretion of the principal depending on circumstance or severity of the infraction.

SEVERE 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 toward staff members
- G. Rude behavior toward staff members
- H. Threatening another student or staff member
- I. Disruptive behavior in cafeteria or assembly
- J. Harassment/bullying
- K. Any behavior or conduct the office disciplinarian deems inappropriate, disruptive or offensive to the normal 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 (Principal determines the extent of time out of school):

- A. Assault: hitting, biting or kicking another student or staff member, including fighting
- B. Two or more students assaulting another student
- C. Continued harassment of another student/bullying
- 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 may lead to expulsion from 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. All middle school students are invited to attend school dances unless they are under suspension. No high school or elementary school student may attend a DHEMS dance. Middle School-aged students from other schools may not attend a DHEMS dance without a prior **written** request to the principal. A parent of a current DHEMS student in good standing must be responsible for the visiting student and all contact information must be provided in advance. Students will not be able to leave the dance early without parent/guardian permission. The school dress code will be enforced at dances. For reasons of privacy, the use of cell phones at dances is prohibited. The principal reserves the right to deny access to a dance for reasons of previous behavior in school or 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 principal or district office.** 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 at the end of each marking period - approximately every nine weeks. 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 should contact the guidance department.

In addition, classroom teachers, the guidance department or the principal may contact parents regarding their child's progress when deemed necessary.

STUDENT REPORTING PROCEDURES

Students who are concerned about their safety or the safety of their peers are encouraged to report their concerns to their parents or to a trusted adult in the school – advisor, favorite teacher, counselor, principal, etc. Students also have access to the Safe 2 Say Something reporting system. There is more information on the district website about this state-wide reporting system.

TEACHER MEETINGS & SCHOOL CONTACT

Should a parent desire to speak to a specific teacher or team of teachers regarding their child, they should use the following procedure. Parents should call Donald H. Eichhorn Middle School (570) 522-3212 or (570) 522-3213 to speak with or leave a message with a secretary requesting a contact from the school 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 these requests within a day or two. If a phone call is not sufficient to satisfy the query, a parent may request a meeting with the teacher(s) during team planning time or other mutually agreed upon times.

Classroom issues should be first addressed with the classroom teacher. If, after that, the issue is not satisfactorily resolved, the parent may contact the counselors or principal.

TELEPHONE

Students must use the office telephone for any and all calls. It is available to students from 7:30 am to 3:30 pm. Passes are required from classroom teachers to enter the office to use the phone and students are asked to sign a phone log before using the phone. Students may not use their personal cell phones for calling or texting during the school day.

School Board Policy #237 (Electronic Devices) allows students to have cell phones and other communication devices in school. Cell phones, etc. are to be **turned off (not simply put asleep or on standby)** when entering the building and kept in students' individual lockers during the school day. Students are not allowed to carry cell phones 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 may be disciplined and the phone may be confiscated and kept in the office until a parent can pick it up.

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 should be carried by students at all times during the school day.

Each student should use the agenda in the following manner:

- Record class assignments
- As a way of communication between teachers and parents
- Sign out to use the restroom

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. <http://www.lasd.us/eichhorn-homework/>. Additionally, most classes have Moodle or Google Classroom sites, that list both assignments and resources needed for assignment completion. PowerSchool is another excellent way of keeping track of student progress.

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 and/or sounds recorded by these devices may be used in disciplinary procedures.

TECHNOLOGY IN THE CURRICULUM

Technological tools are an important for our students' learning in many of their classes. Teachers utilize a variety of websites to promote collaboration among students. During the school year, a student's teachers may use tools such as wikis, blogs, social bookmarking sites, and other 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 email address, which are heavily filtered and monitored. All of the sites used are ones that teachers have researched to enhance the teaching and learning process. If a parent wishes for their child to not have access to these websites, they should contact the school in writing. If a parent has any questions about the usage of technology in the classroom, they should 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. This year, 6th Grade Orientation is at 6:30 pm on August 18 and Back to School Night is at 6:30 pm on September 3.

Bus Routes & Schedules

Parents are requested to contact Michael Jones at the Central Office for questions pertaining to bus routes and scheduling - (570) 522-3220.

Emergency Training

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

Honors Reception

This program recognizes 6th & 7th and 8th grade students who earn the honor roll during the first three marking periods of the school year. It is held in May at the Lewisburg Area High School.

Health Update Form/Emergency Forms

Parents are asked to complete their child's emergency form at the beginning of the year and return it promptly to the school office. **Parents must contact the office with any address, phone number, and work place changes.**

Students' health update forms 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 parental permission on a need to know basis. Parents should mark choices of "as needed" medications on this form from the list provided. This will permit the school nurses to treat a student with certain medications if symptoms arise during the school day.

SCHOOL BOARD POLICIES

Nondiscrimination in School and Classroom Practices (Policy #103, #103.1)

The Board declares it to be the policy of the district that all district programs and practices are free from discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity or expression, ancestry, national origin, marital status, pregnancy or handicap/disability, including against all qualified students with disabilities. Any violations of this policy should be immediately reported to the building principal or district compliance officer (Assistant Superintendent).

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. Students are allowed a maximum of five consecutive days and seven cumulative days each school year on no more than three approved educational trips. Forms and guidelines may be obtained in the school office or on the district website.

Diabetes Management (Policy #209.2)

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in a manner other than which it is prescribed at any time while on school property, at any school-sponsored activity, or while traveling to or from school.

Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and/or monitoring equipment may result in the loss of privilege to self-carry and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

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 grades 3, 5, 8, and 12, or prior to the release to another school entity.

The policy (#216AG) may be reviewed on-line at www.lasd.us under "Our District", then "School Board", then "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)

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.

Teaching staff members and other District employees who have authority over students shall have the authority 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)

This policy, available on the district website and in the school office, addresses student expression in general and the distribution and posting that are not a part of district-sponsored activities. Please reference this policy and the attachment in its entirety for details relating to student expression, distribution and posting of any materials.

Tobacco Free Schools (#223)

The Board prohibits the possession and use of tobacco on school premises. Tobacco means lighted

or unlighted cigarettes, cigars, cigarillos, pipes or other lighted smoking products, smokeless tobacco including chewing tobacco, dip, snuff and dissolvable packets. The term Tobacco also includes any oral device that provides or is

designed or intended to provide a vapor of nicotine and/or other substance(s). 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 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. Students may also be suspended, either in-school or out-of-school, for violations of this policy.

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)

Basic Appearance and Dress 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, or hoods covering the forehead or the entire head may not be worn in school. Bandanas should not be worn. 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 overly tight-fitting clothing are not appropriate school attire. Garments worn to school must be adequate to cover the torso, the lower back, 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. Leggings, stretch pants or yoga pants are permitted, provided that a shirt of sufficient length is worn to provide adequate coverage.

10. Clothing that presents a safety hazard or interferes with the educational process is not appropriate. No Halloween costumes/masks of any kind, nor sunglasses, may be worn at school.

11. Clothing should be moderately fitting and in good taste.

12. Any outerwear is considered inappropriate for classroom dress.

EXCEPTION: An individual classroom teacher may allow coats if that room is extremely cold.

13. 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. Additionally, students will be trained in the expectations for dress. When, in the judgment of a student's teacher, counselor, or the principal, a student is in violation of these guidelines, he/she will be asked to comply. This may include changing their clothes to something that they have at school, asking a parent to bring in something to school, or wearing what the school counselor has on hand for this type of situation.

The most common violations to the dress code have been students wearing shorts that are too short, students wearing tight stretch pants without wearing a shirt that is of sufficient length, students wearing shirts that have an inappropriate message or that are cut too loosely around the neck or arms. Also, some students have worn pants too low to conceal undergarments. When these violations occur, students will be asked to change and/or parents will be contacted to possibly bring in a change of attire. The school has a supply of alternate clothing that will be provided to a student who is not in

compliance, has no change of clothes, and their parents cannot be reached or cannot bring in appropriate clothing.

It is an uncomfortable situation for all parties involved, so the school strongly urges students and parents to take care when selecting school attire each morning.

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 that 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 Program (SAP) team members if they or their friends are involved in any type of drug or alcohol activity.

Student Rights and Responsibilities (Policy #235)

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

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 (not simply put asleep or on standby) 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 may be disciplined in accordance with School Board Policy.

School Wellness (Policy #246)

School Wellness is available for review on the district website. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. If you would like more information or would like to become involved with the district Wellness Committee, please contact the Assistant Superintendent.

Water bottle re-filling stations are located throughout the building. Students must provide their own bottles that are not glass and that have closeable tops. Horseplay involving water bottles may result in loss of privilege to carry them and/or other discipline.

Bullying – Cyber-Bullying (Policy #249)

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

Homeless Students, Students in Foster Care (#251, #255)

Homelessness is defined as any individual who lacks a fixed, regular, and adequate nighttime residence. The LASD has policies that address the education of homeless students (policy #251) as well as students in foster care (policy #255). For more information, please contact the school counselor, principal or Michael Jones in the LASD Central Office.

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 that 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 files server 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/cyber-bullying, 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.
- Installing or attempting to install any software that will create a virtual private network (VPN) that will bypass the district filtering system.

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 or other disciplinary actions may be consequences for inappropriate use.
4. Vandalism may 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.

We encourage families to review any and all district policies through the district website at:

<http://www.boarddocs.com/pallewi/Board.nsf/Public> .

