

# Maple Avenue Middle School

## Student Handbook 2018-2019

**Mr. Eric Naylor**

Principal

**Mrs. Courtney Golden**

Assistant Principal

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

### Littlestown Area School District

Thunderbolts Fly World Class - Average is Over!

Vision - Empower all learners to pursue their passion.

The mission of Littlestown Education is to:

- discover passion and purpose
- develop critical thinking and digital skills
- inspire generations of career innovators

We the Littlestown community value:

- setting goals & expectations for continuous improvement.
- building relationships & collaborating to solve problems.
- utilizing technology to expose learners to the world.
- community involvement & Littlestown pride.

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

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Carolyn Rhodes, Compliance Officer, Administration Office, 162 Newark Street, Littlestown, PA 17340. Telephone (717) 359-4146, ext. 1210.



**LITTLESTOWN AREA  
SCHOOL DISTRICT**

### **Principal's Message**

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

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

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## Communication

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

Main Office	(717) 359-4146
Mr. Eric Naylor, Principal	Extension 3229
Mrs. Cortney Golden, Assistant Principal	Extension 3240
Mrs. Jenifer Dooley, Secretary	Extension 3239
Mrs. Beth Williams, Secretary	Extension 3238
Mrs. Deb Allison, Guidance Counselor	Extension 3242
Mrs. Kim Costella, School Nurse	Extension 3237

## Attendance

If a student is absent from school, regardless of the reason, that student must report to office immediately upon returning to school. A note from a parent/guardian is required for each absence. If the student does not hand in an excuse after three days, the absence will be considered unexcused. Parents are encouraged to email ([williamsb@lasd.k12.pa.us](mailto:williamsb@lasd.k12.pa.us)) excuse notes, or students and parents may also deliver excuses to the office. If possible, please obtain a doctor's note. If the absence has been for three or more consecutive days, the student will be required to submit a physician's note.

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

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

Unexcused Absences: All absences for reasons other than stated above, will be considered unexcused or unlawful. A "First Notice" will be sent after three unlawful absences. When a student is charged with six days of unlawful absences, the parents will be liable for legal action under the laws of the Commonwealth of Pennsylvania and referred to Children and Youth Service.

Prior Approval: All vacations, trips, or other pre-planned days of absence shall be considered unexcused unless a Planned Family Trip Request form is completed and approved by the principal prior to the date(s) of absence. Unless authorized by the Superintendent, no student may be excused for an excess of three trips per year, not to exceed a total of ten school days in one year. Prior approvals will not be granted during state mandated test window dates.

Tardies: Any student not in homeroom by 7:36 A.M. will be considered tardy. Students reporting after the late bell will need to report to the office and obtain a tardy slip before reporting to homeroom. Only medical and emergency excuses will be accepted as excused tardies. All other tardies shall be considered unexcused. After the third unexcused tardy and all subsequent tardies, students will be assigned a district detention. Tardies to school will be cumulative for each 9 weeks. Any student wishing to participate in any activities/games/performances for that particular day must be in attendance by 9:00 A.M.

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

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

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

### Academic Information

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

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

Homework Requests: Parents can contact the main office, at 717-359-4146 ext. 3239, to obtain work for a student who has been absent for 3 or more consecutive days. Requests for work made by 9:00 A.M. will be ready for pick up by the end of the same day.

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

#### Grading System:

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

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

#### Qualitative Points:

A+ =4.3      C =2.0  
A =4          C- =1.7  
A- =3.7      D+ =1.3  
B+ =3.3      D =1.0  
B =3.0        D- =.7  
B- =2.7      F =0  
C+ =2.3

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

Report Cards: The middle school report card is a comprehensive document that allows the teacher a variety of options for accurately reporting a student's progress. The teacher will use letter grades to explain information about the individual effort and achievement. To supplement this information, the teacher can use the comment section of the report card. Arts grades will only be reported on the 2nd and 4th Marking Period report cards. Progress in Arts classes will be reported on the 1st and 3rd Marking Period report cards.

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

- Phone calls
- Email - teacher's email can be found at [www.lasd.k12.pa.us](http://www.lasd.k12.pa.us)
- Parent/Teacher Conferences
- Guidance Counselor Contacts
- Principal/Assistant Principal Contacts
- Daily Communication using the agenda

MAMS Website- [www.lasd.k12.pa.us/mams](http://www.lasd.k12.pa.us/mams)

If you wish to set up a parent/teacher conference, please call the main office, at (717) 359 4146 ext. 3239. Mrs. Dooley will assist you in scheduling a conference.

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

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

Star Award: This award is to recognize those students who have made significant improvement in their grades and work habits. These students have shown significant positive change or growth during the school year or their time at MAMS.

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

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

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

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

## Physical Education

All students are expected to participate in Physical education classes. The only acceptable excuse for missing a class will be a signed doctor's note or a parent's note stating a specific illness or injury accompanied with school nurse/administrative approval.

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

## Transportation

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

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

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

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

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

Parent Pick up and Drop off information: Parents who wish to drop off and/or pick up their children are more than welcome to do so. Parents must drop off students on the Maple Avenue side of the building. Student pick up is located on the blacktop playground area directly behind the gymnasium.

## Student Discipline

It is the intent of the Maple Avenue Middle School to provide an environment conducive to learning. In order for this to occur, we must establish a discipline system that realizes that every student has the right to learn, the property of others will be respected, and that each student is entitled to feel free from physical and emotional harm. Items forbidden from the classroom/hallway, which are deemed to have no useful or constructive purpose, should remain at home. LASD is not responsible for lost or stolen items.

### Consequences for Violating Forbidden Items:

1st Offense- Item Confiscated, student can pick-up at the end of the day.

2nd Offense- Item Confiscated, parent must pick-up item from the office.

3rd and Subsequent Offense- Item Confiscated, parent must pick-up item from office, and district detention and/or ISS.

### Cell Phone Policy

1. Zones refer to both time and place, when and where students are allowed to use their cell phones. Green Zone implies cell phone usage is permitted and a Red Zone indicates cell phone usage is not permitted.

2. Cell phones, after use, must either be off or set to “No Sound”. Phones may not be set to vibrate.

3. The following lists the times and places students may use their phones:

- All classrooms are Red Zones. A classroom teacher, for educational purposes, determines if and when their classroom becomes a Green Zone. When a student enters any classroom his/her cell phone must be on “No Sound” and out of sight.
- From 7:00 A.M. until a student enters home base is a Green Zone. Students may use their phones anywhere except in a classroom.
- A Green Zone from the start to the end of a student’s respective lunch period is allowed in the cafeteria.
- There is only 2 minutes between classes. Therefore, students will not be permitted to use their cell phones. Teachers please permit some time during ACE period (Green Zone) if an athletic/ extra-curricular event(s) is cancelled.
- Any time after school is a Green Zone.

4. Consequences for not following the established rules:

- During the first week of cell phone usage the teachers will remind students to turn their cell phones off. If a student forgets and causes a disruption to the class the teacher will remind the student of the rule.
- After the first week of cell phone usage the following rules will come into play if a student does not abide by the cell phone policy.

1st offense: The cell phone will be confiscated by the teacher and the teacher will complete a disciplinary referral. At the end of the period the teacher will bring the cellphone to the office. Administration will process the referral and return cell phone to the student at the end of the day.

2nd offense: The cell phone will be confiscated by the teacher and the teacher will complete a disciplinary referral. At the end of the period the teacher will bring the cellphone to the office. Administration will process the referral and a parent/guardian is required to pick the cellphone up from the main office.

3rd and Subsequent offenses: Same as 2nd offense but student will be assigned a district detention. Student will be told that their phone must be kept in their locker unless the phone is being used for educational purposes, whereas the teacher would give the student a pass to go to his/her locker and retrieve the phone. When the period ends, the teacher will issue a pass for the student to place the phone back to his/her locker.

### Disciplinary Consequence Plan

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

Level 1 Infractions:

1. Abuse of hall, locker, or lavatory privileges

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

Optional Disciplinary Responses:

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

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

Level 2 Infractions:

1. Chronic misbehavior on school bus
2. Harassment of other students
3. "Cutting" scheduled periods, or detention
4. Defiance and insubordination.
5. Forgery
6. Leaving school without permission
7. Petty theft; Gambling
8. Possession of pornographic materials
9. Possession or use of tobacco products on school property, school bus, or at school sponsored activities
10. Physical and /or verbal confrontations

11. Failure to serve District Detention
12. Minor harassment
13. Minor threats
14. Extra-curricular rule violations
15. Profanity

Optional Disciplinary Responses:

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

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

Level 3 Infractions:

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

Procedures:

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

Optional Disciplinary Responses:

1. Continuation of appropriate Level II options.
2. Withdrawal of participation in school activities.
3. Restitution of damages.

4. Referral to outside agency.
5. Extended in-school suspension.
6. Temporary out-of-school suspension.
7. Full suspension. ISS/Out of School Suspension
8. Saturday Detention.
9. Expulsion Hearing

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

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

#### Level 4 Infractions:

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

#### Procedures:

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

#### Optional Disciplinary Responses:

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

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

District Detention: Detention for students will be held after school hours for disciplinary purposes. Students involved will have twenty-four hours advance notice in order to make transportation arrangements. Students assigned to District Detention are responsible to know their assigned dates. It is the responsibility of the parent(s)/guardian(s) to make arrangements for transportation. Missing detention will result in additional logical consequences.

In-School Suspension: ISS is assigned by either the Principal or Assistant Principal. This is an exclusion from the normal school setting. Students who are assigned to ISS will report directly to the office the morning of their assignment. The students will then be given their assignments and taken to the ISS room. Once students are in the ISS room, they will be monitored by a certified teacher. Students who serve ISS are not permitted to attend school activities or functions on the day they serve ISS. Athletes should attend practice in street clothes and may participate verbally. They may not attend school-sponsored activities or functions during their dates of suspension.

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

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

Care of School Property: (Policy Number 224) we believe that the school should help students learn to respect property and develop pride in the community. We expect students to care for the facilities and materials that are given to them to use over the course of the school year. To that end, when a student damages or returns borrowed damaged materials (including technology devices), that student will be held responsible for such damage, whether intentional or not. The administration shall inspect any damaged materials and make a judgment as to whether or not reparations will need to be made. If reparations for damaged materials are made, it is expected that the student make such reparations or the student's report card will be withheld.

### **Values/Code for Extracurricular Activities**

Academic ineligibility occurs if a student is failing 2 or more classes. Grades will be checked each week and at the end of each marking period. PIAA guidelines will be followed for athletics, and the Littlestown Area School District guidelines for all extra/co-curricular activities include, but not exclusively; after school music ensembles, after school non-curricular field trips, government, etc. A student deemed ineligible will not be permitted to participate in the extracurricular activity for the following week (Sunday-Sunday). All students of Littlestown Area School District are expected to understand that participating in extra/co-curricular activities is a privilege.

### **Dress Code**

The following are dress code requirements for all students in the Littlestown Area School District:

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

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

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

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

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

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

Consequences for students violating the above dress code provisions:

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

#### **Drug and Alcohol** (Policy Number 218)

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

#### **Smoking/Tobacco** (Policy Number 222)

In order to protect students and staff from the safety hazards of smoking and use of tobacco products and from an environment noxious to nonusers, the Board prohibits smoking, use and/or possession of tobacco products by students in school buildings, on school grounds, on district owned and/or contracted vehicles, and at school sponsored activities.

#### **Weapons** (Policy Number 218.1)

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

Any student found in possession of a weapon, regardless of intent:

1. Will immediately be reported to the local police.
2. Scheduled for an informal hearing.
3. Cited for a three (3) day (if K-5 and decided minor with no endangerment) or ten (10) day out-of-school suspension.
4. Presented to the Board for a formal expulsion hearing in accordance with the Pennsylvania School Code and due process requirements. Any discipline involving a special education student will be subject to provisions of the Federal Individuals with Disabilities Education Act and accompanying Commonwealth law and regulations.

### **Terroristic Threats** (Policy Number 218.2)

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

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

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

### **Unlawful Harassment** (Policy Number 248)

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which unlawful harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

### **Bullying/Cyberbullying**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

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

### **Internet Usage/Acceptable Use Policy**

Please read Littlestown Area School District Board Policies 815 and 815.1 which can be found on the district website [www.lasd.k12.pa.us](http://www.lasd.k12.pa.us) under the Board tab and Policies. Copies of the policies are also available in the main office of each district building.

Access to Littlestown Area School District's computer network is a valuable educational tool that encourages information sharing, innovation, collaboration, and communication. It is available to District students through wifi, computer labs, classroom devices including computers, Chromebooks and other devices, and personal devices. Using district networks with either district devices or personal devices is a privilege that comes with responsibilities and consequences. District policies contain rules and regulations for using technology. Here are some of the expectations from those policies:

#### AS A STUDENT, I WILL:

- Only use my own Google account for educational purposes.
- Follow teacher directives about networks and websites.
- Respect other students' privacy
- Follow all district regulations regarding copyrights.

#### AS A STUDENT, I WILL NOT:

- Share my Google account information with anyone else.
- Use another student's password - this is stealing.
- Use the computer to bully or harass anyone
- Steal another person's work from the internet and try to pass it off as my own - this is plagiarism.
- Share any information about myself on the internet unless directed by my teacher.

By signing this handbook, parents and students indicate that they have read and discussed the policies mentioned above as well as the expectations, understand them, and agree that the student will access the internet and obey the district's rules and regulations. Parent signatures will also allow LASD to create student accounts for approved online resources

without individual parent permission forms. By signing you also acknowledge that violation of the rules and regulations is unethical and could constitute a crime resulting in suspension of privileges and possible legal action. The district reserves the right for authorized personnel to review student file content and system use. Any unauthorized use is prohibited and illegal activity may be reported to law enforcement.

## **Cafeteria**

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

Free and Reduced Lunches: Free and reduced lunches can be received if the family qualifies. More information will be sent home at the beginning of the school year or visit [www.paschoolmeals.com](http://www.paschoolmeals.com).

Lunch Charges: Maple Avenue currently uses a Point of Sale software package that allows parents to deposit money into an account for their child. Parents who wish to deposit money into their child's account may do so by sending a check made payable to MAMS Cafeteria while placing their child's student identification number on the memo line of the check. The student ID number is necessary in order to deposit your child's money into the proper account. Checks may be dropped off in the main office. Also, payments may be made online through [www.myschoolbucks.com](http://www.myschoolbucks.com).

Food Allergy Guidelines: The Littlestown Area School District is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response. Please refer to Policy 209.1, Food Allergy Management for further information.

In accordance with Board Policy 246: School Wellness Policy, it is the responsibility of the District to provide you with information regarding the contents, updates, and implementation of the policy. The policy can be found at: <http://www.boarddocs.com/pa/litt/Board.nsf/goto?open&id=9X4U4V7A4983>

## **Guidance Services**

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

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

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

family.

### **School Nurse**

The middle school nurse provides many important services for Maple Avenue Middle School. She is available from 7:30AM to 3:00PM. You are required to have a signed pass to visit the nurse except for emergencies. Students must get a pass from a teacher before stopping in the nurse's office. Only those injuries or illnesses occurring during the school day should be brought to the attention of the school nurse.

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

All students will be given a vision test, height check weight check every year. Hearing and scoliosis check for 7th grade students. Individual health education is presented to each student privately during the screening process.

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

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

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

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

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

### **Visitors**

All visitors must report to the main office and receive a visitor's pass before proceeding to any other location in the building. Visitors are always welcome at the school. Maple Avenue Middle school asks that if you wish to visit a classroom, you provide at least a 24 hour notice. Other visitors are subject to administrative approval and requests must be made at least 48 hours in advance of the visit.

### **Activities and Organizations**

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

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

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

Assemblies and Field Trips are scheduled through the course of the year. A variety of assemblies that will have educational value and be of interest to the student will be evaluated and scheduled throughout the year. Also, individual teachers and/or teams will schedule a variety of Field Trips. When students leave campus, they become ambassadors of our district. For that reason it is expected that students will be on their best behavior during a field trip. If it becomes

apparent that a student is likely to behave poorly on or prior to a field trip, that student may not be permitted to attend the field trip. Some criteria that may be used to exclude a student from a field trip are: 1) Students who have been assigned to serve In School or Out of School Suspension. 2) Students who have accumulated excessive district detentions. The teacher/team sponsoring the field trip will meet with the principal or assistant principal to discuss the status of students who may meet the criteria. After students' behaviors are discussed, a decision will be made and the teacher/team will contact the parents regarding that decision.

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

#### **Other Items of Note**

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

McKinney-Vento Act Definition of Homeless: The term "homeless children and youth" -

(A) Means individuals who lack a fixed, regular, and adequate nighttime residence...;and

(B) Includes

(1) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters

(2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

(3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(4) Migratory children who qualify as homeless for the purposes of this subtitle because children are living in circumstances described in clauses 1 through 3.

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

Change of Address: You should notify the main office at extension 3239 or 3238 immediately of any changes in your address, telephone number, e-mail address, or change in employment contact numbers. To maintain effective communication it is important that we have updated contact information, especially in case of an emergency.

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

Agendas: Your agenda is an important vehicle for communication between school and home. You are to use it to record daily assignments, as a study guide, a your hallway pass. If it is lost, you may purchase a new one in the office for \$5.00. The agenda shall remain intact throughout the school year. Pages should not be removed or destroyed.

Please sign and return the **Student Handbook Agreement** that is found on the next page. This page is due to the Maple Avenue office within the first 2 weeks of school.

**Student Handbook Agreement**

I hereby state that with the undersigned signature, I have read and understand the contents of the student handbook of Maple Avenue Middle School in the Littlestown Area School District. I understand that as a student of Littlestown Area School District and Maple Avenue Middle School that I am subject to all of the policies, guidelines, and procedures set forth by this handbook and the school district policy set forth in the school board policy manual. You must sign and return this page to Maple Avenue Middle School within two weeks of the first day of school for the school year 2018-19.

It is important for the student, parent(s)/guardian(s) to understand that:

Lockers are school property and may be searched if there is reasonable suspicion to warrant a search.

Not all policies, procedures, laws and guidelines that affect a student's education appear in the handbook.

There are guidelines, policies and laws that need to be emphasized in this acknowledgement sheet.

Not knowing a rule, regulation, guideline of law does not excuse a student from their responsibility.

Information provided in this handbook is the responsibility of the student and the parent/guardian.

The signatures indicate reading the rights and responsibilities acknowledgement and the opportunity to review the student handbook.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_