



Loyalsock Township Middle School

Student Handbook

2020-2021

In everything you do and say, BE A LANCER!



Loyalsock Township Middle School

2101 Loyalsock Drive
Williamsport, PA 17701

(570) 323-9439 (Phone)
(570) 322-3952 (Fax)
www.loyalsocklancers.org

Ashley Sekel, Principal

Kathryn Preisch, School Counselor

A Message to Parents & Guardians from Your Student's Principal...

Thank you for entrusting us with the education of your child. At Loyalsock Township Middle School, we believe in a holistic approach to education. We believe that students should be exposed to a wide range of educational experiences and during the middle school years, students should begin to find their passion in what they enjoy doing.

At LTMS, we believe that within our holistic approach to educating students, we must collaborate with guardians to promote success for all of our students. We work tirelessly day-in and day-out to provide the best, well-rounded opportunities for our students and we look to foster strong relationships with all stakeholders to ensure student success.

As we move through the school year, we urge you to contact your child's teachers and work to develop a strong partnership with us in the education of your student. We will do the same. We will reach out to you to share successes and voice concerns, when needed. Together, we will make this year a success for your child. Together we will celebrate those successes, control what we can control and make ourselves better with each and every step towards success.

Here's to a successful school year.

Sincerely,

Ashley Sekel
Principal

BOARD OF SCHOOL DIRECTORS

The School Board holds an open meeting on the first and third Wednesday of each month at the District Service Center, beginning at 7:00 p.m. Please refer to the district website for a complete list of Board members and meeting minutes.

LOYALSOCK TOWNSHIP SCHOOL DISTRICT DIRECTORY

District Service Center

1605 Four Mile Drive
Williamsport, PA 17701

Gerald McLaughlin, Superintendent of Schools
Daniel Egly, Business Manager/School Board Secretary
(Phone) 570-326-6508
(Fax) 570-326-0770

Donald E. Schick Elementary School

2800 Four Mile Drive
Williamsport, PA 17701

Matthew Johnson, Principal - Grades K-2
Preston Shellenberger, Principal - Grades 3-5
(Phone) 570-326-3554
(Fax) 570-326-1498

Loyalsock Township High School

1801 Loyalsock Drive
Williamsport, PA 17701

Matthew Reitz, Principal
Jamie Yonkin, Assistant Principal
(Phone) 570-326-3581
(Fax) 570-323-5303

Special Education & Student Services

1605 Four Mile Drive
Williamsport, PA 17701

Lisa Fisher, Supervisor of Special Education
(Phone) 570-326-6508
(Fax) 570-326-0770

Transportation

1801 Loyalsock Drive
Williamsport, PA 17701

Christine Prohidney, Director of Transportation
(Phone) 570-326-4681

Food Services

1801 Loyalsock Drive
Williamsport, PA 17701

Beth Hufnagel, Director of Food Services
(Phone) 570-323-3211
(Fax) 570-322-3952

Technology

1801 Loyalsock Drive
Williamsport, PA 17701

Eric Gee, Director of Technology
(Phone) 570-326-3581
(Fax) 570-326-1498

Buildings & Grounds

2101 Loyalsock Drive
Williamsport, PA 17701

Brian Bubb, Supervisor of Buildings & Grounds
(Phone) 570-323-9439
(Fax) 570-322-3952

MIDDLE SCHOOL FACULTY

Wanita Antonacci wantonac@loyalsocklancers.org	6th Grade	Social Studies
Dan Asiello dasiello@loyalsocklancers.org	8th Grade	Learning Support
Andrew Baker abaker@loyalsocklancers.org	Middle/High School	Technology Education
Jennifer Bomboy jbomboy@loyalsocklancers.org	8th Grade Team Leader	Mathematics Coordinator
Ryan Bulgarelli rbulgarelli@loyalsocklancers.org	Middle/High School	Instrumental Music
Becky Casale bcasale@loyalsocklancers.org	8th Grade	English Language Arts Reading
Andrew Cook acook@loyalsocklancers.org	7th Grade	Social Studies
Ashley Cozza acozza@loyalsocklancers.org	7 th Grade Team Leader	Mathematics
Patricia Cozza pcozza@loyalsocklancers.org	District	Library/Media
Deanna Dincher ddincher@loyalsocklancers.org	Middle/High School	Art
Michael Frederick mfrederick@loyalsocklancers.org	District	Physical Education/Health
Nicole Garofolo ngarofolo@loyalsocklancers.org	6th Grade	Learning Support
Eric Gerber egerber@loyalsocklancers.org	8th Grade	Social Studies Coordinator
Derreck Godin dgodin@loyalsocklancers.org	8 th Grade	English Language Arts Writing Coordinator
Amanda Haney acoughenour@loyalsocklancers.org	Middle/High School	Choral Music
Nick Hessert nhessert@loyalsocklancers.org	6th Grade Team Leader	Science

Heather Holmes hholmes@loyalsocklancers.org	Middle/High School	Physical Education/Health
Ashley Hook ahook@loyalsocklancers.org	Middle School	Mathematics
Ronald Insinger rinsinge@loyalsocklancers.org	Middle/High School	Athletic Director
Rebekah Kendall rkendall@loyalsocklancers.org	6 th Grade	English Language Arts Reading
Victoria Krout vkrout@loyalsocklancers.org	7th Grade	English Language Arts Writing
Zac Martin zmartin@loyalsocklancers.org	8th Grade	Science
Stephanie Mitstifer smitstifer@loyalsocklancers.org	6th Grade	English Language Arts Writing
Sabrina Nolan snolan@loyalsocklancers.org	Middle/High School	Spanish
Heather Pipech hpipech@loyalsocklancers.org	District	Business & Computers
Kathryn Preisch kpreisch@loyalsocklancers.org	Middle School	School Counselor
Sarah Puderbach spuderbach@loyalsocklancers.org	7th Grade	Science Coordinator
Beth Rohrer brohrer@loyalsocklancers.org	7th Grade	English Language Arts Reading
Ashley Sekel asekel@loyalsocklancers.org	Middle School	Principal
Natalie Serafini nserafini@loyalsocklancers.org	District	Trauma Counselor
Carolyn Smith csmith@loyalsocklancers.org	Middle/High School	School Nurse
Jamie Thomas jthomas@loyalsocklancers.org	Middle School	Emotional Support
David Tini dtini@loyalsocklancers.org	Middle School	Instrumental Music
Casey Waller cwaller@loyalsocklancers.org	Middle/High School	Physical Education

Craig Weaver
cweaver2@loyalsocklancers.org

6th Grade

Mathematics

Janelle Ziminski
jziminski@loyalsocklancers.org

7th Grade

Learning Support

MIDDLE SCHOOL SUPPORT STAFF

Michelle Bartley

Middle School

Secretary

Noah Bower

District

Maintenance

Lois Bubb

Middle School

Paraprofessional

Mary Jean Casale

Middle School

Paraprofessional

Melissa Frycklund

Middle School

Paraprofessional

Michael Hamilton

District

Custodian

TBD

Middle/High School

Library/Technology Aide

Tammy Hornberger

Middle School

Secretary

Jeremiah Jones

District

Maintenance

Matt Little

District

Technology Specialist

Brian Lowmiller

District

Custodian

Hannah Paulhamus

Middle School

Paraprofessional

Maria Robertson

Middle School

Paraprofessional

James Shipman

Middle School

Custodian

Tim Stahl

District

Maintenance

Suzanne Waters

Middle School

Paraprofessional

ACADEMIC INFORMATION

GRADING SCALE

<i>A: 90-100%</i>	<i>B: 80-89%</i>	<i>C: 70-79%</i>	<i>D: 65-69%</i>	<i>F: 64% and below</i>
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DEFICIENCY REPORTS

Student Deficiency Reports (70% and below) will be mailed to a student's guardian mid-way through each marking period. Their purpose is to alert parent/guardian(s) and students of their academic performance up to that point.

We encourage parents/guardians to view their child's academic progress on the web. To begin using your Portal account, go to <https://parents.csiu-technology.org/Login.aspx?ReturnUrl=%2f>. Here you can:

- Check your child's latest grades
- Receive email alerts when new grades are posted
- Receive emails with school or class information
- See what homework is not turned in and read notes from your child's teachers
- Verify attendance
- View your 'Combined Calendar' to see all the events from the school calendar and your child's own classes and activities automatically collected and personalized
- Read daily announcements, lunch menus, school policies, and classroom news

Reporting to parent/guardian(s) is not limited to progress reports and/or report cards. Teachers may schedule conferences with parent/guardian(s) to discuss academics, attitude, behavior, and any other concerns regarding a student. Parent/guardian(s) are encouraged to request conferences with individual teachers or teams.

SCHEDULES

Loyalsock Township Middle School will operate on a 1, 3, 5 (odd) and 2, 4, 6 (even) day schedule. The first day of school is Day 1. This schedule is very effective for planning and maintaining consistency of regular class schedules, and with unscheduled closings or scheduled holidays.

RELATED ARTS

Throughout the year, students are assigned to Related Arts classes that may include Art, Computer, Futures, Music (Choral and Instrumental), Spanish, Technology, Wellness (Health and Physical Education). Each student may be responsible for the cost of certain materials used for selected projects.

REPORT CARDS

Report cards are issued approximately one week after the end of each nine-week marking period. In no case shall a student's marking period grade be based solely on one examination. Please feel free to request a copy of grading report procedures from an individual teacher or grade-level team leader.

HONOR ROLL

Numerical grades are used for all subjects. Students who achieve grades 80.0 and above in all classes and attain a grade point average of 90.0 to 94.99 will receive Honor Roll status for the marking period. To receive Distinguished Honor Roll, a student must receive no grade below an 80.0 in all classes and attain a grade point average of 95.0 or higher for the marking period.

PROMOTION/RETENTION POLICY

In order to be promoted to the next grade level, a student must pass four of the five academic subjects. Any student not passing two or more academic subjects for the year will be considered a scholastic retention. Failure of an academic subject and a Related Arts average of less than 70 may result in a retention recommendation. Students may be considered for a non-scholastic promotion if certain conditions prevail.

MAKE-UP PROCEDURES FOR ABSENCE/SUSPENSION

If a class or classes are missed due to absence, students will be allowed to make up all work required using the following criteria:

Students will be provided with a minimum of make-up days equal to the days in which they were absent. More days may be added at the discretion of the teacher. Students returning will receive a minimum of one extra day before receiving an assessment.

Students that have been suspended must contact their teachers at the start of the suspension period to determine the work covered during the suspension period. Full credit will be given for those assignments satisfactorily completed and received by the teacher on the first day of the student's return.

ACADEMIC INTEGRITY

Academic integrity is essential to the success of the educational enterprise and breaches of academic integrity constitute serious offenses against the academic community. Every member of that community bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Only through a genuine partnership among students, faculty, staff, and administrators will the school be able to maintain the necessary commitment to academic integrity.

Plagiarism is the unacknowledged use of words and/or ideas of any published work. The penalty for plagiarism, cheating or contributing toward cheating may be a grade of zero (0) in the examination, homework, research paper, or any type of assessment at the discretion of the classroom teacher. The

parent/guardian will be notified and the student will be referred to the building administrator for possible disciplinary action. Any violation of academic integrity is a serious offense and is therefore subject to an appropriate penalty or sanction. Students caught cheating can face Morning Saturday Detention (MSD) and may have an alternative assignment(s) assigned..

ATHLETIC ELIGIBILITY/ACTIVITY POLICY

Academic eligibility for competition in PIAA sanctioned sporting events is governed by a combination of two sets of rules. The first are the PIAA eligibility standards as stated in its Constitution and By-Laws. The second are those specific rules of Loyalsock Township School District. The PIAA and Loyalsock Township School District eligibility rules are extensive. Space does not permit a complete rewriting of these rules. To be eligible to participate in any extra-curricular activity, a student must be passing five credit equivalents the marking period prior to his/her activity. In the case of fall sports*, this will be the last marking period of the previous year. Eligibility will be checked on a weekly basis.

The athletic program is regulated by certain minimum standards set by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), which is a statewide organization. The school can enter a boy or girl in competition with other schools if that pupil meets certain eligibility requirements.

- Parent/Guardian(s) must consent to such participation in writing. A student cannot take part in athletics until a properly signed certificate is returned to school.
- A physical examination is given, and certification is made by a physician that participation in athletics will in no way be harmful to the student before he/she may participate in any sport.
- A student may not compete more than four years beyond the eighth grade.
- If a student has reached his/her 19th birthday before July 1, he/she is ineligible to compete in any sport that school year.
- The P.I.A.A. rules require a pupil to pass at least four full credits to be eligible for the varsity, junior varsity, or junior high athletic program. Students who do not meet the four-credit requirement will become ineligible for academic reasons until they meet the four-credit requirements. Grades will be checked for eligibility on a weekly basis. Students who are academically ineligible at the time of report cards shall be ineligible for 20 school days.
- All work missed during absence from school because of athletic contests must be made up in the regular manner.

Students are required to be in school the entire day of an athletic event if they wish to participate in that event. A student will be allowed one exception to this requirement per activity provided that the administration is notified before 8:30 a.m. The student must get approval for the tardiness and report to school at the agreed upon time.

* If the required seventh grade dental and/or the sixth grade physical exams are not completed in the year they are due; the student will not be able to participate in extra-curricular activities the following school year.

BUILDING INFORMATION

BUILDING HOURS

Students **may not** enter the building before 7:30 a.m., as there is no supervision until that time. At 7:45 a.m. students are allowed in the hallways to pass to their lockers and/or to class. No student is allowed in the classroom section of the building or lockers after 3:15 p.m., unless the student is required to be in the building for a school activity or program.

BUILDING SECURITY

In order to provide a safe environment, all outside doors will be locked at 7:50 a.m. The exception will be the main doors to the school. In the event of an emergency, students and staff will be able to egress using the “panic bars” provided on all exits.

VISITORS & VOLUNTEERS

We welcome visits to our school by parent/guardian(s), other adult residents of the community, and interested educators. We do ask that whenever possible you make appointments prior to your visit. All visitors must report to the office immediately upon entering the building. After signing in, visitors will be given a pass, which must be visibly worn while in the building and returned when leaving the building.

Visitors requesting a verbal exchange with a student or employee will remain in the office and the student or employee will be summoned to the office to meet with the visitor. However, please note that no student or employee will be interrupted during a scheduled class except in an emergency situation.

Any student or employee who becomes aware of a visitor, who does not display a Loyalsock Visitor’s pass, should immediately report the incident of the office.

Parent/guardian(s) who volunteer on a regular basis, and will be in our building for more than an occasional visit, are required to have *Act 34 Criminal Check Record* and *Act 151 PA Child Abuse History* Clearances as well as a Tuberculosis (TB) Test. Clearances and test results must be submitted to the building administrator and kept on file in the middle school office.

GENERAL INFORMATION FOR PARENTS

CUSTODY CONCERNS

In the school environment, both parents shall have access to the child and the child’s school records unless there is a court order that explicitly states otherwise. Therefore, it is the responsibility of the parent(s) to notify the school of any custody matters or concerns and provide the school with current copies of necessary legal documentation (Custody Agreements, Court Orders, Protection from Abuse (PFA) Orders, etc.)

DISCLOSURE OF DIRECTORY INFORMATION

It is the policy of the Loyalsock Township School District to release directory information upon request. A parent or eligible student has the right to release directory information upon request. A parent or eligible

student has the right to refuse to permit the school district to designate any or all of the following types of information about a student as directory information.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The parent or eligible student is required to provide an annual written notification to the appropriate building principal, within the first 30 calendar days following publication of this public notice, if he or she does not want any or all of the above types of information about the student designated as directory information.

DELIVERIES

To prevent interruptions to the instructional day, it is recommended that your child be prepared for the school day (i.e. lunch, band instruments, gym clothes, books, and assignments). However, parent/guardian(s) may drop off forgotten items necessary for the school day to the office, and the student will be called at the appropriate time to pick up the item(s).

Birthday gifts, flowers, balloons, etc. to the building for students will not be delivered to the classroom. Arrangements will be made for the student to pick up these items upon dismissal from school.

LOST & FOUND

Found articles/money should be turned in at the lost and found located in the office. Small articles such as handbags, eyeglasses, jewelry, calculators, etc. should be given to one of the building secretaries for safekeeping. Any and all articles may be recovered after proper identification is made. Articles that are not claimed within a reasonable period of time will be donated to a charitable organization.

FLAG SALUTE/PLEDGE OF ALLEGIANCE

Loyalsock Township Middle School believes it is the responsibility of all citizens to show proper respect for our country and its flag and requires that the Pledge of Allegiance and Flag Salute be conducted in school daily.

Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag. However, students who refrain from such participation shall respect the rights of others who do participate in the ceremony by standing and remaining respectfully silent.

FUNDRAISING

The principal must approve all fund raising projects. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property. Projects that involve students selling items door-to-door are discouraged.

PARENT-TEACHER ORGANIZATION (PTO)

The middle school has an active Parent Teacher Organization (PTO) that helps to provide many enjoyable and educational experiences for our students. This organization exists for the purpose of

fostering effective relationships among students, parent/guardian(s), faculty/staff, administrators, and the school board in pursuit of educational excellence. Parent/guardian(s) are encouraged to join this organization and asked to support its function. The PTO will hold monthly meetings virtually or in the middle school conference room.

OBLIGATIONS

Obligations include, but are not limited to, payment for lost or damaged textbooks, library overdue books/fines; related arts project fees, cafeteria fund account balance, and/or athletic/cheering uniforms/equipment. It is expected that all obligations are to be met when due. Obligations are reviewed regularly.

BACKPACKS

Students are permitted to bring belongings (except as may be noted in this handbook) to school in backpacks, hang them in their lockers and then use them at the end of the day to pack their belongings. Students are not permitted to carry backpacks during the school day. However, drawstring backpacks/cinch sacks and purses/handbags are allowed but must not exceed 32 linear inches.

TEXTBOOKS

Textbooks may be provided for students but remain the property of the school district. Students are responsible for the care and return of all textbooks, including any/all material (calculator) withdrawn from the library, issued to them. Full replacement costs will be charged for lost or damaged items.

PERSONAL PROPERTY

Students are advised to refrain from bringing personal property or excessive amounts of money to school. When possible, checks should be used to pay for school obligations. If valuables must be brought to school, they may be stored in the office.

BICYCLES, ROLLERBLADES, SKATES, SKATEBOARDS, & SCOOTERS

The district regards the use of said vehicles for travel to and from school by students as an assumption of responsibility by parent/guardian(s) and students. In accordance with district rules, students must have parent/guardian(s) permission to ride any vehicle to and from school.

When riding bicycles, rollerblades, skates, skateboards and or scooters to and from school, always be aware of and follow safety and traffic rules. Bicycles should be chained and locked to the bike racks provided by the school. The school's principal must grant permission to bring rollerblades, skates, skateboards, or scooters to school, as storage for these items during the school day must be arranged. The district is not responsible for loss, theft, or damage.

LATE PASSES

Students are expected to arrive at school and their scheduled class on time as assigned. Students late to class must arrive with a late pass from the person at the location from where they were detained. A student arriving late to class without the required written pass will be subject to disciplinary referral. Students are required to use e-hallpass to maintain a record of their hallway privileges. Students are not permitted to be in the halls during classes without prior permission. The office will issue passes only to

those students who arrive late to school, who return from an excused appointment, or who were detained at the office.

TRAFFIC FLOW

1. **All vehicles must follow the one-way traffic flow around the front of the middle school and continue to the intersection of Loyalsock Drive.** SEE THE MAP BELOW FOR DETAILS.
2. At the Loyalsock Drive intersection (exiting the road which is on the back side of the baseball field), **all vehicle traffic** (middle school and high school parents) **must turn left and head east on Loyalsock Drive.** **Please follow the instructions of the persons who will be directing traffic.**
3. Vehicles may then use either Fredna Avenue or Richards Avenue to gain access away from the school campus. Diverting vehicles in this direction will ease the congestion at the corner of Northway Road and Loyalsock Drive.



EMERGENCY INFORMATION

ACCIDENTS

Any accident in the school building, on school grounds, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

EMERGENCY EVACUATION

During the first week of school, teachers will explain the bell system and methods of exit. During a fire drill, students must follow the instructions of the teacher, move quietly and quickly, but should not run. All persons will leave the building according to the fire drill/evacuation procedures.

EMERGENCY INFORMATION

Because student safety is our primary concern, please use the parent portal to update and provide "contact verification" to include changes in telephone number, place of employment information, and/or

emergency contact information. Call the school secretary anytime there is a change in permanent address. This information will enable us to reach you in a timely manner in the event of any emergency.

DELAYED OPENINGS & EMERGENCY CLOSINGS

In the event of a delayed opening or school closing due to inclement weather or any other emergency, please DO NOT call the school or 911. It is imperative to keep phone lines open to handle emergencies. Listen to the local radio and television stations, keep ParentLink messages enabled and follow our social media sites, to receive updates on situations. You may also refer to the district website www.loyalsocklancers.org or school app for updated information.

FIRE DRILL/EMERGENCY EVACUATION PROCEDURES

Fire drills will be held at regular intervals as local and state fire regulations mandate. When the fire alarm sounds, or an intercom message delivers specific directions, the following will occur:

1. Students/Teachers/Staff/Visitors will evacuate the building in an orderly manner to the exit designated in the Emergency Procedures Manual. Teacher/Staff will close doors and windows.
2. Students/Teachers/Staff/Visitors should move away from the building to their appropriate zone.
3. Teachers will take roll to see that all students from their class are present. Designated personnel will collect roll papers and verify the presence of all students, faculty, staff, and visitors.

Students/Faculty/Staff/Visitors may return to the building and go directly to their class only after the appropriate signal is given.

ATTENDANCE

SCHOOL ABSENCE VS TARDINESS

A student is considered tardy if he/she arrives at his/her assigned class after 7:50 a.m. If the student arrives after 8:30 a.m., the student is considered to be one-quarter day absent. If the student arrives after 10:17 a.m., the student is considered one-half day absent. If the student arrives after 12:46 p.m., the student is considered to be three-quarter day absent. For any tardy/absence event, the student must report to the office, sign in, and receive a pass to report to class. A written explanation for tardiness/absence is required.

Consequences may be assigned after a second unexcused tardy. Excessive tardiness will result in consequences and may include prosecution according to the law.

First Tardy	Warning
Second Tardy	Second Warning
Third Tardy	Lunch Detention (30 minutes)
Fourth Tardy	After School Detention (1 hour)

Fifth Tardy	Two (2) After School Detentions (2 hours)
Sixth Tardy	Morning Saturday Detention
Greater than Six Tardies	Extended Saturday Detention May Result in Half-Day Unlawful Absence and/or Truancy Court Referral

EXCUSED VS. UNEXCUSED ABSENCE

An absence is considered **excused** for the following reasons when a written excuse signed by the parent/guardian is received in the office:

- Personal illness
- Death in the immediate family
- A domestic/farm service emergency permit
- Religious holidays
- Required court appearance
- Very unusual weather conditions
- Exceptional, urgent reasons pertaining to the individual student
- Quarantine of the home or individual
- A planned family vacation with the parent/guardian (Prior school approval required.)
- In the case of a special needs student where absence is caused by or directly related to the student's exceptionality

Students must attend school in accordance with school law and district policies. The following definitions pertain to absences:

Excused Absence Definition	Unexcused Absence Definition
Any written excuse verified by parents/guardians (not to exceed ten (10) days in a school year) or a medical/proper legal authority written excuse submitted to the school explaining the absence.	Any absence NOT verified by a written excuse from a medical/proper legal authority or written by parents/guardians. Exceeding the ten (10) day parent excuses will require a medical/legal excuse.

COMPULSORY ATTENDANCE LAW

Following Pennsylvania School Code, all students under the age of 17 are mandated to attend school within the Commonwealth.

CAFETERIA

STUDENT MEAL PLAN

The food service program is a vital part of the wellness program in the Loyalsock Township School District. To encourage good nutrition, well-balanced breakfast and lunch programs are offered daily at reasonable prices. Students who carry their lunches may purchase milk, 100% juice, water, and other nutritious extras.

Detailed menus are available in the cafeteria and on the school website. Several main choices are available daily. A student lunch meal consists of five components. For example:

Sandwich	= 1 protein	*Students may choose three, four, or five components for the \$2.65 meal price.
	= 1 bread	
Garden Salad	= 1 vegetable	(Breakfast Pricing is \$1.30.)
Peaches	= 1 fruit	
Milk	= <u>1 milk</u>	

5 components

A personal identification number (PIN) is assigned to each student to be used at the time of each breakfast/lunch sale. All students are required to use a student ID with barcode PIN when purchasing an item from the cafe staff, whether they are paying cash or using account funds.

In the event that a child should forget his/her lunch money or have insufficient funds in their cafeteria account to cover a meal purchase, a school lunch meal will be provided. Up to three lunches may be charged. Snacks and al-a-carte beverage purchases may not be charged. Water is available via bottle fillers. Bottled water is available for purchase as well. We encourage all parents/guardians to communicate regularly with their child/children about their cafeteria balance and cafeteria purchasing habits. We also encourage parents/guardians to maintain a positive balance in their child/children's cafeteria account.

PAYMENTS FOR BREAKFAST AND LUNCH

Prepaid meal accounts help lunch lines go faster and give students more time to eat and relax. It also gives the parent/guardian peace of mind not having to worry about looking for lunch money every day or worry that it might get lost, stolen or used for things other than breakfast or lunch. The preferred method of payment is to use the [MySchoolBucks](#) app to prepay. With this account, a guardian can:

1. View and print the student's cafeteria transaction history
2. Check to see how much money the student has in his/her cafeteria account.

3. Quickly access the account to deposit funds.

There is no charge for checking your student's balance. To use this service, a parent/guardian should go to the login page available on the school website and register as a new user.

CAFETERIA EXPECTATIONS

Students are expected to adhere to the following guidelines:

- Be seated as directed by the cafeteria monitors.
- Students may be assigned seats by a lunch monitor for health and/or safety reasons.
- No open containers (food or drink) may be taken from the cafeteria.
- No outside deliveries of food items will be accepted at any time of the day.
- Lunch monitors from the cafeteria will dismiss students.

The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in the proper receptacles.
- Returning all trays and utensils to the appropriate area.
- Leaving the table and floor around your seat clean.
- Depositing all recyclables in the proper bins.
- Consuming all food and beverages in the cafeteria. No open beverage containers or goods are to be brought into the school.

Any violation of cafeteria guidelines may result in alternate lunch, assigned seating, loss of cafeteria privileges, detention, and/or suspension from school.

If you have any questions or concerns regarding our food service program, please contact food service director, Mrs. Beth Hufnagel or meals@ltsd.k12.pa.us.

FREE AND REDUCED SCHOOL MEALS

Loyalsock Township Middle School participates in the Federal School Breakfast and Lunch Program. Students or parents/guardians may request the necessary forms for Free and Reduced School Meals Household Applications from the school office, cafeteria, or download from www.ltsd.k12.pa.us website under Food Service or <https://www.schoolcafe.com/>. Current pricing is \$0.30 for breakfast and \$0.40 for lunch.

SCHOOL SERVICES

SCHOOL COUNSELING SERVICES

Our school counselor provides individual and group counseling services for students with particular needs. The counselor will:

- . Assist students to achieve their optimum growth.
- . Enable students to draw the greatest benefit from the offerings of the instructional program.
- . Aid students in identifying options and making choices in career and academic educational planning.
- . Help students learn to make their own decisions and solve problems peacefully and independently.

The school counselor will monitor academic progress, as well as provide support systems for those with personal problems that may affect school performance. Individual counseling is essential for each young person in order to plan intelligently to meet the problems of an increasingly complex society. An appointment may be made with the school counselor by calling the middle school office.

Our school counselor is also responsible for coordinating all special education cases and referrals; administering annual standardized testing; acting as liaison between parent/guardian(s), teachers, and students; and assisting the principal in student scheduling.

If a student is suspected of having a learning, speech, or emotional problem, or if the child is thought to qualify for the Gifted Program, permission for an evaluation is issued to the parent/guardian(s). Parent/Guardian(s) may also request an evaluation.

A Multi-Disciplinary Evaluation (MDE) Team, which includes parent/guardian(s) and school personnel, completes an evaluation to determine if the child needs specially designed instruction. If so, an Individualized Education Plan (IEP) is developed and written. Additional information on special programs is available from the school counselor.

STUDENT ASSISTANCE PROGRAM (SAP)

The purpose of SAP is to identify and make referrals for students who are experiencing problems with drugs/alcohol/mood-altering substances, mental health issues, or general adjustment difficulties. Loyalsock Township Middle School has a **C.A.R.E. Team** (*Children at Risk Educationally*). The team will gather data and, if an intervention is deemed necessary, present facts to the student and his/her parent/guardian(s). Recommendations for action, consistent with school policy, will be made in association with school and community resources. Members of the C.A.R.E. team include: Ms. Antonacci, Mrs. Bomboy, Miss Holmes, Mrs. Krout, Mrs. Preisch, Mrs. Puderbach, Mrs. Sekel, Mrs. Smith, and Mr. Smith.

HOMEBOUND INSTRUCTION

Students who become ill or disabled during the school year may receive instruction at home. A letter from the student's doctor must be sent to the Guidance Office requesting homebound instruction for the student, explaining the nature of the illness or disability and stating that the student will be homebound for a minimum of two weeks. A parent should also notify the attendance office at 570-323-9439. Students may receive up to six hours of instruction each week. When approved by the school board, a certified teacher will be assigned. Subjects requiring special skills or equipment are not available for homebound instruction.

MCKINNEY VENTO HOMELESS STUDENT RESOURCES

The Loyalsock Township School District believes that homeless youth should have access to free and appropriate public education and wishes to remove the barriers that homeless children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in

homeless situations. Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children.
10. Being abandoned or forced out of homes by parents/guardians or caretakers.
11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

For additional information, please visit our [district website](#). Should you have any questions, please contact the LTSD Homeless Liaison, Mr. Dan Egly, degly@ltsd.k12.pa.us or 1-570-326-6508 Ext. 1004.

LIBRARY SERVICES

The Lester L. Greevy Media Center is a service available to students, whether it is for pleasure reading or fulfilling class assignments. The library is open from 7:45 a.m. to 3:15 p.m. on school days. Each student needs a library pass in order to be admitted to the library during regular school hours. Library passes may be obtained from classroom teacher, library aid or librarian. The librarian reserves the right, for just cause, to refuse any student's admission to the library.

Books in general circulation may be checked out for three weeks. Circulating reference materials may only be checked out overnight. Videos and DVDs may only be checked out for three days. Current issue magazines may not be checked out until the new issue arrives. Students are responsible for all materials that they have checked out. A fine of ten (10) cents a day will be charged for each school day that a book, magazine, or pamphlet is overdue. Please notify the librarian immediately if library materials are lost. The student must pay the replacement cost of lost or damaged books.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in extracurricular activities. These activities may include interscholastic sports, Odyssey of the Mind, cheerleading, musicals, plays, etc. It is a privilege and duty of

every person connected with an activity to embody courtesy and sportsmanship in personal actions and earnestly advocate them before others.

Students are expected to be in school the entire day of a scheduled activity if they wish to participate in that event. All rules of the regular student school day are in effect during practices, performances, competitions, and events. Athletics and extra-curricular activities are a privilege and students must meet behavioral expectations as well as financial obligations to participate.

SCHOOL INSURANCE

School insurance is offered for those families who are interested in the protection. The policy outlines the benefits and is a contract between the student and the insurance company. Enrollment brochures are available upon request in the middle school office. We encourage parents to consider the program unless it is felt that the family maintains adequate insurance.

Students who participate in an athletic program of the school are covered by school insurance while the student is participating in a school-sponsored sport. However, the parent's insurance is the primary insurance carrier. Under no circumstances should it be expected that school insurance would pay the total costs of an athletic injury.

HEALTH SERVICES

The mission of our school health program is to maximize the learning potential of each student through health promotion, disease prevention, health education that promotes healthy lifestyles, helping parents obtain access to health care, and maintaining a safe and healthy environment for students.

All students attending Loyalsock Township schools must have all of the required immunizations and the required number of each. Students not having the proper immunization may be excluded from school under the laws of Pennsylvania. Any questions regarding immunization should be directed to the school nurse by calling 570-323-9439 extension 1306.

Please keep your child home if you suspect a communicable disease or virus. Any student suspected of having a communicable disease or virus would be excused from school. Children may return to school when a written statement from their private physician is received stating when they may return to school, or the child must be completely recovered and be readmitted to school by the school nurse.

The facilities of the school nurse are available to all students. The school nurse can administer first aid, decide if the student should go home, and contact parent/guardian(s) accordingly. The school nurse will provide the appropriate pass to return to class and verify the need for dismissal if warranted. The student upon his/her dismissal must turn in this pass verification at the main office.

Medication Policy (Prescription and Non-Prescription)

When possible, please try to arrange your child's medication schedule so that all doses can be given at home. When medication must be given at school, we ask that you follow the school district rules:

1. Obtain a written order from the physician to the school nurse stating the dose and time the medication is to be given. An order form is available in the nurse's office or on our school district's website.
2. The parent/guardian(s) must give written permission to the nurse to dispense medication at school. Permission forms are available in the nurse's office and the middle school office or on our website.

3. Do not send medication with your child. Parent/Guardian(s) must bring the medicine to the school.
4. Medication must be in the original labeled container from the pharmacy stating your child's name, medication dosage, and instructions.
5. The nurse must have a written order from the doctor to discontinue or change the dosage of the medication. A new order must be obtained each school year.
6. The first dose of all medications must be given at home.
7. Medication ordered three times a day should be given at home.
8. NO medication, including over-the-counter medications, should be in the student's possession without a very specific order from the doctor and prior approval by the school nurse.

The Loyalsock Township School District in this manner reinforces the view that taking medication is a serious health matter. Any medication taken without a doctor's order, parent/guardian(s) permission, and school nurse knowledge is not appropriate. Please refer to the **DRUG AND ALCOHOL POLICY** section of this handbook for additional information.

The school nurse will assure compliance with **Pennsylvania Mandated Screenings** as follows.

- Vision Screening – All Grades
- Height and Weight Screening – All Grades
- Hearing – Grades 1, 2, 3, 7, and 11
- Scoliosis Screening – Middle School - done in physical education class
- Dental Exam * - K, 3, and 7
- Physical Exam * - K, 6, and 11

The aforementioned screenings will be performed at school throughout the school year. If you choose to be present for any of these screenings, please notify our school nurse, at 326-3581 ext.1306.

**The dental and the physical exams should be performed by the student's private physician. These examinations must be completed by the end of the school year in which they are due. If not completed, the student will not be permitted to participate in extra-curricular activities the following school year. Eligibility shall be reinstated when the exam is completed.*

CONDUCT & DISCIPLINE

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT

Loyalsock Township Middle School has adopted a proactive approach to discipline, based on teaching, modeling and recognizing both appropriate behaviors, and re-teaching and redirecting students displaying inappropriate behavior. This whole-school approach will increase our ability to reduce disruptions, and teach students to make appropriate choices within their learning community. Our learning community is founded on "Being a Lancer," and it encompasses four expected behavioral elements: Be Respectful, Be

Responsible, Be Kind, and Be Courageous. Students will see these elements many times throughout their daily schedule in halls, rooms, etc. These elements are to become the foundation on which they make their choices as part of their larger school community.

Be Respectful

Lancers are expected to show courteousness and appropriateness in all areas of the school and in all interactions with property, students, and staff. Lancers make everyone feel important, and they take pride in their school.

Be Responsible

Lancers are expected to manage themselves, their time, and their materials appropriately. They are to take personal accountability for their choices. They are to complete all tasks as they are assigned, with great care and with pride in their work. Lancers are responsible for their success.

Be Kind

Lancers are expected to think of others before themselves. They are to show empathy and care for their fellow students. Lancers look out for one another and always seek to build up, not to tear down. Lancers make everyone feel welcome and safe.

Be Courageous

Lancers are confident, responsible risk-takers. They make creative and courageous choices with their learning to fully maximize their time at LTMS. Lancers will stand up when others will not. They are focused on the success, safety, and well-being of all students.

It is our desire to focus on acknowledging and celebrating positive choices. This will be accomplished through various rewards, opportunities, moments of recognition, etc. Teachers, administration, and peers will select these throughout the school year through a referral process. It is important that the community stands behind good choices, and promotes whole-school success.

Decisions that are negative to the school community will not be tolerated. Negative choices and their consequences are summarized in the **CHOICES & CONSEQUENCES MATRIX**.

The following represents common behavioral expectations for **ALL** students in the learning community.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS/EXPECTATIONS

	Be Respectful	Be Responsible	Be Kind	Be Courageous
BEFORE/AFTER SCHOOL LOBBY	<p>Be polite to the adult server.</p> <p>Respect others and be respectful of others' property.</p> <p>Say "Please" and "Thank you."</p> <p>Stay in the lobby area until dismissed.</p>	<p>Clean up <i>your</i> mess.</p> <p>Throw away all garbage</p>	<p>Open doors for students and adults.</p> <p>Keep doorways and walkways clear.</p>	<p>If you see something, say something.</p> <p>Stand up to negative behaviors.</p> <p>Praise others for good efforts.</p>
HALLWAY	<p>Walk on the right side of the hallway.</p> <p>Pick up trash if you see it and dispose of it properly. Keep our halls clean.</p>	<p>Report directly to your classroom.</p> <p>No food or drinks in the hallway.</p> <p>Keep cell phones in locker.</p> <p>Limit locker conversations.</p>	<p>If a Lancer is in need, help them out.</p> <p>Keep noise levels down. Be kind to other classrooms.</p>	<p>If you see something, say something.</p> <p>Stand up to negative behaviors.</p> <p>Praise others for good efforts.</p>
LOCKERS	<p>Respect others and be respectful of others' property.</p> <p>Power down personal technology before the day starts.</p>	<p>Keep your materials and locker contents organized.</p> <p>Always shut and ensure your locker door is locked.</p> <p>Keep food or drink properly sealed in your lockers.</p>	<p>If a Lancer is in need, help them out.</p> <p>Keep noise levels down. Be kind to other classrooms.</p>	<p>If you see something, say something.</p> <p>Stand up to negative behaviors.</p> <p>Praise others for good effort.</p>

	Be Respectful	Be Responsible	Be Kind	Be Courageous
Classrooms	Use appropriate and positive language. Respect others. Be respectful of others' property. Listen when others are speaking. Take responsible risks with your learning.	No cell phones in class. Follow all directions the first time they are given. Be on time. Be prepared. Use technology only when it is required.	Encourage others at all times.	Ask questions. Try something new. Don't be afraid to be wrong. Ask for help. If you see something, say something. Stand up to negative behaviors. Praise others for good effort.
Bathroom	Dispose of your trash in the garbage can. Be respectful of others.	Keep cell phones off & in lockers or at home. Keep iPad and other electronic devices in classroom. Report back to class in a timely fashion.	Be courteous of others' needs for privacy.	If you see something, say something. Stand up to negative behaviors. Praise others for good effort.
Use of Technology	Respect others. Be respectful of others' property. Manage your iPad properly. Keep it clean.	Make certain your technology is fully charged and ready for class. Power down technology or follow "Apples Up" when asked. Follow all directions the first time they are given. Keep your digital foot print clean.	Encourage others to use technology appropriately. If you can help another Lancer, do it.	If you see something, say something. Stand up to negative behaviors. Praise others for good effort.

	Be Respectful	Be Responsible	Be Kind	Be Courageous
Courtyard & Outdoor Areas	Respect others. Be respectful of others' property. Maintain reasonable volume for classes that are in session. Be mindful of classes in session.	Clean up after yourself. Keep outside debris out of building. Only go where you've been directed.	Help students and teachers carry materials.	If you see something, say something. Stand up to negative behaviors. Praise others for good effort.
Locker Rooms	Respect others. Be respectful of others' property. Be respectful of personal space.	Clean up after yourself. Use only your lockers and lock up all personal belongings.	Be courteous of others' needs for privacy.	If you see something, say something. Stand up to negative behaviors. Praise others for good effort.
Cafeteria	Say please and thank you to the cafeteria staff. Demonstrate respect for others and their property. Keep your hands and feet to yourself.	Take only the food you will eat Choose healthy options. Manage materials and food responsibly. Clean up after yourself.	Welcome anyone at your table. Offer to help students who may need it. Help clean up someone else's mess	If you see something, say something. Stand up to negative behaviors. Give a compliment to a friend and cafeteria staff.

	Be Respectful	Be Responsible	Be Kind	Be Courageous
Bus	Respect the personal space of other riders. Keep your hands to yourself. Use appropriate language.	Clean up your own area. Help younger riders. Refrain from eating and drinking on bus. Refrain from eating and drinking on bus.	Include others. Greet your bus driver upon entering the bus. Thank your driver upon exiting.	If you see something, say something. Stand up to negative behaviors. Praise others for good effort.
Auditorium	Be quiet and attentive during performances. Respect others. Be respectful of others' property. Refrain from eating and drinking.	Power down technology. Follow all directions the first time they are given. Stay in your assigned seat/location.	Only use appropriate applause.	If you see something, say something. Stand up to negative behaviors. Praise others for good effort.
Activities & Sporting Events School Trips	Respect others. Respect the personal space of other riders on bus rides. Keep your hands to yourself. Remember that you represent your middle school.	Respect all location/activity rules. Follow all directions the first time they are given. Clean up after yourself. Manage any needed materials appropriately.	Be a good sport at athletic events. Encourage all competitors (on both sides). Say please and thank you.	If you see something, say something. Stand up to negative behaviors. Praise others for good effort.

CHOICES & CONSEQUENCES MATRIX

Level 1 Choices	<p><i>Late to Class</i></p> <p><i>Classroom Disruption</i></p> <p><i>Cafeteria Misbehavior</i></p> <p><i>Bus Misbehavior</i></p> <p><i>Hallway/Commons Area Misbehavior</i></p> <p><i>Tardiness</i></p> <p><i>Misuse of Technology (Minor)</i></p> <p><i>Dress Code Violation</i></p>	Level 1 Consequences	<p><i>Warning/Informal Conference</i></p> <p><i>Teacher/Lunch Detention</i></p> <p><i>Parent Contact</i></p> <p><i>Suspension of Privileges</i></p>
Level 2 Choices	<p><i>Repeated Level 1 Behaviors</i></p> <p><i>Skipping Class</i></p> <p><i>Disrespect to Property, Peers, or Staff</i></p> <p><i>Safety Violation (Bus or Building)</i></p> <p><i>Misuse of Technology (Major)</i></p> <p><i>Academic Dishonesty</i></p> <p><i>Excessive Tardiness/Unexcused Absence</i></p>	Level 2 Consequences	<p><i>Administrative Referral/Parent Contact</i></p> <p><i>Administrative/After School Detention</i></p> <p><i>Suspension of Privileges</i></p> <p><i>Parent Conference</i></p> <p><i>Restricted Movement</i></p> <p><i>Referral to School Counselor/SAP Team</i></p>

<p>Level 3 Choices</p>	<p><i>Harassment/Bullying</i></p> <p><i>Abusive Language/Intimidation</i></p> <p><i>Insubordination</i></p> <p><i>Damage to Property</i></p> <p><i>Fighting</i></p> <p><i>Misuse of Technology (Severe)</i></p> <p><i>Violation of Probation/Restricted Movement</i></p>	<p>Level 3 Consequences</p>	<p><i>In School Suspension</i></p> <p><i>Out of School Suspension</i></p> <p><i>Morning/Full Saturday School</i></p> <p><i>Parent Conference</i></p> <p><i>Behavior Plan/Contract</i></p> <p><i>Restitution</i></p> <p><i>Referral to School Counselor/SAP</i></p>
<p>Level 4 Choices</p>	<p><i>Threats or Planned Attack</i></p> <p><i>Possession of Drugs, Alcohol, Tobacco</i></p> <p><i>Weapons Violation</i></p> <p><i>Theft</i></p> <p><i>Trespassing</i></p> <p><i>Vandalism</i></p>	<p>Level 4 Consequences</p>	<p><i>Out of School Suspension</i></p> <p><i>Expulsion</i></p> <p><i>Hearing</i></p> <p><i>Referral to Authorities</i></p> <p><i>Restitution</i></p>

CODE OF CONDUCT

Students have the right to a public education, to learn and to be safe at school, and to get help from counselors, teachers, administrators, and staff. Students also have the right to solve problems in a reasonable manner and to be respected by others. Most of all students share with the administration, faculty, and staff a right and responsibility to develop a climate within the school that is conducive to wholesome learning and living. If students act responsibly, certain rights can be guaranteed. It is the

responsibility of each student to respect the rights of his/her fellow students, teachers, administrators, staff, and all others who are involved in the educational process.

The school district reserves the right to take necessary and appropriate action to protect the safety and well-being of the school community. All violations of the Code of Conduct may result in disciplinary action that could include suspension or expulsion, unless specific and significant mitigating factors are present.

There is a complete list of misconduct in Board Policy #218.2.

DETENTION

Teacher / Lunch Detention (LD)

Students assigned teacher detention will arrive at the designated teacher's room at the designated time period (typically during lunch). They will remain in this detention until released by the teacher. Students assigned lunch detention will eat in the cafeteria, but will be removed from the larger peer group. They will additionally receive their meals *after* other students have gone through the line. Students may also be required to serve lunch detention in a separate room as warranted.

Administrative / After School Detention (ASD)

Students assigned after school detention will receive notice (either by written slip, or by parent phone call) of their detention at least one school day in advance. Detention periods run from dismissal until 4:00 p.m. Students assigned after school detention are to report promptly following dismissal. Students will remain in the designated room until 4:00 p.m.

Morning Saturday Detention (MSD)

Morning Saturday Detention will run from 7:55-11:30 a.m. on Saturday mornings as assigned. Students will be assigned MSD on a given date. Students who play sports or are involved in any kind of activity *MUST* serve that MSD and would have to forfeit their right to play or perform in a Saturday activity if it takes place during their scheduled MSD.

Extended Saturday Detention (ESD)

Extended Saturday Detention will be held on Saturdays from 7:55-3:00 p.m. Students will have a half-hour lunch and two restroom breaks; one in the morning, and one in the afternoon. Students are required to bring their own bagged lunch, as one will not be provided for them. Student absences from ESD will be verified and rescheduled. If students are absent on the Friday before the scheduled ESD, a parent/guardian must: Come to the school between 7:30-7:55 a.m. to explain to the monitor that the student is ill and will not attend **OR** call 570-323-9439 Ext. 1202 and leave a message prior to 7:55 a.m. on Saturday.

SUSPENSION OF PRIVILEGES

Suspension of privileges means that the student is not permitted to attend any non-curricular event (i.e. football, basketball, and dances) in which the Loyalsock Township School District participates. However, students may participate in non-curricular practices.

Reporting

The principal or designee will inform the student of the suspension of privileges, the start date, and the ending date. The principal or designee will also contact the parent/guardian(s) informing them of the reason(s) and duration of the school probation. If a student is released from the suspension prior to the end of the week, he/she will be issued a pass indicating that his/her suspension has been fulfilled. The student is responsible to present this pass upon seeking admission to any event occurring prior to the end of the week.

INTERNET & NETWORK POLICY/COPYRIGHT MATERIALS

The use of the school's Internet and Network is a privilege. While using the Internet and Network, students agree not to explore any topics that are inappropriate according to current standards and school rules. It is understood that this agreement is in effect even when not being directly supervised. Furthermore, it is also understood that if this agreement is broken, all further Internet and Network privileges may be lost and consequences may be issued to the student.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be held liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of that order would involve violation of copyright law.

The guidelines seek to provide a roadmap for educators, scholars, and students to follow when developing educational multimedia projects using portions of copyrighted works under "fair use" rather than by seeking permission. Students may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course, or when producing educational multimedia projects to support their learning needs. Students may perform and display their own projects in the course for which they were created. Students may retain copies in their own portfolios as examples of their academic work for later personal use, such as job and school interviews.

All employees of the Loyalsock Township School District are relinquished of all responsibility regarding students' use of the Internet and school Network.

ELECTRONIC DEVICES

Students are ***not*** permitted to use cellular phones or other electronic devices (other than school-issued iPads) in school between 7:50 a.m. and 3:00 p.m. Cell phones/electronic devices must be **out of view** when entering the building to begin the school day. **Students are expected to secure their cell phone in their locker with the device turned off.** Cell phone use without teacher permission may result in confiscation. A parent will be informed of the confiscation in order for them to pick up the electronic device. School personnel will not be responsible for any lost or stolen electronic devices

DRESS & APPEARANCE

We recognize that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, it is necessary that all students dress appropriately for all school functions.

To ensure appropriate attire all students will adhere to the following guidelines:

1. All tops that do not sufficiently cover the body are inappropriate.
2. Spaghetti straps and tank tops are inappropriate. Tops must have a 3" strap and 3" sleeve.
3. No student, teacher or athletic coach will be permitted to remove his/her "shirt" during Physical Education Classes, sports practices, weight lifting, or any organized athletic event.
4. Clothing referring to drugs, alcohol, sexual innuendo, or other designs or phrases, which may be offensive to others, are not appropriate for school attire.

5. Any article of clothing, clothing accessory (buttons, badges, armbands, facemask, etc.), or insignia that possesses the potential of identifying a specific group or gang affiliation is not acceptable.
6. Footwear must be worn at all times. For safety reasons, flip flops/thong sandals are not recommended footwear.
7. No hats, bandannas, or other headwear are to be worn except in the case of religious observance or medical reason (to be approved by the principal).
8. Students are not permitted to wear sunglasses inside the school building.
9. No obvious outdoor wear (coats) are permitted during the school day.
10. No chains (i.e. wallet chains), studs, or other excessive exposed metal are permitted.
11. No undergarments may be visible.
12. Tight-fitting shorts, spandex, yoga pants, or other tight-fitting or body-conforming clothing are not considered appropriate school attire.
13. Shorts, skorts, and skirts must be a reasonable length.
14. Pants with holes above typical skirt length should not be worn to school.

First offense: The student will be asked to turn the piece of clothing inside out, wear apparel provided by the school, or call a parent/guardian for appropriate clothing.

Recurring offenses: The student will be subject to disciplinary action.

LOCKERS

Each student is assigned a locker with a combination lock or key padlock. This locker is for the convenient storage of clothing and books. These lockers and padlocks remain the property of the school district and shall under no condition be considered the private property of the student. Lockers shall be subject to regular, random search throughout the school year.

Students are prohibited from sharing their locker with another student and should not share their locker combination with others. Students are discouraged from bringing valuables or large sums of money to school. The school cannot be responsible for missing items. Students are permitted to go to their locker at approved times only. Students arriving to school late or leaving early may go to their locker at that time.

SUSPENSIONS & EXPLUSIONS POLICY

Students who willfully defy school rules, or who do not fulfill their responsibilities, are subject to exclusion from school. Exclusion from school may take one of the following forms: In-School Suspension, Out-of-School Suspension or Expulsion.

The types of offenses that could lead to school exclusion include:

- Constant disruption of school classes or functions.
- Failure to report for scheduled classes.
- Leaving school grounds without permission.
- Fighting with, or assaulting, another student.
- Possession or use of tobacco products or smokeless tobacco on school property.

- Irresponsibly damaging, defacing, or destroying school property.
- Assaulting a teacher or other school personnel.
- Possession and/or use of alcoholic beverages, controlled drugs and/or look-alike, non-controlled drugs.
- Using profanity.
- Defiance of school authorities.
- Other offenses that disrupt the learning process or endanger the health and/or safety of the school community.
- General regulations pertaining to the student's rights and responsibilities.

A student on an out-of-school suspension must contact all his/her teachers to determine what work will be covered during the suspension period. If the missed assignments are satisfactorily completed and received by the teacher on the first day the student returns to school following a suspension, full credit will be given for this missed work.

Students on an out-of-school suspension will be permitted to make up their work, including examinations, using the following timetable:

- 100% of the earned credit will be given for class work that is completed and turned in at the beginning of the class, or examinations taken, for the first day when returning from suspension.
- 75% of the earned credit is given for completed work turned in the second day.
- 50% of the earned credit is given for completed work turned in the third day.
- No credit is given after the third day.

When an examination is given during the student's suspension period, it is the student's responsibility to schedule make-up arrangements with the subject teacher. The two-day limit pertains to this situation. Failure to do so will result in the student receiving a zero for the missed examination.

Expulsion is the exclusion from school by the Board of Education for a period exceeding ten school days, and may be permanent expulsion for the school rolls. All expulsions require a prior formal hearing as mandated by due process.

SEARCHES

When reasonable suspicion exists, school authorities reserve the right to make periodic inspections and/or random searches of the following:

- Student lockers.
- All backpacks, book-bags, handbags, wallets, or similar things carried in school.
- Student pockets.

The periodic inspections or random searches may be done without prior notice to students, and/or to the maximum extent permitted under Pennsylvania law at any given time. School authorities may confiscate illegal materials, contraband, or evidence of a prohibited act or item found during any search. Any such materials may be used against the student in disciplinary proceedings and/or disposed of in any way the school authorities determine, including being given to law enforcement authorities.

ANTI-BULLYING POLICY

Loyalsock Township School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, in school vehicles, on school buses, at designated bus stops, and at school-sponsored events and/or activities, whether occurring on or off campus.

BULLYING shall mean unwelcome or intentional verbal, electronic, written or physical conduct directed at a student by another student(s), which occurs in a school setting that is severe, persistent or pervasive and has the effect of:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Examples of **bullying** may include, but are not limited to:

1. Physically harming a student (e.g., hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner).
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
5. Cyber bullying: forms of verbal and psychological bullying may also occur on the Internet through email, instant messaging, or personal profile websites such as My-Space, Facebook or similar social media outlets.
6. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
7. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

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

SCHOOL SETTING refers to being in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily

spend traveling to and from school or school- sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property or school-sponsored events.

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. District's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

The district expects employees who observe or become aware of an act of bullying or extortion to take immediate, appropriate steps to intervene. If an employee believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, s/he shall report the bullying or extortion to the school principal for further investigation. If proper reporting is not engaged in by the employee in a position to observe the conduct, the district reserves the right to impose discipline on the employee as deemed appropriate under the circumstances.

EDUCATION

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

STUDENT, PARENT/GUARDIAN, & EMPLOYEE REPORTING

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

If employees cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal.

INVESTIGATION PROCEDURES

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or other individuals who participate in the investigation of allegations of bullying.

CONSEQUENCES/DISCIPLINE

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities, as defined in the Code of Student Conduct.

Depending upon the severity of a particular situation, the building principal may also take the appropriate steps to ensure students' safety. Such steps may include separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and the implementation of a safety plan and/or supervision plan with parents/guardians.

INTERPLAY WITH OTHER SCHOOL DISTRICT POLICIES

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardian from filing a complaint under the school district's anti-harassment policy.

TRANSFER OF DISCIPLINARY RECORDS

This policy expands provisions to include students transferring to or from a nonpublic school. Whenever a student transfers to a nonpublic school, a certified copy of the student's disciplinary record shall be transmitted to the nonpublic school to which the student has transferred within ten (10) days from the receipt of the request. Also, the same applies when students transfer from schools within the same entity.

CONFIDENTIALITY

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

REPRISAL

Any student who retaliates against another student for reporting bullying or for assisting or testifying in the investigation or hearing may be subject to consequences as defined in the Code of Student Conduct.

DRUG & ALCOHOL POLICY

Drug, Alcohol, and Mood Altering Substances – Board Policy 227

This policy is violated when any student, visitor, guest, or any other person unlawfully manufactures, uses, ingests, abuses, possesses, constructively possesses, is under the influence of, distributes or attempts to distribute drugs, look-alike drugs, alcohol or any mood altering substances, or drug paraphernalia on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities utilizing transportation approved by the school district; or one who conspires, aids, or abets in the use, abuse, and active possession or constructive possession or distribution of drugs, alcohol, or any mood altering substances. Anyone who conspires, aids, or abets in the use, abuse, and active possession or constructive possession or distribution of drugs, alcohol, or any mood altering substances shall also be disciplined under this policy. Any drugs, alcohol, or any other health endangering compounds are illegal and fall under the procedures inherent in the policy, including, but not limited to:

- Alcohol
- Alcoholic beverages
- Anabolic steroids

- Glue/solvent
- Amphetamines
- Synthetic opiates
- Other hallucinogens
- Containing substances
- Look-alike drugs
- Marijuana
- LSD
- Tranquilizers
- Drug paraphernalia (any equipment, utensil or item which in an administrator's judgment can be associated with the use of drugs, alcohol, or controlled substance)

<u>Cooperative Behavior</u>	<u>Uncooperative Behavior</u>
The student's willingness to reasonably and helpfully work with school officials to comply with deducing facts of the incident in question.	The student's resistance or refusal (verbal, physical, or passive) to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit, and flight are examples of uncooperative student behavior. Uncooperative behavior includes, but not by way of limitation, refusal to comply with Student Assistance Program requests and recommendations.

SEARCHES

School administrators and/or designees have the right to search lockers and belongings when a reasonable, individualized suspicion exists that a student may be hiding contraband or exhibiting evidence of a prohibited act. School officials may seize any prohibited materials. Random locker searches will be conducted periodically, including school lockers and motor vehicles on school property. Student belongings that may be searched include: backpacks, books, vehicles, purses, pockets, wallets, etc.

DRUG TESTING (SUSPICION)

Policy 227 allows school administrators to test ANY student they believe to be under the influence of drugs and/or alcohol. Testing will be conducted by breathalyzer for alcohol suspicion or urinalysis, through the Susquehanna Health Work Center, for drug suspicion.

DRUG TESTING (RANDOM)

This policy encompasses students in grades 6 through 12 participating in any extracurricular activity or those who meet the district's guidelines to drive on campus and wish to obtain a parking permit. In addition, this policy includes, but is not limited to students involved in homebound, home educated, virtual, cooperative agreements and cyber/charter programs who wish to participate in the aforementioned activities. The district welcomes all students, with the permission of their custodial parents/guardians, to voluntarily participate in the program.

The district requires written permission from both the student and his/her custodial parents/guardians to consent to drug testing. No student will be able to participate in any extracurricular activity or to obtain a parking permit without such consent. Written consent shall be in the form attached to this policy as [227.1 Attachment](#).

Random testing up to twelve (12) times per year shall be conducted without prior notice for up to ten percent (10%) of students who have signed a Drug Testing Consent Form. Students selected for testing shall be chosen at random, using a scientifically valid method. A student notified that s/he has been selected for random testing shall proceed immediately to the test site on campus.

Testing will be done without prior warning. The dates of testing and the number of tests to be performed will be determined by the district. Students are randomly selected using a scientifically valid method. Random testing may be performed at any time between July 1 and June 30 of any given year.

Drug testing, by way of urine samples, will be conducted and analyzed by the medical vendor. Trained and certified personnel shall collect samples, in a manner that is in conformance with industry standards and properly balances the values of privacy and confidentiality with the accuracy of the test. The urine sample will be analyzed at a lab or on site at the discretion of the administration. The testing process shall utilize appropriate chain-of-custody procedure.

Any eligible student selected randomly for drug testing who is absent on the day of testing will be tested on the next testing date. No student shall alter the outcome of a drug test by adding a substance to a sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the sample.

All positive test results will be reported to the Oversight Committee in accordance with the record maintenance and disclosure section of this policy.

The building principal or designee shall maintain a file of signed Drug Testing Consent Forms. Any written revocation of consent will be attached to the student's signed Drug Testing Consent Form.

Students who have signed Drug Testing Consent Forms must cooperate reasonably with drug testing procedures pursuant to this policy. Any student who fails to cooperate will have the same consequences as students testing positive during a drug screening.

DRUG TESTING (VOLUNTARY)

The district will establish a voluntary drug-testing program for those students of age of consent and for all other students requested by their custodial parents/guardians to participate in the program. These students will be placed in the same pool as all other students in the mandatory program.

On an annual basis, custodial parents/guardians of students in grades 6-12, who are not in sports, activities or who do not drive to/from school, may consent to have their student(s) participate in voluntary drug testing by signing a Drug Testing Consent Form. To participate in drug testing, the consent of a custodial parent/guardian is required. Consent forms may be obtained from school offices.

The building principal or designee shall maintain a file of signed Drug Testing Consent Forms. Any written revocation of consent shall be attached to the student's signed Drug Testing Consent Form.

For complete policy details, please read [POLICY 227.1](#) and related [ATTACHMENT](#).

TERRORISTIC THREAT

Any threat meant to cause another to fear bodily harm is a terroristic threat. Terroristic threats are very serious and may result in arrest by the State Police, suspension, and/or expulsion.

LIGHTERS OR OTHER INCENDIARY ITEMS

No lighters, matches, etc. should be brought to school or to any school event. These items are not for use of students and pose a risk to others. Lighters or other incendiary items will be confiscated from any student and returned only to a parent/guardian. Strict disciplinary measures will be taken to those who choose to ignore this rule.

TOBACCO POLICY

Act 145. Title 18 makes it illegal for students to have in their possession any form of tobacco product including chewing tobacco. The law defines possession or use of tobacco products or smokeless tobacco by a student between the ages of six through 21 in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. A student who commits an offense under this section shall be subject to prosecution initiated by the local district and shall, upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district and to pay court costs.

UNLAWFUL HARASSMENT

It is the policy of the Loyalsock Township School District to maintain a positive environment that is free from harassment. In accordance with Policy No. 248, the district will maintain a positive educational environment in which harassment in any form is not tolerated. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications or for students to harass other students through conduct or communication.

The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability. Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

The Board of School Directors (The Board) prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages individuals who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Any person who alleges sexual harassment should report directly to his/her immediate supervisor, building principal, school counselor, or other individual designated to receive such complaints. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Filing a complaint or otherwise reporting any form of harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. A substantiated charge against a staff member in the district shall subject such staff member to disciplinary actions, including discharge. A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline code.

WEAPONS POLICY

The Board of School Directors (the Board) recognizes that violence in society is now reflected in our schools. While violence in our community is everybody's problem, it is the special goal of the Board to give all students a safe environment in which to learn. This policy is enacted to comply with the Gun-Free Schools Act of 1994 and is intended to be supplemented by the Pennsylvania Crimes Code.

No student shall possess any weapon in school buildings or on the grounds of any school or in any school bus or at any school activity, event, or function. Possession is defined as on the student, in the student's locker, or otherwise under the student's control.

For the purpose of this policy, "weapon" shall refer to any item used in a threatening manner. Items shall include, but are not limited to, any knife, cutting tool, cutting instrument, nunchuck stick, firearm, shotgun, rifle, air or B.B. gun, metal knuckles, chain razor, ice pick, explosive or any other tool, instrument or implement capable of inflicting serious bodily injury, or any item defined as a firearm under Title 18 United States Code, Section 921.

Written notice of any incident involving possession of a weapon on school premises shall be given to the parent/guardian(s) of the student and to the appropriate law enforcement agency.

Any student who is determined to have brought a weapon (defined as firearm under 18 USC Section 921) to school shall be expelled from school for a period of no less than one (1) year. However, the Superintendent may modify an expulsion requirement for a student on a case-by-case basis.

STUDENT IPAD PROCEDURES & INFORMATION

Student iPads will be distributed at the beginning of the year during first day meetings. Parents and students must sign all required documents before the iPad can be issued to their child.

The iPad is school property, and all users will follow the iPad Policy document and the LTSD Acceptable Use Policy for Technology. Students are responsible for the general care of the iPad they have been issued. Any iPads that are broken or fail to work properly must be taken to the Technology Office located in the High School for an evaluation of the equipment.

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present. If a student repeatedly leaves his or her iPad at home, he or she will be subject to appropriate disciplinary action that may include time served before or after school, restriction, or loss of iPad privileges. When applicable, law enforcement agencies may be involved.

*Students may be selected at random to provide their iPad for inspection. iPad use and contents may also be monitored remotely.

ACCEPTABLE USE

The use of the Loyalsock Township School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by LTSD is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Loyalsock Township School District's Student Code of Conduct shall be applied to student infractions. (Complete Acceptable Use Policy)

PARENT / GUARDIAN RESPONSIBILITIES

Talk to your children about values and standards that your children should follow for the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies,

and radio. LTSD students will have access to their devices during school hours. Devices will have Internet filtering on them at all times while in school. Establish ground rules for iPad use outside of the school day. Loyalsock Township School District will also be able to restrict the purchase of legal content through iTunes that can be put on the device.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Inappropriately utilizing photos, videos, and/or audio recordings of any person
- Changing iPad settings in an effort to circumvent the filtering system
- Downloading inappropriate apps
- Spamming or sending inappropriate emails
- Gaining access to another student's accounts, files, and/or data
- Vandalism to their iPad or another student's iPad

SPECIAL & GIFTED EDUCATION

SPECIAL & GIFTED EDUCATION OVERVIEW

The district conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special and/or gifted education. If your child is identified by the school district as possibly in need of such services, you will be notified of applicable procedures. Individualized service programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Autism/pervasive developmental disorder
- Blindness or visual impairment
- Deafness or hearing impairment
- Developmental delay
- Mentally gifted
- Mental retardation
- Multi-handicapped
- Neurological impairment
- Other health impairments

- Physical disability
- Serious emotional disturbance
- Specific learning disability
- Speech and language impairment

SPECIAL & GIFTED EDUCATION REFERRAL

Parent/guardian(s) who believe their child needs special and/or gifted education services should call the school counselor to request screening and/or evaluation. Screening activities are ongoing and include:

- Teachers' observation of students
- Group tests - both intellectual and academic
- Vision and hearing screenings
- Speech/language screenings
- Review of cumulative files – including attendance records, health reports, and report card grades
- Fine and gross motor (small and large muscle) screenings
- Support and monitoring from building teams

Requests for evaluation by a multidisciplinary team should be made in writing. Before a child is considered for a special and/or gifted program, his or her parent must grant permission in writing for the evaluation. Teachers and other school personnel as well as parents may refer a child for evaluation. Parents are told:

- Who referred their child for evaluation?
- Why the child was referred
- How they can review their child's school records
- What procedures and types of evaluation will be used?
- That their involvement in the evaluation process is encouraged
- The schedule for the valuation process.
- Their rights regarding consent for evaluation. A parent who does not consent to an evaluation may be asked to attend a conference with the teacher, principal, psychologist or other school personnel.

SPECIAL & GIFTED EDUCATION EVALUATION

A multidisciplinary team evaluates a child to determine such things as his or her learning ability, behavior patterns, physical coordination, and communication skills.

The team may include the regular education teacher, speech therapist, and counselor or psychologist in addition to the parent, and the school's principal. The team will review the results of the evaluation and determine special/gifted education services.

If a special education/gifted placement is recommended, the parents will be part of the team that develops an Individualized Education Program (IEP) for their child.

SPECIAL & GIFTED EDUCATION DUE PROCESS

Due process is a series of steps to assure students a free, appropriate public education. At each step in determining a child's needs for special/gifted education services, parents have the right to disagree with the team's decisions. These decisions may be reviewed in a due process hearing if parents and school personnel cannot reach agreement.

INDIVIDUALIZED EDUCATION PROGRAM/ NOTICE OF RECOMMENDED ASSIGNMENT

Every student receiving special/gifted education services must have an Individualized Education Program (IEP), a written summary of his or her education plan. IEP's are developed during planning conferences attended by the team members.

Special/gifted education, related services, and any regular education program or activities in which the child will participate are described in the IEP.

To ensure that a child's IEP is appropriate for continued growth, the plan is reviewed when major changes are needed (because goals are met more quickly or slowly than expected, or a child's needs change), and at least once a year.

Parents should retain a copy of the IEP to follow their child's progress, and they should contact the child's teacher if they have questions.

NORA

Before an IEP can be implemented, the parent is asked to give approval for special/gifted education placement by signing a Notice of Recommended Assignment (NORA). This legal document notes the type of program in which the child is to be enrolled.

A child's NORA is reissued when programming is changed to a major degree. Parents should retain the NORA with the child's IEP in a safe place.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information.

All student information is confidential. It is available only to people in education working with a child and to his or her parents. For more information on any aspect of special education contact the Student Services office.

CHAPTER 15 STUDENTS

In compliance with state and federal law, the Loyalsock Township School District will provide services to each protected handicapped student, without discrimination or cost to the student or family as follows: those related aids, services or accommodations which are needed to provide the student with an equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in, or access to, an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs.

For more information on the evaluation procedures and provisions of services to protected handicapped students contact the Student Services office.

FAMILY EDUCATIONAL RIGHTS

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

These rights are:

- The right to inspect and review the student's education records within 45 days of the date the district receives a request for access. Parents or eligible students should submit to the school's principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
- A written request should be submitted to the school's principal clearly identifying the part of the record for which a change is requested and explaining why it is considered to be inaccurate or misleading.
- If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding hearing procedures will be provided to the parents or eligible students when they are notified of their right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapists); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her

professional responsibility.

- The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

TITLE VI & TITLE IX, SECTION 504

The Loyalsock Township School District is an equal opportunity educational institution and will not discriminate on the bases of race, color, national origin, sex and/or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.