

Meyersdale Area School District

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www.masd.net

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Director of Curriculum: Mr. Timothy Kretchman (Ext. 306)

Elementary Principal: Mrs. Jacalyn Baer (Ext. 312)

Elementary Guidance Counselor: Mrs. Joanne Scarrone (Ext. 314)

School Nurse: Mrs. Amy Rough (Ext. 308)

Secretary: Mrs. Ginger Ackerman (Ext. 312)

Secretary: Mrs. Jeanne Klink (Ext. 314)

ELEMENTARY SCHOOL STUDENT HANDBOOK

The mission of the Meyersdale Area School District, in partnership with parents and community, is to provide our students a high quality education enabling them to communicate effectively and function as responsible and productive citizens in a changing world.

Welcome to the Meyersdale Area Elementary School! The purpose of this student handbook is to inform you of the policies adopted by the Meyersdale Area School District Board of School Directors, as well as expectations and procedures followed in the Meyersdale Elementary School. Every child is extremely important to us and we strive to provide an environment that supports the mission of the Meyersdale Area School District. A partnership with parents and community is crucial and we encourage parent and community participation in our school setting. By working together we can provide a high quality education for your child. Please do not hesitate to contact the school with any questions or concerns that may arise.

Have a great school year!

Jacalyn Baer

Meyersdale Elementary School Principal

The Meyersdale Area School District is an equal opportunity education institution and will not discriminate on the basis of sex, color, nationality, religion, marital status, age, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Mr. Timothy Kretchman, Director of Curriculum (634-8450); or the Department of Health, Education and Welfare, Washington, D.C. (Refer to Nondiscrimination in School and Classroom Practices Policy No. 103)

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Referenced district policies can be accessed on the MASD webpage.
See Site Shortcuts – Meyersdale Area Policy Manual

PARENT TEACHER CONTACTS (Refer to Relation With Parents/Guardians Policy No. 908)

The Meyersdale Area Elementary School encourages frequent contacts between parents and teachers. Should a question or concern arise, we ask that you call the school office (634-8313). If the teacher is in class or not available, your message will be taken and forwarded to the teacher who will respond at their earliest convenience. You may also contact your child's teacher via e-mail.

ELEMENTARY SCHOOL WEB-PAGE INFORMATION

The district web page can be accessed at www.masd.net.



For information pertaining to the elementary school, select *Elementary School* from the drop-down menu in the top left hand corner (above the Indian Headdress graphic). From there you can navigate to different areas of the elementary school site.

Teacher information and e-mail communication can be accessed by selecting *Teacher* and navigating through the teacher directory and its selections.

Lunch Account information and the current month's cafeteria breakfast and lunch menus are accessible from the Home webpage.

Always check the webpage for events, updates and other pertinent information and communication.

2011-2012 SCHOOL CALENDAR

Meyersdale Area School District

August

M	T	W	TH	F
			In-service	In-service
In-service	30	31		

September

M	T	W	TH	F
			1	2
Labor Day	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October

M	T	W	TH	F
3	4	5	6	7
Act 80	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	Act 80	18
21	22	23	Thanksgiving	Thanksgiving
Thanksgiving	29	30		

December

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
Christmas	Christmas	Christmas	Christmas	Christmas

January

M	T	W	TH	F
	3	4	5	6
9	10	11	12	13
16	17	18	19	Act-80
23	24	25	26	27
30	31			

August 25, 26, 29 - Teacher In-service Day

August 30 - First Student Day

September 5 - Labor Day

October 10 - Act 80 Day

November 17 - Act 80 Day/Parent Conference

Early Dismissals: Nov. 23 - Dec. 23 - Jan. 27 - April 4, May 29

February

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
President Day	21	22	23	24
27	28	29		

March

M	T	W	TH	F
			1	2
5	6	7	8	Act-80
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April

M	T	W	TH	F
2	3	4	Spring Break	Good Friday
Snow Day	Snow Day	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
Memorial Day	29	Snow Day	Snow Day	

June

M	T	W	TH	F
				In-Service

November 24, 25, 28 - Thanksgiving Vacation

Dec. 26, 27, 28, 29, 30, Jan. 2 - Christmas Vacation

January 20 - Act 80 Day

January 27 - 1/2 Act 80 Day

February 20 - President's Day

March 9 - Act 80 Day

April 5- Spring Break

April 6 - Good Friday

April 9 - Snow Day

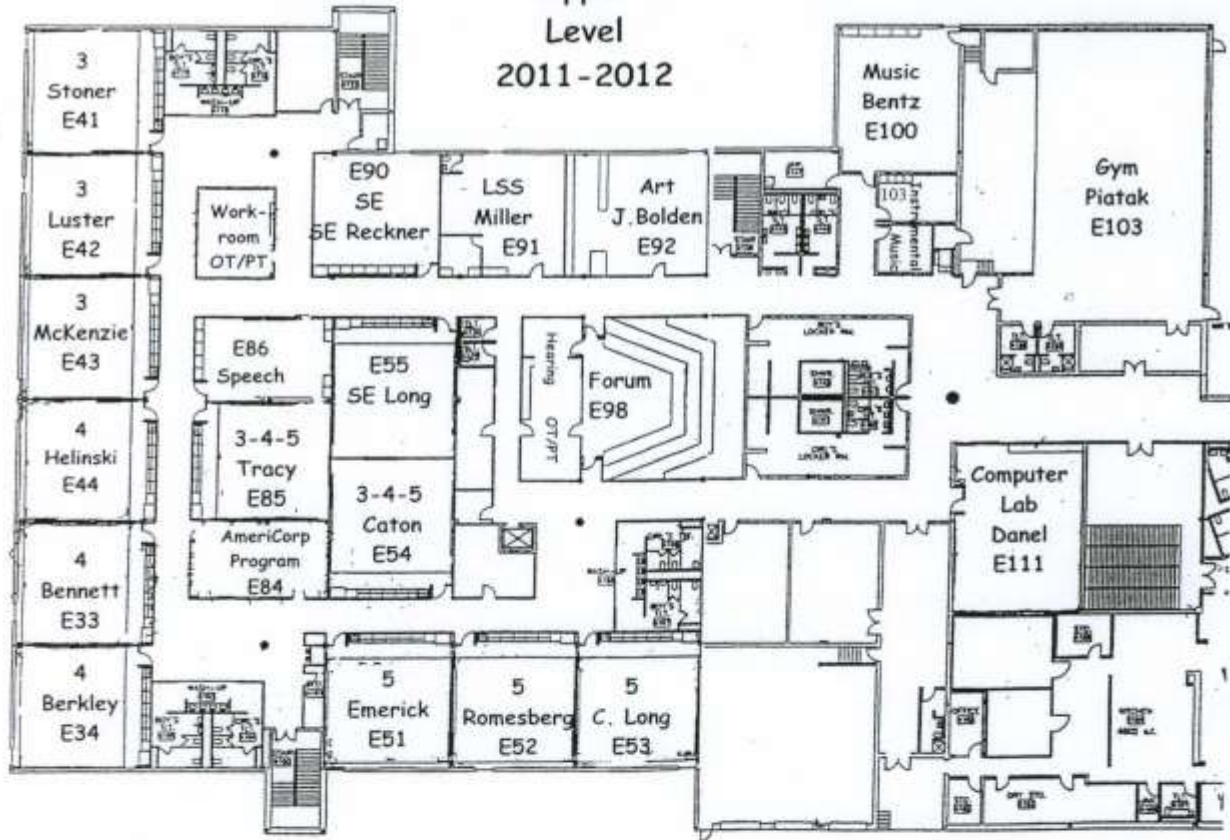
April 10 - Snow Day

May 28 - Memorial Day

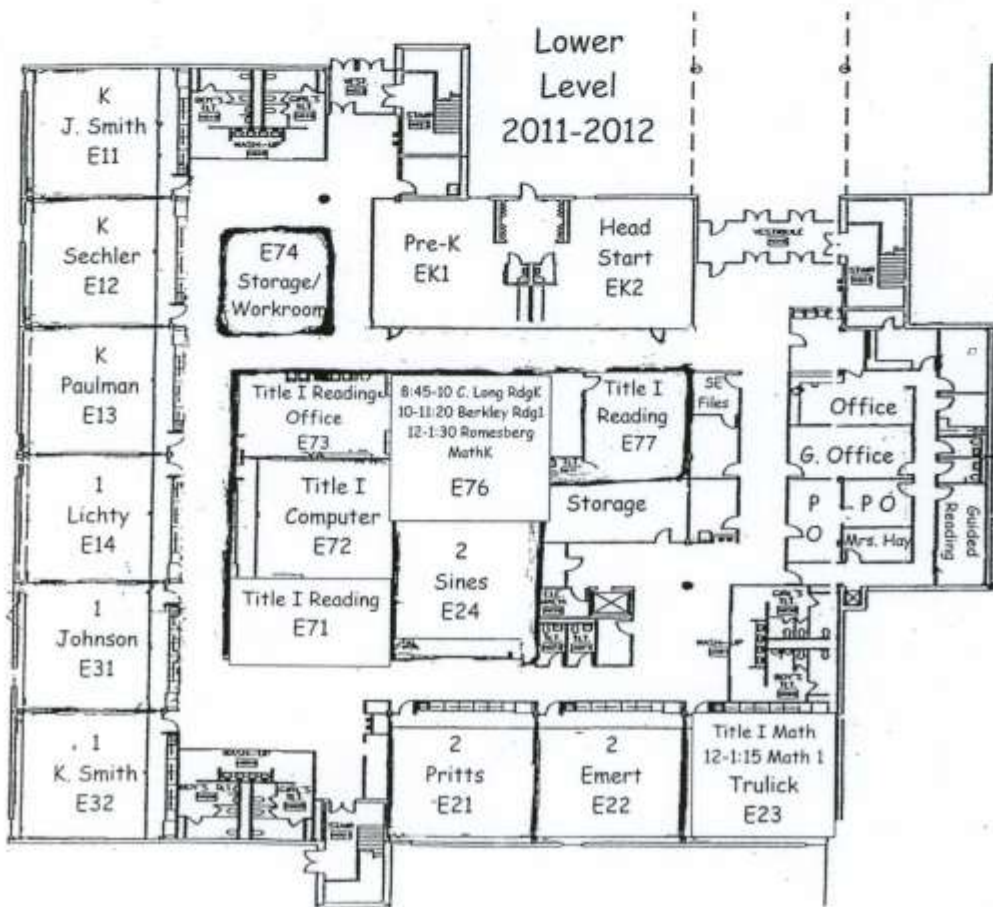
May 29 - Last Student Day

June 1 - Teacher In-service Day

Upper Level
2011-2012



Lower Level
2011-2012



PHOTOGRAPHY / VIDEOTAPE RELEASE

Students may be photographed or video-taped by the Meyersdale Area School District for instructional purpose; and/or by the newspaper or television stations for community project or awards given and/or by the yearbook staff for pictures to appear in the school yearbook. Your child's name may appear along with his/her picture. Please inform the school office in writing if you do not grant permission for photo/video release of your child.

MOVIE RELEASE

Movies may occasionally be viewed in school for educational use and/or student reward. Please inform the school office in writing if you do not grant permission for your child to view PG rated movies.

REVIEWING STUDENT RECORDS

Parents of students in attendance at the Meyersdale Area Schools, or eligible students in attendance, may inspect and review the educational records of the students. Appointments to review elementary records can be arranged by calling 634-8313 between 8:00 a.m. and 4:00 p.m.

VISITORS (Refer to School Visitors Policy No. 907)

In order to maintain a safe school environment, all visitors are reminded to stop in the elementary office to sign in and take a Visitor Pass. Upon leaving visitors must sign out and return the Visitor Pass.

CLASSROOM VISITATION

Parents are encouraged to be involved in the education of their children and classroom visitation is welcome. However, in order to not disrupt the educational process of the class we ask that you make arrangements in advance with the classroom teacher to establish a time that would be best and to address any special considerations that the teacher would ask of you.

ONLINE GRADEBOOK

In an effort to keep parents informed of student progress, grades 1 through 5 utilize an online grading system. These gradebooks are available for parent and student viewing through the District website. You must have an account set up to access the gradebooks. Contact the office for information on setting up an online grading account.

2011-2012 ELEMENTARY REPORT LETTERS / REPORT PERIODS

Report Letters Issued to Students: September 30, 2011

End of **1st** Report Period: November 1, 2011

Report Letters Issued to Students: December 7, 2011

End of **2nd** Report Period: January 16, 2012

Report Letters Issued to Students: February 16, 2012

End of **3rd** Report Period: March 20, 2012

Report Letters Issued to Students: April 26, 2012

Last Day of School: May 29, 2012

PARENT / TEACHER CONFERENCE DAY:

Thursday, November 17, 2011 (**Students do not attend school on conference day.**)

ELEMENTARY SCHOOL DAY:

- 8:25 a.m. Student Arrival / Homeroom
- 8:38 a.m. Morning Announcements
- 8:42 a.m. to 3:32 p.m. Instructional Time
- 3:35 p.m. Afternoon Announcements
- 3:40 p.m. Bus Student Dismissal
- 3:43 p.m. Pick-Up Student Dismissal

NO VEHICLES are permitted in the parking lot in front of the elementary school between **8:00-8:45 a.m.** and **3:15-4:00 p.m.** The buses must be able to enter and leave the lot safely during these times. When accessing school parking lots, please park in designated parking spaces. Vehicles parked in fire lanes or “add-on” spaces create a safety concern. Thank you for your cooperation.

PERSONAL PROPERTY (Refer to Electronic Devices Policy No. 237)

Personal property items not necessary for the school day should be left at home. Students are responsible for personal items brought to school. Cell phones are discouraged. If a parent/guardian feels that a cell phone is necessary, it must be turned off and left in the student’s book bag. Otherwise, cell phones will be confiscated and parent contact made.

EARLY DISMISSAL - SCHOOL CANCELLATIONS

Almost every year we are confronted with a weather condition that necessitates sending the children home early. The radio stations WVSC, WFRB and WQZS are notified of this decision and will make frequent announcements as to the time for early dismissal.

During the late fall, winter and early spring, the possibility of icy roads or snowstorms can make traveling dangerous and therefore a decision may be made to close school for the day. This will be announced as early as 6:00 a.m. on the radio and TV stations serving our area:

- | | | |
|------------------------------|--------------------|----------------------|
| 1. WFRB (105.3 FM or 560 AM) | 4. WADJ (1330 AM) | 7. WWWS (94.5 FM) |
| 2. WJAC (95.5 FM or 850 AM) | 5. WKGO (106.1 FM) | 8. WQZS (93.3 FM) |
| 3. WUZZ (97.7 FM) | 6. WAIJ (90.3 FM) | 9. WJAC TV Channel 6 |

HOMEWORK REQUESTS

Please check online teacher lesson plans for missed classwork. Contact the office by 9:30 a.m., if you do not have internet access.

FUNDRAISING (Refer to Student Fundraising Policy No. 229)

Solicitation of funds from students will be limited and at the discretion of the administration.

REGULATIONS GOVERNING ABSENCES, EXCUSES, PERMITS (Refer to Attendance Policy No. 204)

Absences

Students absent from school are required to bring a written excuse, signed by the parent, upon returning to school. This excuse is to be presented to the principal's office for a proper admission-to-class form.

If an excuse from home is not presented at the office within three days after the absence occurs, an unexcused or illegal absence will be issued, depending upon the age of the student.

PARENTAL REQUEST FOR EDUCATIONAL TRIP (Refer to Attendance Policy No. 204)

Educational trip request forms are available in the office. Please complete and submit the form one week in advance of the trip to allow for proper planning of the student's missed work. Educational trip days are counted as absent days and valuable instructional time is missed. In an attempt to give your child the maximum educational advantage, please make every attempt to schedule such trips around the school calendar.

ADMISSION, ATTENDANCE, DISMISSAL PROCEDURES

A child must be five years of age prior to September 1 to enter kindergarten, and six years of age prior to September 1 to enter first grade. Once a child enters school, he/she is governed by the Compulsory School Attendance Law of Pennsylvania, and is responsible for attending school on a daily basis.

A child is required to provide a written, signed and dated excuse upon return to school after an absence. **If an excuse is not received in three days, the absence will be considered unexcused or unlawful.**

When a student accumulates ten days of total absence (**regardless of reason**) on three or more distinct occasions, a form letter "Notice of Irregular Absence to Parents" is mailed home. When a student accumulates fifteen days of absence on five or more distinct occasions, the home is notified in writing that a physician's statement must accompany all subsequent claims of illness to be ruled excusable.

Prior written notice to leave the school for medical appointments must be approved by the office.
The child will be sent to the office at the time requested. In order to prevent class interruptions, notes are requested and must be presented to the office in the morning. Parents are to come to the main office to get their child.

TARDY/ABSENCE TIMES

- A student is considered tardy at 8:40 a.m.
- If a student is late to school and arrives before 9:45 a.m., the student is tardy.
- If a student is absent, arrives after 9:45 a.m., but before 12:10 p.m., the student is considered absent ½ day.
- If a student is absent, but arrives after 12:10 p.m., the student is marked absent full day.
- If a student leaves early from school prior to 2:35 p.m., the student is marked absent ½ day.
- If a student leaves early from school after 2:35 p.m., but before dismissal, the student is marked p.m. tardy.
- If a student is present at school, leaves during the school day for an approved reason, and then comes back to school, the student is marked present for the school day.

As much as possible, please limit transportation home arrangements to one plan. Management of different plans poses a difficult situation for the children and for the school. Getting all children home safely is our priority and changes to arrangements make that more challenging. Changes made during the school day should be for emergency circumstances only.

In order to help the day run smoothly and avoid unnecessary interruptions, we are asking your cooperation in the following ways. Please help us limit classroom interruptions by following these rules.

1. All elementary students should arrive at 8:25 a.m.
2. All children should know how they are going home when they come to school.
3. The secretaries will call children to the office after school for emergency transportation only.
4. No vehicles other than buses and those authorized by the school district may load or unload in the front parking lot between 8:00-8:45 a.m. and 3:15-4:00 p.m.
5. If your child is riding a different bus to go home, send a note to school with your child.
6. If your child is being picked up by someone either during or after school, send a note to school with your child.
7. Children leaving during school hours for appointments are to be picked up at the office.
8. Children being picked up by someone after school will be signed out by the authorized **adult** in Room E77 at 3:43 p.m. (see Page 12 Pick-Up Student Dismissal Procedures) Please park in a **parking space** in the side parking lot. Do not park in the front parking lot because buses will be loading at this time, and do not park at the curb due to fire lane regulations. We appreciate your cooperation in helping to keep our children safe.
9. Any parent who wishes to take a child out of school if an emergency arises must notify the office. The secretaries will call for your child. Parents are not to go to the child's class to get them.
10. During the school day the only door to enter the building is at the main office. Visitors must push the entry button, wait for identification and the secretaries will open the door to allow entry. Please help us limit classroom interruptions by following these procedures.

HOMEWORK GUIDELINES AND REQUIREMENTS GRADES 1-5 (Refer to Homework Policy No. 130)

- I. Philosophy
Homework is an important part of every learning activity. The value of reinforcement is necessary for learning. Homework is part of the student's grade, required by teachers of all students. Homework in grades 1-3 should be able to be completed in 15-30 minutes maximum. Homework in grades 4-5 should be able to be completed in 30-60 minutes maximum. Some children may need additional time to complete homework depending on individual differences.
- II. Objectives of Homework
To teach responsibility and a sense of accomplishment
To improve skills in basic subjects
To review important items
To increase knowledge learned in the classroom
To prepare for classroom instruction
To develop the skills of research (3rd)
To expand interest in the subject matter
- III. Principal Responsibilities
 1. To inform students, parents, teachers, administration and school board of the homework guidelines and requirements
 2. To develop a means of evaluating the progress of the guidelines
 3. To continue to monitor and up-date the homework guidelines
- IV. Teacher Responsibilities
 1. Insure that the students have the skills necessary to complete the assignment independently
 2. Determine that the students clearly understand what is expected of them
 3. Base the assignment on the students' level of maturity and academic development
 4. Consider the availability of necessary materials needed
 5. Use all assignments as vehicles for instruction and/or evaluation

6. Develop a means to incorporate successful or unsuccessful completion of homework into the grading process
7. Provide guidance in developing a personal system for remembering and/or recording assignments (such as student planners)
8. Maintain current lesson plans on web page

V. Student Responsibilities

1. Budget time to complete assignments made
2. Arrange to make up assignments as required by the teacher
3. Ask for further explanation of original directions if not completely understood
4. Record assignments in student planner
5. Initiate the request for help when needed.
6. Complete homework on time to avoid penalties

VI. Parent Responsibilities

1. Provide a quiet, well-lighted study area
2. Establish a time for homework each night
3. Limit television viewing and avoid television or radio listening during study time
4. Inquire about your child's homework and help him/her budget time for completion and ample sleep
5. If homework completion continually presents problems, contact your child's teacher
6. Check your child's assignment book
7. Check your child's completed homework
8. Check the school web page *www.masd.net*

A homework assignment book is being provided by the school for students in grades 1 thru 5. This book will be a source of daily communication. Parents should check the assignment book to be aware of assignments due.

ELEMENTARY COUNSELING DEPARTMENT

The counseling services at the Meyersdale Elementary School are designed to be a support to each child's academic, social, emotional, and behavioral development. This proactive approach includes needs assessments, Child Study Team meetings, consultations with outside agencies, preventative and developmental small group counseling and participation in Drug-Free Schools activities. In addition, the counselor accesses services through the school psychologist, nurse, social worker, speech, and occupational therapists.

Students may see the school counselor through self-referral, teacher referral, parent referral, counselor request, or administrator request. The school counselor makes every effort to respect a person's privacy, however to best serve the child it is often necessary for adults to work together. The counselor may consult with parents, teachers, administrators, and other colleagues as needed. School counselors are required by law to make referrals and disclose specific information to appropriate agencies under suspicion of abuse/neglect or suspicion that the child is in danger.

OLWEUS BULLYING PREVENTION PROGRAM (Refer to Bullying / Cyber Bullying Policy No. 249)

In an effort to improve peer relations and make our school a safer and more positive place for students to learn and develop, the Meyersdale Area School District has implemented the Olweus Bully Prevention Program (OBPP). This program recognizes bullying as repeated exposure to negative actions on the part of one or more students, with an imbalance in power or strength.

Our school rules against bullying are:

- ✓ We will not bully others.
- ✓ We will try to help students who are bullied.
- ✓ We will include students who are easily left out.
- ✓ When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Conflict is an inevitable part of interaction. It occurs naturally as children learn the give and take of relationships, or group cooperation and social interaction. The following table highlights the main differences between normal peer conflict and bullying:

Normal Peer Conflict

Equal power or friends
Happens occasionally
Accidental
Not serious
Equal emotional reaction

Bullying

Imbalance of power; not friends
Repeated negative actions
Purposeful
Serious with threat of physical harm or emotional harm
Strong emotional reaction from victim and little or no emotional reaction from bully
Seeking power, control, or material things
Attempt to gain material things or power
No remorse—blames victim
No effort to solve the problem
Isolation of victim is intentional

Not seeking power or attention

Not trying to get something

Remorse—will take responsibility

Effort to solve the problem

Isolation of victim is not intent

SEPARATIONS / DIVORCES

It is the intent of the Meyersdale Area School District to remain neutral toward families split by divorce or separation. We do not want to take sides with one parent against the other where there may be possible conflict over children attending school in this district. If you have a court decree which establishes you as legal guardian, you must provide the district a copy of such document for attachment to your child's permanent record. We will use this as a legal base for working with the custodial parent.

In the absence of such a document, you must be aware that we cannot deny either parent access to his/her child. We cannot withhold information or refuse to see or work with the other parent. We cannot keep the other parent from picking up his/her child from school.

The Meyersdale Area School District wants to protect all children from emotionally upsetting situations. Whatever the parents can settle outside the school to forestall any confrontations should be pursued.

STUDENT ASSISTANCE/STARS PROGRAM (Refer to Student Assistance Program Policy No. 236)

The STARS (Support Team Assisting Raider Students) program is Meyersdale Elementary School's Student Assistance Program. This program coordinates access to appropriate counseling and support services for students who may be at risk due to academic, social and/or emotional problems.

The STARS program is designed to assist school personnel to identify issues which pose a barrier to a student's learning and school success. Student assistance is not a treatment program; rather, it is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, where the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community. The STARS team members do not diagnose, treat or refer for treatment, but they may refer for an assessment for treatment. It is the parent's right to be involved in the process and to have full access to all school records under applicable state and federal laws and regulations. Core Team Members are Susan Levy, Jacalyn Baer, Joanne Scarrone, Pat Haglund and Sheri Trulick.

RAIDER PRIDE

Raider Pride will be reinforced through a K-12 character education program with emphasis placed on a different character trait each month. The goal of this program is to promote a safe school environment where all students are treated fairly and with dignity, are respectful to others and will take responsibility for their actions. This program will stress the importance of community involvement. The following is a sample listing of character traits that will be reinforced: sportsmanship, respect, honesty/integrity, responsibility, citizenship, courage.

PICK UP STUDENT DISMISSAL PROCEDURES

In striving to promote a safe school environment, the following procedures will be observed when students are picked up at dismissal. Please recognize that these procedures are in consideration of the health, safety and welfare of our children. The school appreciates your cooperation as we strive to keep our children safe.

- Parents/Guardians will designate on the student contact sheet those adults who are authorized to pick up their child(ren) from school.
- Adults arriving at the school to pick up students at dismissal must park in a parking space in the side parking lot. Curb parking is not permitted due to fire lane regulations.
- Adults authorized to pick up a student from school will report to the area around room E77 after 3:35. This room is just inside the front doorway, thus it will not be necessary for you to report to the office to register.
- Pick up students will be dismissed to the area around room E77 at 3:43 p.m.
- The adult with authority to pick up the child(ren) will “sign out” the child(ren) with the staff member on duty.
- If someone other than those persons listed on the contact record is picking up the child(ren) a written note must be received by the school office.
- Arrangements for students leaving before dismissal will continue to be handled through the office; however, the dismissal will be considered as a tardy due to the missed instructional time.

SCHOOL CAFETERIA INFORMATION (Refer to Food Services Policy No. 808)

Our school utilizes a computerized system which allows you to establish individual pre-paid accounts for your child(ren). This system will allow your child to have his/her breakfast, lunch and/or a la carte (individual items purchased instead of entire lunch) purchases automatically deducted from his/her account as he/she passes through the cafeteria line. It is important that this system be used by all students (instead of cash) to allow the district to keep an accurate account of cafeteria funds for inspection by the district's financial auditors. Each child has their own identification barcode that will be scanned to record his/her cafeteria purchases. The system automatically debits your child's account and current information is displayed on the computer monitor. Money may be deposited into your child's account at any time. Deposit slips are available in the office of each building and in the cafeteria. Please place money (cash or check) with deposit slip in an envelope and return it to the school. **All checks should be made payable to the Meyersdale Area School Cafeteria Fund.** If you have more than one child in school, you may place each child's deposit slip and money in the same envelope. Your child may then place the envelope in one of the four cafeteria deposit boxes located in the high school lobby, middle school main entrance, elementary school office or in the cafeteria. Deposit envelopes are picked up from the boxes by 8:45 A.M. each day. Any deposit to be credited for that day must be placed in the deposit boxes prior to this time. Any deposits made after 8:45 A.M. will be reflected in the child's account on the following school day.

If an account reaches five dollars (\$5) in the negative and no payment is received, the student will not be permitted to participate in the regular meal program. Instead, an alternative will be offered in place of the meal until money is received on the account. Charges will continue to accrue for any alternative meals served. You may not want your child to purchase a la carte items through the use of his/her cafeteria account. If you choose this option, please make note of this request on your deposit slip.

We would appreciate your cooperation in maintaining a positive fund balance in your child's cafeteria account. Any remaining funds in your child's account at the close of the school year may be refunded or carried over to the next school year. If you have any questions, please feel free to contact Mrs. Stanczyk, Food Services Director, at 634-5123, Ext. 307.

Breakfast will be served between 8:25 and 8:40 a.m. When the school has a one-hour delay breakfast will be served. Breakfast will not be served when there is a two-hour morning delay.

It will be assumed that a child can drink milk unless the school is given a note signed by a doctor stating the medical reasons why he/she cannot drink milk.

Students' current identification badges will be kept in the classroom. The old badge should be kept in the student's bookbag as an extra tag and grades 3 through 5 will use this tag for breakfast purchases. Students must have an identification tag. Replacement tags can be purchased in the office for 50 cents.

You may access your child's lunch account information any time on the school's webpage: (www.masd.net).

HEALTH SERVICES (Refer to Use of Medications Policy No. 210 and Health Examinations/ Screenings Policy No. 209)

The school health program is an integrated part of the total school program and should be fundamentally educational in its nature and scope. While the promotion of health is one of the cardinal objectives of the school health program, no service should be performed in such a manner that it takes away fundamental privileges and responsibilities of the home in relation to its children. This health program is not set up as a diagnostic procedure since nurses cannot diagnose disease. Instead, the school nurse acts as a coordinator between the school and home in the best interest of the child.

Health examinations/screenings are offered in the school according to the School Health Code. Parents are urged to take advantage of these services. First aid will be administered for minor injuries occurring during the school day. In the event that a serious injury occurs during school hours the parent will be contacted immediately by the school nurse. If the parent or closest relative cannot be located, the school nurse will act in the best interest of the child and see that emergency care is provided.

The following is a guide for exclusion of children with communicable diseases: measles, six days from onset of rash; whooping cough, four weeks from onset; respiratory streptococcal infections (including scarlet fever) if no physician in attendance of the patient, no less than seven days from onset; head lice, scabies, or contagious conjunctivitis of the eyes (pink eye), children may return to school 24 hours after initial treatment with an antibiotic; chickenpox, 5 to 7 days after eruption of rash or until scabs are completely dry.

Fluoride tablets are given to kindergarten thru fifth grades, one tablet daily, with permission from parents.

Speech services are provided by the Meyersdale Area School District. The services of the school psychologist, hearing, occupational and physical therapists are available to the district from the Intermediate Unit 08 Office in Somerset.

STUDENT WELLNESS (Refer to Student Wellness Policy No. 246)

The Meyersdale Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth and development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

NOTICE AND INSTRUCTIONS FOR PARENTS REGARDING HEAD LICE

Head lice affect more people than all other childhood communicable diseases including the common cold, but like a cold, when children come in close contact with each other, it is easy to pass along head lice. Shared hats, clothing, brushes, pillows, and other personal articles are perfect vehicles to transfer lice from one person to another. It is important to act immediately to prevent their spread to other classmates and to other members of the family.

Head lice are small, only about 1/16" long. They are grayish-white with dark edges. While they cannot fly and do not jump, they do move quickly, that's why it's difficult to find them in a child's hair.

Diagnosis of head lice is generally made when lice eggs (called nits), which are fastened to the hair shaft are clearly evident. Nits are teardrop in shape and also very small, only about 1/32" in size. They are "glued" to the hair and cannot be washed or brushed out like dandruff.

Clusters of nits may be found in any section of the hair, but they are more apt to be found behind the ears and at the nape of the neck.

Getting rid of head lice is a matter of washing the hair with a lice-killing product and then very carefully removing all the nits. A special nit-loosening rinse is also available which makes the job easier. **REMOVAL OF NITS IS IMPORTANT TO AVOID RE-INFESTATION.** After having the head lice, all students must be accompanied by a parent/guardian to the office of the school nurse to be checked prior to reporting to homerooms on the morning they return to school.

When your child comes home with head lice...

1. Don't panic! Anyone can get head lice. It has nothing to do with cleanliness, nor does it reflect on you as a parent. The problem can't be eliminated.
2. Examine your child's head to be sure you know what the nits look like. They are tiny grayish-white eggs attached to the hair, near the scalp, especially behind the ears and at the nape of the neck.
3. Check all other family members to see if they are infected. Any family member with evidence of head lice must also be treated.
4. Use an effective head lice treatment. Your pharmacist can recommend an effective pediculicide product. When used as directed, it will be effective in killing head lice.
5. Remove the nits (lice eggs). Because no pediculicide product kills all eggs, it is very important to remove all traces of the nits to prevent re-infestation. A special comb for this task is usually provided with the lice treatment product; however our fingernails are excellent tools for this purpose. Simply slide the nit out along the hair shaft until you have pulled it off.
6. Wash all clothes, bed linens and towels in hot water and dry on hot cycle for at least 20 minutes. Items that cannot be safely washed, such as stuffed animals, unwashable clothes etc. should be dry cleaned or stored outside the home for a minimum of two weeks.
7. Clean combs and brushes in hot, soapy water. Water should be at least 130° F, and it is advisable to let combs and brushes soak in the hot water for 10 minutes.
8. Vacuum everywhere to make sure your home is free of lice. Vacuum carpets, pillows, mattresses, upholstered furniture--anything that might hold lice. Do a thorough job and discard the vacuum bag promptly.

Head lice survive only on humans and do not affect family pets. To eliminate head lice and nits from your home, follow the directions above. Doing a thorough job will prevent their spread in the school and community.

MEYERSDALE ELEMENTARY SCHOOL PROCEDURES FOR GRADING / PROMOTION / RETENTION (Refer to Promotion and Retention Policy No. 215 and Resources Materials Policy 109)

1. The following grading system will be used in the evaluation of student progress in the Meyersdale Elementary School:

A = 94-100	B = 84-86	C = 74-76	D = 64-66
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63
B+ = 87-89	C+ = 77-79	D+ = 67-69	F = below 60

2. Graded subjects include:

Grades 1 and 2

Reading
Language Arts
Spelling
Math

Grade 3

Reading
Language Arts
Math
Science
Social Studies

Grades 4 and 5

Reading
Language Arts
Math (Core Curriculum)
Math (Problem Solving)
Science
Social Studies

- ✓ Students in danger of failing to master the required skills and knowledge to advance to the next grade level will be referred for CST (Child Study Team) and/or STARS (Support Team Assisting Raider Students).
- ✓ A reading and/or math failing grade (three F's no matter what the numerical average) will be reason for a recommendation for retention. Grades in other subject areas will be considered as well.
- ✓ Developmental readiness may be justification for a recommendation for retention at the K-2 level.
- ✓ Placement of students governed by an Individualized Educational Program will be determined by their IEP.
- ✓ Summer programming may be implemented to address deficits.
- ✓ Documentation regarding promotion/retention concerns will become a part of the student's permanent record file.

HONOR ROLL AND HONORABLE MENTION

Honor Roll and Honorable Mention recognizes student achievement in grades 3, 4 and 5 each grading period. Honor Roll is earned with a Grade Point Average (GPA) of 3.6 to 4.0 with at least one A or A- and no D or F. Honorable Mention is earned with a 3.1 to 3.59 GPA with no D or F. All graded subjects are used in the GPA calculation, which is calculated by adding the value of each grade and dividing by the number of grades. Grade value points are: A=4 points; A-=3.67; B+=3.44; B=3 points; B-=2.67; C+=2.44; C= 2 points; C-=1.67; D=1 point; F=0 points.

TITLE I SCHOOLWIDE PROGRAM

Improving Basic Programs Operated by Local Educational Agencies (Title I, Part A) is a program of the United States Department of Education which provides financial assistance to schools with high numbers or high percentages of poor children to help ensure that all children meet challenging state academic standards. In the past, Meyersdale Elementary School has used this funding as a targeted assistance program, only providing educational services to identified individual students. Our school is now approved to operate a Title I Schoolwide program. Schoolwide programs allow staff in schools with high concentrations of students from low-income families to redesign their entire educational program to serve all students. The program will no longer identify students as being eligible to participate. The emphasis in schoolwide program schools is on serving all students, improving all structures that support student learning, and combining all resources, as allowed, to achieve a common goal. Schoolwide programs maximize the impact of Title I, with the primary goal being to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards.

ACCELERATED READER PROGRAM

Students at Meyersdale Elementary School participate in an exciting reading program called Accelerated Reader. It operates as follows: Students read a book of their choice and take a short quiz on the computer. The student receives immediate feedback on their results and their teacher has constant access to reports that track their achievement.

For each quiz that the students take, they receive points based on the difficulty and length of the book and how many questions they answer correctly. AR books are labeled with the book level (or reading level) and the number of points it is worth (this is based on the length of the book). The points will be used for grading and evaluation purposes and students may also “spend” the points at the end of each marking period in the AR Store on a variety of prizes. Students take quarterly STAR tests that will determine their Reading Level, Grade Equivalency and Growth, and provide other useful data to the teacher.

Students and teachers will work together to set clear, consistent, reasonable AR goals for each marking period. Students will be aware of the book level that they should be reading. Book levels and book length will be adjusted so that the quiz scores stay in the 85-92% range. At that range, students will be challenged, but not frustrated. In addition to earning points, students will work through Certification Levels that continually challenge him or her to read longer and more difficult books. Certification Levels are displayed on a Reading Wall of Fame for recognition of achievement and students also receive a reward for advancing to a new level.

The reading teacher will guide, intervene and instruct in a student’s accelerated reading program and may incorporate AR scores as part of the reading grade. Classroom expectations for each marking period, as well as student progress, will be communicated to students and parents.

DRESS GUIDELINES (Refer to Dress and Grooming Policy No. 221)

An individual’s grooming, the way he/she dresses, and how he/she behaves does have a bearing on how others react to him/her.

Dress and grooming should be clean and not unkempt. Hair and dress should satisfy sanitary and safe conditions. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and health of oneself or others, or is in violation of any statute, it will not be permitted in school. Garments that are perceived to cause disruption to the learning process in the classroom are not permitted. These include but are not limited to:

1. Vulgar language or vulgar innuendo.
2. Clothing which is too tight or too revealing. (spandex, for example)
3. Shorts, skirts, dresses, etc. that are shorter than the distance above the knee determined by the position on the leg of the middle finger on each hand while standing upright. Shorts will not be rolled. The principal shall determine what is unkempt, inappropriate and extreme. Within these limits, the decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and his/her parents.
4. Chains larger than fine jewelry are not permitted; in addition, jewelry that causes disruption is not permitted. Chain wallets are not permitted.
5. Pants/garments must not be unreasonable on dragging on the floor and not create a safety hazard.
6. Underclothing must be covered.
7. Belly/midriff shirts (where the body can be seen when arms and body are moving) are not permitted. All shirts and blouses must be of length to be able to be tucked in and remain tucked in when arms are raised above head or when seated.
8. Shoulder/tank tops are not permitted unless constructed with a three-inch strap.
9. Athletic jerseys worn on the day of the event require the approval of the coach or the principal.
10. Trench coats/raincoats, etc., cannot be worn during the school day.
11. Low-cut blouses are not permitted.
12. No ripped or torn clothing is permitted. This includes shirts with cut-off sleeves. An exception to this rule is an allowance for jeans that are factory ripped or torn if the holes are at knee length or below. Tears or rips above the knee will absolutely not be tolerated.
13. Any form of hair covering is not permitted. (hats, caps, scarves, bandannas, etc.)
Students, however, may be required to wear certain types of clothing while participating in physical education classes, or in extracurricular activities such as band, school sponsored trips or events.

Educational disruptions caused by violations of the above will lead to removal of the student until said student is properly attired as determined by the administrator or his designee. Dress policy concerns observed by staff should be addressed and reported to the office immediately.

Getting off on the right foot ...

As much as possible, physical activity is encouraged for MAES students, whether it be gym class, recess, classroom activities or traveling up and down the stairways. For safety reasons, shoes such as flip flops, clogs, sandals, etc. are strongly discouraged and students may be restricted from participating in activities if they do not have appropriate footwear.

BEHAVIOR EXPECTATIONS

(Refer to Student Discipline Policy and Care of School Property Policy)

Is prompt and prepared

1. Comes on time
2. Comes with needed materials
3. Comes with assignments complete

Respects authority

1. Listens to authority
2. Follows directions promptly
3. Accepts responsibility for behavior

Respects rights of others

1. Uses appropriate voice and language
2. Listens to speaker
3. Respects opinions of others
4. Respects self
5. Refrains from harassment

Respects property

Displays a concern for learning

1. Remains on task
2. Allows others to remain on task

Displays appropriate social skills

1. Copes (disagreement, teasing)
2. Displays courtesy and tact
3. Interacts with others appropriately

STUDENT RIGHTS AND RESPONSIBILITIES

(Refer to Student Discipline Policy No. 218 and Suspension and Expulsion Policy No. 233)

The State Board of Education adopted a document which is referred to as a STUDENT RIGHTS AND RESPONSIBILITIES. Officially this document is PENNSYLVANIA CODE TITLE 22-EDUCATION CHAPTER 12. STUDENTS; REGULATIONS AND GUIDELINES ON STUDENT RIGHTS AND RESPONSIBILITIES.

Two of the requirements of the document are that Boards of School Directors define their policy on corporal punishment and list those offenses for which a student may be suspended or expelled.

The Meyersdale Area School Board at its regular meeting February 12, 1075 adopted the entire document with the proper explanations relative to corporal punishment and suspension and expulsion.

On December 3, 2005, the State Board of Education amended the Corporal Punishment provision to read:

a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy.

USE OF CORPORAL PUNISHMENT IS PROHIBITED.

b) Teachers and school authorities may use reasonable force under the following circumstances:

1. to quell a disturbance; or
2. to obtain possession of weapons or other dangerous objects; or
3. for the purpose of self-defense; or
4. for the protection of persons or property

If you have any questions concerning this matter, please contact the elementary principal (634-8313); the high school principal or the school superintendent (634-5123).

The law requires the school to show guardians its Student Rights and Responsibilities Policy. If you have a special request, please submit it in writing to the proper school person.

In accordance with Section 12.6, **Exclusions from School** (Suspension and Expulsion) the board lists as required in part (a) that following offenses which could lead to suspension and/ or expulsion.

1. Violation contained within the Crime Code of Pennsylvania.
2. Vandalism and destruction of school property and contracted property used in the operation and maintenance of the school.
3. Fighting or assault in any form.
4. Use of tobacco, alcohol, and other dangerous drugs.
5. The use of obscene language or gestures.
6. Threatening or intimidating school personnel, school guests or fellow students.
7. Persistent violation of school rules and regulations.

Expulsion would be used only when the offense is severe in its initial enactment or when lesser offences are repeated with such persistence that they are detrimental to the learning climate or threatening to property, employees, or other students.

The Board reserves the right to add to or delete any of the above offenses to allow for the better and more efficient operation of the schools so long as they are within the limits of State and Federal Statutes.

DISCIPLINARY PROCEDURE GUIDELINES

(Refer to Student Discipline Policy No. 218, Suspension and Expulsion Policy No. 233, Controlled Substances/Paraphernalia Policy No. 227, Searches Policy No. 226, Tobacco Use Policy No. 222 and Weapons Policy No. 218.1)

Elementary School, Middle School, Senior High School

A. **LEVEL I** Misbehaviors classified in this level represent relatively minor infractions of established procedures which regulate the orderly operation of the school and its education process. The frequency of their occurrence shall determine the appropriate disciplinary response and their reclassification at a higher level.

Infractions:

1. Neglecting to return required forms
2. Tardiness to school or class
3. Failure to be prepared with class materials and supplies
4. Non-defiant failure to complete assignments, carry out teacher directions or adequately prepare for class
5. Abuse of hall, locker, or restroom privileges
6. Disruptive behavior in school, on campus, or on the school bus
7. Immodest or indecent dress
8. Defacing of school property (writing on desks, books, walls, etc.)
9. Possession of non-instruction items (radios, squirt guns, cards, etc.)
10. Public display of affection
11. Abusive/foul language or gestures

Procedures:

1. There is immediate and consistent intervention by the teacher who is supervising the student or observes the misbehavior.
An anecdotal record of the date(s) of the offense(s) and the disciplinary action is maintained by the teacher.
2. Use of Classroom Behavior Management Form

Optional Responses

1. Verbal reprimand
2. Isolation
3. Seat change
4. Guidance referral
5. Parental contact (phone, letters)
6. Parental conference
7. Detention
8. Special written assignment based on ideas and concepts rather than on repetition
9. Clean-up and/or payment of damage
10. Behavioral contract
11. Grade point penalty (class participation, classroom work, homework)
12. Withdrawal of classroom privileges (elementary)

(This list is not all inclusive, but it is meant to serve as a guide.)

B. **LEVEL II** In this level are included misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and to affect seriously the student's own education. Some of these infractions may be the result of a continuation of a misbehavior which remain unmodified by disciplinary action under Level 1. Because of their frequency or seriousness, the principal assumes the major responsibility for corrective action.

Infractions:

1. Continuation of Level 1 misbehavior
2. "Cutting" scheduled periods of detention
3. Continual harassment of other students
4. Petty theft or gambling
5. Continued use of abusive/foul language or gestures
6. Possession or distribution of pornographic materials
7. Leaving school without permission
8. Truancy
9. Defiance and insubordination
10. Forgery (passes, records, etc.)
11. Use of tobacco
12. Cafeteria/activity disturbance
13. Misbehavior at a school sponsored activity
14. Willfully defacing school property (scratching or carving on desks, lockers, walls, etc.)
15. Cheating/lying

Procedures:

1. The teacher or observer reports the infraction or refers the student to the principal for appropriate disciplinary action. (Use of Classroom Behavior Management Form)
2. The principal meets with the student and/or the teacher, determines the most appropriate disciplinary response, and then informs the teacher of the action taken.
3. The parent is notified.
4. The principal maintains a record of the offense and the disciplinary action.

Optional Disciplinary Responses:

1. Continuation of the more stringent Level 1 options.
2. Referral to outside agency (counseling, probation, magistrate)
3. Parental conference
4. Temporary or permanent withdrawal of certain privileges or participation in school activities
5. In-school suspension
6. Out-of-school suspension
7. Removal from class
8. Detention
9. Clean-up after school (work)

(This list is not all inclusive, but it is meant to serve as a guide.)

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

Infractions:

1. Continuation of Level 1 or Level 11 misbehavior

2. Chronic truancy
3. Organized gambling
4. Stealing (attempt or actual act)
5. Fighting
6. Physical or verbal threat, assault, and/or battery of student or school personnel
7. Indecent exposure
8. Vandalism
9. Possessing, using, or being under influence of unauthorized substances (drugs, alcohol) on school property or at school sponsored activities
10. Extortion
11. Violation of the vehicle code

Procedures:

1. The infraction reported or detected, the principal investigates further and confers with staff members on the circumstances and immediate needs
2. The principal meets with the student and confers with the parent about the misbehavior, the extent of its consequences, and the subsequent disciplinary action
3. The principal contacts law enforcement officials
4. The principal makes an accurate record of the infraction and the disciplinary response
5. Student makes restitution for any loss or damage resulting from the misconduct

Optional Disciplinary Responses:

1. Continuation of appropriate Level 11 options
2. Full withdrawal of participation in school activity
3. Restitution of damages
4. Referral to outside agency
5. Temporary out-of-school suspension
6. Full suspension
7. Charges under criminal code
8. Parental conference

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

Infractions:

1. Unmodified Level 111 misbehavior
2. Tampering with the fire alarm; pulling false alarms

3. Major vandalism
4. Grand theft
5. Possession and/or use of firecrackers or explosives
6. Arson
7. Providing, selling, and use of illegal chemical substances and/or alcohol at school sponsored activities
8. Bomb threat
9. Assault and battery
10. Possession, use, transfer of lethal weapons on school property or at school sponsored activities (see Weapons Policy)
11. Harassment of school personnel
12. Leading or participating in a riot
13. Engaging in any other conduct contrary to the criminal code or ordinances of the community on school grounds or at school sponsored activities
14. Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which create a clear and present danger to the health and welfare of the school community

Procedures:

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

Optional Disciplinary Responses

1. Full restitution of damages
2. Full suspension
3. Referral to outside agencies (psychological, drug/alcohol, law enforcement)
4. Alternative school
5. Expulsion
6. Any student who accumulates three suspensions for any reason will be scheduled for a conference with the Superintendent of Schools. Any student who is suspended four times for any reason will be suspended for a hearing before the Board of Education
7. Use or possession of tobacco
 - 1st Offense: (Level 11) three day in-school/out-of-school suspension (principal discretion)
 - 2nd Offense: (Level 111) five day in-school/out-of-school suspension (principal discretion)
 - 3rd Offense: (Level 1V) ten day in-school/out-of-school suspension (principal discretion)

RESPONSIBILITY OF THE PARENTS / SCHOOL TRANSPORTATION

(Refer to Transportation Policy No. 810)

The responsibility of parents whose children are transported to school at public expense:

1. To ascertain and insure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection of their children when going to and from bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of their children.

4. To make reasonable effort to understand and cooperate with those responsible for pupil transportation.
- ★ If a student's bus riding privilege is suspended, it is the parent's responsibility to see that the child gets to school. Otherwise, any days of school missed must be considered **illegal**.

Please note: regulations prohibit the transport of live animals on the school bus. This is a concern involving health, safety and disruption. Students should not bring any living creatures on the school bus.

SCHOOL BUS EVACUATION PROCEDURES

1. Remain calm and quiet.
2. Wait for directions from the driver (older students).
3. Leave everything in your seat.
4. Go out through the safest exit (front and/or back).
5. Use the push-out windows if other exits are blocked.
6. Help each other for a safe and orderly evacuation.
7. Move to a safe place away from the bus (100 giant steps).
8. Evacuate if there is:
 - Smoke
 - Fire
 - Danger of drowning
 - Danger of collision with other traffic
9. Know the location of emergency equipment:
 - Ignition key or engine switch
 - Emergency brake
 - First aid kit
 - Two-way radio
 - Horn

SEXUAL HARRASSMENT (Refer to Unlawful Harassment Policy No. 248)

It is the policy of the Meyersdale Area School district to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when made by any member of the school staff to a student, when made by any

member of the school staff to another staff member or when made by any student to another staff member or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

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.

A substantiated charge against a staff member in the district shall subject such staff member for disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

1. Purpose	<p style="text-align: center;">815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</p> <p>The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to</p>
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<p>2. Definitions</p> <p>18 U.S.C. Sec. 2256</p> <p>18 Pa. C.S.A. Sec. 6312</p> <p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>information, research and collaboration.</p> <p>The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p> <p>The term child pornography is defined under both federal and state law.</p> <p>Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:</p> <ol style="list-style-type: none"> 1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; 2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or 3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct. <p>Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.</p> <p>The term harmful to minors is defined under both federal and state law.</p> <p>Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:</p> <ol style="list-style-type: none"> 1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion; 2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and 3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.
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<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> 1. Predominantly appeals to the prurient, shameful, or morbid interest of minors; 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and 3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.
<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Obscene - any material or performance, if:</p> <ol style="list-style-type: none"> 1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; 2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and 3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.
<p>47 U.S.C. Sec. 254</p> <p>3. Authority</p>	<p>Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p> <p>The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p> <p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.</p>
<p>Pol. 218, 233, 317</p>	<p>The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.</p> <p>The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.</p>

<p>47 U.S.C. Sec. 254</p> <p>Pol. 103, 103.1, 104, 248, 348</p> <p>Pol. 249</p> <p>Pol. 218.2</p> <p>24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>24 P.S. Sec. 4604</p> <p>24 P.S. Sec. 4610 20 U.S.C. Sec. 6777</p> <p>4. Delegation of Responsibility</p> <p>24 P.S. Sec. 4604</p>	<p>The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:</p> <p>Defamatory. Lewd, vulgar, or profane. Threatening. Harassing or discriminatory. Bullying. Terroristic.</p> <p>The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.</p> <p>Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.</p> <p>Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.</p> <p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</p> <p>The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.</p> <p>Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use.</p> <p>Student user agreements shall also be signed by a parent/guardian.</p>
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<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p> <p>47 U.S.C. Sec. 254</p> <p>SC 1303.1-A Pol. 249</p> <p>5. Guidelines</p>	<p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.</p> <p>Building administrators shall make initial determinations of whether inappropriate use has occurred.</p> <p>The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board. 2. Maintaining and securing a usage log. 3. Monitoring online activities of minors. <p>The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:</p> <ol style="list-style-type: none"> 1. Interaction with other individuals on social networking websites and in chat rooms. 2. Cyberbullying awareness and response. <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose.</p> <p>Network users shall respect the privacy of other users on the system.</p> <p>Safety</p> <p>It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on</p>
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<p>47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p> <p>SC 1303.1-A Pol. 249</p> <p>Pol. 237</p>	<p>the network, including chat rooms, email, social networking websites, etc.</p> <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"> 1. Control of access by minors to inappropriate matter on the Internet and World Wide Web. 2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. 3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities. 4. Unauthorized disclosure, use, and dissemination of personal information regarding minors. 5. Restriction of minors' access to materials harmful to them. <p><u>Prohibitions</u></p> <p>Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"> 1. Facilitating illegal activity. 2. Commercial or for-profit purposes. 3. Nonwork or nonschool related work. 4. Product advertisement or political lobbying. 5. Bullying/Cyberbullying. 6. Hate mail, discriminatory remarks, and offensive or inflammatory communication. 7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials. 8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs. 9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy. 10. Inappropriate language or profanity. 11. Transmission of material likely to be offensive or objectionable to recipients.
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Pol. 814

12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

17 U.S.C.
Sec. 101 et seq
Pol. 814

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

District Website

The district shall establish and maintain a website and shall develop and modify its

<p>24 P.S. Sec. 4604</p>	<p>web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.</p> <p>Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.</p> <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.</p> <p>Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p>
<p>Pol. 218, 233, 317</p>	<p>Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.</p> <p>Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256</p> <p>Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777</p> <p>Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254</p> <p>Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520</p>

Board Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814

NOTES:

State CIPA – Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

Federal CIPA – Children’s Internet Protection Act – 47 U.S.C. Sec. 254

If district has three (3) employee sections, change the policy cites in the policy and references.

** Check backup, particularly any User Agreements included in handbooks, to determine whether or not to add the option for tracking and recovering lost or stolen equipment – if the district has not disabled this type of tracking system, the language should be included in the policy to put users on notice.

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