



Line Mountain Elementary School

Student Handbook INFORMATION AND GUIDELINES 2023-2024



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Line Mountain School District

District Office

185 Line Mountain Road
HERNDON, PA 17830

Superintendent's Office – 758-2640; Business Office – 758-2645

Fax: 758-2842

Office Hours: 8:00 a.m. - 4:00 p.m.

David M. Campbell, Superintendent
Kaitlin Rosselli - Business Administrator
Doug Wolfe - Director of Plant and Maintenance
Christina Haddock - Purchasing Assistant
Jackie Bonawitz – Secretary to the Superintendent
Michele Hughes – Special Education Secretary
Patty Troutman – Tax Collection Assistant
Joanna Hovenstine- Business Administrator Assistant
Kelle Kaleta - Pupil Services Assistant
Brad Shrum – School Psychologist
Amy Dunn – Director of Special Education
Keith Harro – Network Administrator
Jamie Shiko – Food Service Director

BOARD OF SCHOOL DIRECTORS

Troy Laudenslager, President
Dennis Erdman, Vice President
Ronald Neidig, Treasurer
Michael Bordner
Linda Gutkowski
Lauren Hackenburg
Paul Kolody
Matthew Shaffer
Marlin Yeager, Jr.

School Board Policy

Line Mountain School District Board Policy can be found on www.linemountain.com. Parents and students are encouraged to use the school board manual as a reference for clarification of any items found in the Student Handbook.

A

LINE MOUNTAIN ELEMENTARY

542 W. Shamokin Street
Trevorton, PA 17881
Phone: (570) 797-3825
Mrs. Kyrie Ciborowski, Principal
Office Hours: 8:00 a.m. – 4:00 p.m.

<u>Instructional Staff</u>	<u>Position</u>	<u>Support Staff</u>	<u>Position</u>
Ciborowski, Kyrie	Principal	Bradigan, Jessica	Paraprofessional
		Hughes, Melissa	Paraprofessional
		Koperna, Samantha	Paraprofessional
Long, Peggy	Kindergarten	Leiser, Faith	Paraprofessional
Paulson, Sara	Kindergarten	Novinger, Deb	Paraprofessional
Reed, Beth	Kindergarten	Savidge, Connie	Paraprofessional
		Strahan, Lisa	Paraprofessional
Bergeron, Elizabeth	Grade 1	Leitzel, Jennifer	Secretary
Leon, Katia	Grade 1	Wilson, Charissa	Secretary
Walshaw, Autumn	Grade 1		
		Seeger, Jamie	Head Custodian
Martz, Ashley	Grade 2	Menko, Abby	Custodian
McCracken, Dave	Grade 2	Yerger, Mark	Custodian
Moyer, Crystale	Grade 2		
Styer, Brigitte	Grade 2	Brill, Diane	Cafeteria
		Ebersole, Julie	Cafeteria
Kelley, Jackie	Grade 3	Ebersole, Rosemary	Cafeteria
Knock, Kristin	Grade 3	Miller, Amy	Cafeteria
Masser, Melinda	Grade 3	Warford, Sue	Head Cook
Bolinsky, Jamie	Grade 4		
Cortelyou, Michelle	Grade 4		
Mielke, Margaret	Grade 4		
Young, Amy	Grade 4		
Adams, Candy	Nurse		
Herrold, Megan	Reading		
Hess-Sprenkle, Amy	Learning Support		
Fister, Ashley	Music		
Masser, Julie	Learning Support		
Megan Chapman	Life Skills		
Rieck, David	Counselor		
Scheib, Holly	Physical Education		
Spotts, Autumn	Reading		
Walsh, Andrea	Speech		

ATTENDANCE

Attendance – Compulsory

Regular attendance at school is one of the most important factors in a student's success in school. The Board of School Directors requires that school-aged children enrolled in the schools of this district attend school regularly in accordance with the laws of the state. State Law requires of attendance of school starting at age 8 and until age 17. The only excusable absences are sickness, quarantine, death in the immediate family, impassable roads, or absences approved in advance by the administration. All other reasons for absence will be considered unexcused for students over the age of 17 or illegal for students under the age of 17. **Parents/guardians are encouraged to call the school when their child is going to be absent.**

Although attendance is not compulsory before age 8, children are eligible to attend Kindergarten when they attain the age of 5 before the first of September. They must remain in attendance until graduation or age 21, whichever occurs first. A recent Pennsylvania Supreme Court ruling means that once enrolled Kindergarten students are now bound by compulsory school age rules. In a court opinion, Chief Justice Ronald Castille wrote: "We hold that once a parent/guardian elects to enroll a child in a public kindergarten program offered by a school district . . . the child has 'entered school' and it is the duty of the parent or guardian to comply with Pennsylvania's compulsory school attendance laws." You may refer to Policy 204, Attendance, which can be found on the website at www.linemountain.com.

Absences – Cumulative

If a student has been absent for a total of 10 days with parent-signed excuses, **any further absence during that school year will be excused only upon a written statement from a physician.** Any absence after the 10 days not covered by a physician's note, will be considered illegal (for students under the age of 17) or unexcused (for students over the age of 17).

After the accumulation of 3 illegal days (for students underage 17), an official notice will be sent to the parent/guardian by certified mail. This notice informs parents that after one more day of unexcused absence, a "school attendance improvement conference" will be held, according to the "Truancy Under Act 138 of 2016" (see flow chart on page 25).

Any student who has been absent for a total of six (6) or more illegal days will be cited to the local magistrate, and/or referred to the County Children & Youth Service. The magistrate may impose the following:

1. All students convicted will be referred to County Children and Youth Service.
2. Authorities have the right to arrest the student if the parent is unable to make the child attend.
3. A parent or guardian can be fined for failing to have the child in school. Fines may go as high as \$300.00.

Excuses – Returning to school after an absence

1. All students, regardless of age, should bring a written excuse in the form of a signed note from a parent or guardian on the day of return to school. The note should give the day(s) of absence and the reason(s) for absence. A confirmation slip from the doctor must be turned in to the school office when a student returns to school following either a full or partial day for a medical appointment. Note: A doctor's excuse is required after three (3) consecutive days of absence.
2. The school is required to maintain files of excuses for student absences. It is the student's responsibility to see that all excuses are properly submitted.
3. Failure to submit a written excuse within **three** school days of your return to school will result in your absence being classified as **illegal** (for students under the age of 17), or unexcused for students over the age of 17).

School Day

	<u>Beginning Time</u>	<u>Dismissal Time</u>
Line Mountain Elementary	9:00 a.m.	Walkers/Pickups - 3:30 p.m. Bus – 3:35p.m./3:40 p.m.

Children must not arrive at school prior to 5 minutes before school begins. Children arriving too early will be sent home until school begins for them. This is especially important during the winter when there are delays in school openings.

Absence

Upon returning to school following an absence, a student must bring a written excuse signed by his/her parent or guardian, containing the student's full name, date of absence, and reason for absence. If an excuse is not submitted within **3 days**, the absence will be *illegal/unexcused*. The principal shall notify the parent/guardian in writing of any student who has accumulated **10 absences** that a doctor's certificate (excuse) shall be required for any additional absence.

Partial Day Absence

Time	Arrive: Tardy/Absence	Pick-up: Absence
9:00 – 9:30	Tardy	FULL DAY ABSENCE
9:30 – 10:30	$\frac{1}{4}$ Day Absence	$\frac{3}{4}$ Day Absence
10:30 – 2:00	$\frac{1}{2}$ Day Absence	$\frac{1}{2}$ Day Absence
2:00 – 3:15	$\frac{3}{4}$ Day Absence	$\frac{1}{4}$ Day Absence

Exemption from Elementary Outdoor Play Periods

Weather permitting, all elementary students will have the opportunity for brief outdoor activity periods each day. All students are expected to participate in these outdoor periods. A note must be presented daily for students to stay indoors during recess periods. This request will be honored for two days only. If you feel that it is necessary for your child to remain indoors for more than two days, then a doctor's note must accompany your request. In extreme cold or damp weather, all students will be required to remain indoors.

Doctor or Dentist Appointments

It is desirable to schedule dental and medical appointments during non-school hours. However, if a dental or medical appointment must be made during the school day, **please notify the school using PickUp Patrol**. The card or note must list the doctor's name and phone number and a parental phone number to verify the appointment if necessary. In situations where an appointment cannot be verified, the student will not be released. **Upon returning to school, the student must present an appointment verification form from the doctor/dentist so that the absence is not marked as illegal/unexcused.**

Release from School

No student will be released from school grounds unless a parent first comes to the office. If you are sending someone to pick up your child, please notify us by letter or telephone call before the time he/she is to be taken from school. **Parents are strongly discouraged from picking up students prior to 3:25 p.m.**

Educational Tours and Trips

The school district recognizes that from time to time students may have the opportunity to participate in preplanned trips and educational experiences during the regular school year. Parents/Guardians should obtain a **"Request for Student Travel" form from the school office**

and return it to the principal at least 10 days prior to the anticipated absence. If approved by the principal and the superintendent/designee, the student will be legally excused from school for the requested day(s) – up to 7 days per year. Approval/disapproval will be based on the following: prior attendance records, passing grades, previous requests and frequency of such requests, and the weighted educational value of the requested experience. Any departure from this procedure will result in an illegal/unexcused absence. In case of extenuating circumstances, the principal should be contacted.

Withdrawal from School

When students change residence and move from the district, a report of the change is to be made to the principal's office before the change is made. Prior to withdrawal, all materials must be returned and other obligations met.

Early Dismissal Times

Line Mountain Elementary - 12:00 p.m.

Emergency Closing and Delayed Opening of Schools

In the event school is to be canceled or the length of the school day is modified due to inclement weather or other emergency, announcements will be made over the following stations and through the **ALERT NOW** system (phone calls).

Radio Stations

Sunbury	WKOK	1070 AM/94.1FM/107.3FM
Selinsgrove	WYGL	1240 AM/100.5 FM
Millersburg	WQLV	98.9 FM
Lewisburg	WGRC	91.3 FM
Williamsport	WILQ	

Television Stations

Scranton	Ch. 16	WNEP
Harrisburg	Ch. 27	WHTM
Harrisburg	Ch. 21	WHPTV
Wilkes-Barre	Ch. 22	WYOU

Parents are urged to make provisions in advance for the care of their children during early dismissal, school closing, and delayed opening situations in case they themselves would not be at home.

VISITING SCHOOLS

Parents are Welcome

Parents are always welcome to visit schools, but in order to avoid interruptions of the school program, parents/guardians are requested to confer with their child's teacher in advance to arrange a mutually agreed upon time. No preschool child or infants may visit the classroom with a parent, as younger children often distract the attention of both the visitor and the class. Students are not allowed to bring other children to school for visits.

Here are a few tips on how to get the most out of your visits:

1. Call the school in advance and let us know you are coming to visit.
2. All visitors must report to the office upon entering the school.
3. Parents are urged to quietly enter the classroom.
4. Visitation before a holiday or near the end of a term is not encouraged. These are not ordinary periods and are not typical classroom situations.
5. Do not take pictures of children in the classroom
6. No preschool child or infants may visit the classroom with a parent, as younger children often distract the attention of both the visitor and the class.
7. Volunteers should request a Volunteer Handbook from the office.

Deliveries

All parental deliveries for students (lunches, class work, gym clothes, etc.) will be made through the principal's office. Balloons, flower deliveries, etc., will be held in the office until the end of the day. **All items are to be left in the building office to be distributed by school personnel rather than disturbing instruction or teacher planning time.**

Parent/Teacher Organizations

The education of your child is a cooperative enterprise. Close cooperation and understanding between the home and the school is most important. To help achieve this, there are parent/teacher organizations in the Line Mountain School District. Stimulating and challenging meetings are held regularly. You are urged to join and become an active member of these groups with just one major interest - *your child*. These groups provide very valuable support to our programs.

CURRICULUM AND INSTRUCTION

Books and Supplies

Students are responsible for books and supplies provided at the expense of the taxpayer and will be **required to pay the replacement cost if they are lost or damaged.**

Pennsylvania System of School Assessment

The State Board of Education, through the Pennsylvania Department of Education, mandates that students in specific grade levels be tested using instruments developed by the state. Parents have the right to refuse, based on religious reasons, to permit their child to participate and/or to inspect the tests prior to permitting their child to participate. Parents wanting to examine the test or withhold permission for their child to participate should contact the superintendent in writing.

Testing Program

Students are sometimes referred to one of the specialists who work in our schools in order to determine how we can better meet their students' needs. If you have any questions regarding the various testing programs or feel your child should be screened by one of our specialists, please contact the school counselor. A certified school psychologist works with students in our district. Students are evaluated on recommendations by school staff or at the request of the parent. Parental permission is always secured before a student is tested by the school psychologist. Please contact the school counselor for additional information.

SPECIAL EDUCATION IN LINE MOUNTAIN

Child Find

Each school district in the Commonwealth must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of a child's disability. To help find these children, physicians, agency caseworkers, family members, friends, etc. are asked to encourage parents of such children to contact the Special Education Supervisor in the Line Mountain School District by letter or by phone at 758-2640, ext. 6021. Special Education will be explained to the parents and the parents will be given a copy of their rights. Parents must give written permission to evaluate their child, before the evaluation process can begin.

Screening

Screening activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning, unless special education programs and services are made available. The activities include: review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for screening.

Referral

Once a child is enrolled in the Line Mountain School District, teachers monitor progress and refer students to the Elementary Child Study Team or the Secondary Student Assistance Team if they feel the student requires additional assistance to make academic progress. The Child Study Team or the Student Assistance Team will suggest possible interventions. After any interventions are implemented, the Child Study Team or the Student Assistance Team will reconvene to determine if the interventions helped the student to make academic progress. If the interventions have been successful, they will continue as long as they are necessary. If no change in the student's academic progress is evident, the Child Study Team or the Student Assistance Team can refer the student for an evaluation to determine if the student qualifies for special education. After a child is identified as a suspected child with a disability, he or she is evaluated, but not before parents receive an explanation of Special Education, receive a copy of their parents' rights, and give written permission for their child to be evaluated.

Evaluation

The evaluation, conducted by the school psychologist or the speech therapist depending on the reasons the student was referred, must be completed within sixty calendar days from the date parents gave written permission to evaluate. Input from parents, teachers, and other professionals familiar with the child is collected and developed into an Evaluation Report. These individuals will determine if the student meets the criteria to be identified with one of the special education disabilities and if the student requires specially designed instruction to make academic gains.

Independent Evaluation

If the parents disagree with the results of the Evaluation Report, they may request testing by an Independent Evaluator at school district expense. Parents can obtain a list of Independent Evaluators in the area by contacting the Special Education Supervisor at 758-2640. The results of the Independent Evaluator will be incorporated into the Evaluation Report and used to assess the existence of a disability and the need for specially designed instruction.

Areas of Disability

The Evaluation Report will identify which one of the following disabilities is evident:

Autism – developmental disability affecting communication, social interaction, evident before age 3.

Deaf-Blindness – hearing and visual impairment that causes severe communication, developmental and educational needs.

Deafness – severe hearing impairment that impairs processing information by hearing.

Emotional Disturbance – a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance:

1. An inability to learn that cannot be explained by intellectual, sensory or health factors.
2. An inability to build/maintain satisfactory interpersonal relationships with peers and teachers.
3. Inappropriate types of behavior or feelings under normal circumstances.
4. A pervasive mood of unhappiness or depression
5. A tendency to develop physical symptoms or fears associated with school.

(It does include schizophrenia. It does not apply to children who are socially maladjusted)

Hearing Impairment – hearing impairment that adversely affects educational performance.

Intellectual Disability – sub average intellectual functioning with deficits in adaptive behavior, manifested during developmental period, that adversely affects educational performance.

Multiple Disabilities – mental retardation-blindness, mental-retardation-orthopedic impairment, etc. which causes such severe educational needs that they cannot be accommodated in special education program solely for one of the impairments.

Orthopedic Impairment – severe orthopedic impairment that adversely affects educational Performance, caused by a congenital anomaly, disease (polio), other (CP)

Other Health Impaired – having limited strength, vitality or alertness, including heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment,

that adversely affects a child's educational performance and is due to acute health problems such as asthma, attention deficit disorder, or attention deficit hyperactivity disorder, diabetes, epilepsy, heart condition, hemophilia, leukemia, etc.

Specific Learning Disability – a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations. It does not include learning problems that are primarily the result of another category or environmental, cultural or economic disadvantage. (Severe discrepancy between intelligence and achievement is necessary)

Speech or Language Impairment – is a communication disorder, such as stuttering, impaired articulation, a language impairment, or voice impairment that adversely affects a child's educational performance.

Traumatic Brain Injury – is an acquired injury to the brain caused by an external physical force resulting in total or partial functional disability that adversely affects educational performance.

Visual Impairment – impairment of vision including blindness that even with correction adversely affects a child's educational performance.

Eligibility

Once a student has been identified as having one of these disabilities, the need for specially designed instruction must also be evident.

Individual Education Program

After agreement on the Evaluation Report, an Individual Education Program must be developed within thirty calendar days. The parents, the regular education teacher, a special education teacher and a representative of the local education agency must be present. The Individual Education Program will identify the student's needs, outline the student's present levels of academic performance, list measurable goals and objectives needed for academic progress, include frequency and location of specially designed instruction and related services, identify when the student will be educated with non-disabled peers, describe involvement on district or state assessments, identify eligibility, frequency and location for Extended School Year, explain how progress is reported and identify transition services if the student is age fourteen (14) or over. The Individual Education Program must be implemented within ten calendar days.

Special Education Programs provided by Line Mountain

Speech and Language Therapy - provided by the speech therapist on an individual or small group basis for students with speech and language impairment.

Itinerant Learning Support - regular classroom instruction for most of the school day, with special education services and programs provided by a Learning Support Teacher inside or outside of the regular class for part of the school day for students whose primary need is academic learning.

Part-time Learning Support – special education services and programs outside the regular classroom but in a regular school for most of the school day, with some instruction in the regular classroom for part of the school day.

Emotional Support for students at the secondary level identified as having an emotional disturbance and in need of academic instruction outside regular education due to their disability.

Life Skills - services for secondary students with a disability focused primarily on the needs of students for independent living.

Autistic Support - services for students with the disability of autism.

Deaf and Hard of Hearing Impaired Support - services for students with the disabilities of deafness or hearing impairment.

Emotional Support for students at the elementary level identified as having an emotional disturbance and in need of academic instruction outside regular education due to their disability.

Life Skills - services for elementary students with a disability focused primarily on the needs of students for independent living.

Multiple Disabilities Support - services for students with multiple disabilities.

Gifted Referral Procedure

Line Mountain School District has adopted a policy of screening for gifted programming K-12. Students may be referred for consideration not only by teachers but also by parents. In the odd years the statewide assessment, PSSA, is administered. The school counselor will review the test results of all students. Those students with group achievement test scores at or above the 90th percentile in reading, mathematics, or on the composite scale will be referred for individual screening. On the statewide assessment the criterion will be a rating of "advanced".

The school counselor will administer a nationally standardized, individual screening instrument to the student selected. Should any of these students receive a standard score of **125+/-5** on the verbal scale, the non-verbal scale, or the composite, the student will be referred for additional evaluation.

To make a referral for Gifted Screening:

1. The classroom teacher will complete all parts of the Gifted Referral Form that is found in the office at each elementary school (blue). Attach a copy of the permanent record card.
2. Give the referral to the nurse to complete her section.
3. The nurse will give the referral to the principal.
4. The principal will sign and date the referral and send it to the counselor.
5. The school counselor will screen the student. If the student receives a score of **125+/-5** on the verbal scale, the non-verbal scale, or the composite, the student will be referred on for additional evaluation.

Line Mountain School District has adopted a five-part comprehensive evaluation procedure for the identification of gifted students. Those students who qualify for gifted program inclusion will satisfy criteria in three out of the five areas noted below and be recommended for placement by the GMDT.

1. **Achievement.** The student will score at the 90th percentile rank or better in reading, mathematics, and/or composite scale of the Terra Nova Achievement test. In addition, the student will earn a **standard score of 125+/-5** on a nationally standardized, individual achievement test administered by a school psychologist. This score may be on any of the achievement clusters (i.e. reading, mathematics and/or written language) or on the test composite.
2. **Rate of acquisition and retention.** The Chuska Acquisition and Retention Rating Scales will be completed by the teacher. The student must display $\frac{3}{4}$ of the high acquisition and high retention characteristics to satisfy the criteria for this area.
3. **Gifted Characteristics.** The teacher will also complete the seven sections of the Renzulli Scales. Four out of seven of the areas assessed by this instrument should reflect gifted characteristics.
4. **Parent Inventory for Potential/Teacher Inventory of Learning Strengths.** These inventories will be completed by the parent and the teacher. A score of 3 on any of the scales on both instruments will satisfy this criterion.
5. **National standardized individual intelligence instrument.** A nationally standardized individual intelligence instrument will be administered by a school psychologist. A score of **130+/-5** on any of the clusters or the composite score will satisfy this criterion.

Remedial Reading - Title I remedial services, using small group instruction and/or in-class assistance, are provided in eligible elementary buildings to students experiencing moderate academic difficulties in reading. (Note: The grade levels served may vary.)

Homebound Instruction - Homebound instruction of up to five hours per week may be provided to students who are confined to home or hospital for a physical disability, illness, or injury that will last at least two weeks. Parents requesting this service should put their request in writing to their child's principal, along with documentation of a physician's recommendation.

Field Trips - As a part of the education program of the school, students may be taken on field trips off school grounds. Such trips are made only with the permission of the parent and are considered a day of attendance. When such trips are being planned, permission slips will be sent home to be signed by the parent. Students will not be allowed to participate in a field trip without parent approval. All field trips are supervised by district employees and may include parent volunteers, who have valid clearances on file.

Physical Education Classes - All students participating in physical education classes are expected to wear sneakers to class. By doing so, the number of health and safety issues will be reduced.

ACADEMIC ACHIEVEMENT

Grading System and Reporting Methods

- The cooperation of home and school is a vital ingredient in the growth and education of each child. It is the responsibility of the school district to keep parents informed of student progress in school and to acknowledge State Board and Federal Regulations governing school records. Parents/Guardians are able to check their child's progress through eSchool Book (found on the Line Mountain website at www.linemountain.com).

Elementary report cards will be distributed for the first marking period at a parent/teacher conference. Grading and reporting systems will be developed to ascertain student progress, to identify strengths and weaknesses, to learn the need for remedial work, to understand the student's performance in relationship to coursework studied, and to help the student to develop educational and vocational goals. Line Mountain Elementary has **three** marking period for the year.

Academic subjects will be graded as below:

<u>% Grade</u>	<u>Letter Grade</u>	<u>Achievement Level</u>
93-100	A	Superior
86-92	B	Above Average
77-85	C	Average
70-76	D	Below Average
0-69	F	Failure
		I - Incomplete
		M - Medical
		W - Withdrawal
		NG - Not Graded

ADV - Advanced
PRO - Proficient
BAS - Basic
BB - Below Basic

A checklist grading system will be used at the kindergarten level. In grades 3-4, the following letter grades will be used for music and physical education:

O: Interest and effort are *outstanding*.

S: Interest and effort are *satisfactory*.

N: Interest and effort are *needed*.

For complete details regarding the grading system, refer to Board Policy #212.

Academic Deficiency

For students experiencing academic concerns, notices or letters of academic deficiency will be distributed or mailed to their homes near the mid-point of the marking periods. The purpose of this procedure is to give both students and parents adequate warning of possible failure. Both students and parents should examine the meaning of this notice and take proper action.

It is the responsibility of the student and/or parent to initiate a conference request concerning the student's grades or progress. Please contact the counselor's office or classroom teacher for further information or to arrange for a conference.

Promotion and Retention

Board Policy #215 defines that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. The personal, social, physical, and educational growth of students will vary, and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. Promotion to the next grade is dependent upon success in the instructional program, maturity in the physical, personal, and social areas, and the potential to achieve.

Each student at risk of retention is evaluated by a child study team to determine whether he/she would benefit by remaining in the same grade for an additional year. In many instances, elementary students may not have failed subjects for the year (due to individualization which occurs), yet are retained.

SUPPORT SERVICES

Cafeteria

The Line Mountain School District Food Services staff continually strives to organize and deliver in an expeditious and responsible manner a program, incorporating the National School Lunch Program, that is nutritionally sound, quality-controlled, and educationally beneficial. Serving as a resource for school district needs, other food-related services are provided to school-sponsored and school-related organizations.

Minimally, a 30-minute cafeteria period is provided for all students. Students may buy a balanced lunch or, if they bring a lunch from home, purchase milk. Policies for purchasing lunches vary by building. Students may purchase lunches on a daily or weekly basis. All Line Mountain Elementary schools will be providing a breakfast program. The Line Mountain Board of School Directors has adopted the following lunch and breakfast price schedule for the **2020-2021** school year:

Lunch:	Student:	\$1.65	Reduced:	\$0.40	Adults:	\$2.90
Breakfast:	Student:	\$0.95	Reduced:	\$0.30	Milk:	\$.50

Checks (preferably) or cash should be given to cafeteria personnel for deposit in the student's cafeteria account (5 digit student ID number) and replenished as needed. Checks should be made payable to "Line Mountain Food Service". Please note your child's name in the memo line on the check. Payments may also be made via Credit Card, Debit Card, or Electronic check through MySchoolBucks by signing up at <https://www.myschoolbucks.com> and creating an account or by downloading the MySchoolBucks App on your smartphone.

Parents may apply for free and reduced price school meals online at <https://www.schoolcafe.com> anytime throughout the school year but are strongly advised to do so at the beginning of the school year to avoid accumulating meal charges. Please review the Food Services policy #808 on our website using the following web address <https://www.linemountain.com/policy-800/> for the district's procedures on student meal accounts including collection of unpaid meal charges through a third party collection agency. **Please contact the District Office at 570-758-2645, ext. 6010 to request a hard copy of the policy or the meal application if you do not have access to the internet or a computer.**

School Insurance

Parents may purchase school group accident insurance for their child at the beginning of each school year. The policy covers injuries by accident while the child is in school or traveling to and from school. Twenty-Four Hour Coverage is also available. Forms are available on line or from the school office. Students participating in extracurricular, intramural, or athletic activities must have evidence of insurance through the family's own insurance policy or through the voluntary school insurance program.

ELEMENTARY SCHOOL COUNSELING SERVICES

Mr. Rieck is the elementary school counselor. He is a Bloomsburg University graduate who has his Master's degree and certification in PK-12 school counseling. Using individual, small group, and classroom interventions, the school counselor works to support every student through their academic, career, social, and emotional development.

Areas of interest include problem solving, emotional awareness, positive social interactions, coping strategies, and self-control. With the use of Project TEAM and other student support programs, our goal is to teach our students the skills they need to succeed as leaders in our district and community.

Social Worker

Jillian Kaminskie is the Elementary Social worker. The ways she can be helpful to parents/guardians and their children are facilitating increased communication between home and school, counsel children at school both individually and in groups, and to help parents with strategies that they can use at home. She is also available to help explore outside resources for support to children and their families.

Her contact information is 570-797-5201, and email address jkaminskie@linemountain.com

. Please do not hesitate to reach out with any questions.

Project Team – Teamwork

Project: TEAM creates a whole school climate change and brings every person in the school TEAM together to work toward a common goal. The program instills a sense of belonging in students, decreases bullying, teaches students proactive social skills and creates future leaders. Students are taught and reinforced daily with the six foundations or main concepts of Project: TEAM which: **Helping Others, Positive Change in Behavior, Anti-Bullying, Problem Solving, Resiliency and Leadership.**

Students are taught the importance of teamwork and encouraged to use the skills they learn in their everyday lives. Project: TEAM goes beyond the classroom and promotes students, families, and the community to work together. Students are exposed to careers and learn the life skills that are relevant to become what they want to be when they grow up. They participate in team building lessons year round and receive hands on experiences to increase their understanding of being a team player. Students involved with Project: Team have a deeper sense of doing the right thing. They gain important knowledge that they can use in real life situations but also to aid in their academics. Project: TEAM brings positive changes to students, families, and communities and these changes become a way of life.

Student Assistance Program (SAP)

The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success.

The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance and remain in school. While Student Assistance Programs exist in other areas of the country, the structure and operation of the program in Pennsylvania is a unique expression of an integrated model serving the needs of Pennsylvania families and students.

For more information, contact Mrs. Kruskie, Line Mountain Elementary School Counselor, or visit the Pennsylvania Network for Student Assistance Services website.

HEALTH SERVICES

School Health Program

The school health program consists of those procedures that contribute to the understanding, maintenance, and improvement of the health of students, including educational and healthful living.

A registered nurse, LPN or Principal's Designee are available in all schools. Parents are requested to complete the ***School Health Information for Emergency*** form as soon as it is received and return it to school. This will allow parents to be contacted if their child becomes ill.

It is very important that all students who are ill or suffering from any contagion be kept at home. This will hasten recovery and prevent the development of an epidemic.

Occasionally, it may be necessary to exclude a student from school with symptoms of a contagious disease. Parents or their designee are responsible for transporting students home from school.

Parents should consult their family doctor immediately concerning treatment. Parents should have the doctor sign the exclusion form and, following recuperation, return it to school with the child.

When it appears that a student deviates from normal growth and development, or when school examinations reveal conditions requiring health or dental care, the parent/guardian should be informed and a recommendation shall be made to consult a private physician or dentist. The parent/guardian shall be required to report to the school the subsequent action taken. Line Mountain School Board Policy #209 is available for your reference.

Immunizations

All students are required to have a certificate of immunization on file before attending school. Required immunizations include:

- * 2 doses of measles, mumps, rubella (MMR) vaccine
- * 2 doses of varicella
- * 3 doses of oral polio vaccine
- * 3 doses of hepatitis B vaccine

- * 4 doses of tetanus and diphtheria (Td), with the last one to be administered on or after the fourth birthday

Parents with questions are urged to contact their family physician, school nurse, or local health department.

Administration of Medication

The Line Mountain School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with their child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed:

1. The physician and parent must complete the necessary form before medication and/or treatment can be administered.
2. Any medication to be given during school hours must be delivered directly to the school nurse, the principal, or the designee. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container. Please contact the school nurse if you have any questions regarding the medication procedure.

Medications will be dispensed by school personnel only when the following conditions have been met:

1. The medication is prescribed by a doctor.
2. The doctor's orders indicate that the medication must be continued during school hours.
3. The medication is in the original container, with the contents, dosage, and time to be administered indicated.
4. A parental request has been presented indicating who is authorized to dispense the medication, including a school nurse or a designated person in the absence of a school nurse.

Ill/Injured Students

If a student becomes ill or is injured during the school day, he/she must report to the school nurse (or to the office if the nurse is not available). In the case of accidents, first aid treatment will be administered by a school nurse or designee. Parents will be contacted if necessary. No ill or injured student will be permitted to leave school until school personnel have contacted a parent or guardian. Parents or their designee are responsible for transporting ill students home from school.

Wellness

In June 2006, the Line Mountain Board of School Directors approved the District's Wellness Policy #246. This policy puts the district on record as formally recognizing how important wellness and proper nutrition are to our students. A student's physical well-being, growth, development and their readiness to learn are directly related to these two factors. In an effort to provide a total learning experience, the District is committed to a school environment that promotes student wellness, proper nutrition, physical activity and nutrition education. All of these efforts are directed at establishing positive life-long "wellness" habits. To further assist in this process, our participation in the National School Lunch Program provides a comprehensive nutrition program consistent with both federal and state requirements. Access to foods and beverages that meet established nutritional guidelines is also ensured.

With 15% of American students between the ages of 6 – 19 being overweight, the Line Mountain School District is participating in helping control the problem by educating students. They will learn about healthy life style choices, healthier food options and the importance of regular exercise.

Health Examinations

The school nurses are responsible for conducting the health program in the schools and will make every effort to stress the importance of good health habits. Parents will be notified if any problem is discovered which might impede the physical development of their child.

Every child of school-age attending (or who should be attending) a public or nonpublic school is entitled to the following services provided by the local public school district. The following exams are conducted at the grade levels listed:

Service	K or 1	2	3	4	5	6	7	8	9	10	11	12	Special Education
Physical Examination	✓					✓					✓		As needed
Dental Exam	✓		✓				✓						As needed
Vision	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Growth	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hearing	✓	✓	✓				✓				✓		As needed
Scoliosis Screening						✓	✓						✓
Health Counseling	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
School Follow Through	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

PUBLIC ANNOUNCEMENTS

Equal Opportunity

Line Mountain School District provides access to programs regardless of sex, race, or disabilities. There will be no discrimination against people seeking employment, students attending schools, and the general public using our facilities.

Many buildings have been adapted to provide access for those with disabilities. Assistance is offered in understanding this policy to those with visual or hearing impairments and those whose native language is not English.

In compliance with state and federal law, the Line Mountain School District will provide to each "protected handicapped student," without discrimination or cost to the student or family, those related aids, services, or accommodations needed to provide 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.

Questions should be directed to: Affirmative Action Officer, Line Mountain School District, 185 Line Mountain Road, Herndon, PA 17830.

Asbestos Management Plan

Line Mountain School District maintains an asbestos management plan in accordance with the requirements of the Asbestos Hazard Emergency Response Act of 1986. This plan is available for public inspection at the District Office during normal working hours.

Drug-Free Schools

Line Mountain schools are drug-free schools. Unlawful possession, use or distribution of illicit drugs or alcohol by students on school premises or as any part of any school activity will be treated in a serious manner, consistent with local, state and federal law, up to and including expulsion and referral for prosecution. Compliance with school district rules is mandatory.

Sexual Harassment

It is the policy of the Line Mountain School District to maintain a learning and working environment that is free from sexual harassment, both same sex and opposite sex.

It shall be a violation of this policy for any member of the district staff, visitors to the school district, or other students to harass students through conduct or communications of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or to another staff member, when made by any student to another student, or a staff member, or when made by or to any visitor to the school when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
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
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; or
- * 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; school counselor; Affirmative Action Officer, Line Mountain High School, 187 Line Mountain Road, Herndon, PA 17830 (phone: 758-2011); 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 that staff member to 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.

Given the nature of this type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment. Complete details are contained in Line Mountain School District Policy #248, Sexual Harassment, which is available for public review at any school building or the District Office.

Physical Education Excuse

A parent or the school nurse may issue **only one written excuse** during a school year which is valid for **one day**. A physician's note is required for any additional days. All physical education excuses are to be delivered to the school nurse upon the student's arrival to school. The nurse will then give a note to the student to present to his/her gym teacher. All original physical education excuses are maintained in the child's cumulative health record. The grading policy related to non-participation is explained by physical education teachers to the students.

Adaptive Physical Education Forms

Adaptive Physical Education (APE) forms may be required if your child is not able to participate fully in his/her gym class. The form will need to be completed by the child's physician/surgeon. The original completed form is to be returned to the school nurse for placement in the health record. A copy will be given to the physical education teacher.

Line Mountain School District Homeless Information

The Line Mountain School District will follow the requirements of the McKinney-Vento Homeless Assistance Act. Under federal law, children and youth in transition must have access to appropriate public education and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. The District will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Identification

In collaboration with school personnel and community organizations, the local liaison (Brad Shrum-570-758-2640) will identify children and youth in transition in the district, both in and out of school. The Director or designee will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth in transition, and procedures for forwarding information indicating homelessness to the District's Student Services Office, the offices of Food Services, Transportation, and Special Education as deemed appropriate. Instruction will be provided to school personnel to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the appropriate District personnel. Community partners in identification may include the following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services. When necessary, the District will also seek the assistance of the Regional Coordinator (Jeff Zimmerman) for the PA Children's Homeless Initiative.

The liaison will keep data on the number of children and youth in transition in the district; where they are living; their academic achievement (including performance on state- and district-wide assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

Homeless Information continued on next page.

School Selection

Each child and youth in transition has the right to remain at his or her school of origin or to attend any school that housed students who live in the attendance area in which the child or youth is actually living are eligible to attend. Keeping students in their schools of origin enhances their academic and social growth, while permitting our schools to benefit from the increased test scores and achievement shown to result from student continuity.

Therefore, in selecting a school, children and youth in transition will remain at their schools of origin to the extent feasible, unless that is against the parent or youth's wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years.

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility.

Enrollment

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents available readily. Nonetheless, the school selected for enrollment must enroll any child or youth in transition immediately. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (The school nurse will assist in obtaining immunizations and/or appropriate immunization information and other medical records. Health records may often be obtained from previous schools or state registries, and school- or community-based clinics can initiate immunizations when needed.)
- Proof of guardianship
- Birth certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

Unaccompanied youth must also be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

Transportation

Without appropriate transportation, a student may not be able to continue attending his or her school of origin. To avoid such forced school transfers, at a parent's request, transportation will be provided to and from the school of origin for a child or youth in transition. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes. Requests will be processed and transportation arranged without delay. If the student in transition is living and attending school in this district and requires transportation, the Line Mountain School District will arrange transportation. If the student in transition is living in this district but attending school in another, or attending school in this district but living in another, this district will coordinate with the neighboring district to arrange transportation. When inter-district difficulties arise with transportation, the district will consult with the Regional Coordinator. In addition to receiving transportation to and from the school of origin upon request, children and youth in transition will also be provided with other transportation services comparable to those offered to non-homeless students.

Homeless Information continued on next page.

Services

Children and youth in transition will be provided services comparable to services offered to other students in the selected school, including:

- Transportation (as described above)
- Title I, Part A, services (as described below)
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs
- Before- and after-school program

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused. Our school district will follow state procedures to ensure that youth in transition and youth who are out of school are identified and accorded equal access to appropriate secondary education and support services. School personnel will refer children and youth in transition to appropriate health care services, including dental and mental health services.

School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.

Disputes

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the Director of Student Services or designee who will resolve the dispute as expeditiously as possible and maintain all appropriate documentation. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute and appeal to the District Superintendent if necessary. The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

Free Meals

All children and youth in transition will receive free breakfast and lunch.

Title I

Children and youth in transition are automatically eligible for Title I, services, regardless of what school they attend. The District's Title I plan will be coordinated with the McKinney-Vento services. Children and youth in transition will be assessed, reported on, and included in accountability systems, as required by federal law and U.S. Department of Education Regulations and Policy Guidance.

Training

The local liaison will conduct training and sensitivity/awareness activities to relevant school personnel at least once each year. The trainings and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition. The Director of Student Services or designee will also obtain from every school the name and contact information of a building liaison. Building liaisons will be identified to lead and coordinate their schools' compliance with this policy.

Coordination

The District will coordinate with and seek support from the Regional Coordinator as well as the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the pupil transportation department, local liaisons in neighboring districts, and other organizations and agencies. Coordination may include conducting outreach and training to those agencies and participating in the local continuum of care, homeless coalition, homeless steering committee, and other relevant groups. Both public and private agencies will be encouraged to support the local school district in implementing this policy.

STUDENT RECORDS

Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law, which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents or eligible students (students age 18 or older) the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect your child's or your records, contact a school counselor.

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading, or violate the student's rights, and to have a hearing if that request is refused.

FERPA provides that educational records cannot be accessed without the written consent of the parent or eligible student, except in certain specified instances.

Board Policy #216 presents a more detailed explanation of your rights. You may obtain a copy of this policy by contacting the superintendent's office.

If you believe that the district is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the FERPA Office, Department of Education, Room 4511, Switzer Building, Washington, DC 20202.

Note: School districts are required to include information concerning student discipline in student records, e.g., expulsions, suspensions, weapons violations, drug/alcohol violations, and violent acts.

COMMUNITY SERVICES

Use of School Facilities

The facilities of the Line Mountain School District are available for community purposes, provided that such use does not interfere with the educational program of the schools. Those interested in securing permission to use school facilities should contact the respective building principal, who will discuss the application form, fees, insurance coverage needed, and other requirements.

RULES AND REGULATIONS

Activities, Sporting Events

1. School rules and conduct are in effect at these events. Attendance at these events is a privilege. Students who cannot follow school rules during the school day, at practices, or at these activities can lose the privilege of participating in such after-school events. Serious offenses will be reported to the police, and legal action may follow.
2. Administrative approval must be granted before any after-school activity is held.
3. Students must remain within designated areas unless an emergency situation occurs, then adult chaperone permission is required.

Address Changes

Any changes in a student's record, such as parent/guardian name and address, student address, phone numbers, and emergency procedure information, should be reported to the school office immediately. The school is best prepared to serve student needs when this information is current.

Arson

Any student found guilty of setting fires or assisting in setting fires on school property will receive a minimum of 10 days out-of-school suspension, and arson charges will be filed against him/her by the Line Mountain School District. The student shall be referred to the Board of School Directors for potential expulsion.

Assembly Programs -Assemblies are planned to provide educational value and are a privilege.

1. Students must be seated according to the arrangement assigned to each homeroom.
2. Students are expected to be attentive and polite during assemblies.
3. At the end of the assembly, students are to remain seated until instructions are given. They should leave in a quiet and orderly fashion.
4. Students who cannot follow school rules may lose the privilege of attending an assembly.

Bus Behavior

Students are provided with a safe means of transportation to and from school. The drivers of all buses are responsible for maintaining control. Whenever problems arise that the driver is unable to resolve, a bus conduct report will be written and presented to the building principal for disciplinary assistance. Bus conduct rules are divided into Class A and Class B rules. Violations of the Class B rules tend to be of a more serious nature.

The first violation of Class A rules will result in a written warning, the second violation may result in a three-day suspension of bus-riding privileges, and a third violation may result in termination of bus-riding privileges for the remainder of the year. Due to the more serious nature of violations of Class B rules, the first violation may result in a three-day suspension of bus-riding privileges, and a second violation may result in suspension of bus-riding privileges for the remainder of the year.

Suspension from bus-riding privileges begins pending notification of the parent. During such suspensions, the student is expected to attend school as required by school attendance laws. Parents are responsible for transportation of the student to and from school.

Cafeteria

All students should report to the cafeteria at the beginning of their assigned lunch period whether they are buying lunch or not, and should remain there until dismissed by an adult.. Anyone leaving the cafeteria area must obtain permission from the teacher/teacher aide in charge. Students who fail to observe these guidelines or practice unacceptable attitudes and manners will be subject to disciplinary procedures.

Carrying, Using, or Concealing a Weapon

WEAPONS ARE NOT PERMITTED ON SCHOOL PROPERTY. The possession of a weapon by any student on school property, at any school-sponsored activity, or on a school bus is prohibited. "Possession" is defined as on the student, in the student's car or locker, or otherwise under the student's control. "Weapon" is defined as any instrument capable of inflicting bodily injury and serving no common lawful purpose and includes knives and hunting weapons. (See Board Policy #218 for a more complete listing.)

Depending on the circumstances, any student found to be in possession of a weapon shall be expelled from the Line Mountain School District for a period of not less than 1 year, and the incident shall be reported to local law enforcement officials. This penalty is applicable to students storing weapons in vehicles on school property with the intention of hunting before or after school.

Exceptions to this policy for such purposes as are related to the curriculum require prior written permission from the superintendent.

Class Trips and Field Trips

Class and/or field trips are a privilege and reward to students who have cooperated and achieved the educational goals set for them. The school staff will determine the students who have earned the privilege of going on a class or field trip.

1. All school rules and regulations are in effect during any class or field trips.
2. Students who have incomplete assignments may not be allowed on trips.
3. Students whose behavior has not improved despite disciplinary interventions may not be allowed on trips.

Dress Code

The written policy of the Board of School Directors concerning dress and grooming states that the Board will not interfere with the right of students and their parents to make decisions regarding appearance except when their choices affect the educational program of the schools or endanger the health or safety of the students themselves or others.

The district administrators have been authorized to establish dress code regulations when dress or grooming practices:

- * present a hazard to the health or safety of the student or others in the school;
- * materially interfere with school work, create a disorder, or disrupt the educational program;
- * cause excessive wear or damage to school property; or
- * prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Dress code regulations shall include, but not be limited to, the following:

- * No clothing with obscene or suggestive sayings may be worn.
- * No clothing with profanity may be worn.
- * Heavy chains and necklaces, which pose a safety threat may not be worn.
- * No clothing that is deemed disruptive or offensive by the administration may be worn.
- * No halter tops
- * No spaghetti straps on dresses or tops
- * No low cut clothing on front side or back
- * No clothing that exposes midriff may be worn.
- * No sexually suggestive clothing may be worn.
- * No shirts with alcohol, tobacco, or drug references/companies may be worn.

- * Hats may not be worn inside the building.
- * Shorts/skirts must be of appropriate length (mid-thigh or longer) may be worn.
- * **Flip flops MAY NOT be worn** for safety reasons.
- * Students will not be allowed to attend class wearing clothing that does not follow the dress code until proper clothing is provided by the parents.

Discipline

The development of self-discipline in students is a basic responsibility of each staff member. Such development is critical to a student's growth as a learner, as well as essential to maintaining a school climate that encourages learning. Refer to Board Policy #218, Student Discipline, for further clarification. The four basic rules that govern student conduct in school and during time spent to and from school are as follows:

- Conform to reasonable standards of socially acceptable behavior
- Respect the rights, person and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.
- Obey constituted authority and respond to those who hold that authority.

A direct correlation exists between conduct and learning. The Board of School Directors acknowledges that an effective instructional program requires a wholesome and orderly school environment. Students are required to adhere to school rules and regulations as developed by the administration. The building principal shall have the authority to assign discipline to students subject to the rules and regulations of the superintendent and to the student's due process right to notice, hearing and appeal.

Principal's Role

The principal of students becomes involved in the disciplinary process after classroom disciplinary interventions have been ineffective in modifying a student's behavior. Students who repeatedly choose behaviors which are disruptive to the education environment and/or are disrespectful to the instructional process and the learning of other students may be referred to the principal for discipline. Students are referred to the office **immediately** for severe disciplinary infractions, which can include, but are not limited to:

- Fighting
- Abusive or threatening language or actions toward any person
- Theft
- Vandalism
- Violation of a tobacco, drug, or weapon policy
- Bus infractions
- Leaving school without permission, or
- Any other behaviors in violation of criminal codes or so disruptive as to interfere with the orderly operation of the school or which pose a danger to the well-being of the school community.

Teacher's Role

Each teacher has consistent expectations for student behavior, which they communicate to students on a regular basis and post in their rooms. Both students and parents will become familiar with the Code of Student Conduct. Should a student not meet the expectations for responsible and respectful behavior, each teacher has a series of disciplinary interventions, which they can use to help students modify inappropriate behaviors. Parental contact and support is an essential part of making disciplinary interventions effect and proactive. Parents will be contacted by phone or mail (as outlined in the Code of Student Conduct), so home and school can work in cooperation to assist students encountering behavior and academic difficulties.

Disciplinary Offenses and Consequences

The discipline system of the Line Mountain Schools is designed with 4 levels of progressive consequences (detention, in-school suspension, out-of-school suspension, expulsion) based on the severity of the action. Dependent upon the specified situation, the administration has the prerogative to amend and accelerate the disciplinary procedure, as warranted. Non-compliant students may be subject to arrest. Please refer to the School Code of Conduct.

Student Code of Conduct

A copy of the Code of Student Conduct is located at the end of this handbook, which has been approved by the school board. Both parents and students need to review its contents and become familiar with it. After reviewing it, please sign and return the verification form to us for our files.

Detention

Detention will be held after school hours. Students violating school procedures may be assigned to detention where they will be monitored by teachers trained in Conflict Resolution.

Restitution

Restitution will be made for all acts of theft, vandalism, damage, or destruction of school or personal property.

Suspensions

Suspensions may be in the nature of a temporary or full suspension. *Temporary Suspension* shall mean exclusion from school for an offence for a period of up to 3 school days by the principal without an informal hearing. *Full Suspension* shall mean exclusion from school for an offense for a period of up to 10 school days after the student and parents are offered an informal hearing before the principal. *Corporal Punishment* is not administered in the Line Mountain School District. Reasonable force may be used by school authority to quell a disturbance, obtain possession of weapons for self-defense, or for protection of people or property.

School Wide Discipline Intervention Framework Options

- Teacher warning(s).
- Parent contact by an individual teacher or the school counselor via phone and/or a progress report by the team members.
- Removal from classroom.
- Teacher conference with the student (warning as to possible future consequences for continued inappropriate behaviors).
- Teacher conference with the student's parents, school counselor, and/or principal.
- Principal's discipline decision (severe or repeated infraction)
- In-school detention or after school detention.
- In or out of school suspension
- Recommendation to the school board for expulsion hearing.

Drug and Alcohol Policy

Line Mountain School District believes the role of the schools is basically educational and rehabilitative, not punitive. However, we also recognize that the inappropriate and illegal use of drugs constitutes a hazard to the positive development of students. In addition to maintaining a realistic or meaningful drug education program, which includes the resources of the community at large, the school district has outlined procedures for dealing with use, possession, and distribution.

Refer to Board Policy #227, Drug Awareness, for a complete understanding of the policy regarding "drugs," defined to include all dangerous, controlled substances prohibited by law, all "look-alike" drugs, all alcoholic beverages, any drug paraphernalia, and any prescription or patent drug, except those for which permission to use in school has been granted pursuant to school policy. (See "Administration of Medications" in this handbook.)

Electronic/Mechanical Devices

Use of the devices shall be limited to the period before school begins in the morning and after the conclusion of the instructional day. Such devices shall not be used during instructional time, in the passing time between classes, or during activities such as lunch. For more information, please refer to **Board Policy #237**.

Extra-Curricular Activity Participation

1. Any student, who uses, possesses, purchases, or deals with illegal substances or alcoholic beverages or tobacco, or commits a felony or misdemeanor under the PA Crime Codes while on school property and/or under the supervision of school authorities shall receive an immediate 10-school-day suspension from participation in any Line Mountain School District extra-curricular activity. An additional 60-school-day suspension may occur after determining the circumstances. A 20-school-day suspension will be enforced for second tobacco infractions.
2. Any student who displays poor citizenship/deportment or inappropriate dress while participating in an extra-curricular activity will be suspended from participation in extra-curricular activities for 10 school days for the first offense and 20 school days for the second offense. For additional information regarding the above, refer to Board Policies #122 and #123.

Fighting

All parties involved in a fight will be disciplined. Disciplinary action may include, but is not limited to, suspension, expulsion, and referral to police officials for prosecution. If a student is being threatened or intimidated, he/she should notify school personnel.

Fire Alarms (setting off false)

Any student found guilty of setting off a false fire alarm will receive 10 days out-of-school suspension, and the matter shall be referred to the appropriate Fire Marshall and/or Police Department and to the Board of School Directors for possible expulsion.

Fire Extinguishers

Any student found guilty of tampering with a fire extinguisher will receive 5 days out of school suspension and will be required to pay for the cost of refilling it. The matter will be referred to the appropriate Fire Marshall and/or Police Department.

Gum, Food Prohibitions

1. Food *is not* allowed to leave the cafeteria unless a special activity is planned.
2. Gum is not allowed.

Insubordination

Students must respect not only each other, but respond to verbal directions given by ALL school personnel. When a person in a position of authority makes a responsible request, students must comply.

Internet Use

Students will be permitted Internet access only after parents have signed a permission form, which shall be kept on file for the duration of the child's school years. Internet use shall be for educational and/or research purposes only. Parents are asked to contact the school if they have any questions regarding the use of the Internet. Acceptable Use of Internet Policy #815 is available on-line at www.linemountain.com.

Homebound Instruction

Homebound instruction of to five hours per week may be provided to students who are confined to home or hospital for a physical disability, illness, or injury that will last at least two weeks. Parents requesting this service should **put their request in writing** to their child's principal, **along with documentation of a physician's recommendation**. This must include the reason for homebound instruction as well as the estimated time frame that homebound instruction will be needed.

Make-up Work

Students are required to make up work missed during an absence.

Money and Valuables

The school discourages the carrying of large sums of money and/or valuables. The school will not be responsible for the loss of valuables or large sums of money that students bring to school.

Sexual Harassment

It is the policy of the Line Mountain School District not to condone both same sex and opposite sex sexual harassment. Refer to Board Policy #248 and the description listed in this handbook under the heading "Public Announcements" for details.

Smoking and Tobacco

The Board of School Directors recognizes that the use of tobacco by students presents a health and safety hazard, which can have serious consequences for both users and nonusers. In order to protect students and staff from such hazards and to provide a cleaner, safer environment in our school, students are prohibited from possessing or using tobacco at any time in school buildings, on school buses, or on school property. "Tobacco" shall be defined as a lighted or unlighted cigarette, cigar, or pipe; other lighted smoking product; and smokeless tobacco in any form.

The district shall initiate prosecution of a student who violates the tobacco use policy. If convicted, the student shall be fined up to \$50 plus court costs or admitted to alternative adjudication. In addition, the student shall be subject to school disciplinary action.

Any student identified as a "look out" for another student violating this policy will also be subject to school disciplinary action.

Telephone Use

Emergency calls for students will be accepted by the office. Students are permitted to use the telephone in the office for emergency purposes.

Toys

Toys of any kind constitute a distraction and should not be sent to school. **The district is not responsible** if they are lost, stolen or damaged; therefore, we request that they remain at home.

Use of Dogs to Search School Property

The school may periodically invite law enforcement agencies to search school property with dogs trained for the purpose of finding illegal substances. **All property such as lockers, classrooms, storage areas and all vehicles parked on school property may be searched**. Refer to Board Policy #226.1.