STUDENT HANDBOOK

2026-2027

Littlestown High/Middle School



District Mission Statement:

Investing in collaborative experiences that inspire and nurture personal growth.

District Vision Statement:

To build a solid foundation to prepare all students for life and career success.

HOME OF THE THUNDERBOLTS

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

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Carolyn Fiascki, Compliance Officer, Administration Office, 162 Newark Street, Littlestown, PA 17340.

Telephone (717) 359-4146, ext. 1210.

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr for the address and phone number of the office that serves your area, or call 1-800-421-3481.



ALMA MATER

All hail Thee, ALMA MATER,
Thy sons cheer thee now
To thee, Littlestown High School
All rivals must bow.

Victorious forever,
Thy colors dear must be
Forever, forever
They'll wave in victory.

SCHOOL COLORS: BLUE AND GOLD

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LITTLESTOWN HIGH/MIDDLE SCHOOL ADMINISTRATION

Dr. Nathan Becker, Secondary Principal	beckern@lasd.k12.pa.us	ext. 2231
Mr. Andrew Prietz, Secondary Asst. Principal	prietza@lasd.k12.pa.us	ext. 2264
Mr. David Kochenour, Secondary Asst. Principal	kochenourd@lasd.k12.pa.us	ext. 4253
Mr. Jeffrey Alisauckas, Athletic Director	alisauckasj@lasd.k12.pa.us	ext. 2275

SCHOOL NURSES

Kim Costella, HS Nurse	costellak@lasd.k12.pa.us	ext. 2234
Lisa Rummel, MS Nurse	rummell@lasd.k12.pa.us	ext. 3237

ADMINISTRATIVE ASSISTANTS

Lisa Kraus	krausl@lasd.k12.pa.us	ext. 2232
Natalie Stuffle	stufflen@lasd.k12.pa.us	ext. 2230
Beth Williams	williamsb@lasd.k12.pa.us	ext. 3238
Heather Smith	smithhe@lasd.k12.pa.us	ext. 3239

COUNSELING DEPARTMENT

Melanie Meakin, Counseling Admin Asst.	meakinme@lasd.k12.pa.us	ext. 2262
Deb Allison, 6th/7th Counselor	allisond@lasd.k12.pa.us	ext. 3242
Erika Long , 8th/9th Counselor	longe@lasd.k12.pa.us	ext. 2263
Amanda Group, 10-12 Counselor	groupa@lasd.k12.pa.us	ext. 2261
Heather Poole, 10-12 Counselor	pooleh@lasd.k12.pa.us	ext. 2665

Counseling Services:

The mission of the Littlestown School Counseling Department is to work collaboratively with the students, parents, community, teachers, and administrators to provide a comprehensive counseling program that addresses the academic, career, and social/emotional needs of all our students. Programming cultivates personal growth and empowers all students to maximize their potential to become lifelong learners, responsible citizens, and productive members of society.

This is accomplished by meeting with students in the classroom, in small groups, and/or individually. All counseling is both confidential and goal directed. The counseling department also provides information and referrals to community resources, as needed. Students may request to see a counselor scanning the QR codes around the building or stopping by the counseling office to make an appointment. Parents are welcome to call for advice about school–related situations. However, it is suggested that parents and students contact teachers first when there is an academic question.

New High/Middle Bell Schedules

Middle School Bell Schedules

Normal Bell Schedule

HR	7:35-7:40		5 Minutes
PD 1	7:43-8:28		45 Minutes
PD 2	8:31-9:16		45 Minutes
PD 3	9:19 - 10:04		45 Minutes
PD 4	Lunch A 10:07-10:37	10:07-10:52	30 Minute Lunch
	10:40-11:25	Lunch B 10:55-11:25	45 Minutes
PD 5	11:28 - 12:13		45 Minutes
PD 6	12:16 - 1:01		45 Minutes
PD 7	1:04 - 1:49		45 Minutes
PD 8 (FLEX)	1:52 - 2:21		29 Minutes

2 Hr Delay Schedule

HR	9:35-9:40		5 Minutes
PD 1	9:43-10:15		32 Minutes
PD 2	10:18-10:50		32 Minutes
PD 3	10:53 - 11:25		32 Minutes
PD 4	Lunch A 11:28-11:58	11:28-12:01	30 Minute Lunch
	12:01-12:33	Lunch B 12:03-12:33	32 Minutes
PD 5	12:36 - 1:08		32 Minutes
PD 6	1:11 - 1:43		32 Minutes
PD 7	1:46 - 2:21		35 Minutes
PD 8 (FLEX)	NO FLEX		

Act 80 Day

HR	7:35-7:40		5 Minutes
PD 1	7:43-8:15		32 Minutes
PD 2	8:18-8:50		32 Minutes
PD 3	8:53 - 9:25		32 Minutes
PD 5	9:28 - 10:00		32 Minutes
PD 4	Lunch A 10:03-10:33	10:03 -10:36	30 Minute Lunch
	10:36-11:08	Lunch B 10:38-11:08	32 Minutes
PD 6	11:11- 11:43		32 Minutes
PD 7	11:46 - 12:21		35 Minutes
PD 8 (FLEX)	NO FLEX		

High School Bell Schedule

Normal Bell Schedule

HR	7:35-7:40		5 Minutes
PD 1	7:43-8:28		45 Minutes
PD 2	8:31-9:16		45 Minutes
PD 3	9:19 - 10:04		45 Minutes
PD 4	10:07-10:52		45 Minutes
PD 5	10:55 - 11:40		45 Minutes
PD 6	Lunch C 11:43 - 12:13	11:43-12:28	30 Minute Lunch
	12:16-1:01	Lunch D 12:31 - 1:01	45 Minutes
PD 7	1:04 - 1:49		45 Minutes
PD 8 (FLEX)	1:52 - 2:21		29 Minutes

2 Hr Delay Schedule

HR	9:35-9:40		5 Minutes
PD 1	9:43-10:15		32 Minutes
PD 2	10:18-10:50		32 Minutes
PD 3	10:53 - 11:25		32 Minutes
PD 4	11:28-12:01		33 Minutes
PD 5	12:03 - 12:36		33 Minutes
PD 6	Lunch C 12:38 - 1:08	12:38 -1:11	30 Minute Lunch
	1:11-1:43	Lunch D 1:13 - 1:43	32 Minutes
PD 7	1:46 - 2:21		35 Minutes
PD 8 (FLEX)	NO FLEX		

Act 80 Day

HR	7:35 - 7:40		5 Minutes
PD 1	7:43 - 8:15		32 Minutes
PD 2	8:18 - 8:50		32 Minutes
PD 3	8: 53 - 9:25		32 Minutes
PD 4	9:28 - 10:00		32 Minutes
PD 5	10:03-10:36		33 Minutes
PD 7	10:38 - 11:11		32 Minutes
PD 6	Lunch C 11:13 - 11:43	11:13-11:46	30 Minute Lunch
	11:46-12:21	Lunch D 11:51 - 12:21	35 Minutes
PD 8 (FLEX)	NO FLEX		

THE FOLLOWING PAGES ARE A RESOURCE FOR STUDENTS AND PARENTS. THE PAGES INCLUDE THREE TYPES OF INFORMATION:

1) POLICIES – Policies are set by the school board. Links to the policies are provided. The policies are used to guide how the school, teachers, staff, students, and administrators interact with each other and work together to provide the best public education available based on current state and federal law.

2) PROCEDURES – Procedures are based on the policies and detail the day to day rules and guidelines that help the school run efficiently and effectively.

3) GENERAL INFORMATION – General information comes from many sources and is intended to keep students and parents informed and well–prepared for a successful school experience.

PLEASE REVIEW THE INFORMATION AND CALL OR EMAIL US WITH QUESTIONS. PLEASE REMEMBER THAT INFORMATION MAY CHANGE. WE WILL COMMUNICATE ALL CHANGES IN A TIMELY MANNER.

STUDENT RESPONSIBILITIES

The teachers, administrators, and student leadership believe that Attendance, Behavior, and Course Completion form the ABC of academic success. Regular attendance (being present 95% or more school days), following school schools and exhibiting prosocial behavior, and maintaining solid grades have proven to be a recipe for success and preparation for post high school life.

Students have rights and responsibilities. (School Board Policy 235). These guidelines will help students be successful.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner that does not offend or slander others.

ATTENDANCE

This section details student responsibilities regarding attendance to school and related information.

ATTENDANCE REGULATIONS

Attendance procedures will adhere to School Board Policy 204.

1. Procedures in the high school and middle school include the following:
   a. Attendance records are maintained by the school administration using the student management system, Sapphire.
   b. Any student who is not in their homeroom by 7:35 A.M. will be marked absent by the homeroom teacher. Those tardy students will report to the office before reporting to their first period class with a late pass.
   c. Arrival after 9:30 A.M. will constitute a half day absence.
   d. Arrival after 1:00 P.M. will constitute a full day absence.
   e. Any student who wishes to participate in any activities for that particular day must be in school by 9:30 A.M. This includes practice as well as games or performances, unless the absence has had prior approval.
   f. If there is a weekend or holiday activity and the student wishes to participate, the student must be in attendance by 9:30 A.M. the day before the weekend or holiday. Only prior approval or a medical certificate will excuse the student past 9:30 A.M. the day before.
   g. Upon the student's return from an absence notes can be submitted in the following manner: an email to the building secretary, a fax from a doctor, an uploaded note in Sapphire or a written note signed by your parents dropped in the box outside the office.
   h. To be excused early, a student must present a note or email from a parent at the office between 7:30 and 7:35 A.M. Students **must** communicate to an office secretary in the main office before leaving the building. They must sign in when returning to the building. Any student absent for three (3) or more consecutive days from an illness or accident will require a doctor's note.

2. Tardies to school will be cumulative for each 9 weeks. Only medical excuses or emergencies will not be counted as tardies for lunch detention. The third tardy (per 9 weeks) will result in an official referral for lunch detention. Each additional third tardy will also be a referral for lunch detention.

3. Tardies to class:
   a. Each student's individual classroom tardy will be recorded by that particular teacher for each marking period.
   b. A student who has been tardy 3 or more times each 9 weeks will be

assigned detention(s) or other disciplinary action.

4. Early dismissals:
   a. Medical appointments will be honored for early dismissal. In order for early dismissal to be excused, students must bring a doctor's note to the main office. **Students may not be excused for such appointments during local and/or state assessments.**
   b. Driver examinations will be honored for early dismissal.
   c. All other reasons for early dismissal will be discouraged. However, with prior approval, those with lawful excuses will be considered.

5. Excessive absences:
   a. Excessive absences, other than with a doctor or medical related excuse, by a student may warrant a written warning from the administration that continuous absenteeism will have to be verified with a note signed by a doctor to be considered excused. The school will use the following as criteria for excessive absence: 10 per school year.

6. Truancy:
   a. Act 29 of 1995 provides guidelines for students who are deemed habitually.
   b. Definition of "truancy." The new law defines "truancy" as "three (3) or more school days of unexcused absence during the current school year by a child subject to [the] compulsory school attendance [law]."
   c. Definition of "habitually truancy." The new law defines "habitual truancy" as "six (6) or more school days of unexcused absences during the current school year by a child subject to [the] compulsory school attendance [law]."
   d. Chronic absenteeism – Percent of students enrolled for at least 90 days who have missed more than 10 percent of enrolled school days across the academic year.

6. Prior Approval Days
   a. Non–school Sponsored Trips: Littlestown Area School District allows students to take up to ten (10) school days per school year for a non–school sponsored trip.
   b. Prior approvals may not be excused during PSSA & Keystone test window dates: PSSA Dates April 26th–30th (6th/7th/8th English Language Arts), April May 3rd–7th (6th/7th/8th Math & 8th Science) Keystone Dates December 7th–18th, January 4th–15th, May 17th–25th

BEHAVIOR

This section details student responsibilities regarding general behavior and expectations.

STUDENT DISCIPLINE

As stated in School Board Policy 218 the Board authorizes the administration to develop and implement a student code of conduct that is flexible to maintain proper discipline based upon developmentally appropriate grade level and nature of the infraction. These expectations and related consequences for violation of the school rules are contained within School Board Policy 218. In addition, these other guidelines should be noted.

GUIDELINES

1. Students will enter and exit the building via the front doors. All visitors are required to sign in at the office and obtain a visitor's pass, and must enter and exit using the front doors of the lobby.
2. After school, the corridors should be cleared by 2:45 p.m. No students are to be in the building after this time unless they are properly supervised. Loitering in or around the building is not permitted and violators will be subject to disciplinary actions. Trespassing is not permitted.
3. Students are not permitted in the halls for routine functions (lockers, restrooms, and most other reasons to leave class) without a properly signed pass.
4. Lockers are very limited and only available upon request. You have a personal responsibility to keep your locker neat and clean. No food or glass containers are to be stored in lockers at any time. Lockers are school property, and the contents therein are subject to examination by school officials.
5. Textbooks and other school equipment are loaned to students. Damaged or lost property and textbooks must be paid for by the student responsible.
6. Lost and found: All articles which are found should be turned over to the main office and any claims should be presented there.
7. Drinks (with the exception of bottled water) are not permitted in the hallways during the school day.
8. No electronic devices are permitted to be used in the classrooms unless directly related to the academic curriculum and permitted by the teacher. Laser pointers are prohibited. Teachers may use a bin or door hanger for students to store cellphones during class to minimize distractions.
9. The Littlestown Area School District is equipped with both interior and exterior video cameras for security. While the primary purpose of the

cameras is for security reasons, cameras may be reviewed and used for disciplinary situations and/or court.

STUDENT EXPRESSION

The school administration respects the right of the students to express themselves in word or symbol, but recognizes that student expression may be limited to maintain an orderly school environment. Please reference School Board Policy 220 for complete information.

DRESS CODE

School Board Policy 221 recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board also recognizes its administration's responsibility to maintain safe and orderly operations and an appropriate educational environment within the school.

For the purposes of safe and orderly operations within the school, a dress code has been established as outlined below. Examples of clothing that are deemed to be inappropriate for the school environment or have been shown to cause disruption to safe and orderly operations of the school include but are not limited to:

- Clothing displaying slogans and/or pictures that are suggestive of the use of or involvement in alcohol, tobacco, drugs, lewd behavior, pornographic images, violence, weapons, hate speech, or obscene language
- Demonstrate gang association/affiliation
- Clothing which exposes undergarments, is sheer, or transparent clothing.
    - Tops (shirt, blouse, sweater, sweatshirt, tank, etc) must extend to the top of the beltline.
    - Bottom (pants, shorts, skirt, dress, etc) must be worn appropriately at the waistline and cover buttocks
    - Appropriate footwear must be worn at all times

Examples of clothing that affect the health and safety of self or others:

- Students may be required to wear certain types of clothing while participating in physical education classes, shops, labs, extracurricular activities such as band, or other situations.
- Students are permitted to wear hats, but no hoods, or hats that cover the ears.

Dress code violations should be addressed initially through teacher intervention. If a student does not modify their dress, they will be referred to the administration for further intervention.

DISCIPLINE PROCEDURES

Full account of discipline procedures is found in School Board Policy 218 and School Board Policy 233.

SEARCHES

As stated in School Board Policy 226, with reasonable suspicion, school authorities may search a student's locker and seize any illegal materials. In addition, if there is reasonable suspicion of illegal materials on his/her person, the student shall be referred to the principal or assistant principal. School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

EXCLUSION FROM SCHOOL

The board of school directors has defined the types of offenses which would lead to suspension or exclusion from school. The list is not exhaustive. The procedures pertaining to exclusion from school are found in the following school board policies: 218 (Student Discipline), 218.1 (Weapons), 218.2 (Terroristic Threats), 227 (Controlled Substances) and 233 (Suspension and Expulsion).

WEAPONS

The Board recognizes the importance of a safe school environment to the educational process. Pursuant to PA Act 26 of 1995, the District must adhere to certain disciplinary and reporting requirements in the event a student is in possession of a weapon. Possession of weapons by students will not be tolerated; a swift and meaningful response will result when a student is found in possession of a weapon. All policies and procedures concerning weapons are found in School Board Policy 218.1.

TERRORISTIC THREATS/ACTS

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act. All policies and procedures concerning Terroristic Threats can be found in School Board Policy 218.2.

CONTROLLED SUBSTANCES/PARAPHERNALIA

A student who is on school grounds, during a school session, or anywhere at a school sponsored activity under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Administrative Guidelines developed by the District in School Board Policy 227.

SMOKING/TOBACCO PRODUCTS

Smoking/Tobacco: (Policy Number 222) In order to protect students and staff from the safety hazards of smoking and use of tobacco products and from an environment noxious to nonusers, the Board prohibits smoking, use and/or possession of tobacco products by students in school buildings, on school grounds, on district owned and/or contracted vehicles, and at school sponsored activities. Students found to be in violation of this policy will be subject to school discipline and a citation to the magistrate.

UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district or legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment. All policies and procedures concerning unlawful harassment are found in School Board Policy 103 and 247.

TITLE IX COMPLIANCE

- Littlestown Area School District complies with Title VI, Title IX, Section 504, ADA Title I, IDEA, and Public Law 90–202 which prohibits discrimination on the basis of sex, disability, race, color, religion, or national origin in its educational and vocational programs, activities, or employment.
- Littlestown Area School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
- For more information please refer to School Board Policies 103 and 103.1.
- For information on your rights or grievance procedures please contact:
    - Dr. Judy Berryman, Title IX Compliance Officer
    - District Office: 162 Newark Street, Littlestown, PA 17340
    - Phone: 717–359–4146 x1225

BULLYING/CYBERBULLYING POLICY

A state-wide Bully/Cyberbullying policy is adopted as a school board policy. Please refer to School Board Policy 249. The bullying policy is posted in all classrooms.

IN-SCHOOL SUSPENSIONS

Short-term suspensions from class may be made in the secondary school. The student assigned to this type of suspension will be supervised and required to work on school related assignments. During the period of assigned suspension, the student may not participate in any school activities and will be restricted in privileges in accordance with building procedures. Extra curricular and cocurricular participation will be in accordance with the guidelines set forth for those particular activities.

All in-school suspension students will report to the office and be picked by the in-school suspension teacher. The student is responsible for all assignments to be completed during the time of in-school suspension.

DUE PROCESS FOR SUSPENSIONS

For out of school suspensions not exceeding 3 days or in school suspensions not exceeding 10 days the student is informed orally of the reasons for the suspension and is given a chance to respond. The parents or guardians are notified. For out of school suspension exceeding 3 days up to 10 days; in school suspensions exceeding 10 days, the minimum procedural requirements are:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parents or guardian and the superintendent of the district are notified.
3. The parents or guardians and the student are notified in writing of the reasons for the suspension.
4. Sufficient notice of the time and place of the informal hearing must be given.
5. The defendant has the right to question any witness present at the hearing.
6. The defendant has the right to speak and produce witnesses on his/her own behalf.
7. The district must offer to hold the informal hearing within the first five (5) days of suspension.

In all suspension cases, the student has the responsibility to make up exams and work missed. Students must be permitted the right to complete the assignments under guidelines set by the district.

SAPPHIRE PARENT PORTAL

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

REPORT CARDS/PROGRESS REPORTS

Report cards are issued to parents four times during the school year in accordance with School Board Policy 212.

CHEATING

Cheating in any form will not be condoned at Littlestown High/Middle School. Plagiarism is a form of cheating. All students receive instruction about appropriate use of sources in multiple classes. Any form of cheating the parent/guardian will be notified. Disciplinary consequences could follow.

SUMMER SCHOOL

Summer school information will be provided in May of each year and is available from the guidance office.

GENERAL INFORMATION

MEDIA RELEASE

Throughout the course of the school year, there may be times when a newspaper reporter or photographer may take pictures and gather information about activities that occur **DURING THE SCHOOL DAY** at the High or Middle School. Please be advised that if you wish that your child's picture or name **NOT** be provided to the media coverage at these times or not be posted on any school district generated media you **MUST** complete and return the Opt Out Form (click here)

Please note an extra-curricular event is a public event and the school district cannot regulate outside media during these times. If you wish that your child's picture or name **NOT** be used in school district created media of an extra-curricular event you **MUST** send a note specifically stating this.

Notes are valid for a one school year period.

SURVEYS

Occasionally, Littlestown High/Middle School utilize different surveys to gain valuable feedback to support LASD. If you as a parent want your student to not participate in these surveys please click the link for the opt out form.

INTERNET ACCOUNT – TERMS AND CONDITIONS FOR USE

The Littlestown Area School District provides technology access to all staff and students, recognizing its educational and administrative benefits. Since the District

is responsible for maintaining the computer network, hardware, software, and internet, there is no inherent right to privacy when utilizing Littlestown Area School District's technology. All accounts and files are monitored in order to comply with state and federal regulations as well as the Littlestown Area School District Board Policy 815 and 815.1 concerning network and internet usage. The Littlestown Area School District or the Internet may occasionally require new registration and account information to continue the service. You must notify the Littlestown Area School District of any changes in the account information.

LIBRARY BOOK RELEASE

To enhance partnerships with families District Librarians have created a library book resource for your review. Library material selection practices offer students a choice of materials which stimulate growth and knowledge, literary appreciation, support the curriculum, and offer a broad range of materials. These processes encourage and promote reading, and support the learning of all students.

The Littlestown Area School District encourages you to review library books available to your child through this resource as well as hold conversations with your student's School Librarian. For a complete listing of all library books, please visit our district website. The American Library Association has identified a total of 240 books as most challenged since the 1990s and a listing of these books is available at this site. **If you wish to preview materials prior to your child selecting the book from the library in this listing**, you must notify the building Digital Media Specialist/Librarian in writing K–5 finkl@lasd.k12.pa.us and 6–12 henshawg@lasd.k12.pa.us.

ACADEMIC ELIGIBILITY

Academic eligibility is defined in the athletic handbook. All athletes must sign that they have read and understood academic eligibility requirements prior to participating in sports and extracurricular activities.

According to PIAA rules, grades of athletes must be checked weekly as well as at the end of each marking period.

Eligibility Requirements for Littlestown High/Middle School:

1. High School students must pass a minimum of 6 classes, including 75% of the core subjects (Math, Science, Social Studies, and English).
    a. A Senior may need less than 6 classes to graduate. Any Senior taking less than 6 classes in a given quarter, must pass everything.
    b. Students must take a minimum of 4 credits to participate in extracurricular activities.
    c. Students may not be failing 2 or more classes during the eligibility period, regardless of how many classes/credits they are taking.

d. If a student failed a quarter course in the first, second, or third marking periods, they will still be eligible for the start of the next school year.

2. Middle School students may not be failing 2 or more classes during the eligibility period.

3. Home Schooled, Cyber Schooled, and any other students eligible to play sports for Littlestown Area School District will be held to the same academic standards as traditional students. Accommodations are made by the Athletic Office to obtain the student's grades from their academic institution or parent/guardian of the student. Online education students must also meet the pacing requirements provided to them by their educational program. Grades provided by online education institutions may include a zero grade for assignments that are behind the program's given pace.

4. Dual Enrollment eligibility is determined in connection with our Counseling Department. Athletes that participate in dual enrollment are still required to be passing 4 courses while they are an in-season athlete. Spring and fall semesters each may be supplemented by up to one winter course. Please see the Athletic Handbook for more details.

Transportation

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

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

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

No temporary bus changes will be granted. No bus changes are permitted except in the case of an emergency. Emergency situations will be handled on a case by case basis. Bus stop changes will be accepted on a limited basis provided that the stop

request is an established stop. Students in grades 6–8 who are required to ride the elementary bus must have a signed bus pass from the Middle School Office.

BICYCLE INFORMATION

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

PARENT PICK UP AND DROP OFF INFORMATION

Parents who wish to drop off and/or pick up their children are more than welcome to do so.

High/Middle School Parents must drop off their students in the parking lot off of Parkway Drive starting at 7:15am. Students will enter using doors 33 or 34.
Middle School Students will report to the cafeteria when arriving.
Student dismissal is at 2:21pm. Student pick up will be in the same location.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well–balanced lunch and salad bar are offered each day. Please refer to the following link for up to date information on school lunch pricing, menus, and applications for free and reduced lunch programs. **http://www.lasd.k12.pa.us/food/**

You may also contact Mr. Matthew Snell at extension 3241 if you have questions.

FOOD ALLERGY GUIDELINES

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

GOOD CAFETERIA ETIQUETTE:

Good cafeteria conduct includes depositing litter in trash cans, returning all trays and utensils, and leaving the cafeteria in a clean condition. Good table manners are expected from all students. Students not obeying rules of the cafeteria may be assigned special seating or disciplinary actions.

FREE AND REDUCED LUNCHES:

Free and reduced lunches can be received if the family qualifies. More information will be sent home at the beginning of the school year or visit https://www.fns.usda.gov/schoolmeals/income-eligibility-guidelines

LUNCH CHARGES:

Parents who wish to deposit money into their child's account may do so by sending a check made payable to LASD Cafeteria while placing their child's student identification number on the memo line of the check. The student ID number is necessary in order to deposit your child's money into the proper account. Also, payments can be made online through www.schoolcafe.com. Any check returned by the bank as NSF (Non-Sufficient Funds) will be assessed an additional $20.00 processing fee by the District.

SCHOOL WELLNESS POLICY

In accordance with School Board Policy 246: School Wellness Policy, it is the responsibility of the District to provide you with information regarding the contents, updates, and implementation of the policy.

ACCIDENT INSURANCE

Accident insurance with a reputable company will be offered to the student body in accordance with School Board Policy 211. It is suggested that everyone take advantage of this opportunity for insurance. All students participating in interscholastic sports (except senior high football) must have the insurance or a note from their parents that their insurance will cover all accidents.

All injuries must be reported to the school nurse. Athletic injuries must be reported to the nurse, the coach, and the trainer.

Before making any insurance claims to the school insurance provider, make sure the coverage is reviewed. There are costs which the athlete and parents will need to be responsible for.

All extracurricular and cocurricular activities carry with them an inherent risk of bodily harm which could be severe, permanent, and or fatal.

VISITORS

Littlestown High/Middle School welcomes all visitors in accordance with Board Policy 907. Parents requesting to visit a class must be approved prior to the time of visitation with the administrative regulations. All visitors are required to sign in at the office where they will receive further instructions.

VOLUNTEERS

We recognize that volunteers are valuable contributors to our school community. In order to be a volunteer, please complete the necessary paperwork in accordance with the Board Policy 916.

EMERGENCY EVACUATION AND DRILL INSTRUCTIONS

Throughout the year, Littlestown High/Middle School will participate in various school drills. Specific directions will be given for any emergency procedure. Everyone is required to follow these directions and carry them out accordingly. Directions will be given by the teacher or staff in charge of the pupils.

MCKINNEY-VENTO ACT

(School Board Policy 251 for Homeless Students)

Definition of Homeless: "Homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence.

Includes Children and youths who are:

˜Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
˜Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
˜Living in emergency or transitional shelters; or
˜Abandoned in hospitals;
˜Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
˜Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
˜Migratory children who qualify as homeless because they are living in circumstances described above

Littlestown Area School District Homeless Liaison
Dr. Carolyn Fiascki, phone: 717-359-4146 ext. 1210, email: fiasckic@lasd.k12.pa.us

NURSE/HEALTH

The school nurse provides many important services for Littlestown High/Middle School. They are available from 7:15 A.M. to 2:45 P.M. Students are required to have a signed pass to visit the nurse except for emergencies.

Doctors' excuses for non participation in Physical Education classes must be submitted to the front office.

Emergency information sheets must be kept updated, especially if there are any changes in the home address, telephone number, parents' jobs, or in the designated

emergency person. This information is essential.

All immunization shots need to be reported to the nurse per School Board Policy 203.

All 6th & 11th grade students are required to have a physical by their family doctor or the school doctor per School Board Policy 209.

All 7th grade students need a dental exam and updated shot record.

All students will be given a vision test, blood pressure check, height check, and weight check every year per School Board Policy 209. Individual health education is presented to each student privately during the screening process.

Any student who has a need to talk with the nurse on any topic can make appropriate arrangements for a meeting.

Sports physicals are given during the summer for all sports activities held during the school year. All forms must be signed by the parent or guardian before the physical will be given.

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

POLICY FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS (School Board Policy 210 and 210.1)

1. The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed and over-the-counter medication in accordance with the direction of a parent or a family physician to a student during school hours will be permitted only when School Board Policy 210 and 210.1 is followed.

2. Any student who is required to take medication during school hours shall have that medication administered by the school nurse in compliance with the following regulations.
   A. For prescription medication, the Private Physician Authorization Form for Medication During School Hours will be required to be filled out and signed by the family physician and parent/guardian.
   B. For non-prescription medication, written instructions signed by a parent or guardian will be required on a medication label. The instruction shall include:
      - Child's name

- Name of medication
- Purpose of medication
- Time to be administered
- Dosage
- Known possible side effects
- Termination date for administering the medication

C. No medication, including over-the-counter medications, such as ibuprofen, cough medicine, etc. will be administered by the nurse under any circumstances other than in the manner described above.
D. Students shall not carry medications to school themselves. All medications should be delivered to the school officials by a responsible adult. All medications, whether prescription or non-prescription, shall be delivered in the original package, bottle, or container, with the original label left intact.
E. The school nurse shall maintain a medication log showing the nature of the medication received, the data received, the date and time of application, and the method of disposal or disposition of the medication. The school nurse shall dispense medications.
F. The parent or guardian shall assume the responsibility for following the above procedure and informing the school nurse of any change in the child's health or change of medication.
G. For life threatening emergencies, emergency medication may be used according to the school physician's standing orders, with the verbal or written consent of the family doctor.
H. The district retains the discretion to reject requests for administration of medicine.
I. A copy of this policy will be provided to parents upon request.
J. Failure to follow the medication policy can result in insubordination and possible drug and alcohol guideline violations. Each student will be handled on a case by case basis.

OVER THE COUNTER MEDICATION LABEL, PRESCRIPTION MEDICATION FORMS AND ASTHMA-INHALER FORMS ARE AVAILABLE HERE

High School Specific Information

Cell Phone Policy

Green Zone indicates cell phone & earbud usage is permitted and a Red Zone indicates cell phone & earbud usage is not permitted. When not in use, the phone must be silenced.

The following lists the times and places students may use their phones & earbuds:

Green Zones Green Zone indicates cell phone & earbud usage is permitted	Red Zones Red Zone indicates cell phone & earbud usage is not permitted
• The cafeteria prior to homeroom is a Green Zone. • The cafeteria at lunch time is a Green Zone. • Time after school is a Green Zone. • The hallways are Green Zones.	• All classrooms are Red Zones. . • The auditorium is a Red Zone. • Bathrooms and Locker Rooms are Red Zones.

CHOOSING COURSES IN THE HIGH SCHOOL

The Curriculum and Course Guide is linked here and in the high school guidance office. The guide provides the student with information on courses consistent with their aptitudes and interests. Every effort should be made to select courses which are best for the student according to individual strengths. Educational and vocational information is available in the guidance office to help with this very important decision.

GRADUATION REQUIREMENTS

Students will move through the grade levels based on the selected pathways of study and successful completion of courses (School Board Policy 217).

In addition to meeting the minimum graduation requirements as established for instructional programming required in a student's pathway, all students shall be required to earn either:

1. a minimum of 9.0 college credits as they appear on a college transcript, and/or
2. successfully complete at least three (3) AP courses (College Board Certified), and/or
3. a nationally recognized industry certification, and/or
4. successful completion of a career apprenticeship/internship

*For courses that are AP and College in the High School, students must select which option the district will assist to offset costs: AP Literature and AP Environmental Science.

WEIGHTED COURSES

The full year AP and college level courses are weighted and will receive up to 1.2 weighted multiplier credits. College Preparatory courses that receive 1.1 weight multiplier are: Academic English, Academic Math, Academic Sciences, and Academic Social Studies classes.

SUBJECT LOAD REQUIREMENT

Students are required to carry a minimum load of 6 credits per year (all classes). Any deviation from this subject load shall be effective only after recommendation from the guidance department, subject to the approval of the high school principal.

Each year the student's program must be approved by the guidance department and/or high school principal. In addition the program must be sanctioned by the parents.

Academic eligibility is defined in the Student Handbook and extra-curricular activity regulations. It is recommended to maintain more credits than needed to increase eligibility options.

KEYSTONE EXAMS

Participation in the Algebra I, Literature and Biology Keystone Examinations and demonstration of proficiency or growth in Keystone skills is a state graduation requirement for all students.

1) Scoring proficient or advanced on the Keystone exam.
2) Scoring proficient or advanced when re-taking the Keystone exam.
3) Obtaining a composite score to achieve at least a scale score of 1500 on any one exam in order to score proficient, with 4452 as the sum of three proficient scores.

In general, all 9th grade students will take the Keystone Tests in Biology and Algebra I; while all 10th grade students will take the Keystone Test in Literature. Further information is available here: https://www.pdesas.org/Page?pageId=8

GUIDELINES FOR DISTINGUISHED AND REGULAR HONOR ROLL

Guidelines for inclusion in the honor roll are found in School Board Policy 213. To qualify for the honor roll, a student must carry 6.5 credits.

GPA & Class Rank determination examples are included in the Curriculum and Course Selection Guide.

NATIONAL ARTS HONOR SOCIETY

Selection in the National Arts Honor Society is recognition of a student's outstanding artistic accomplishment and good character. A student must be in grades 10–12** with a B or higher in each marking period and final average in a visual arts class. Also part of the eligibility equation is that a student must take at least one half credit in art per year. A student must substantiate that he or she has not flagrantly disobeyed school or civil rules or been suspended from school within the past year. Students will be inducted in October and/or March.

If inducted, it is expected that the student participates in activities sponsored by the honor society throughout the year, maintain at least a B in all art courses, attend meetings held in the morning before school starts, and continue to elect at least one half credit of visual arts courses yearly. Any infraction of school policy, civil laws or failure to follow the Society's by–laws may result in suspension or dismissal from the Art Honor Society.

** Students in the ninth grade may be inducted into the high school's chapter of the National Art Honor Society and will be included in the activities of this chapter, but will be recorded on the roster of the Maple Avenue National Junior Art Honor Society.

NATIONAL HONOR SOCIETY

The official National Honor Society Handbook establishes the following goals: "The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools." In addition, the Handbook identifies general principles governing membership eligibility and selection. "Students may not apply for membership in the National Honor Society. Membership is granted to only those students selected by the Faculty Council in each school." Students meeting eligibility requirements are further considered "on the basis of service, leadership, and character." Students who meet eligibility requirements and who submit supporting information "should understand that such surveys are not applications for membership, and that a review of the information gathered does not guarantee selection." Finally, "membership in the National Honor Society is both an honor and a responsibility." and "parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society."

GRADING and ASSIGNMENTS

The Grading System is detailed in School Board Policy 213.

	Grade	% Range	Quality Point Value
Quality Point Breakdown	A+	97-100	4.3
	A	93-96	4.0
	A-	90-92	3.7
	B+	87-89	3.3
	B	83-86	3.0
	B-	80-82	2.7
	C+	77-79	2.3
	C	71-76	2.0
	C-	70-72	1.7
	D+	68-69	1.3
	D	66-67	1.0
	D-	65	0.7
	F	0-64	0.0

- All marking periods count as approximately 22.5% of the final grade. The final exam counts as approximately 10% each of the final grade. Final exam grades will be recorded as actual percentages. During the marking periods a student must have completed 60% of the required graded assignments to receive a 50% minimum. The student should receive a 65% or greater during the 3rd or 4th marking period to be considered for passing the course for the year.
- Instructors will use results on the unit tests, planned instructional assessments along with final assessments as another factor to determine if the standards for the course are met.

I – Incomplete

This grade is assigned when a student is missing required assignments. This may be due to extended absences, the student requiring extra time to reach proficiency, or other extenuating circumstances. Students missing assignments should work in close collaboration with their teachers to ensure they make arrangements to complete missing work

P – Passing.

This grade is used when a student completes a summer school class, a recovery

class, or receives credit for a class by showing proficiency on Keystone Algebra I, Biology, and Literature exams. This grade may also be assigned under very special circumstances at the direction of the high school principal.

If a student has an excused absence from class, the student will be permitted reasonable time from the last day of the absence to complete all work. The student must take the responsibility to arrange for the completion of all work. If the student was given work prior to absence, it is due on the day the student returns. There may be extenuating circumstances which would require special consideration. In special circumstances the time frame will be assigned by the teacher but must be at least two days.

If a student is assigned in–school suspension, the student is responsible for all assignments to be completed during the time of the in school suspension.

Final grades will be averaged using the four marking periods and final exams. All grades will be added together to determine the final grade. The teacher and student will work together to ensure completion of all work.

GUIDELINES FOR WITHDRAWAL FROM A COURSE

1. No one is allowed to withdraw from a required course.
2. No credit will be awarded to any withdrawn course.
3. During the first two weeks of school a student's schedule adjustment may be made at the discretion of the administration and guidance.
4. When a student withdraws from a course within the first two weeks of school, there will be no mark recorded. If a student withdraws from a course at any time from the beginning of the third week to the end of the year, a grade of either of WP (Withdraw Pass) or WF (Withdraw Fail) will appear on the report card and will be recorded on his or her permanent record.
5. Any withdrawals after the second week must be approved by the teacher, administrator, and a parent.

GUIDELINES FOR REPEATING A COURSE

1. Any course may be repeated regardless of grade. This must be approved by the Guidance Office.
2. Only one (1) unit of credit will be awarded for any one course.
3. If a course is repeated both the original course and the new course will appear on the
   record.
4. For ranking purpose: the highest grade will be averaged with the lowest grade to

determine Quality Point Credit for that course.

5. Summer School courses will not be averaged into the Quality Points for class rank

SCHOLARSHIPS

Scholarship information can be found on the Littlestown Area School District Website or contact the High School Guidance Office at 359-4146, extension 2262.

DANCE PERMISSION FORMS

Permission forms are available from the main office. There are strict regulations for the attendance of guests. Failure to follow timelines and procedures may result in non-approval. Please plan ahead.

CAR REGULATIONS

Students may drive their cars to or from school, providing they observe all traffic and safety regulations of the state and school. Students wishing to drive to school and park on school property must follow School Board Policy 223 and procedures set by the high school office.

Middle School Specific Information

Academic Information

Reporting of Academic Progress:

Grading System:

A+	100%-97%	C	76%-73%
A	96%-93%	C-	72%-70%
A-	92%-90%	D+	69%-68%
B+	89%-87%	D	67%-66%
B	86%-83%	D-	65%
B-	82%-80%	F	64%
C+	77%-79%		

Qualitative Points:

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

Physical Education

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

All students are required to wear a change of clothes to participate in physical education. A light t-shirt and dark shorts may be brought from home or purchased through the P.E. Department. Sneakers also must be worn for physical education class.

Cell Phone Policy

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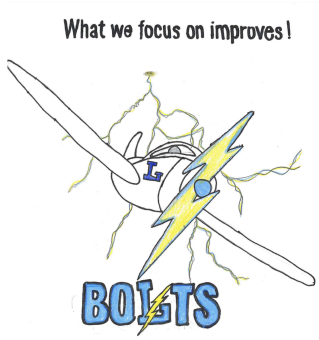
Consequences for not following the established rules:

1st offense: The cell phone will be confiscated by the teacher and held on their desk till the end of the period. The teacher will complete a disciplinary incident in sapphire with a verbal warning.

2nd offense: The cell phone will be confiscated by the teacher and at the end of the period the cell phone will be brought to the main office. The student will pick up the cell phone from the main office at the end of the day. The teacher will complete a disciplinary incident in sapphire with a verbal warning and parent contact.

3rd offense: Same as the 2nd offense, but student will be assigned lunch detention.

4th and Subsequent offenses: The cell phone will be confiscated by the teacher and brought to the office and held for parent pick-up. The teacher will complete a disciplinary referral in sapphire and assign detention. Administrative follow up will take place and the student could be required to store his/her phone in the office during instructional time.



Maple Avenue Middle School

Show Your BOLT PRIDE

(Personal Responsibility & Individual Dedication to Excellence)

ALL Students will have the opportunity to earn six rewards a year. These rewards are designed to recognize and celebrate students who demonstrate our Bolt PRIDE Values on a daily basis. Students will maintain reward eligibility by demonstrating ...

Bolt Pride Values
★Respect ★Caring ★Inclusiveness ★Integrity ★Responsibility ★Courage

All students will earn the reward unless one or more following disqualifiers occur within the designated time frame:

Academics	Behavior	Attendance
D or F in any class (at the time of grade check)	*3 or more lunch detentions *After School Detention *ISS or OSS	No more than 2 unexcused absences

TO BE RETURNED TO OFFICE BY FRIDAY, AUGUST 28th, 2026

Littlestown High/Middle School
200 E. Myrtle Street
Littlestown, PA 17340

Phone: (717) 359-4146
Fax: (717) 359-9461
www.lasd.k12.pa.us

RIGHTS AND RESPONSIBILITIES ACKNOWLEDGMENT

The information in the Littlestown Middle/High School Student Handbook will address and explain the rights, responsibilities, and expectations of a student in high school. The student handbook is available on the secondary school website.

Each curricular class, co-curricular and extra-curricular activity has guidelines and regulations which need to be followed.

It is important for the student, parent(s)/guardian(s) to understand that 1) lockers are school property and may be opened and searched if there is reasonable suspicion to warrant a search, 2) not all policies, procedures, laws, guidelines which affect a student's education appear in the student handbook, 3) students are responsible and are held accountable for meeting requirements for each curricular area.

There are guidelines, policies, and laws which need to be emphasized in this acknowledgment sheet. All board policies are available on the school website at https://www.lasd.k12.pa.us/page/board-policies

It is important to note certain procedures and regulations may change throughout the year. This may be done to comply with school board policy, laws or to ensure a responsible and safe school environment.

Not knowing a rule, regulation, guideline or law does not excuse a student from his or her responsibility.

Information provided in this handbook is the responsibility of the student and his or her parent(s)/guardian(s).

The signatures indicate reading the Rights and Responsibilities Acknowledgment and the opportunity to review the student handbook.

Student Name: (please print) _____ ***Grade:*** _____

Student Signature:_____ ***Date:*** _____

Parent Name: _____

Parent Signature: _____ ***Date:*** _____
(Parent/Guardian signature required for all students K-12)

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Internet Usage/AUP Acknowledgement

Please read Littlestown Area School District Board Policies 815 and 815.1 which can be found on the district website under the Board tab and Policies. Copies of the policies are also available in the main office of each district building.

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

AS A STUDENT, I WILL:

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

AS A STUDENT, I WILL NOT:

- Share my Google account information with anyone else.
- Use another student's password – this is stealing.
- Use the computer to bully or harass anyone
- Take pictures/videos/or recordings of students, teachers, or staff without their consent..
- Steal another person's work from the internet and try to pass it off as my own – this is plagiarism.
- Share any information about myself on the internet unless directed by my teacher.

By signing this handbook, parents and students indicate that they have read and discussed the policies mentioned above as well as the expectations, understand them, and agree that the student will access the internet and obey the district's rules and regulations. Parent signatures will also allow LASD to create student accounts for approved online resources without individual parent permission forms. By signing you also acknowledge that violation of the rules and regulations is unethical and could constitute a crime resulting in suspension of privileges and possible legal action. The district reserves the right for authorized personnel to review student file content and system use. Any unauthorized use is prohibited and illegal activity may be reported to law enforcement.

Student Name: (please print) _____*Grade:* _____

***Student Signature:*_____*Date:* _____**

***Parent Name:* _____**

***Parent Signature:* _____**

(Parent/Guardian signature required for all students K-12)