



Antietam Middle Senior-High School

Antietam Middle-Senior High School Locations:

2310 Cumberland Avenue, Reading PA 19606 - Mount Penn Elementary Center
2449 Cumberland Avenue, Reading PA 19606 - Trinity United Church of Christ
(610) 779-3545 FAX (610) 779-0378
www.antietamsd.org

2023-2024 Bell Schedules*

Daily Bell Schedule	
Period	Time
Doors Open (Breakfast)	7:40
1	7:50 – 8:29
2	8:31 – 9:10
3	9:12 – 9:51
4	9:53-10:32
Lunch/Transition Period	10:34-11:14 MS PE will eat in MPEC Cafeteria Non MS PE will eat at Miller Hall at Trinity UCC Grades 9-12 will eat in MPEC Classrooms
5	11:16-11:55
6	11:57-12:36
7	12:38-1:17
8	1:19-1:58
9	2:00-2:39

Early Dismissal Schedule	
Period	Time
Doors Open (Breakfast)	7:40
1	7:50-8:29
2	8:31-9:10
3	9:12-9:51
4	9:53-10:32
Lunch Trinity and MPEC	10:34-11:04

The Antietam School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, handicap, or Veteran status in its activities, programs, or employment practices as required by Title VI, Title IX, and section 504. For information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and useable by handicapped persons, contact Dr. Heidi Rochlin, Compliance Coordinator, Antietam School District, 100 Antietam Road, Reading, PA 19606-1018, (610-)779-0554. The Antietam School District participates in an Integrated Pest Management Program. Parents have the right to request notification anytime treatment is done in the schools. Parents are to annually request in writing to Dr. Heidi Rochlin, Superintendent of Schools, Antietam School District, 100 Antietam Road, Reading, PA 19606-1018 should you wish to be notified.

2 Hour Delay Schedule	
Period	Time
Doors Open (Breakfast)	9:40
1	9:50-10:16
2	10:18-10:44
3	10:46-11:12
4	11:14-11:40
Lunch/Transition Period	11:42-12:12
5	12:14-12:40
6	12:42-1:08
7	1:10-1:36
8	1:38-2:04
9	2:06-2:32

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**ANTIETAM SCHOOL DISTRICT
2023-2024 SCHOOL CALENDAR**

August 21	First Day of School for Students
September 1	Holiday
September 4	Holiday
September 13	Early Dismissal (12:00 p.m.)
September 27	Early Dismissal (12:00 p.m.)
October 9	In-service Day
October 18	Early Dismissal (12:00 p.m.)
October 27	Early Dismissal (12:00 p.m.)
November 8	Early Dismissal (12:00 p.m.)
November 22	Early Dismissal (12:00 p.m.)
November 23-November 27	Thanksgiving Holiday
December 6	Early Dismissal (12:00 p.m.)
December 22	Early Dismissal (12:00 p.m.)
December 23 - January 2	Holiday (Winter Break)
January 10	Early Dismissal (12:00 p.m.)
January 15	Holiday
January 24	Early Dismissal (12:00 p.m.)
February 7	Early Dismissal (12:00 p.m.)
February 16	In-service Day
February 19	Holiday
February 28	Early Dismissal (12:00 p.m.)
March 13	Early Dismissal (12:00 p.m.)
March 22	In-service Day
March 23 - April 1	Spring Break
April 10	Early Dismissal (12:00 p.m.)
April 24	Early Dismissal (12:00 p.m.)
May 8	Early Dismissal (12:00 p.m.)
May 23	Early Dismissal (12:00 p.m.)
May 24.....	Flex In-Service Day
May 27	Holiday
May 31	Last Day of School – 11 a.m. Dismissal; Graduation

<p>The order of snow make-up days will be as follows:</p> <p>1st Snow Day – January 15</p> <p>2nd Snow Day – February 19</p> <p>3rd Snow Day – March 25</p> <p><i>Additional make-up days will be determined by the School Board.</i></p>
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WELCOME TO ANTIETAM MIDDLE-SENIOR HIGH SCHOOL

The administration and staff welcome you to Antietam Middle-Senior High School. The information contained in this handbook is a result of a concerted effort on the part of the students, faculty, and administration. It has been carefully prepared and presented so that it will be of great value in assisting you to adjust to our school and become an integral part of the Antietam student body.

The purpose of education is to help students become effective citizens. Developing and accepting responsibilities and obligations of good citizenship will enable today's students to successfully participate in tomorrow's world. It is our hope that students will participate in the various activities Antietam has to offer in order to develop skills and abilities that will prepare them for a better life and enable them to become productive citizens. The education experience is tied into our mission, which is:

A community partnership pledged to lifetime achievement.

ANTIETAM SCHOOL DISTRICT BOARD OF DIRECTORS

Michael Robers, President
Michael Gierula, Vice President
Charles Weldele, Treasurer
Kimberly Alarcon
Christopher Faro
Kyla Ramsey
Rebecca DiSarro
Geneia Ann Kromer
Lorraine Storms

ANTIETAM SCHOOL DISTRICT ADMINISTRATION

Dr. Heidi Rochlin	Superintendent
Tracy Detwiler	Business Manager
Kenneth Bonkoski	Supervisor, Buildings and Grounds
Anthony DiSarro	Supervisor, Technology
Rebecca Kohr	Director of Pupil Services
Staci Fink	Supervisor of Special Education
Barb Nissel, SOS Group	Food Services Director
Dr. Felice Stern	Middle-Senior High School Principal
Zachary Williams	Middle-Senior High School Assistant Principal
Nicole Schieck	Principal, Primary School
Kelly Landherr	Principal, Elementary School
Amanda Munson	Assistant Principal, Elementary School

The administrators of the Antietam Middle-Senior High School or the School Board of Directors reserve the right to make revisions to this handbook throughout the school year as deemed necessary.

STAFF

Mr. Matt Ahearn.....	Science	Mrs. Stefanie Matetich.....	Nurse
Ms. Monica Bernstein.....	Mathematics	Ms. Katie Mosser.....	Language Arts
Mrs. Ashley Brown.....	Guidance (L-Z)	Mrs. Katrina Moyer.....	ESL
Mr. Richard Burgon.....	Social Studies	Mrs. Taryn Moyer.....	Language Arts
Mr. Mark Carvalho.....	Guidance (L-Z)	Mr. Adam Neil.....	Spanish
Mrs. Noreen Cosgrove.....	Learning Support	Mrs. Brooke Nicoletti.....	Language Arts
Mr. Caleb Deutsch.....	Music	Mrs. Melissa Oswald.....	PE/Health
Ms. Shannon Dieffenbach.....	Science	Mrs. Kimberly Patterson.....	Language Arts
Mr. Russell Edmonds.....	Mathematics	Mrs. Caitlin Peck.....	Social Studies
Mrs. Donna Guzman.....	Language Arts	Ms. Christina Richard.....	Learning Support
Mrs. Laura Henning.....	Life Skills	Ms. Erin Runyon.....	Mathematics
Ms. Elizabeth Faust-Shucker.....	Learning Support	Mr. Kyle Schiffert.....	Social Studies
Mrs. Jennifer Gavin.....	Reading	Mr. Chad Shalaway.....	Art
Mrs. Tara Halvorson.....	Art	Mrs. Stephanie Smith	Science
Mr. Jeff Heck.....	Social Studies	Mrs. Alexis Viscomi.....	Science
Mrs. Brittany Kratz.....	Learning Support	Mr. William Wagner.....	Music
Mrs. Janice Kline.....	Mathematics	Mr. Kyle Williams.....	PE/Health
Mr. Brian Laiacona.....	Virtual Academy/Athletics	Mrs. Sara Werner.....	Learning Support
Ms. Mariah Ligas.....	German	Mr. Brian Young.....	Science
		Mrs. Kaitlyn Yourkavitch.....	Guidance (A-K)

SECRETARIAL STAFF

Ms. Colby Pollock	Main Office
Mrs. Karen Valdevinos	Main Office
Mrs. Michele Yochum	Main Office/Guidance

SUPPORT STAFF

Mr. Aiden Stoudt	Technology Assistant
Mrs. June Leonard	Technology Coordinator
Mrs. Michele Lill	Registrar/Data Clerk
Mrs. Donna Nuding	Library Aide

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ATHLETICS

The athletic guidelines will be distributed to all sports participants at the beginning of each season.

Students who wish to participate in a sport must have a PIAA physical examination and written parental permission for each sport season.

Fall Sports	Winter Sports
Boys Soccer/ COED MS	Boys Basketball
Girls Volleyball	Girls Basketball
Girls Tennis	Co-Ed Bowling
Exeter Sports	Cheerleading
Cross Country	Exeter Sports
Field Hockey	Indoor Track
Football	Swimming
Girls HS Soccer	Wrestling
Water Polo	

Spring Sports
Baseball
Softball
Boys Tennis
Boys Volleyball
Exeter Sports
Lacrosse
Track & Field
Boys Volleyball

ATHLETIC ELIGIBILITY

All student athletes must maintain passing grades during the sports season. Grades will be checked every Friday throughout the season by the Director of

Athletics. It is the Students/Parents responsibility to monitor the student's grades and request assistance from the individual teachers to maintain passing grades throughout the season. Any student athlete who is failing two classes will be placed on probation for a two-week period in order to bring at least one grade up to passing. If the student is still failing two classes after the probationary period, they would be ineligible to participate in any team activities for one week (Sunday through Saturday). Written notice of the probation will be provided to parents/guardians via the student athlete. Students who are failing three or more classes are immediately ineligible. Student athletes who are ineligible may practice, but are not permitted to travel with, or sit on the bench with, the team. (See Student Athlete Handbook for additional procedures/ requirements).

ATTENDANCE POLICY

All persons residing in the Commonwealth between the ages of 6 and 21 years old are entitled to a free and full education in the Commonwealth's public schools.

All children ages 6-18 are required by the Pennsylvania Compulsory Attendance Law to attend an approved educational institution. Furthermore, once registered all students are required to attend school in grades K-12.

Purpose of the new Pennsylvania Attendance Law, Act 138:

The law expressly states that its purpose is to improve school attendance and deter truancy through a "comprehensive approach to consistently identify and address attendance issues as early as possible through credible interventions" that:

- Preserve the unity of the family whenever possible.
- Avoid the loss of housing, the possible entry of a child to foster care, and other unintended consequences of disruption of an intact family unit.
- Confine a parent or guardian of a child who is habitually truant only as a last resort.

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]."

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]."

Under fifteen (15) years of age. The school must refer the child to either: (1) a school-based or community-based attendance improvement program

or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

Fifteen (15) years of age and older. The school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the child to the local CYS agency for possible disposition as a dependent child.

Increased fines up to \$750. The new law significantly increases the amount of money a judge may fine a student or parent for habitual truancy. The law states that a person convicted of habitual truancy may be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 for the second offense; and (3) up to \$750 for a third and any and all subsequent offenses.

In accordance with the state of Pennsylvania, Berks County developed truancy guidelines for all schools to apply when developing the attendance policy:

If students accumulate three or more unexcused absences in a school year, parents/guardians and students are subject to citations being issued for violation of the Pennsylvania Compulsory Attendance Laws.

Once a student accumulates ten or more absences, excluding those covered by a physician's excuse, all further absences will require a doctor's note to be considered excused. Any absences beyond ten days that do not have a doctor's note will be considered unlawful and result in citations for violation of the Pennsylvania Compulsory Attendance Laws.

When a student accumulates ten or more unlawful absences, the district will refer the case to outside agencies including Service Access Management (SAM) and Children and Youth Services (CYS) for assistance and support.

Each citation a student receives for truancy postpones the date he/she may test for their driver's permit/license by 90 days.

Absence Reporting

If your student will be absent, late, or have an early dismissal, parents/guardians should use one of the following procedures:

1. call the ASD attendance line by 8:45 a.m. on the day of each absence; parents must still

email or send in an excuse note when using the phone call option

**Antietam
Middle-Senior High School
610-314-7719, select option #3**

2. Email the attendance mailbox at: MSHS attendance@antietamsd.org
Provide your student's name, grade and reason for absence in the email- this will serve as your student's excuse not.

If a call is not received by 9:00 a.m., a phone call will be made from our automated system notifying the guardian of the student's absence from school.

To officially excuse an absence, a note signed by the parent/guardian detailing each day of absence and the reason for the absence must be submitted to the office within three school days. If a note is not received within three school days, the absence will be considered unexcused/unlawful.

Excused Absences (full day, half day, late arrivals)

The Pennsylvania School Code provides the following reasons for an excused absence:

- Illness.
- Quarantine.
- Recovery from an accident.
- Required court attendance.
- Death in the immediate family.
- Unavoidable medical appointments.
- Pre-approved family educational trips.
- Educationally-sanctioned school tours, trips, activities.
- Religious holiday observance.

Unexcused/Unlawful Absences/Truancies (full day, half day, late arrivals)

The following are some, but not all, examples of unexcused/unlawful absences:

- Failure to present a parents'/guardians' excuse for an absence within three school days of the student's return to school.
- Plagiarizing an absence note on behalf of a parent/guardian.
- Students at work for any part of a school day.
- Students found to be on school property or at a school-sponsored event on the day of an absence.
- Missing the bus.
- Oversleeping.
- Automobile failure.
- Driver's license test/examination.
- Cutting class.
- Failure of parents to arrange childcare.

NOTE: Cutting class, leaving school without permission, truancy, and unexcused tardiness all

result in students not being given the opportunity to make up missed class work. Two class cuts in any one day will constitute a half day truant. Three class cuts in any one day will be considered a full day of truancy and will be dealt with accordingly.

Half Day Absences

Students are marked half day absent if they miss more than 90 minutes of any school day (arrive after 9:20 a.m.). Students must sign-in at the school office upon entering the school building before proceeding to their lockers and classes. Since half day unexcused/unlawful absences are considered trancies, they will be added to students' total number of days truant; therefore, students and parents/guardians are subject to citations once students accumulate three days of unlawful absence.

Students arriving after the start of 2nd period are not permitted to participate in any after school activity unless granted permission by the principal or his/her designee.

Homeless Youth Policy

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Antietam School District believes that homeless and unaccompanied youth should have access to free and appropriate public education and wishes to remove the barriers that homeless and unaccompanied youth may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless and unaccompanied youth situations. All Homeless and unaccompanied students are entitled to and should be advised of their rights.

If a teacher, staff member, or administrator has knowledge of a student in a homeless situation or an unaccompanied youth situation, they should notify the district homeless liaison, who will connect with the family to ensure that the family's/unaccompanied youth's needs are being met. The Antietam School District's Homeless Liaison is Mrs. Jennifer Reeves: jreeves@antietamsd.org or call 610-779-0554

Additional information can be found in District Policy No. 251, Homeless Students.

Late Arrivals to School

Students must be in the building by 7:47am and seated in their first class by 7:50 a.m. Students who are late to school must report to the attendance

secretary where the tardiness will be recorded and late passes and/or detention slips will be issued.

Students who arrive after 7:50 a.m. will be marked tardy for the school day. A written note from a parent/guardian (stating an acceptable reason for the tardiness) must accompany students when they arrive to school. Any notes presented the following day will not be accepted without administrative approval. Students who are excessively late to school due to illness may be required to produce physicians' notes verifying the reason for being late.

- Students who arrive after 9:20 a.m. will be considered half day truant.
- Students will be granted three unexcused tardies each quarter as long as they arrive within the first 90 minutes of the school day. The student will earn a detention for

each subsequent late within the quarter. A parent conference may be scheduled after the 5th unexcused tardy. Continued unexcused tardies to school may result in unexcused absences and a School Attendance/Truancy Conference.

Physicians' Notes (MD, DO, DPM)

If students are absent three or more consecutive days, a note from a physician (MD, DO, DPM, DDS) must be submitted to the main office upon their return to school to verify that they are not contagious or infectious as well as to excuse the absence.

When students are absent ten or more cumulative days, excluding those days for which a doctor's excuse has already been submitted, a note from a physician will be required to excuse subsequent absence(s). *When a student has reached ten absences, even with physician documentation, parents will be contacted for an attendance improvement conference with administration.*

Students arriving late to school more than five times over the course of a semester for illness-related reasons may be required to provide physicians' notes to properly excuse their tardiness to school. *Subsequent late arrivals may not be excused without this documentation.*

Making-Up Work

Missed work, tests, or quizzes shall be made up regardless of the reason for the absence, with the exception of truancy and cutting classes. Students who cut classes or are truant from school are not permitted to make up the class projects, labs, or examinations they missed during their absence.

Students are responsible for initiating make-up activities. Unless arrangements are made with the teacher, the time period is not to exceed double that of the absence. (Example – If students are absent two days, they must make up the work within four days after their return to school.) Students will receive a zero for classes missed due to unexcused or unlawful absences.

Teachers have the discretion in setting time limits on quiz/test make-ups.

Students suspended out-of-school shall be responsible for the material covered during the suspension. It is required that students who know they will be absent from their classes see their teachers in advance regarding the school work they will miss.

Approved Educational Travel/Family Trips

Limited absences for family trips may be requested by parents/guardians. Permission from the principal must be obtained **prior** to the trip.

Educational travel forms are available in the main office of the school and must be filed in advance of the educational travel for consideration. Trips must have a direct educational value. It is suggested that trips do not exceed five days within the school year.

Prior to the trip, students are responsible for obtaining all material that will be assigned during their absence which will need to be made up.

Before educational travel is approved, the student's attendance, academic progress, and discipline history will be reviewed. Educational travel requests may be denied based on the above criteria and the discretion of the Principal or Assistant Principal.

Unapproved Vacations

If parents/guardians remove students from school for an activity that was not pre-approved, the day(s) in question will be coded as truant/unexcused. Students and parents/guardians may be subject to citations and/or fines for truancy.

Religious Holidays and Religious Instruction

Students may be excused for religious holidays or religious instruction after a written request from their parents/guardians has been submitted to the principal. The religious group must be a bona fide religious group in accordance with School District Board Policy. If the excuse is for religious instruction, the dates and hours for the absences shall be noted on the request.

Following each absence, parents/guardians must furnish, in writing to the principal, a statement identifying the dates and hours upon which the attendance took place and attest that the child did in fact attend the stated religious instruction. Combined excused absences for religious holidays and/or instruction must not exceed thirty-six hours per school year. Students are responsible for making up all school related work missed during their absences.

Medical/Dental Appointments

Students should schedule their medical or dental appointments after school whenever possible. If appointments must be scheduled during the school day, the procedures listed below must be followed.

1. On days students are to be excused, they must present an excuse note to the school office which indicates the time of the appointment and a parents'/guardians' signature.
2. Requests should also list the physicians' name and telephone number.
3. At the conclusion of the appointment, students must obtain a medical excuse signed by the attending physician. This medical note is to be submitted to the school office upon their return to school.

College Visits

Selecting a post-secondary school is an exciting and sometimes difficult task that occasionally requires students to miss school. Every effort should be made to schedule these visits during non-school days. If this is not possible, an Educational Travel Form must be submitted prior to the visit. Students are required to bring proof from the college's registrar office to confirm their visit.

Participation in Co-Curricular Activities

Students participating in co-curricular, athletic, or non-athletic activities on a school day must have attended school that day in order to participate in the activity. Students who are tardy, but arrive by the start of 2nd period, must provide a valid excuse note for their late arrival. The excuse note must be in accordance with the guidelines listed in this handbook (see *Late Arrivals to School*). If the late arrival is not excused, participation in co-curricular activities on that day will not be permitted.

BACKPACKS/BOOK BAGS/HANDBAGS

Students are permitted to bring backpacks, book bags, and handbags to school. Safety and security of our staff and students are our highest priorities. Students will not have lockers for the 2023-2024 school year and will be allowed to carry coats and backpacks. Backpacks do not need to be clear this year. The administration has the right to search students and their belongings, including backpacks and purses for just cause or as part of a random check.

BULLYING/CYBER-BULLYING POLICY

The School Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or originates outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

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

Bullying, as defined in this policy, includes cyber-bullying. School setting means in the school, on

school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

The Board prohibits all forms of bullying by district students and encourages students who have been bullied to promptly report such incidents to the building principal or designee.

Complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible for respecting the rights of others and to ensure an atmosphere free from bullying. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Transfer to another building, classroom, or bus.
- Exclusion from school-sponsored activities.
- Detention, suspension, and/or expulsion.
- Counseling/therapy outside of school.
- Referral to law enforcement officials.

CLUBS/CO-CURRICULAR ACTIVITIES

In order to experience a well-rounded educational program, club and co-curricular activities have been developed for students in the Antietam Middle-Senior High School. Students are encouraged to participate and take full advantage of these opportunities.

Students who wish to begin a new club are encouraged to do so by first proposing the idea to the principal. Secondly, the students must find an advisor, preferably a member of the Antietam staff. Finally, the proposed organization will draft a set of by-laws from which to operate and elect officers and must submit the documents to the principal for final approval.

Students are reminded that participating in or attending club and co-curricular events is a privilege-not a right. Furthermore, these events are extensions of the classroom and students are governed by the rules established for behavior in school. In order to retain this privilege, *students must maintain acceptable academic and discipline records and demonstrate proper behavior at all times*. Failure to perform adequately in any of these areas will be grounds for removal from the activity and/or banned from participation.

All co-curricular students must maintain passing grades to be eligible to participate in activities. Grades will be checked every Friday. Anyone failing three or

more courses will be ineligible for one week (Sunday through Saturday).

Co-curricular students who fail to earn the minimum required average of 60% for more than one course for a marking period will be ineligible for a period of ten school days. The period of ineligibility will begin the day report cards are issued.

Money raised by the student for a co-curricular fundraiser will remain in that activity's account. Students are not permitted to transfer money from one account to another.

Descriptions of Antietam Middle-Senior High School's Clubs and Co-Curriculars:

Academic Challenge – Mr. Jeffrey Heck Advisor

The Academic Challenge team, made up of students in grades 9-12, competes in Jeopardy-like competitions against other Berks County schools in at least four meets from November - March. Practices are held one day each week November through February.

Art Club - Mrs. Tara Halvorson

The art club is designed to make the visual arts accessible to all students, not just those enrolled in art classes. The club is open to all students in grades 7-12. The Art Club meets bi-weekly after school to discuss upcoming events and to have open studio time. Activities include painting scenery for Footlights and musical productions, volunteering to do artwork within the community, as well as taking trips to galleries/museums.

Artietam- Mrs. Tara Halvorson, Advisor

A community service based art partnership which enhances our community through both the process and product of student participation in public art.

ALC (Antietam Leader Corps) -

Antietam Leader Corps is a co-ed school and community service club for 9-12th grade students. Yearly service activities include leaf and snow removal for Antietam senior citizens, working with the boosters club, helping with Special Olympics, Color Day, Jump Rope for Heart, as well as various activities to assist community social agencies. Mandatory service hours must be accumulated to maintain membership.

AVC (Antietam Volunteer Corps) -

This club is open to all seventh and eighth graders and focuses on community service. The club meets twice monthly to plan activities. Members volunteer at soup kitchens, walk for the March of Dimes, bowl for Big Brothers/Big Sisters, make Christmas breakfast baskets for Meals on Wheels, and collect coats for area children. There are no dues and only one fundraiser (usually a bake sale).

Equalitietam- Ms. Monica Bernstein, Advisor

This club promotes acceptance and equality for students of all beliefs

High School Band/Middle School Band - Mr. William Wagner, Advisor

Band membership is open to all students interested in pursuing instrumental music. This group will perform at most concerts and for various civic occasions. Major performances are a requirement for successful completion of the course. There are two instrumental groups: Concert Band and Jazz Band.

Middle School Choir/High School Choir – Caleb Deutsch

Chorus membership is open to all students who enjoy singing and wish to develop their voices. This group will perform a variety of choral literates based on their ability and perform at least one concert per semester. Major performances are a requirement for successful completion of the course. There are a variety of choral groups including the Middle School Chorus (7-8), Concert Choir (9-12), and Stony Creek Chorale (9-12).

JROTC -- Mr. Richard Burgon

Purpose of the program is to focus is on leadership, character, achievement, wellness, teamwork, commitment, citizenship, fitness and diversity with our students.

Students in grades 7-12 are welcome to participate, both males and females.

Math Counts - Mrs. Janice Kline, Advisor

This national program for junior high students is open to all seventh and eighth grade students. Math Counts involves learning problem-solving strategies and identifying patterns in mathematics through a series of interesting and challenging questions. Meetings are held after school once or twice a week from October until the county competition in February.

MLC (Modern Language Club) – Ms. Mariah Ligas, Advisor

The Modern Language Club is designed to provide students with cultural awareness and acceptance of other cultures. Although the major focus of activities centers on German and Spanish language areas, other world cultures are also explored. Activities include meals at ethnic restaurants, theater presentations by ethnic groups visiting the area, tours of cultural sites in the region, and other activities in the school. All high school (grades 9-12) students may join M.L.C. Students do not need to be enrolled in a second language in order to participate.

Mountaineer Maniacs- Mrs. Tara Halvorson and Mr. Chad Shalaway, Co-Advisors

MSSH spirit club- students collaborate to create a positive school spirit through pep rallies, sports events and other activities.

Mock Trial Team - Miss Katie Mosser, Advisor

The Mock Trial Team, made up of students in grades 9-12, competes in juried trials modeled on courtroom cases. Each year, the Pennsylvania Bar Association provides teams across the Commonwealth with a fictional court case. The school teams then prepare both the prosecution and defense, complete with attorneys, witnesses, and exhibits of evidence. At the local and regional "trials," our team competes against other schools by presenting the case to a live jury of adults and in front of a real judge. The team with the most points for preparation of each role and strongest presentation of the case wins. Practices are held November through April.

National Honor Society/National Junior Honor Society – Mrs. Caitlin Peck

Membership in the National Honor Society (NHS) and National Junior Honor Society (NJHS) is an honor given by the principal and faculty of Antietam Middle-High School to those students who meet high standards of scholarship, leadership, service, character, and citizenship.

- Candidates for NHS are juniors and seniors who have a 3.5 or better cumulative grade point average.
- Candidates for NJHS are eighth and ninth grade students who have attained a 90 or better grade average during the last year or the equivalent.

New members are selected from eligible candidates by the Faculty Council using the criteria described under NHS selection procedure (see advisor for a copy of the selection process). An induction ceremony and dinner are held each fall to welcome new members to the Society. The Society also completes several service projects during the school year.

Penn Alma (Yearbook) - Mr. Chad Shalaway, Advisor

Penn Alma, Antietam's yearbook, is published in May. The students and staff meet during Homeroom a minimum of two days a week. They work in the publishing field designing layouts, writing copy, editing text, and taking photographs. These students earn one credit for this journalism course. The yearbook staff tries to photograph each student, faculty member, and all building support staff, so a lasting record of the school year exists.

Reading Olympics – Mrs. Jen Gavin

The Reading Olympics is a yearly competition open to students in grades 7-12. There are two teams: Junior (grades 7-8) and Senior (grades 9-12). Each team reads from a specified list of books to prepare for the quiz-bowl like competition each spring. Team members meet as a club to chart their progress, discuss the books and possible questions on a regular basis.

Science Club- Mr. Young, Co-advisors- To provide year-round opportunities for students to explore science outside of their regular science class. Open to students in grades 7-12.

SODAA (Students Opposing Drug & Alcohol Abuse) - Mr. Matt Ahearn, Advisor

A club designed to do fun activities without drugs or alcohol. Planned activities may include Drug-Free Red Ribbon Week, hayride, pizza party, games, sleepovers, skating, snow tubing, as well as a trip to Hershey Park at the end of the year.

Student Council – Mrs. Caitlin Peck, Advisor

Student Council is the student government organization and voice of the student body in our school community. The mission is to promote worthy student activities and provide for their support; to promote the spirit of cooperation between student, faculty, and administration, and good fellowship throughout the school; to develop good school citizens who will become good adult citizens; and to promote responsibility, pride, and interest in our school. Student council is made up of representatives from grades 7-12 and meets bi-weekly. Some of the major activities planned and/or supported by Student Council are the Magazine Sale, Halloween Costume Contest, Pre-Holiday Assembly, Spirit Week, Jump-Rope-for-Heart, and the Staff Appreciation Luncheon.

Y-Teens – Mrs. Brooke Nicoletti and Mrs. Kristen Heller, Co-Advisors

Y-Teens is a service organization that serves the school and community. Y-Teens initiations are held for new members in September of each year. Members are in grades 9 -12. Most activities will be held outside of school hours. Y-Teen activities include: Trick-or-Treat for U.N.I.C.E.F., stocking stuffers, Joe Corbi Pizza fundraiser, Valentines' Dance, and M.S. Walk.

COMPUTER/INTERNET - ACCEPTABLE USE

The use of network facilities shall be consistent with the curriculum adopted by the school district. In this way, use of any computer or network tool (including the Internet at Antietam MSHS) is for educational purposes and functions only. The Antietam School District requires that all students accessing the Internet have an "Acceptable Use of Internet/Code of Conduct" permission slip signed affirmatively by a parent/guardian and on file at the school.

Under no circumstances are students permitted to use District computers to access or participate on the Internet without the required Internet permission form. An annual list of approved students is regularly updated and distributed to staff members. Students share in this responsibility and are subject to disciplinary measures if they are found to be utilizing a District computer without parental permission or outside the realm of the guidelines specified within the Acceptable Use of Internet/Code of Conduct.

See the last page of this handbook for more information about acceptable use of the internet and the Code of Conduct.

CURFEW

ORDINANCE No. 759 – Borough of Mount Penn/Lower Alsace Township – **10 p.m. CURFEW:**

AN ORDINANCE OF THE BOROUGH OF MOUNT PENN, BERKS COUNTY, PENNSYLVANIA, AMENDING ORDINANCE NO. 653, CHAPTER 6, PART 1, SECTION 103, SUBSECTION 1A, CHANGING THE HOURS FROM 11 P.M. TO **10 p.m.**; SECTION 106, CHANGING THE NUMBER FROM MORE THAN THREE (3) TO MORE THAN TWO (2) TIMES FOR REPEAT OFFENDERS AND SECTION 108, AMENDING THE PENALTY PROVISION OF THE CURFEW ORDINANCE OF THE BOROUGH OF MOUNT PENN.

DANCES

Dances are open to all Antietam MSHS students. Students may pre-register a guest from another school for only the Homecoming Dance and Senior Prom by submitting the required permission form to the school office prior to the event. Guests must be under 21 years of age.

All guests are subject to the rules/regulations of Antietam School District. Students must check with the school office on the day of the dance to determine whether or not the guest has been approved by the administration. Rules governing student behavior at these social functions are simply extensions of those rules that govern the school day with the following modifications:

1. Persons attending a school-sponsored dance who are suspected of being under the influence or in possession of alcohol or controlled substances will be referred to the local police for criminal prosecution in addition to established school disciplinary policies.
2. Chaperones have the right to search handbags, book bags, or other concealed packages for contraband without student/guest approval.
3. Chaperones have the right to determine the deadline for arrivals to the dance and may refuse entry to any student or guest who is late to the event.
4. Once a student/guest has entered a school dance, they will not be permitted to re-enter once they have left the event. At the end of the event, all students must leave school property or the venue immediately. Students who want to leave the dance more than 30 minutes before the end must call a parent for permission.

5. Students absent the day of a dance will not be permitted to attend a dance that same day unless the absence is school related (i.e. school-sponsored field trip). Likewise, any students suspended in or out-of-school are not permitted to attend a dance that same day.
6. Students who have received more than 3 disciplinary write-ups in a marking period will not be permitted to attend a dance.

Any significant acts of misbehavior, such as fighting, abusive behavior, harassment, inappropriate dancing, etc., will be grounds for the administration to remove the student or their guest from a dance and may ban either the student or the guest from all future Antietam MSHS events for a period not to exceed one calendar year.

STUDENT CODE OF CONDUCT

Antietam Middle-Senior High School is dedicated to the academic and social growth of our students. A student body that understands and applies appropriate behavior in a variety of situations is essential to effective instruction and society in general.

In the event that consequences are necessary for the violation of school rules, the following factors are considered:

- The frequency of the offense.
- The severity of the offense.
- The impact on instruction.
- The risks to the health and safety of the school community.

Confidentiality

Disciplinary procedures in a school are confidential matters that are not available for public access. Parents/guardians have the right to all information pertinent to their child; however, no other person shall have access to, or be provided with, information relative to discipline or academics involving the child of another parent/guardian.

Corporal Punishment

The Board of School Directors of the Antietam School District does not sanction the use of corporal punishment by school employees as a form of discipline. In situations where parents/guardians or the School Board prohibits corporal punishment, teachers and school authorities under any of the following circumstances may still use reasonable force:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.

4. For the protection of persons or property.

DISCIPLINARY ACTIONS

Expectations of Conduct

All students are expected to behave in an appropriate manner reflecting the Keys to Success. Students who detract from the educational setting or create an unsafe or unwelcome atmosphere will be corrected and given an opportunity to improve. Students who continue to act inappropriately will receive progressive consequences for their actions.

Teachers will attempt to redirect a student who is exhibiting unwanted behavior. Students who do not correct their behavior will be issued a detention by the teacher. Further inappropriate behavior will result in the student being sent to the office. The parent will be contacted and the student will be placed in the in-school suspension room for a time period to be determined by an administrator. Depending upon the severity of the situation, or the frequency of offenses, the student may be sent home at the discretion of the administrator.

Hall Passes and Student IDs

All students are required to use the Smartpass system to generate an electronic pass before leaving the classroom.

Detentions

Detention is held on Monday, Tuesday, Wednesday, and Thursday from 2:50 p.m. – 3:50 p.m.

Students serving detentions:

1. Must report to the assigned room by 2:50pm p.m. and leave the building promptly at the conclusion of detention.
2. Students will complete a reflection sheet at the start of detention. This affords the student the opportunity to reflect on his/her detention and explore ways as to how they could have handled themselves differently as not to earn a detention. Student will review reflection sheet with detention monitor. If the reflection sheet is not completed appropriately, the student will be required to redo the sheet.
3. Must bring schoolwork to complete.
4. Must not eat or drink during detention.
5. Must work quietly and diligently.

Failure to serve detention will result in the issuance of two detentions. If a student is disruptive during the detention, he/she may be asked to leave; student will then be issued two additional detentions.

In-School Suspension (ISS)

Disciplinary infractions that exceed detention as a consequence will require a student to be placed in the ISS room. Students are required to bring a packed lunch or purchase a brown bag lunch from the cafeteria. Classroom teachers will provide work to the ISS monitor who will supervise its completion. It is the student's responsibility to get all materials needed from their locker prior to reporting to the ISS room.

Students assigned to ISS will be required to complete an ISS contract. Students will turn their electronic devices in to the ISS monitor prior to the start of ISS. During ISS, students must follow the posted rules for ISS. If a student fails to comply with the ISS contract and posted rules, he/she may/will be sent home and be required to serve ISS on the following school day. All students are responsible to complete their school assignments while in ISS. Failing to take responsibility for your work could result in a zero on your assignments.

Out-of-School Suspension (OSS)

During an OSS, students are not permitted on school property. The school recommends that OSS students not be permitted to leave their home unless accompanied by a parent/guardian during the school's operational hours on the days of an OSS.

Students suspended out-of-school are forbidden to participate in or attend any school-related function until they are reinstated to school on the morning following the last day of suspension. When an out-of-school suspension exceeds three days, the administration will offer an informal hearing to the parents/guardians within three school days from the start of the suspension.

Expulsion

In the event that students are involved in repeated violations or the violation is severe enough to warrant a response beyond suspension, the Antietam School Board of Education, a committee thereof, or a designated hearing officer, may conduct a formal hearing which may result in an expulsion from the schools of the district. The guidelines of the local agency law and Pennsylvania School code shall be used to determine if additional punishment is necessary.

Disorderly Conduct

Whenever a violation of the law takes place and/or when the welfare of society is at stake, the proper law enforcement officers and/or agency will be contacted. The administration reserves the right to request that local law enforcement charge students for acts committed on school property. In addition, school district disciplinary action will be enforced.

Drugs/Alcohol/Illegal Substances

Unauthorized drug, alcohol, and/or illegal substance possession, use, or intent to distribute, is prohibited in school buildings, buses/vans, and school property owned by, leased by, or under the control of the Antietam School District at all times. In addition, pupils attending events, field trips, or activities at which the school district is represented will be held to the same standards of conduct and discipline.

An informal hearing will be held immediately with the student and school personnel when a student is suspected of being under the influence of drugs, alcohol, or any illegal substance, to ascertain the physical condition of the student. School administration will contact parents/guardians to inform them of the situation.

Students who are under the influence of drugs, alcohol, or any illegal substance, or are found to have drugs, drug paraphernalia, alcohol, or any illegal substance on their person, in their locker, or personal possessions, for delivery, or who distributed the same on school property, shall be taken to the principal immediately. The principal shall:

1. Immediately notify parents/guardians, superintendent, and the police.
2. Hold an informal hearing with the students, parents/guardians, and involved staff members.
3. Issue student(s) out-of-school suspensions for a maximum of ten days.
4. Refer students to the S.A.P. team. Students must comply with the recommendations of the S.A.P. team.

Should the evidence be substantiated after a thorough investigation of the aforementioned situation, students will be referred to the Board of Education through the Superintendent of Schools for a formal hearing to determine if additional action should be taken by the School District and the format of that action. A second related incident shall result in immediate recommendation for expulsion to the Superintendent and Board of Education.

Fireworks or Incendiary, Explosive, or Chemical Devices

The term 'fireworks' shall mean and include any combustible or explosive composition or any substance or any article prepared for the purposes of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation. The term 'incendiary' shall include but not be limited to any lighter, match, or fire-producing agent. A chemical device includes, but is not limited to, stink bombs.

Tobacco & Tobacco-Related Items: Possession or Use in School or on School Property

According to Act 145 of 1996, students who possess or use tobacco or tobacco-related items in a school

building, on buses/vans, or property leased by or under the control of the school district, commits a summary offense). *Possession or use of tobacco and/or tobacco-related products is prohibited on or in the Antietam School District. This includes vape and e-cigarette products.*

Weapons: Possession and/or Use of a Deadly or Offensive Device

The School Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff is prohibited by law.

As per School Board Policy 218.1: the term *Weapon* shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, replica of a weapon, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in *Possession* of a weapon when the weapon is found on the person of the student; in the

student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board may expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modification of such expulsion requirements on a case by case basis.

Upon reasonable suspicion of possession of a weapon, a school administrator will request that students volunteer to be searched by a school official (in the presence of a witness). If students resist being searched, the school administrator will immediately request assistance from the local police. Parents/Guardians will be notified as soon as possible.

Misuse of Safety and Emergency Equipment

Safety and emergency equipment located throughout the school building, including automated external defibrillators (AED) and Night Lock security mechanisms, are vital tools for the health and safety for all students. Any misuse of this equipment puts

students and staff in danger and will result in suspension.

DISCIPLINARY ACTION TABLES

The Disciplinary Action Table is designed to provide clear expectations for students' behavior and predictable consequences for violations of the Student Code of Conduct. The tables serve as a guide for disciplinary action; however, it is not an exhaustive list and may be modified as needed throughout the school year if additional or alternative consequences are deemed in the best interest of students and/or school environment. Simply stated, students are to be in their assigned location at the assigned time and actively engaged in the educational process.

Offenses and Consequences Level I

Level I infractions are conflicts with the orderly operation of the classroom or building. It consists of behaviors on the part of a student which impede orderly classroom procedures or the orderly operation of the school. These behaviors will be addressed by the staff member who observes the infraction. If the district is fully virtual, student behavior expectations must still be followed and consequences may range from removal from virtual classes to recommendations for alternative placement.

		Number of Offenses on Level I	
		1	2
Consequences			
101	Late to class	1 Detention for each occurrence of tardiness	
102	Cheating/ Plagiarism	0 given on assignment/ teacher notification to parent	1 Day of ISS
103	Bullying: taunting, teasing, name-calling	1 Detention	2 Detentions
104	Minor incidents of unwanted contact	1 Detention	2 Detentions
105	Dress code violation (including possession of hat, wearing a hoodie on top of one's head, undergarments exposed, etc.)	Warning (Student must change or go to ISS)	1 Detention (Student must change or go to ISS)
106	Minor incident of classroom disruption	1 Detention	2 Detentions
107	Repeated academic misconduct (unprepared for class, etc.)	1 Detention	2 Detentions
108	Public displays of affection (other than holding of hands)	Warning	1 Detention
109	Unauthorized possession of food or beverage other than water	Warning and confiscation	1 Detention and confiscation
110	Hall pass violation, Leave class without permission	1 Detention	2 Detentions
111	Misconduct in halls (roughness, horseplay, loitering)	1 Detention	2 Detentions

112	Minor acts of vandalism (writing on desks, in books, etc.)	1 Detention and restitution	2 Detentions and restitution
113	Late to School		
114	Infraction of library rules; failure to return books or magazines on time, or pay fines	1 Detention	2 Detentions
115	Cafeteria Offenses	Administrative Decision, beautification	Lunch Detention(s), beautification
116	Opening, entering or sharing another student's locker	1 Detention	2 Detentions
117	Sharing a bathroom stall w/ another student	1 Detention	2 Detentions
118	Electronic Devices violation; including the unauthorized recording/photographing or staff or students.	Verbal Warning/ Parent Notification	1 Detention and confiscation
119	Cut detention	2 Detentions	1 day of ISS
120	Gambling	1 Detention	1 day of ISS
121	Inappropriate language / comments	1 Detention	1 day of ISS

Continuous infractions of the same nature will result in progressive discipline throughout the Level System.

Level II

Level II includes serious misbehavior that disrupts the orderly operation of the classroom or building. Through its frequency or serious nature, behavior that tends to disrupt the learning climate of the school, but does not directly affect the health and safety of others falls into this level. These infractions, which usually result from the continuation of Level 1 misbehaviors, require the intervention of guidance counselors or personnel on the administrative level. If the district is fully virtual, student behavior expectations must still be followed and consequences may range from removal from virtual classes to recommendations for alternative placement.

		Number of Offenses on Level II	
		1	2
		Consequences	
201	3 or more infractions of Level I misbehavior	1 day of ISS	2-3 days ISS
202	Insubordination	1-3 days ISS	
203	Racial slurs/ obscene behavior	1 day of ISS	2-3 days ISS
204	More severe classroom disruption (persistent, talking or leaving seat, loudness), talking back, disrespecting teacher	1 day of ISS	2-3 days ISS
205	Lying to administration	1-2 days ISS	
206	Cutting class (grade of zero for all work done that period)	1 detention issued	1-3 days ISS
207	More severe vandalism	1-3 days ISS and Restitution	1-3 days OSS and restitution
208	Assembly misconduct	1-3 days ISS	

209	Leaving school without permission (Student is marked unlawful/unexcused absent and receives a zero for any missed work)	1-3 days ISS	
210	Forgery	1-3 days ISS	
211	Failure to cooperate in an emergency situation or drill	1 detention issued	1 day ISS
212	Infraction of acceptable use policy	1-3 days ISS (loss of computer privilege per administrator discretion)	
213	Cutting school	1-3 days ISS	

Level III

Level III is defined as acts directed against persons or property which may endanger the health or safety of the individual or others in the school. These acts may be considered criminal, but most frequently can be handled by the school but may be referred to law enforcement. If the district is fully virtual, student behavior expectations must still be followed and consequences may range from removal from virtual classes to recommendations for alternative placement.

		Number of Offenses on Level III		
		1	2	3
		Consequences		
301	3 or more infractions of Level II misbehavior	1-3 days OSS	4-6 days OSS	7-10 days OSS
302 / 50	Possession of nicotine products or tobacco-related items (lighters, matches)	1-3 days ISS *SAP Referral*	1-3 days OSS	4-6 days OSS
32	Major acts of vandalism	1-3 days OSS and restitution	4-6 days OSS and restitution	
303	Inappropriate language/comments/gestures directed toward school personnel	1-3 days OSS	4-6 days OSS	
304	Verbal altercation	1-3 days ISS	1-3 days OSS	4-6 days of OSS
305	Causing, inciting issues with peers to the point of a fight	1-3 days ISS	1-3 days OSS	
14	Sexual Harassment During the School Day	1-3 days ISS	1-3 days OSS	4-6 days of OSS
308	Cyber Harassment During the School Day	1-3 days ISS	1-3 days OSS	4-6 days of OSS
309	Disruptive behavior during ISS	1-3 days OSS for each offense		
22	Threats towards school personnel and other students	3-6 days OSS		
310	Leaving the principal's or assistant principal's office without permission	1-3 days ISS	1-3 days OSS	
311	Minor Theft	1-3 days OSS		

312	Misuse of safety and emergency equipment	2 days OSS	4 days OSS
313	Unauthorized possession of prescription medication	1-3 days ISS	1-3 days OSS

Level IV

Level IV infractions are defined as actions which result in violence to a person or property or which pose a direct threat to safety of others. These acts are typically criminal in nature and always require administrative intervention, appropriate school board referral, and referral to law enforcement agencies. If the district is fully virtual, student behavior expectations must still be followed and consequences may range from removal from virtual classes to recommendations for alternative placement.

Consequences (Administration reserves the right to determine the severity of these consequences)				
14	Inappropriate touching of a sexual nature	7-10 days OSS and Referral to Superintendent and Local Law Enforcement		
401	Continuation of unmodified Level III infraction	6-10 days OSS		
17	Physical Altercation/ Fighting	5-7 days OSS	6-10 days OSS	Referral to the Superintendent for possible expulsion
3-4	Physical aggression/assault toward school personnel or students	Arrest and referral to superintendent for possible expulsion after 10 day suspension		
36	Terroristic Threats towards staff or students	Arrest and referral to superintendent for possible expulsion after 10 day suspension		
47-49	Drug and Alcohol: Selling/distribution*	Local Law Enforcement Notified, 10 days OSS issued and referral to the superintendent for possible expulsion		
39-46	Possession and/or use of illegal substances including, but not limited, to vaping	7-10 Days OSS/SAP Referral (2nd Offense - Referral to the Superintendent for possible expulsion		
35-36	False alarms/bomb threats*	7-10 days OSS		
31	Arson/ Possession or use of Explosives*	7-10 days OSS		
	Any act punishable under the Pennsylvania Crimes Code	At discretion of school administration		

- ***Possible arrest and referral to superintendent for expulsion or placement in alternative education setting.**

Offenses and consequences listed in these disciplinary tables serve only as a guideline. Other offenses will be subject to administrative discretion for appropriate consequences.

OSS= Out-of-school suspension

ISS= In-school suspension

Descriptions of Conduct Violations

1. Bullying (taunting, teasing, name calling) - Any verbal or physical action directed toward another person that persists after being asked to stop.
2. Minor Incidences of Unwanted Contact - Any unwanted physical contact that does not carry a significant risk of injury or is an affront to a person's dignity.
3. Dress Code Violation - Failure to follow the guidelines set in the school hand-book.
4. Unauthorized use of Electronic Device - The unauthorized use or display of non-sanctioned content with any electronic device on school property during school hours.
5. Inappropriate Language/Gestures - Swearing, derogatory remarks of a religious, racial, or sexual nature, vulgarity, commentary of an undignified manner. These remarks may be verbal, written, gestured, or electronically-generated.
6. Continuation of Unmodified Misbehavior - The further occurrence of behavior contrary to the Code of Conduct despite the use of lesser levels of disciplinary action to correct the behavior.
7. Insubordination - The refusal to follow the directions of a District employee.
8. Lying - Acts of commission or omissions that misrepresent or withhold information or facts with the intent to deceive.
9. Cheating / Plagiarism – Sharing work not intended to be collaborative or attempting to present the work of others as one's own regardless of the all party's awareness of the attempt.
10. Assembly Misconduct - Any act verbal or physical that interrupts or detracts from the purpose of the assembly.
11. Forgery - Copying or using another person's signature with or without their consent with the intent to deceive.
12. Verbal Altercation - Any argument involving inappropriate language or threats of violence
13. Physical Altercation/Fighting - Any attempt to cause injury by means of physical contact.

DRESS GUIDELINES

Student dress and overall appearance should foster a positive and productive school environment and should reflect pride in one's self as well as in our school. Student dress and appearance is a shared responsibility of the home and the school. The following principles, procedures and guidelines will be in effect at all times with appropriate exceptions made on specifically designated school-wide special occasions.

The following are dress code guidelines:

- Shorts, pants, dresses, and skirts must be an appropriate length, covering all private parts as well as the upper thigh.
- Fabric covering all private parts must not be see-through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms, closed toe shoes or safety gear.
- Sunglasses may be worn into the building, but may not be worn throughout the school day.

The following items are examples of attire that are not acceptable for school:

- Violent language or images.
- Images or language depicting, advertising or advocating the use of tobacco, drugs or alcohol (or any illegal item, activity or controlled substance).
- Any depiction of hate speech, profanity, pornography, nudity or sexual acts.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear (when standing or sitting)

- Bathing suits.
- Shirts with “Spaghetti Straps”
- Shirts that are excessively low cut in the front, or that are cropped excessively as to expose the ribcage.
- Hats, helmets, hoods or headgear of any kind (except as a religious observance).
 - Please note: This guideline is included due to traditional practices, out of respect for the flag, and to ensure the safety and security of all students.
- Chains that attach to, or hang from clothing, or are overly large as to pose a safety hazard.
- Spikes or studs

NOTE: Administration reserves the right to deem any form of dress inappropriate or make exceptions as needed.

MASK POLICY

As per the District Health and Safety Plan, if masks are mandated for use in school, all staff members and students must wear a face covering over their nose and mouth during High and Substantial transmission trends. Students and parents will be notified if the mask mandate goes into effect during the school year.

All face coverings in accordance with this rule must meet the standards set for in the dress code for school appropriateness. No references to matters of inappropriate language, violence, sexuality, or controlled substances will be permitted.

DROP AND ADD POLICY

Once student schedules are completed, changes will only occur in cases of extreme circumstances. These are as follows:

1. Academic misplacement.
2. Addition of a course to meet graduation requirements.
3. Addition of a missing prerequisite.

In order to change a schedule, students must discuss the requested change with the guidance counselor and complete the necessary form. The counselor, teacher, parent/guardian, and principal must then approve this change. No change is complete until approved by all of the above and notice is given to the student.

ELECTRONICS POLICY

Electronic devices, including cell phones and ear buds, will be permitted in the hallway throughout the school day and in the cafeteria at lunchtime. Students are not permitted to use electronic devices in the bathrooms or locker rooms. **Students must place their cellphone in an area of the classroom designated by the teachers before they use the bathroom.** Students are not permitted to take photos or video of students or staff members at any time while on school property.

When students are listening to music, they must have the volume set so that others around them can't hear the music. Students will NOT be permitted to make phone calls on their cell phones during the school day. If there is an emergency, the office phone is available if needed. **Upon entering a classroom, all students will be required to turn off their cell phones and put them away for the duration of the class period.** Use of electronic devices in an unauthorized manner will result in a warning from the teacher. Further incidences or failing to relinquish the device upon request will result in progressive discipline.

EMERGENCY CLOSINGS

Inclement weather or other cases of emergency may cause the entire school district or individual schools to be closed by the superintendent.

The school district utilizes the Skylert system which is an automated notification system. The Skylert system will call pre-designated phone numbers when closings or delays occur. Please ensure current phone numbers are registered with the school district.

In addition, information for school emergency closings or delayed openings will be covered by the following radio and TV stations:

<u>Local Radio Stations</u>	<u>Local TV Stations</u>
WEEU -830	NBC 10
	Fox Network
	WFMZ
	WGAL 8

EMERGENCY PLANS

Evacuations

There may be circumstances in which we may need to evacuate the building in situations of threats to the school population. If such a situation arises, the faculty will escort the student body from the school to the Bethany Evangelical Church located on Friedensburg Road. All students must remain with their classroom teacher until all students have been accounted for at the church. Once this has been confirmed, students will only be released to parents/guardians. No vehicles parked on school district property may be moved until cleared by local law enforcement officials.

Lock-Down Policy

The high school has developed an emergency procedure to be used in the event of a critical incident during the school day. A lock-down is initiated by an announcement over the school's PA system. Students are required to immediately follow the directions given by their classroom teacher or any other teacher/ administrator nearest them.

Students who find themselves outside of their assigned classroom when a lock-down is announced are to seek safety in the nearest classroom or alternate location immediately.

Speed and silence are essential to ensure student/staff safety during such events. Use of electronic devices is strictly prohibited.

EMPLOYMENT PERMIT

Students are required by law to have an employment permit if they are employed part-time or full-time. A parent/guardian is required to appear in person in the high school office and provide a birth certificate, students drivers' license, or passport (ID showing DOB.), and must sign the application for employment in the presence of office personnel.

A General Employment Certificate permitting withdrawal from school is issued only to students who are 16 years of age or older. Full-time employment permits will be issued only after students have presented a Promise of Employment Form completed by the prospective employer and a physician, passed a physical examination, presented a birth certificate, and completed the Student Clearance Form for withdrawal from school. Students must maintain academic standards while being employed.

Study Hall

Middle school students will have a period each day that will provide them with the opportunity to receive help in academic areas they may be struggling to navigate as well as to make up work from an excused absence. High School students will have the option of selecting a study hall for their schedule to allow a quiet time during the day in which to study, complete work, make up work that was missed due to an excused absence, or meet with a teacher (dependent on the teacher's availability) to receive extra help.

**ENTERING AND LEAVING
THE BUILDING**

Students entering and exiting the Mount Penn Elementary Center will enter through the Grant Street Ramp Entrance both in the morning and during the transition time after 4th Period. Students entering the Trinity UCC Church will enter and exit through the Miller Hall Entrance on North 25th Street.

Students not under the supervision of a teacher or serving detention **must leave the building promptly at 2:38 p.m.** No students should be in the building after **2:38 p.m. unless supervised by a staff member.** Students are not permitted in the building before or after school hours for practice or meetings unless the staff member responsible for the activity is present.

Students leaving the school building or property for any reason during the school day must obtain permission from the principal or assistant principal before doing so. Students must sign out in the main office when leaving and sign in when returning. The only exception will be students who are under the direct supervision of a staff member.

EXAMINATIONS - MID-TERM & FINAL

The Antietam Middle-Senior High School schedules mid-term exams at the end of the first semester and final exams during the last week of the school year.

Exemptions – All students must take final exams except:

Seniors who have achieved the following two criteria for a given course:

1. Three marking period grades of 90% or better. Two of the three 90% MP grades must have occurred during MP3 and MP4.
2. The overall course grade is 90% or better when MP1, MP2, Midterm, MP3, and MP4 grades are used in the calculation.

Students in grades 7-11 may earn one exemption from their final exams if the following criteria are met:

1. No unexcused absences
2. Honor Roll for the three previous marking periods.
3. No infractions of the Disciplinary Code leading to disciplinary action.

Exams not taken at the scheduled time will be recorded as zero until the exam has been taken and graded by the teacher. Only the principal will grant other exceptions.

The formula for calculating final course grades is as follows:

1. Sum the four marking period grades and multiply by two.
e.g. $95+90+92+93 = 370(2) = 740$.
2. Add the mid-term and final exam grades to the above total.
e.g. $88+90+740 = 918$.
3. Divide the new total by ten to determine your final course grade.
e.g. $918/10 = 91.8$.

FIRE DRILLS

Fire drills are conducted on a monthly basis throughout the school year. Signs have been posted in highly visible locations to indicate the proper exits. The entire faculty and student body must exit the building in a quiet and orderly manner.

FOOD/BEVERAGES IN THE BUILDING

Food and/or beverages with the exception of water, are NOT permitted outside the cafeteria or in classrooms/hallways unless directly related to a class activity that has been PRE-APPROVED by the principal.

GRADING SYSTEM

The quality of students' work in school is measured by the marks received on the report card. The subjects are graded literally for reporting to parents and students. Each literal grade is represented numerically by a percentage equivalent.

A	=	100	-	93	D+	=	69	-	67
A-	=	92	-	90	D	=	66	-	63
B+	=	89	-	87	D-	=	62	-	60
B	=	86	-	83	F	=	59	-	below
B-	=	82	-	80	P	=	Pass		
C+	=	79	-	77	F	=	Fail		

C	=	76	-	73			
C-	=	72	-	70			

For information about summer school options, weighted courses and Advanced Placement course offerings, please refer to the Antietam MSHS Course Selection Handbook. Please note that, in order for students to obtain the weighted value of an AP course, they must take the AP exam at the conclusion of the course.

GRADUATION PARTICIPATION

In order to participate in the graduation ceremony, a student must have completed all academic obligations to meet the credit requirements for reception of a diploma.

Students must also be present at each of the graduation practices prior to the ceremony. Absence from these practices without the permission of the administration may result in the student not being eligible to participate in the ceremony.

GUIDANCE

The purpose of a guidance counselor is to ensure that each individual pupil is making a satisfactory academic and social adjustment to the program offered by the high school. Guidance counselors are concerned about the courses the students are taking, the grades they are achieving, the co-curricular activities in which they are participating, the manner in which they accept other pupils and teachers, the way others accept them and their plans for the future. Every student in the school has access to a guidance counselor.

Last Name	Guidance Counselor
A-K	Mrs. Kaitlyn Yourkavitch
L-Z	Mrs. Ashley Brown
L-Z	Mr. Mark Carvalho

Students choosing to meet with their guidance counselor during school hours must have an appointment and have obtained a pass to present to their classroom teacher before they may be excused from that class or activity.

Parents may contact the counselor by telephone at any time but are asked to make an appointment before coming into the school.

HEALTH SERVICES

Good health is essential to successful activities. If students become ill during school, they should report to the nurse. Students are not to leave the building due to illness without authorization. When the nurse is not in, students will report to the office. Passes will be obtained from teachers before going to the nurse. The school health services are designed to include a variety of functions which will assist in maintaining good health.

1. Physical examination by school or family doctor of all students in grade 11.
2. Athletic physical exams by school doctors on all athletes and cheerleaders. Parental approval is needed for this examination.
3. Hearing test by school nurses for all students in grades 7 and 11.
4. The nurse maintains health and dental records on each student.
5. Dental examination by school or family doctor of all students in grade 7.

When abnormalities are found on any of the above tests, a notice will be sent to parents/guardians recommending follow-up care. The follow-up notice will be returned to the school nurse when the doctor or dentist completes it. Any medical problem concerning the student should be addressed to the nurse. Prescription medicine to be taken in school must be kept in the Health Suite with a prescription attached. The medication is taken in the presence of the nurse.

Illness During School Hours

If an accident or illness occurs during school hours, first aid will be administered to the child and the parents/guardians notified. School personnel will give no care beyond first aid which is defined as the immediate

temporary care given in case of accident, or sudden illness. Final provisions for the care of children suffering from illness or injury are the responsibility of the parents/guardians.

Students who are not feeling well are not permitted to use cell phones or classroom phones to call home. They are required to report to the school nurse who will make any necessary calls.

Parents/Guardians are expected to report to the school to pick up their children when, in the opinion of the school nurse, they are physically unable to continue with classes. Students who are not sent home by the nurse but are picked up or leave the building will be considered unexcused absence for missed time in school.

Daily Procedures to the Nurse's Office

1. Passes must be obtained from teachers before going to the nurse.
2. Passes signed by the nurse must be presented to teachers upon the student's return to class. Students are not permitted to leave the health suite without the nurse's permission.
3. When there is a need for a student to be sent home because of illness or injury, the nurse will make the necessary arrangements with the parents/guardians.
4. The parents/guardians are responsible for the transportation of ill or injured students.
5. It is the responsibility of a parent/guardian to notify the school nurse of any student with allergies, pregnancy, or other health conditions.
6. Students with infections and infectious conditions such as pink eye, impetigo and pediculosis (lice), are excluded from school according to school policy.
7. Illnesses, allergies, accidents, operations, or any other health condition occurring during the school year, should be reported to the school nurse so accurate student health records can be maintained.

The school nurse cannot assume primary responsibility for injuries that did not occur at school. Parents/Guardians should not ask school personnel to diagnose or treat such illnesses.

Medicine Policy

In accordance with the State of Pennsylvania Department of Health, prior to receiving medication at school, each student must provide the school nurse with a Medication Administration Consent form signed by the student's parent/guardian and a Medication Order from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy. This applies to prescription medication, over-the-counter medication, as well as herbal remedies and throat lozenges. **Students are not permitted to carry medication of any kind with them during the school day.**

A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. The medication must be in the original over-the-counter or pharmacy labeled bottle. Prescription medication labels must contain:

1. Name, address, telephone number and Federal DEA (Drug Enforcement Administration) number of the pharmacy.
2. Patient name.
3. Directions for use (dosage, frequency and time of administration, route, any special instructions)
4. Name and registration number of the licensed prescriber.
5. *Prescription serial number.
6. Date originally filled
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

Medications in plastic bags or containers other than their original pharmacy container are NOT acceptable.

At the end of each school year, a parent/guardian or a responsible adult designated by the parent/guardian should pick up all unused medications.

Medication should be scheduled around school hours if possible. Medication orders are required from a physician for prescription and over-the-counter medicine, as well as herbal remedies.

The order from the physician must include:

1. Student's name.
2. Name, signature, and phone number of the licensed prescriber.

3. Name of medication.
4. Route and dosage of medication.
5. Frequency and time of medication administration.
6. Date of the order and discontinuation date.
7. Specific directions for administration if necessary.

Field Trip Medication Procedure

Any student who requires medication or a special medical procedure on a field trip must, as a minimum, have parental consent to participate in the field trip and provide appropriate instructions from the parent or the child's physician regarding the administration of medication or medical procedures.

A responsible adult, such as a teacher, parent, or chaperone, may administer the medication with parental direction. Parents will be required to supply specific instructions on how and when the medication is to be given. Unusual cases may require review on a case-by-case basis by the building principal.

HONOR ROLL REQUIREMENTS

The Antietam Middle-Senior High School has established two levels for honor roll (honor and merit) to recognize students who achieve academically. Honor/merit roll calculations are based upon un-weighted, straight percentage calculations.

1. To qualify for **Honors** distinction, students must achieve a grade average of 94.5% or above with no grade lower than 80%.
2. **Merit** is based upon a grade average of 89.5% or above with no grade lower than 75%.

BACKPACKS/PURSES AND SEARCHES

For the 2023-2024 school year, students will not be assigned lockers and will be allowed to carry backpacks and jackets in both the MPEC and Trinity UCC locations.

Students and their parents/guardians should be aware that carrying a backpack or purse does not constitute personal property for students. The School District reserves the right to inspect backpacks and purses as they desire, particularly in situations when illegal or dangerous items are thought to be present and in times of investigating theft, vandalism, etc. Items found in a backpack or purse are assumed to be the possessions of the student assigned to that locker. Any materials found in a locker that violate School District behavioral policies are assumed to be the property of the student assigned to that locker.

MILITARY RECRUITERS

Students who wish to speak to recruiters from the United States military during school time, or who have enlisted and need to leave school for induction, are only permitted to do so with specific written permission from their parents/guardians. Recruiters are not permitted to freely recruit in the halls of the Antietam School District and all violations are to be reported immediately to the principal.

By law, the Armed Forces are permitted to receive a mailing list of high school-age students each year. Typically, they only request information for juniors and seniors. The school will cooperate with their requests; however, parents/guardians have the right to have their child's name excluded from the list provided they submit a request in writing to the office of the principal at the beginning of each school year.

PHOTOGRAPHS

At the beginning of each new school year parents are provided with a **STUDENT PHOTO AND INFORMATION RELEASE** form. If parents do not want their child's picture taken during the school year, parents must sign this form and return it to the high school office.

PHYSICAL EDUCATION GUIDELINES

Physical Education Dress Requirements

1. All students must wear the following to all physical education classes:
 - Sneakers with tied laces.
2. When outdoor weather warrants, sweat-shirts and/or jackets are allowed.
3. At no time should under-garments be visible.

Organization of Physical Education

1. Students must be dressed and ready for attendance within five to seven minutes after the late bell.
2. Loitering is not permitted in the locker room before or after the bell rings.
3. Students are assigned a lock and a small locker. All valuables must be locked up during class.
4. Lost locks must be paid for before a new one is issued.
5. Students should remove ALL JEWELRY before leaving the locker room.
6. Students should use lavatories before the start of P.E. class.
7. Students will report to assigned squads at the start of each class.
8. Students should never be in the locker room during class without permission.
9. Students must remain in the locker rooms at the end of class until the dismissal bell sounds.
10. Students are encouraged to shower after class.

Missing Physical Education Class

1. Doctors' notes stating the nature of disability and the number of days students should be excused will excuse a student from P.E.
2. If students must be excused for more than one week, they should have an Adaptive P.E. form completed by a physician.
3. Students who are absent on a P.E. day are expected to make-up the class. Students with chronic health concerns must have the condition documented with the school nurse. A doctor's verification will be required. The student may be required to complete an alternative assignment.

STUDENT ASSISTANCE PROGRAM (SAP)

The Antietam Middle-Senior High School Student Assistance Team is comprised of trained members of the staff and a contracted independent liaison. Referrals for students can be made for any issue where there is concern for a student's well-being and/or potential for obstacles to learning. These issues include, but are not limited to: substance abuse, mental health, grief, self-harm, victimization, bullying, or other "high-risk" behaviors. The student assistance team works confidentially with students, parents, and community resources to determine appropriate courses of action to best assist our students. These recommendations may include: assessment for further evaluation within the community, referral to community-based resources, and in-school supports. The student assistance process can be initiated by a referral from students, parents, faculty, staff, administration, counselors, or school nurse. Referral forms are available at various locations throughout the building or by contacting the school guidance office by phone at (610) 779-3545 or emailing one of the school counselors.

SKATEBOARDS/OTHER DEVICES

Students are not permitted to use: skateboards, roller blades, scooters, or similar recreational devices on Antietam School District Property.

VALUABLES/PERSONAL PROPERTY

Students are urged not to bring valuable items to school. In the event items must be brought to school, the administration urges students to secure these items in a designated location such as a locker or the office. The school will not be held liable for lost or stolen possessions.

If it is necessary to bring a large sum of money or small item of value, it should be brought to the office so that it may be deposited in the school safe.

VEHICLE REGISTRATION & PARKING LOT GUIDELINES

Student parking on school property is a privilege and that privilege can and will be suspended for just cause. The following are the guidelines for vehicle registration use of the student parking lot:

1. All student vehicles must be registered with the office and have a school-issued parking tag.
2. The School District reserves the right to inspect all student vehicles parked on school property in situations when illegal or dangerous items are thought to be present.
3. Vehicle tags will be distributed after vehicle registration form is processed.
4. Students will be assigned a numbered space in the parking lot.
5. Tags must be displayed on the car's front window hanging from the rear view mirror with tag number facing forward.
6. Students are to park in their assigned space.
7. Parking in spaces reserved for faculty is prohibited.
8. Students parking in spaces reserved for faculty will be subject to a fine.
9. The School District reserves the right to revoke or suspend parking privileges.

WITHDRAWAL OR TRANSFER

When students plan to leave Antietam, a Student Clearance Form must be obtained from the school office (three days before departure).

1. If a parent/guardian anticipates moving outside of the district, please contact the school so we may provide assistance transitioning between schools.
2. Upon withdrawal, students will receive their report cards and other credentials needed to transfer to a new school.
3. Students are responsible for the return of all materials (i.e. books, gym locks, etc.) prior to withdrawal.

Antietam School District Acceptable Use of the Internet/School Technology

The Antietam School District uses technology for a variety of purposes. We are providing our students with the tools necessary for success today and tomorrow. Computer hardware, software networks, and on-line services are available for both staff and student use. The Antietam School District strongly feels that providing this service is a necessity to enhance our curriculum and prepare our students for the future.

Parents/Guardians and students must review the Code of Conduct presented below. A parent/guardian must grant permission for their child to use school technology to access the internet/school technology. Please complete the form which will be sent home the first day of school and return it to the high school office as soon as possible. Failure to return the authorization form will prevent your child from accessing internet/school technology privileges.

The Antietam School District reserves the right to monitor any user's utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on District technology resources may be inspected at any time for any reason. The District may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy.

Code of Conduct
<p>All users of Antietam School District computer systems shall read and follow the guidelines listed below. Failure to comply with any of the guidelines or other inappropriate use as determined by the building administrator will result in loss of access privileges, and such other discipline as is warranted in each case. The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Use of equipment for personal business is prohibited.</p> <ol style="list-style-type: none">1. All use of the Internet must be in support of education and research and consistent with the purposes of the school district.2. Any use of the network for product advertisement or political lobbying is prohibited.3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.4. Users shall not intentionally seek information on, or obtain copies of, files, other data, or passwords belonging to other users or misrepresent other users on the network.5. All communications and information accessible via the network should be assumed to be private property; therefore credit must be given if used.6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.7. Hate mail, harassment, discriminatory remarks and other anti-social behavior is prohibited on the network.8. Use of the network to access or process pornographic or similar material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.9. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Any fees or costs associated with network use shall be pre-approved by the faculty member or administrator in charge of the project or course of study. Otherwise, unapproved costs shall be the responsibility of the person/student using the network.

Social Media Guidelines for Students

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines for students in the Antietam School District using Web 2.0 tools in the classroom.

- A. Be aware of what you post online. Social media venues are public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, students, parents, teachers, or a future employer to see.
- B. Follow the school's code of conduct when writing online. It is acceptable to disagree with the opinions of someone; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdays, and pictures. Do not share your password with anyone besides your teachers and parents.
- D. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- E. Do your own work. Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing idea(s) from someone else, be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- F. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- G. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using another's identity.
- H. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit the work of someone else, be sure it is in the spirit of improving the writing.
- I. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- J. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.
- K. Failure to adhere to these guidelines will result in disciplinary action as referenced in the code of conduct.

Chromebooks

ANTIETAM SCHOOL DISTRICT Mobile Device Insurance Information

Parents, guardians and students may be held financially responsible for all damage, loss or theft of the mobile device while the mobile device is in the possession, custody or control of the student, including the applicable deductible charge for each claim covered by the District insurance policy ("covered claim").

Coverage includes theft (with a police report) and accidental damage. Intentional damage is not covered and is determined at the sole discretion of the District. Repairs or replacement covered under a manufacturer's warranty will be conducted without charge. Accessories, power cords, cables, and protective sleeves/bags are not covered.

Students are not permitted to borrow an electronic device from the library if they forget their school issued device at home.

Fees in the event of Theft or Damage
o 1 st Offense: \$25.00
o 2 nd Offense: \$25.00
o 3 rd Offense: Cost of the Full Replacement or Repair Cost
o Intentional Damage or Loss: Cost of the Full Replacement or Repair Cost

Device left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area. Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways. Staff will confiscate unsupervised Chromebooks. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.