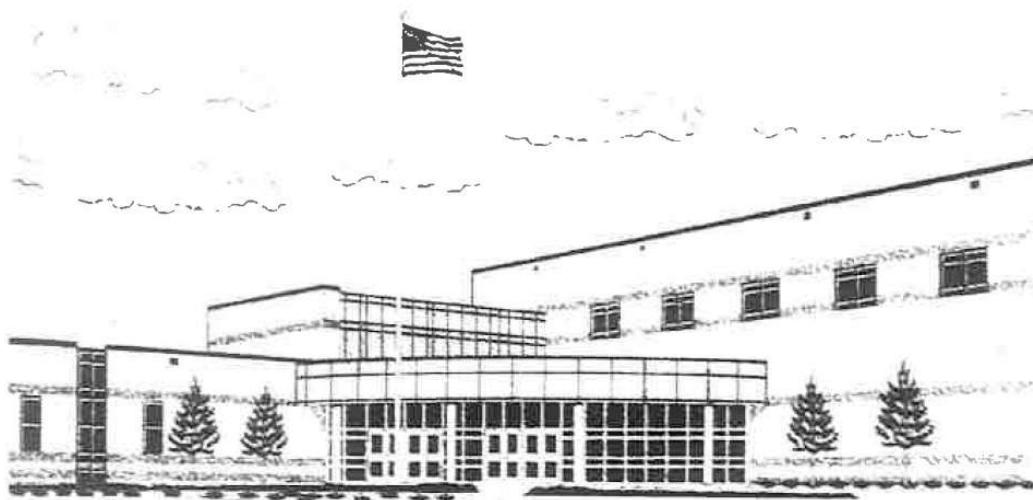


Lake-Lehman Junior/Senior High School



**2025-2026
Student
Handbook**

LAKE-LEHMAN SCHOOL DISTRICT

Mission Statement

The Mission of the Lake-Lehman School District is to inspire students to achieve personal fulfillment through the context of community, mastery, independence and generosity within a safe learning environment.

Core Values

The Core Values of the Lake-Lehman School District are as follows:

- ***Work-Ethic***
- ***Positive Attitude***
- ***Ability to Compete***
- ***Sacrifice***



Safe School Environment

The Lake-Lehman Junior-Senior High School strives to ensure that all students and adults are provided with a safe and effective environment in which to learn and work. This type of environment exists when distractions are kept to a minimum and behavior is orderly and is the responsibility of all members of the community. The school utilizes the services of District and building-level resources to meet this goal. For the safety of our staff, students, and visitors, as well as the protection of our property and equipment, security cameras are used in many Lake-Lehman facilities and parking lots. Special attention is devoted to entrances and corridors leading to and from exterior areas and it is required that all entering guests provide proper identification and register upon entering the building. Specific instructions are provided upon registration. School and District policies govern all visitors as well as our student population and municipal

and state codes are enforced. In order to create and maintain an orderly environment within the schools, students and guests are required to adhere to the rules and regulations as set forth in the 2025-2026 Student Handbook and to abide by the decisions of the administration in disciplinary matters. A safe school environment is essential to successful learning, and through the careful use of District resources and the monitoring of student, adult, and visitor behaviors, Lake-Lehman Junior-Senior High School provides its constituents with an effective and safe school.

FORWARD

This handbook is designed to answer questions about the procedures, rules and expectations in effect at Lake-Lehman Junior-Senior High School.

The administration, your homeroom teacher, classroom teachers, nurse, and guidance counselor are available and will be happy to respond to any questions and concerns you may have that may or may not be addressed in the handbook. The handbook is also located online at the school's website: www.llsd.org.

Annual Notice to Parents

In compliance with state and federal law, the Lake-Lehman School District will provide all students' with disabilities protection without discrimination or cost to the student/family, those related services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a student with a disability, the child must be of school age and evaluated in accordance with 300.304 through 300.11 as having an intellectual disability, deaf/blindness (a hearing impairment including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, a specific learning disability, deafness, hearing impairment, or multiple disabilities, and who, by reason thereof, needs special education and related services.

For further information about having your child evaluated for eligibility for special education contact the Director of Special Education, Dr. Tina Antonello, at (570) 255-2811.

Lake-Lehman will not discriminate on the basis of race, color, national origin, sex and handicap in its admission procedures, educational procedures, educational programs and activities or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures contact the committee of Matthew Nonnenberg, Lori Bednarek and Tabitha Miscavage , Title IX Committee and Title 504 Committee, through the Lake-Lehman School District administration office, Lehman, PA, 18627. Telephone (570) 675-2165

School Board Policies are subject to change at the discretion of the Board of Education.

Lake-Lehman Junior-Senior High School
P.O. Box 38
Lehman, PA 18627-0038
570-675-7458
www.llsd.org

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Mr. Matthew Nonnenberg
Principal

Mr. Donald James

SCHOOL COUNSELORS
Mrs. Jane Molino, Counselor Grades 7-9

Mrs. Megan May, Counselor Grades 10-12

Mrs. Allison Everett, Cyber/Student Services Counselor

ATHLETIC DIRECTOR / HOME AND SCHOOL VISITOR
Mr. Jeff Shook

NURSE
Mrs. Megan Margavage

SUPERINTENDENT
Mr. James E. McGovern

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Mrs. Tracey L. Liparela

DIRECTOR OF SPECIAL EDUCATION
Dr. Tina Antonello

DIRECTOR OF TECHNOLOGY
Mr. Brian Murphy

SCHOOL PSYCHOLOGIST
Dr. Erica Orock

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Mrs. Patty Hackling, Athletic Office& Attendance
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I. GENERAL INFORMATION

ATTENDANCE PROCEDURES(Refer to Board Policy 204)

Attendance in school is compulsory. State law requires a written excuse when the student returns to school after being absent. ***IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO PROVIDE THE SCHOOL WITH A NOTE EXPLAINING EACH AND EVERY ABSENCE OR LATENESS OF THEIR CHILD(REN).***

On the first day that a student returns to school following an absence, the student is required to submit a note for the absence in the attendance box located in the Main Office. The note must be written and signed by the parent/guardian and must provide the following information:

1. first and last name of the student
2. student grade level
3. date(s) for which the absence is written
4. reason for absence
5. telephone number at which the parent/guardian can be reached during daytime hours
6. parent/guardian signature

An absence note is required upon return to school. Excuses must be submitted within **three (3) days or they will be considered unexcused.**

Any absence for which a note has not been submitted will be classified as an unexcused/illegal absence until a note for legal absence is received.

See Section V. Athletic/Extra-Curricular/Co-Curricular Information for attendance and athletic eligibility.

EDUCATIONAL TRIPS (Refer to Board Policy 204)

COLLEGE VISITATIONS (Refer to Board Policy 204)

BEVERAGES:

Only bottled water or clear plastic containers with lids are allowed to be carried during the school day (that includes sports drinks). The bottle or container must be for personal consumption and contain less than 20.0 fl. Oz. of liquid. Gallon, Half Gallon and Glass containers are not permitted. Water fill stations are available for bottle refill.

CHROMEBOOKS

Chromebooks are school property and should be treated accordingly. If they are lost or damaged, restitution to the school must be made and payment for replacement will be at the rate of the cost of the Chromebook. Misconduct with the Chromebook may result in discipline which may include the loss of privilege to use the Chromebook.

ELECTIONS

Class officer election process will take place in September or October for the current year. The following offices are contested: president, vice-president, secretary and treasurer. Students running for office must file a candidate's petition and be prepared to outline his/her platform at a campaign assembly.

ESCHOOLDATA

eSchoolData is a web based software package that enables the Lake-Lehman School District teachers to post each student's grades online. eSchoolData allows parents to have access to grades, attendance, assignments, and discipline information regarding their child. Schedules, progress reports, report cards and unofficial transcripts are available in this system. To access eSchoolData, log on to the Lake-Lehman School District web site at www.llsd.org.

FIELD TRIPS

All field trips, school sponsored or club related, must have approval of the principal before any trip is scheduled. Parent permission slips must be secured before any student is allowed to participate. Payment for field trips must be in the form of a check or money order made payable to "Lake-Lehman Junior-Senior High School". Individuals will be responsible for any bank fees for all checks returned due to insufficient funds. Students may be denied the privilege of a field trip due to discipline incidents and/or outstanding debt/obligation. All school rules and regulations apply to any and all field trips.

The administration reserves the right to prevent any student from attending field trips if that student is considered to have any form of academic or disciplinary concerns. This will only apply to those trips NOT included as a component of a specific curriculum.

EMERGENCY DRILLS

Fire drills will be conducted on a regular basis. Your classroom teacher will inform you of the route to follow to exit the building and where to gather once outside the building/rally points. The following are student responsibilities during an emergency drill:

1. Follow all directions issued by teacher
2. Proceed calmly to exit
3. Gather outside at the place indicated by Classroom teacher for roll call
4. Return directly to classroom after drill

FUNDRAISING/SOLICITING (Refer to Board Policy 229)

Only the building principals may authorize student fund-raising programs within the building or on school property. Solicitation or sale of merchandise to students or staff is prohibited unless authorized by the building principal.

GOOGLE

The Lake-Lehman School District has adopted Google G Suite for Education as its primary source of productivity tools for classroom collaboration. Each student is given a district provided Google account to be used with these tools. These tools include but are not limited to: Classroom, Gmail, Drive, Calendar, Docs, Sheets, Forms, and Slides. Students are reminded that any activity and communication utilizing these services the ACCEPTABLE USE OF COMMUNICATIONS AND INFORMATION (CIS)

SYSTEMS policy applies and is available to view on the district web site. This policy applies to services accessed by an outside service provider and on devices not issued by the Lake-Lehman School District.

HEALTH SERVICES

A school nurse is available and is on call in case of an emergency. Students who are ill during the day are to inform the classroom teacher and request a pass to see the nurse. Upon assessment, the student will be sent back to class, or be sent home with the permission of a parent/guardian. If the nurse is not available, the administration shall follow the same procedure. An emergency card will be given to each student at the beginning of the school year. **IT IS MANDATORY THAT THIS FORM BE SIGNED BY A PARENT/GUARDIAN AND RETURNED TO THE HEALTH OFFICE THE FIRST WEEK OF SCHOOL.**

Health Conferences

The nurse is available to conference with administration, faculty, parents/guardians, and students. To make arrangements, call **675-7458 (ext. 2801)**. Parents/guardians are to notify the nurse of any changes in their child's health record.

Health Screenings

Students will be excused from classes to fulfill the state requirements regarding height, weight, vision, hearing, and tuberculosis screenings. All 11th grade students must have a state mandated medical examination either through a family physician or through the school. Forms are available in the nurse's office for this purpose. Height, weight, vision, hearing, dental and scoliosis examinations are state mandated and will be conducted for all seventh graders. Height, weight and vision examinations are mandated and will be conducted for all eighth graders. Weight for Height Ratio will be calculated for all students as required by the Commonwealth of Pennsylvania.

All students must have a physical to participate in interscholastic athletics for the district. These exams will be conducted by the school or by the student's family physician. The information can be found on our district website under the department tab of health services.

Medications

No prescription or non-prescription medication is to be kept on the student's person or in his/her locker at any time. All medication must be brought to the school by a parent/guardian. Students are not to transport medication on the school bus. To ensure proper storage, as well as appropriate administration, all medications are to be kept and dispensed by the school nurse. If a student requires medication during the school day, the nurse must be notified to administer the medication. In the absence of the nurse, the principal or designee will administer the medication. All prescriptions to be taken during school must include a physician's order and permission from the parent/guardian. School personnel, other than the nurse, may not provide aspirin, Tylenol, or other medications to the student. In order to receive any aspirin product, the student must obtain a special form from the nurse and return it with written permission from the parent/guardian. Students with permission may carry and self-administer their asthma inhaler. Contact your school nurse for policy guidelines and requirements and to make arrangements if your child needs to carry their inhaler.

Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors

- In accordance with the Pennsylvania Public School Code provisions on “School Access to Emergency Epinephrine” and Board Policy 210.1, LLSD maintains a stock supply of epinephrine auto-injectors in each school building.
- The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.
- The Board shall authorize epinephrine auto-injector use for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.
- Pennsylvania School Code Section 1414.2(g) allows parents/guardians to request an EXEMPTION to the administration of an epinephrine auto-injector for their student.
- If interested in an EXEMPTION contact your child’s school nurse to discuss this option and to complete the opt-out form.

LAVATORIES

Lavatories should be used for the purpose they are intended. Students may not eat lunch in the lav. Students must sign out of their scheduled room and are to use the restroom only during the first and last five minutes of class.

RESOURCE/TUTOR/HELP CENTER: JUNIOR HIGH FOCUSED THIS YEAR.

Selected students will be required to attend the library during their schedule study hall (If it permits) where a designated teacher will provide resources, tutoring and help on all subject matters. Students will have the chance to complete missing assignments, review content, practice study skills, etc. during this designated time. As students are identified for the Resource/Tutoring/Help Center, the building principal will notify all parents/guardians.

LOCKERS

Lockers, which are school property, will be assigned to each student. Only one locker will be assigned to each student. Students are not permitted to share lockers or to use a locker that is not assigned to them. Locks, other than the school approved locks, will be removed. Students are responsible for maintaining their locker and to ensure that it is locked at all times to prevent ‘borrowing or stealing’. **The school is not responsible for lost or stolen articles. At no time should students leave valuables in their lockers.**

You are advised not to give your locker combination to another student. All lockers are expected to be kept in a clean and orderly manner. Students must immediately report any damaged or broken lockers. Students may be responsible for repairs to damaged lockers. Damages include, but are not limited to, writing on lockers, scratches, dents, stickers, adhesives, gum, etc. on the locker, and broken locks due to the student “rigging” the lock. The outside of lockers are not to be decorated without prior authorization from the administration. To be at the lockers during class, students must sign out of their scheduled room.

The administration reserves the right to inspect lockers in accordance with the student’s right and responsibilities policy.

As per School Board Policy 226, school authorities may search a student’s locker and seize any illegal material. Such materials may be used as evidence against the student

in disciplinary, juvenile, or criminal proceedings. All lockers are, and shall remain, the property of the school. As such, students shall have no expectations of privacy in their lockers. When a student's locker is searched, the student shall be notified and given an opportunity to be present. **NARCOTIC TASK FORCE CANINES MAY ALSO BE USED BY THE ADMINISTRATION FOR SEARCH PURPOSES.**

LOST AND FOUND

Students who have found an article or have lost something of value should bring it to the attention of the office staff. A lost and found area is located in the custodial area. A junior high lost and found box is located at the end of the 700 corridor near the art room. For high school students, the lost and found box is located in the band hallway. Valuable items found, such as purses, jewelry, etc., will be kept in the office until claimed by the owner.

ONE-CALL-NOW

One-Call-Now is a communication tool that has been adopted by the Lake-Lehman School District. One-Call-Now is a system in which parents may be informed with regard to a variety of district, as well as building level, situations via an automated voice message. The system may be accessed by Lake-Lehman School District administrators for the purpose of informing both parents and students in situations including, but not limited to, school delays/closings, important school events, parent/teacher conference dates, as well as standardized testing date information.

PICTURES

Individual student pictures will be taken on a date to be announced. If a student is absent on picture day, make-up pictures will be scheduled on a date to be announced. All photo packages should be ordered online. Information will be located on students' Google Classroom Pages once it becomes available by the photographer. Students who are not purchasing a picture package should still have an individual picture taken for the yearbook (***this picture will be taken at no cost to the student***).

SCHOOL INSURANCE

The school district cooperates with a private insurance company to offer students low cost coverage. Insurance may be purchased online. Please see the school district homepage for details. It is recommended that all students who participate in sports purchase the insurance.

CELLPHONES/PHONE USE

Student possession and use of cellular phones on school campuses and school buses, at school sponsored activities, and while under the supervision and control of school district employees is permitted under circumstances described herein. Students will be permitted to use personal electronic devices/cellular telephones during their lunch period and/or with teacher permission in the classroom, under the following criteria: All phones will remain on silent. ***Facebook, Instagram, Snapchat and other social media sites are not educational in nature and are not to be accessed during the school day.***

All devices must have head phones attached when listening to music/watching anything with sound. Headphones are not permitted to be used without teacher advisement and headphones are not to be used in the hallways. If a student is seen using headphones in the hallways, they will be confiscated and must be retrieved by a parent or guardian. Students are not permitted to call or text any student in other classrooms.

These devices must be kept out of sight and turned off during the instructional program/in the classroom. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. School officials, including classroom teachers, may take personal electronic devices/cellular telephones away from students for failure to follow the above guidelines. Repeated unauthorized use of such devices will lead to disciplinary action. The district shall not be liable for the loss, damage or misuse of any personal electronic device brought to school by a student.

Students are not permitted to use the main office telephone without a pass from their assigned teacher. Students are not allowed to use the main office phone between classes. Late passes will not be issued to students using the telephone between classes. The main office phone may be used in an emergency, with permission from the classroom teacher and secretaries.

All in-coming calls to students should be of an emergency nature only. Students will not be called from class to receive a message except in case of an emergency. Parents are urged to coordinate daily plans with their child before the school day begins.

TEXTBOOKS

Students will assume the responsibility for keeping their textbooks in good repair. Normal wear and tear is acceptable, but any damages will be assessed against the student. A book's condition will be recorded by the teacher upon distribution at the beginning of each school year. IF A BOOK IS LOST OR NOT AVAILABLE AT TIME OF COLLECTION, THE STUDENT IS RESPONSIBLE FOR PAYMENT. Students will be charged full replacement cost for the first two years after the book was purchased. Year 3, the student will be charged 70% of replacement cost; year 4, 60% of replacement cost; year 5, 50% of replacement cost. If the lost book is found at the end of the school year, the student will be reimbursed at that time taking into consideration "wear" and "tear" on the book.

VISITORS(Refer to Board Policy 907)

Students may not bring visitors to school. The only visitors to whom passes will be issued are those who are at the Junior-Senior High School specifically to contribute to the academic program or extra-curricular activities.

SCHOOL VOLUNTEERS (Refer to board policy 916.1)

WEATHER

In case of severe weather (snow, ice, etc.), announcements for school closings will be made through One-Call-Now and will be made available to local radio and television stations. Emergency closings, dismissals, late starts, etc. will also be posted on the Lake-Lehman School District webpage: www.llsd.org.

WORKING PAPERS

Any minor (ages 14 – 17) who wishes to be employed must obtain working papers. According to Pennsylvania State law, parents must appear in the high school office, with proof of birth of the minor. Acceptable forms of, proof of birth are (birth certificate, baptismal certificate, passport), school records may not be used. The application must be signed by the student's parent/guardian. Upon completion of the application, minors will receive their work permit. Working papers are processed from 8:00 to 3:00 daily in

the JSHS main office. Please note and take into consideration that the issuing officer will be unavailable each day from 11:30 to 12:30 pm.

PROM/SCHOOL DANCE RULES & REGULATIONS

In order for you to invite a guest who does not attend LLHS, you must complete the prom/school dance guest registration form. Failure to correctly complete and submit by the due date may result in denying your guest entrance to the dance.

1. Guests must have this form completed and signed by their high school administrator (if applicable).
2. Guests must be in good standing with their school. Guests must have a parent/guardian sign this form. If your guest is 18 or older, no parent/guardian signature is required. All guests must be under the age of 21. No guest 21 years of age or older will be allowed to attend.
3. Your guest must follow all the rules and guidelines for LLHS dances.
4. Students or guests are not allowed to leave the event and return later.
5. Junior High school dances are not allowed guests from another school

II. STUDENT RESPONSIBILITIES

PENNSYLVANIA SCHOOL CODE

1. Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to create a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
 - *Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.*
 - *Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.*
 - *Volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.*
 - *Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.*
 - *Assist the school staff in operating a safe school for all students enrolled therein.*
 - *Comply with Commonwealth and local laws.*
 - *Exercise proper care when using public facilities and equipment.*
 - *Attend school daily and be on time at all classes and other school functions.*
 - *Make-up work when absent from school.*
 - *Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.*
 - *Report accurately and not use indecent or obscene language in student newspapers or publications.*

SAFE 2 SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies. For additional information please visit: <https://www.safe2saypa.org/>

THREAT ASSESSMENT TEAMS

[Act 18 of 2019](#) amended the Public School Code of 1949 by adding [Article XIII-E, Threat Assessment](#). Among its provisions, Article XIII-E requires the establishment of threat assessment teams for all school entities in Pennsylvania. Each school in the Lake-Lehman School District has a Threat Assessment Team. The threat assessment team is a multidisciplinary group of individuals identified by a chief school administrator responsible for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others.

SCHOOL ARRIVAL PROCEDURES

1. Parents who drive students to school may drop them off at the designated gravel lot area near the softball field before 7:55 A.M. After 7:55 A.M. students must be dropped off in front of the building and sign in with attendance. When picking up students at the end of the day, use the same designated gravel lot area. Due to heavy traffic patterns, use of the front circle is strictly prohibited.
2. All students riding a bus are to enter the building, in the morning, through designated doors at the 400 corridor.
3. All students who get dropped off are to enter the building, in the morning, through designated doors at the 200 corridor.
4. ***No student is to get dropped off in the student driver parking lot.***
5. When arriving with a student driver, please enter through the doors by the new gym.
6. ***Students are NOT to open any outside doors and admit ANYONE into the building, whether or not the students know the person or persons.***
7. Students must conduct themselves in a safe, orderly manner and use walkways and steps provided.
8. Unless granted prior permission by a faculty member, students restricted to the lobby until 7:45 A.M.
9. Students are required to know the day cycle each day and attend each class scheduled for each day.
10. Students are not allowed to visit unscheduled rooms or teachers unless the student has a pass from the teacher they wish to visit.
11. Beginning at 8:00 A.M., students must report directly to their lockers and then proceed to their period one (1) class. Loitering is not permitted in the corridors or any other area of the school. All coats, hats, backpacks, and book bags must be deposited in the student’s locker. No student is permitted to go to class with these items.
12. Students must obtain prior permission from a building teacher or administrator in order to visit or travel to any area other than their assigned area.
13. ***Consistent Tardiness or Early Student Pick-up*** – Every parent or guardian of a child of compulsory school age shall comply with the compulsory school attendance act. School hours for student attendance have been set by the district. If a student is

consistently brought to school late and/or is removed from school early without documentation of need by the parent or guardian, the home/school visitor may issue a warning letter stating that future tardiness and/or early dismissal removal of that student will result in the time being recorded and considered unexcused. The time can be accumulated to result in an unexcused absence. This will reflect in the attendance procedures and could lead to a citation or fine.

HAZARDOUS AND ANNOYING MATERIALS

1. Anything dangerous, disruptive, or distracting is not allowed in school.
2. Students are not to be in possession of any type of inhalant, including but not limited to such items which are non-edible, paint, markers, gasoline, mouthwashes and/or breath fresheners with alcohol content. Additionally, baby bottles or cold drink containers with unlabeled liquids; aerosol and non-aerosol bottles/containers are not permitted in school.
3. Matches, lighters, electronic cigarettes/cigars, hazardous chemicals, balloons, laser pointers, fireworks, knives, firearms, or weapons of any type are not allowed in school or on the school bus.
4. Deliveries of food, candy, flowers, balloons, etc., are not permitted during the instructional day without administrative approval.

USE OF SPECIAL TOOLS, EQUIPMENT, AND MATERIALS

In some curricular areas the use of specialized tools, equipment, and materials is required. To ensure the safety of all students and staff, detailed rules regarding the use and maintenance of these items are in force. It is the responsibility of the student to be familiar with these classroom-specific rules and to follow the procedures as outlined by the teacher. Although they may differ slightly per curricular area, the policies regarding these items state: No tool or equipment is to be removed from a classroom by a student. Tools and equipment of a sharp or potentially dangerous nature must be used under the supervision of the teacher and at no other time. Students must use tools and equipment of a sharp or potentially dangerous nature in a safe and mature way as required by the nature of the course. Violation (s) of these and more specific classroom rules will result in disciplinary action.

STUDENT DRESS CODE(Refer to Board Policy221)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choice **disrupts** the educational program of the school or constitutes a health and safety hazard. The Board has the authority to impose limitations on students' dress in school.

The following attire is not permissible in the Lake-Lehman School District:

- clothing displaying inappropriate pictures, gestures, words, drug use, alcohol, tobacco products, weapons, profanity or sexual innuendoes
- halter tops, tank tops, shirts or blouses exposing the midriff, or other immodest clothing
- pants worn below the waistline that reveal undergarments
- clothes that allow for undergarments to be exposed
- hats of any type or style
- pajamas/pajama bottoms/lounge pants

- bandanas/headbands
- hoods are not allowed to be worn during the school day
- blankets/throws wrapped around an individual

Shorts are allowed provided the length extends at least to the tips of the student's finger when arms and hands are fully extended at the student's sides. Skirts/dresses must also meet the above length requirement.

Clothing with excessive holes, tears, or fraying is not acceptable. Clothing may not be taped, pinned, or held together by any other means, to avoid excessive holes.

Outerwear (i.e. coats, jackets, trench coats, gloves, ski jackets/masks) are not permissible during the school day. These articles must be stored in the student's locker. Blankets/throws are not allowed to be carried and/or worn during the school day.

No backpacks are allowed to be used during the school day. Backpacks are only allowed to be used to transport books/athletic clothes to and from school.

Backpacks are not permitted to any classroom other than physical education class.

Students may be required to wear certain types of clothing while participating in science labs, physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The board authorizes the building principal or designee to be responsible to monitor student dress and grooming and enforce board policy and school rules governing student dress or grooming practices which:

1. present a hazard to the health or safety of the student or to others in the school
2. interfere with school work, create disorder, or disrupt the educational process
3. cause excessive wear or damage to school property
4. prevent the student from achieving educational objectives because of blocked vision or restricted movement

Students arriving at school in any violation of the dress code rules will be required to change clothing or phone home and have proper attire brought to school. Students will be required to remain at the main office until proper clothing is obtained.

Students who refuse or are unable to change will be sent to ISS for the remainder of the day. Constant and willful violation of this dress code will result in disciplinary action.

The Superintendent or designee shall ensure that all school rules implementing the dress code impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

FLAG SALUTE

Opening of school activities include the recitation of the Pledge of Allegiance. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity provided the school is notified of such, in writing, by the parents or legal guardians.

However, non-participating students must not disrupt or otherwise infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

PROMPTNESS TO CLASS

1. Students are required to arrive to class and be seated in their assigned area by the time designated for the beginning of class.
2. Students who may arrive late for class must obtain a note from the staff person who detained them. This note must be presented to the teacher upon late arrival.
3. Except in emergencies, students will report to class **before** visiting the nurse, counselor, office personnel or any other non-scheduled area. The teachers will issue a pass if leaving the class is judged to be necessary and/or appropriate.
4. Students who miss any class work for unexcused reasons may be given a failing grade for the missed work.
5. If a student fails to report to class during the scheduled class period and has not been excused from the class, the absence must be reported on a discipline referral.
6. Students are allowed three (3) minutes to pass between each class. Any student tardy to class or arrival to school will be referred to administration as per the discipline policy. Every three times a student is tardy to school or class, he/she will be given the next level of discipline.

CONDUCT IN CLASS

1. Students are expected to show respect for themselves and others.
2. Students are expected to come to class prepared and to pay close attention to lessons.
3. Students are expected to stay in assigned seats or work stations and to keep their work areas clean and neat.
4. Any Junior High Student traveling to the Senior High for a class must only use the 200 hallway to get there and to return. In addition, any Junior High student having class in a Senior High hall must only use the restrooms located in the 200 hall (Restrooms located in the 300 and 100 hall are completely off limits to Junior High Students. Failure to obey to these two terms will result in disciplinary action.
5. Junior High students are only permitted to a Senior High hall for the purpose of class only. Any Junior High student caught in the Senior High Halls without the purpose of class will result in disciplinary action.
6. Chewing gum, candy, beverages, or other food are only permitted in class at the teacher's discretion.
7. Unless participating in authorized class discussion, students are expected to raise their hand for teacher permission before speaking.
8. At the end of a class period, students will leave their seats only when dismissed by their teacher. They will not leave on the bell.

PROCEDURE FOR LEAVING CLASS

1. Except in extreme emergencies, students must obtain permission from a teacher or other adult school authority before leaving class.
2. Any student leaving a class during the class period must also sign out of the classroom on the sign-out sheet provided indicating the student's full name, time of departure, and time at which the student returned to class.
3. Students leaving class to use the lavatory must use the lavatory nearest to their classroom or designated area (Except that of a Junior High student taking a class in the Senior High Hall. Junior High Students are strictly only permitted to use the restroom in

the 200 hall).

4. Students should request permission to leave class early only for emergency reasons and should make a sincere effort not to disrupt the learning environment.
5. Passes are not required to go to locker or restroom. All other areas require a pass.
6. If a student requests to see a teacher other than the one they are assigned to the requesting teacher must first request the student's attendance either with a pass or a phone call to the teacher of record.
7. Students are not allowed to leave the building during school hours without following appropriate dismissal procedures.
8. Students who, in the judgment of an administrator, have demonstrated a high frequency of emergency requests for leaving class may be required to present a note from a medical authority indicating a need for such frequent requests.

SCHOOL DISMISSAL PROCEDURES

1. Upon dismissal, all students, after visiting their lockers, will proceed immediately to their bus or after school activity.
2. Students scheduled for detention or any after school activity must visit their lockers following the last period and report directly to the area of the detention or other after school activity.
3. Loitering in the bus loading area is not permitted. Students are required to proceed immediately to their buses.
4. Parents or legal guardians may pick-up their child from school by following normal visitor sign-in procedures through the Navigate360 Visitor Management System. ALL PARENTS/GUARDIANS/EMERGENCY CONTACTS ARE REQUIRED TO PRODUCE OFFICIAL GOVERNMENT ISSUED PHOTO IDENTIFICATION AT POINT OF PICK-UP. The desk attendant will notify the office and the child will be summoned to the pick-up area. Other adults or acquaintances cannot pick up students unless the parents or guardians grant permission and this information is provided, in writing, to the main office unless the individual is listed on the student's Emergency Card.
5. Students are not allowed in the building after dismissal unless they are under the supervision of a faculty/staff member. Loitering after school and/or during events IS PROHIBITED. Students MAY NOT wait after school to be a spectator at an after school activity that begins later that evening. They must leave the building and return for activity.
6. All rules and regulations in effect within the school are also in effect on all school property and on the way to and from school.

BUS CONDUCT

1. General Regulations:

- Students are to obey all requests of the bus driver.
- Students are not permitted to change stops or board any bus other than the one to which they are assigned.
- Any student causing a dangerous or unsafe condition on a bus will be immediately disciplined which could include the suspension of the privilege of being transported on District buses.

2. Previous to loading:

- Be at the designated bus stop ten (10) minutes prior to the scheduled pick-up time.

- Stay off the road at all times while waiting for the bus.
- Behave in a safe manner while waiting for the bus.
- Remain at least five (5) feet from the bus when it stops and do not approach it until it has stopped completely and the door is open.
- Enter the bus in single file.

3. While on the bus:

- At all times, sit in the seat assigned by the driver.
- Arms, heads, and hands are to be kept inside the bus.
- Do not throw anything inside the bus or out of the bus windows.
- For safety sake, place nothing in the aisle of the bus.
- Belongings carried onto the bus must fit comfortably at the feet or on the lap of the student.
- Skateboards, bicycles, skis, balloons, and scooters are not allowed on the bus. Sports equipment (i.e. field hockey sticks, baseball or softball bats, etc.) must be encased in a sports bag.
- In the event of a special/emergency circumstance, the transportation director may issue a bus pass, which the student will present to the bus driver.
- If you have a problem on the bus, please inform the bus driver before you leave the bus.
- Do not participate in horseplay in or around the bus.
- Help look after the safety and comfort of younger students.
- Do not tamper with the bus or its equipment. (Repair costs must be paid by offender).
- Do not eat, drink, or smoke on the bus.
- Students are to stay in their seats while the bus is moving and not board or leave the bus while it is in motion.
- Do not carry any object, which may be used to inflict injury upon another student.

4. After leaving the bus:

- Avoid leaving books, lunches, and other articles on the bus.
- After leaving the bus, students who must cross the road are to walk in front of the bus.
- Students are to cross the road on signal from the bus driver. Help look after the safety of younger students.
- Be alert to danger signals from the driver.

5. School discipline policy:

- All school rules apply while students are on the school bus or in sight of the bus driver.
- Students and/or parents will be held responsible for any damage done to the bus.
- Students are responsible for their behavior on the bus.
- Consequences for inappropriate behavior on the school bus will be determined by an administrator and may include bus suspension, suspension from school, detention, citations, expulsion, or any other consequence deemed appropriate by the administrator.
- Citations filed with the district magistrate will be issued for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense.

6. Unauthorized School Bus Entry:

- An individual commits the offense if he/she: Enters a school bus without prior authorization of the driver or a school official with the intent to commit a crime or disrupt or interfere with the driver. Enters a school bus without prior authorization of the driver or a school official and refuses to disembark after being ordered to do so by the driver. This offense is graded as a misdemeanor of the third degree.

7. Should a school bus accident occur students are not to leave the scene of the accident unless they are being transported for emergency medical care. School officials, other than the bus driver, may release students to their parents only after the students have been accounted for and examined. Students will not be released to neighbors and/or friends. It is normal school district procedure for all students on the bus/van to be examined by EMT personnel on the scene. EMT personnel will determine which, if any, students should be transported to the school, unless released to their parents at the scene, and rechecked by the school nurse. Parents will be notified of the accident, as well as the location and condition of their child. If parents wish to, they may accompany their child for additional medical examinations. The cost incurred for all medical expenses will be addressed by the parents' insurance. Should the parents not have insurance, or incur expenses beyond their coverage, they should contact the school district's business office.

CAFETERIA PROCEDURES

1. Students will report directly to the cafeteria for their lunch periods.
2. Students will be directed to form a single file serving line by the cafeteria supervisors.
3. Students should properly discard trash and return trays to the appropriate cafeteria area
4. All food must be consumed within the cafeteria. Food or beverages are not permitted to be taken from the cafeteria.
5. Student conversation is appropriate in the cafeteria. Screaming, yelling or other loud noises will not be tolerated.
6. Students are only permitted to enter the cafeteria during breakfast and their assigned lunch.
7. Students are expected to inspect their eating area upon arrival and immediately report any condition in need of attention to a cafeteria supervisor. Conditions not reported at the beginning of the lunch period become the responsibility of the students eating that period. When it is impossible to determine the specific individual responsible for a condition in need of attention, all students seated in the area will share the responsibility.
8. Students are not permitted to bring glass containers into school.
9. Students who throw food or any object in the cafeteria will be considered guilty of assault or disorderly conduct.
10. Students are to abide by the guidelines and regulations of the cafeteria they are assigned to. Students observed creating an excessive mess in the cafeteria (whether it is deliberate or unintentional) will be responsible to clean the area.
11. At the discretion of the cafeteria monitors, students will be assigned permanent seats for any misconduct.
12. Students are to eat lunch, in the cafeteria, at their assigned time.
13. Students are not permitted to visit or buy anything from the café during any time other than their designated lunch period.

PrimeroEdge-The Lake-Lehman Junior-Senior High School operates under the Schoolcafe program. With this system each student will have an account with the cafeteria. Money is to be deposited in advance and purchases will be deducted. Students can deposit money during breakfast and lunch. **ADVANCE DEPOSITS ARE RECOMMENDED.** If a student comes through the line with cash, they are encouraged to have the correct change. Change from cash purchases will not be given. If a student does not have the correct change, the balance will be deposited to the student's PrimeroEdge account. For example: if a student has a food purchase of \$2.50 and gives the cashier a \$20.00 bill, the balance, \$17.50, will be deposited to the student's PrimeroEdge account. It is against school policy for students to share their PrimeroEdge number or transfer money to another PrimeroEdge account. Students are not permitted to have a negative balance/charge on their PrimeroEdge account. Accounts may be managed online at www.schoolcafe.com

Fees

Breakfast -	\$1.25 - Price is subject to change. *Served from 7:45-8:00
Lunch-	\$2.25 - Price is subject to change.

BULLYING/CYBERBULLYING

The Lake-Lehman School District recognizes that bullying/cyberbullying of students has negative effects on the educational environment of its schools. Bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students. Bullying/cyberbullying can also escalate into more serious violent offenses. The district has an obligation to promote mutual respect, tolerance, and acceptance, and will not tolerate any behaviors that infringe on the safety of any student. Therefore, it shall be policy of the school district to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated. Toward that end, bullying and cyberbullying are prohibited on school grounds, at school-sponsored events and activities, on school buses and other school-sponsored transportation and at school bus stops.

Refer to Board Policy 249 titled "Bullying/Cyberbullying" for a copy of the complete policy.

FIGHTING

The Lake-Lehman School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, during the time spent in travel to and from school and school-sponsored activities will be punished in accordance with the school discipline policy. In addition, students who engage in fighting, instigate a fight, or engage in any act of violence, may be reported to law enforcement authorities in a manner consistent with Public School Code and charged with violating the criminal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault, and/or other appropriate charges may be filed in cases, which involve any of the following conditions: A weapon or other potentially dangerous instrument is used in a fight or other act of violence. Bodily injury is inflicted on another person in a fight or through an act of violence. The fighting or violent behavior is chronic as evidenced by a second or subsequent offense in the same school year or a history of inappropriate aggressive behavior. Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek

help from the nearest adult authority. Students actively engaged in fighting or who attempt to inflict bodily injury with a weapon or otherwise will be disciplined and charged appropriately regardless of who started the fight.

WEAPONS/DANGEROUS ITEMS POLICY (Board Policy 218.1)

Any student found to be in possession of or harboring a weapon (as defined below) will immediately be suspended from school for ten (10) days and referred to the District Magistrate or the State Police. Expulsion proceedings will be initiated, and the student will be excluded from school until the disposition of the hearing. Except as otherwise stated in this policy, the district shall expel, for a period of not less than one (1) calendar year, any student who is determined to have brought a weapon on to or is in possession of a weapon on any school property, at any school activity, (whether on or off school property) or on any school bus or public conveyance providing transportation to or from a school or school sponsored activity. For the purpose of this policy, a weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, sharpened wood, sharpened metal, stick or other martial arts device, brass or metal knuckles, club, metal pipe, black jack, chemical agent such as mace, tazer, shocker or stun gun, any explosive device, fire arm (including pellet guns or B.B. guns), gun, sling shot, bow, arrow, or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable, the term shall also include weapon replicas, look-alikes, and/or any other chemical, substance, tool, instrument or implement capable of inflicting serious bodily injury. The Superintendent may recommend modifications of these expulsion requirements on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and any other applicable laws and regulations. For the purpose of this policy, the term "school property" shall mean any public school grounds, any school-sponsored activity, or any conveyance providing transportation to a school entity or school-sponsored activity.

THE GUN-FREE SCHOOLS ACT

The Gun-Free School Act (GDSA) requires that local educational agencies "expel from school for a period of not less than one (1) year a student who is determined to have brought a weapon to school." For the purposes of the GDSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. The frame or receiver of any weapon described above Any firearm muffler or firearm silencer Any explosive, incendiary, or poison gas

1. Bomb
2. Grenade
3. Rocket having a propellant charge of more than four (4) ounces
4. Missile having an explosive or incendiary charge of more than one quarter (1/4)
5. Mine, or
6. Similar device Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter. Any combination of part either designed or intended for use in converting any device into any destructive device described in the two (2) immediately preceding examples, and from which a destructive device may be readily assembled.

ACT 26 OF 1995

Act 26 of 1995, which amends Pennsylvania School Code, was signed into law by Governor Ridge on June 30, 1995. Several sections of Act 26 impact upon the Safe and Drug-Free Schools and Communities program. Section 1317.2, Possession of Weapons Prohibited, implements the federal Gun Free legislative mandate. Section 1302-A requires the Department of Education to set up an Office of Safe Schools. Section 1303-A to Section 1308-A, requires the Office of Safe Schools to conduct a statewide data collection of the scope of violence problems in the schools. Section 1304-A to 1308-A sets record keeping standards for the maintenance, retention and transfer of students' disciplinary records. Only the relevant sections of the Act are included for your information. The Act of March 10, 1949, (P.L. 30, No. 14), known as the Public School Code of 1949, amended July 1, 1981 (P.L. 200, No. 62) is amended to read: SECTION 1317.2 POSSESSION OF WEAPONS PROHIBITED

- A. Except as otherwise provided in this section, a school district or area vocational-technical school shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity.
- B. Every school district and area vocational-technical school shall develop a written policy regarding expulsions for possession of a weapon as required under this section. Expulsions shall be conducted pursuant to all applicable regulations.
- C. The superintendent of a school district or an administrative director of an area vocational-technical school may recommend discipline short of expulsion on a case-by-case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Act (Public Law 91-230-20 U.S.C. § 1400 et seq.)
- D. The provisions of this section shall not apply to the following: 40 1) A weapon being used as part of a program approved by an individual who is participating in the program; or 2) A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for unlawful hunting, if the entry on school premises is authorized by school authorities.
- E. Nothing in this section shall be construed as limiting the authority or duty of school or area vocational/technical school to make an alternative assignment or provide alternative educational services during the period of expulsion.
- F. All school districts and area vocational-technical school shall report all incidents involving possession of a weapon prohibited by this section as follows:
 - 1) The school superintendent or chief administrator shall report the discovery of any weapon prohibited by this section to local law enforcement officials.
 - 2) The school superintendent or chief administrator shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required under Section 1302-A.
- G. As used in this section, the term "Weapon" shall include, but not limited to, any knife, cutting instrument, cutting tool, nun chucks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

UNLAWFUL HARASSMENT POLICY

The Lake-Lehman School District policies regarding student to student unlawful harassment are contained in School Board Policy 248 and are available upon request.

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written or electronic communication of an intimidating, hostile, or offensive sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly a term or condition of the student's academic status.
- Submission to or rejection of such conduct by a student is used as a basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services, or treatment.
- Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with a student's educational experience or creating an intimidating, hostile, or offensive academic environment

The Lake-Lehman School District has developed the following system to address, investigate, and resolve complaints involving sexual harassment of students:

1. Teachers, guidance counselors, nurses, and other employees are required to notify administration of all allegations or reports of sexual harassment.
2. School administrators must notify the Superintendent of every allegation or report.
3. Any complaint from a student or a staff member concerning sexual harassment of a student by either an employee or another student should be thoroughly investigated by the guidance counselors.
4. Results of the investigation will be reported to the building principal or assistant principal.
5. Student interviews should be conducted in an environment which is least intimidating and most likely to elicit truthfulness and full disclosure. Parents should be notified of this interview and their right to attend it. At the conclusion, the student should write out his/her statement and sign it.
6. If the principal or the assistant principal is the person accused, the Superintendent or his designee will conduct the investigation.
7. Employee interviews should be conducted after notice of the nature of the inquiry and the right to representation by the union and/or counsel.
8. If it is appropriate, the police or district attorney should be involved.
9. If an alleged complaint is found to be true, appropriate disciplinary action will be taken.

CONTROLLED SUBSTANCES POLICY SUBSTANCE ABUSE POLICY FOR THE LAKE-LEHMAN SCHOOL DISTRICT (Refer to Board Policy 227)

The Lake-Lehman School District is committed to insuring that every student is provided a safe environment in which to learn. Therefore, the District has enacted a strict controlled substance policy. Students are reminded that the use of drugs or alcohol will not be tolerated by the District at any time.

In addition to the development of a stringent drug and alcohol policy, the District maintains a strong working relationship with the Wyoming Valley Alcohol and Drug Services, Inc. to insure that students have the opportunity to access help at any time.

Drugs

Any substance that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws and shall include but not be limited to alcohol, or any malt beverage inclusive of wine coolers, designer drugs(s); look-alike drugs; any over-the-counter drug not authorized by parent and school nurse; anabolic steroids; and drug from any of the four (4) classes of drugs, hallucinogens, narcotics, amphetamines, barbiturates; any volatile solvents or inhalants such as, but not limited to, glue, varnish remover, lighter fluid, etc.; any chemical manufactured in a clandestine laboratory such as, but not limited to, amyl and butyl nitrate; and any drug covered by the *Pennsylvania Drug and Device and Cosmetic Act and Controlled substance Act of 1970*.

Search and Seizure

Lockers and desks are property of the Lake-Lehman School District. They are assigned to students and students have the responsibility to properly care for this school property.

Students shall not store any drugs and/or alcohol or drug devices, equipment, and/or paraphernalia in lockers. The school reserves the right to inspect a student locker if the school has reasonable suspicion to suspect the student is in violation of the school Drug and Alcohol policy, identified herein.

When a student's locker is searched, the student shall be notified and given an opportunity to be present, if possible.

If reasonable suspicion indicates that lockers are being improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any other material that poses a hazard to the safety and good order of the school, the School District reserves the right to conduct canine searches of student lockers.

Parent(s) will be notified immediately every time an illegal item is removed from a student's locker and/or desk and law enforcement authorities shall be immediately notified.

Motor Vehicle Searches

Students, by virtue of having the privilege of parking a motor vehicle on school property, are deemed to have given prior consent for search of a motor vehicle that has been brought by the student onto school premises. The principal, or member of the administrative staff, may authorize a search of a motor vehicle on school premises if

there is reasonable suspicion that the search will result in the discovery of contraband. Sniff searches may also be used in this situation.

ACCEPTABLE USE POLICY- STUDENTS & STAFF (Refer to Board Policy 815)

STUDENT REGULATIONS FOR DRIVING AND PARKING MOTOR VEHICLE (Refer to Board Policy 223)

Eligible students may apply for a parking permit by preparing and submitting a parking permit application to the Lake-Lehman High School. Applications will be available and are accepted in the main office. Questions regarding student parking and applications should be directed to the main office. Each application must include copies of the student's current driver's license along with the automobile insurance card, and vehicle registration form for the vehicle to be driven to school. These copies will be kept on file for the school year. Current copies must be re-submitted when applying for future parking permits. Applications must be prepared according to the information requested thereon. Applications with missing or omitted information (including parent's signature) will be returned without having been processed. Parking permits will be issued for the school year. All permits will be assessed a \$5.00 fee. Application fees will be accepted by cash, or check, payable to the Lake-Lehman School District. Each permit will be numbered to match an assigned numbered parking spot. Students granted permission to drive to school will park only in areas designated for student parking. There will be no student parking in any other parking lots or areas. Students may not drive vehicles to school without first having obtained a student parking permit. Parking permits must be displayed on the student's vehicle rear view mirror, facing outward. Parking permits are not valid if altered, defaced, or improperly displayed. Vehicles without valid parking permits and/or vehicles parked in unauthorized areas are subject to the following:

1. Loss of driving privileges
2. Warning Notices placed on the vehicle
3. Detention or suspension
4. Other action as permitted by law

The administration reserves the right to inspect any vehicle that is parked on school property.

The following rules apply to all students:

1. All automobiles driven to school by students must be parked in the student parking lot and in their 'assigned' parking space.
2. All vehicles using the school parking lot must be registered with the high school office; this includes second cars and cars driven on an occasional basis. The registration tags must be clearly posted on the rearview mirror. These tags may be purchased at a cost of \$5.00 per tag. Students without a tag will be subject to disciplinary consequences.
3. Students must obey school regulations and all laws of the Commonwealth of Pennsylvania. The speed limit in the parking lot is 5 miles per hour.
4. Students are to park their cars immediately upon entering the parking lot and enter the building.
5. Students are not permitted to loiter in or around the cars at any time during the day while school is in session. The student parking lot is "off limits" between 8:00 A.M. and 2:50 P.M. The only exception to this would be students leaving school for appointments, illness, etc., which have been authorized by a parent/guardian.

6. Parking tags are not transferable. When a student changes vehicles, he/she must inform the office.
7. Student drivers who have chronic absenteeism/tardiness or behavioral problems will lose driving privileges in accordance with the discipline policy. Parking permits will be turned in to the assistant principal. Subsequent offenses will result immediately in additional loss of driving privileges.
8. All vehicles left on school grounds are the sole responsibility of the vehicle's owner. The school is not responsible for any damages.

NOTE: Any damage to a private vehicle must be reported to the administration and the local police.

TOBACCO USE/POSSESSION POLICY (Refer to Board Policy 222)

Students are prohibited from possessing, distributing and/or using tobacco on the school grounds, within the school or on the school buses. Those who violate this rule will be subject to discipline and/or referral to the District Magistrate. Materials will be confiscated.

Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe, vape (electronic cigarettes); other lighted smoking product or material; and smokeless tobacco in any form.

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

The Board prohibits students from possessing, using and/or distributing tobacco at any time in a school building, on a school bus, on school property, or at any school sponsored event.

The school district may initiate prosecution of a student who violates the tobacco use policy.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by holding an assembly and by publishing such policy in the student handbook, parent newsletter, posted notices, district website and other efficient methods.

LOUD, ABUSIVE AND/OR PROFANE LANGUAGE OR BEHAVIOR

It is the policy of the Lake-Lehman School District to prevent disruptions to school district operations; school sponsored functions, and the instructional process. Thus, all persons, including but not limited to, students, parents, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others. All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal

from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

SEARCH OF SCHOOL PROPERTY

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances. It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

1. The administration shall authorize the search and have a designee on hand while the search is taking place.
2. Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.
3. All school property such as lockers, classrooms and storage areas may be searched.
4. Individual (s) shall not be subjected to a search by dogs.
5. Once this notification has been given to parents and students, the school district will have met its obligation to advertise the searches. Additionally, notices need not be given and actual times or dates of planned searches need not be released in advance.

SEARCH OF STUDENT AND STUDENT BELONGINGS

With reasonable suspicion, the administrator can require a student to present his/her belongings for the search of prohibited items, illegal substances, or weapons. Electronic wands may be used by school personnel to assist in the search of a student and his/her belongings.

HAZING (Refer to Board Policy 247)

TERRORISTIC THREATS AND ACTS (Refer to Board Policy 218.2)

Purpose The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Definition Terroristic threat: shall mean a threat to commit violence communicated with the intent to terrorize another, cause evacuation of a building, place of assembly or facility or public transportation, or to otherwise cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act: shall mean an offense against property or involving danger to another person committed for the purpose of achieving the above result (s).

Authority: The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. The Board directs that the Superintendent react promptly and appropriately to information and knowledge concerning a possible or actual terroristic act. The Superintendent shall be responsible for developing administrative regulations to implement this policy. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act. The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

Guidelines: When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall promptly report the incident to the Superintendent.
2. The building administrator shall immediately suspend the student.
3. The building administrator shall report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board shall require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to him/herself or to others. Additionally, if a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

In the case of an exceptional student, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

DETENTION

Detention (s) will be assigned as a consequence of violating school regulations.

1. Detention will be held after-school Monday through Friday, from 2:50 P.M. to 3:50 P.M. or when agreed upon by both administration and parents.
2. Students will receive 24-hour notice of all after-school detentions to be served. It is the responsibility of the student to inform parents or guardians of the date (s) of their scheduled detention (s).
3. Only the Principal or Assistant Principal may excuse a student from detention. Students must make their requests in writing prior to noon of the detention date. Students will be excused for medical or dental appointments but must provide verification from a doctor to the detention monitor on the next day of detention. Serving a detention takes precedence over all school activities. Students will not be excused from detention to participate in extra-curricular activities. Students who have work responsibilities must make arrangements to serve the detention (s) on the day (s) assigned. Parents who wish to have students excused from detention must submit a request in writing prior to noon of the day of detention. Students excused from detention must report for detention on the next day detention is held, unless other plans are made with an administrator.
4. Students, who, without permission, do not report for a scheduled detention, will be considered guilty of defiance and are subject to further disciplinary action.
5. Students scheduled for detention may visit their locker and then report directly to detention.
6. Students arriving late for detention must submit a signed note to the detention monitor. Unexcused lateness for detention will result in further disciplinary action.
7. Students will not be excused from the detention room while detention is in session except in cases of extreme emergency as judged by the detention monitor.
8. Students must report to detention with sufficient school related work for the entire time of detention. Students who report without sufficient work will be assigned work to do by the detention monitor. The amount of work assigned is the sole decision of the detention monitor. All work assigned must be fully completed. Should the work not be completed by the end of the detention, it will be the responsibility of the student to complete the work and submit it to the detention monitor or an administrator during the morning homeroom period the following day. Failure to complete the work as directed will result in the student receiving no credit for the detention served. Failure to follow similar procedures on a second separate occasion will result in the student being guilty of defiance.

9. Any student who is disruptive in detention or who fails to follow the specific instructions of the detention monitor will be considered guilty of defiance and will receive no credit for detention. The student may be referred to an administrator.
10. Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention (s).

Detention Rules

1. Students who are reporting to detention should bring all the items they need to take home. Students will not be permitted to go to lockers or to other school locations after detention.
2. The atmosphere of detention will be one of individual study. Students are not permitted to sleep. Failure to bring appropriate work or to remain on task may result in the assignment of another detention. Students should use time to complete homework assignments, study notes, or read.
3. Disruption in detention will result in dismissal from detention and the detention will be reassigned.

RESTRICTED MOVEMENT

The Restricted Movement Policy has been formulated in an effort to avoid interruptions in a student's educational program due to his or her misbehavior. Students may be placed on restricted movement for such violations as excessive class cutting, an excessive number of detentions, being found in an unauthorized area, causing a disruption in the classroom, and lateness to school.

IN-SCHOOL SUSPENSION

Assignment to in-school discipline means that the student is removed from the classroom but not from the educational program. The student will report to the assigned location where s/he will work on classroom tasks assigned by the teacher(s) all of which are related to a course of study in which the student is currently enrolled. When completed, the assignments are to be turned in to the teacher(s) for review and grading. Thus, the student continues his/her academic program albeit in a different setting and receives full credit for the completed work.

SATURDAY ALTERNATIVE SCHOOL SUSPENSION (SASS)

Assignment to Saturday Alternative School Suspension means that the student will not have any disruption to their ordinary school day but instead will be required as part of their discipline to attend a period of time completing school work on a Saturday. The hours of SASS are from 8:00AM – 10:00AM (For a ½ day) and 8:00AM-12:00PM (For a full day).

EXCLUSION FROM SCHOOL - SUSPENSIONS AND EXPULSIONS

1. Exclusion from school may be based on a single incident or accumulation of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion of school can occur in the following forms:
Suspension - exclusion from school for a period of up to ten (10) school days.
Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
2. Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before

the action becomes effective. A hearing is not required prior to a suspension of up to three (3) days. An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days.

3. Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
4. The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
5. A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
6. Students who are suspended are not permitted to attend any school functions during or after school hours during period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespassing laws.
7. All student privileges are revoked when a student is suspended from school.
8. A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
9. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school. (Refer to Board Policy 233 titled "Exclusion from School—Suspensions and Expulsions" for a copy of the complete policy.

REASONABLE PHYSICAL FORCE

Reasonable physical force may be used by administrators, teachers, and other school personnel in the following situations:

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.

III. ACADEMIC INFORMATION

CLASS RANK

At the end of the school year, class rank is computed for that year and is placed on permanent academic records. Cumulative rank is computed on a quarterly basis. As per Policy #214, class rank shall be computed by the final grade in the subject, which is issued at the end of the fourth marking period. This means that the valedictorian and salutatorian are determined by the final grades at the conclusion of the senior year.

All students are included in the final high school ranking provided they have attended Lake-Lehman for the final two (2) years of high school. If transfer student's grades are not numerically compatible with Lake-Lehman's, they will be converted according to the grade system scale.

All advanced placement and honors courses are weighted. Calculation of students' academic standing is based on grade point average and includes all courses with the exception of those subjects graded on a pass-fail basis.

****EXAMPLE ONLY:*****

FORMULA FOR CLASS Q.P.A

COURSE	CREDIT	LEVEL	GRADE	QUALITY POINTS	TOTAL VALUE
Any course worth more than one credit	2.0	2	89	3.75	7.5
Physics	1.0	3	79	2.3	2.3
AP Chemistry	1.0	1	86	4.0	4.0
Spanish III	1.0	3	98	3.9	3.9
*P.E.	.5	3	P		P
*P.E. is not used in GPA calculations					17.70/5.0
					3.54

7.5 is derived from the credit value (2.0) X the quality point value (3.75)

2.3 is derived from the credit value (1.0) X the quality point value (2.3)

4.0 is derived from the credit value (1.0) X the quality point value (4.0)

3.9 is derived from the credit value (1.0) X the quality point value (3.9)

(17.7) total number of quality points divided by number of credits attempted (5.0)

G.P.A.

GRADING SYSTEM -Quality points are based on a Modified 4.0 scale. Courses are categorized in levels:

Level 1=Advanced Placement

Level 2=Honors

Level 3=Academic/College Preparatory.

Quality points are calculated for the percentage grade based upon assigned grade.

A	93%	to	100%	Advanced
B	84%	to	92%	Proficient
C	76%	to	83%	Basic
D	70%	to	75%	Below Basic
F	0%	to	69%	Failure

P-Pass F-Fail I-Incomplete WA-Withdraw Attendance
WF-Withdraw Failure WP-Withdraw Pass M-Medical

Senior High Honor Roll	
Principal's Honor Roll.....	98% to 100%
High Honors.....	93% to 97%
Honors.....	86% to 92%
Junior High Honor Roll	
Honors.....	86% to 92%
High Honors.....	93% to 100%

*Students who receive a "D", "F", "I" in any subject are not eligible for the honor roll.

Numerical	Letter	Level 1	Level 2	Level 3
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Mid-Term Exam
10-15% of Quarter 2 Final Grade

Final Exam
15-20% of Quarter 4 Final Grade

Grade	Grade	Adv/ Place.	Honors	Academic
100	A	5.00	4.50	4.00
99	A	4.95	4.45	3.95
98	A	4.90	4.40	3.90
97	A	4.80	4.30	3.80
96	A	4.75	4.25	3.75
95	A	4.70	4.20	3.70
94	A	4.65	4.15	3.65
93	A	4.60	4.10	3.60
92	B	4.50	4.00	3.50
91	B	4.40	3.90	3.40
90	B	4.30	3.80	3.30
89	B	4.25	3.75	3.25
88	B	4.20	3.70	3.20
87	B	4.10	3.60	3.10
86	B	4.00	3.50	3.00
85	B	3.90	3.40	2.90
84	B	3.80	3.30	2.80
83	C	3.70	3.20	2.70
82	C	3.60	3.10	2.60
81	C	3.50	3.00	2.50
80	C	3.40	2.90	2.40
79	C	3.30	2.80	2.30
78	C	3.20	2.70	2.20
77	C	3.10	2.60	2.10
76	C	3.00	2.50	2.00
75	D	2.90	2.40	1.90
74	D	2.80	2.30	1.80
73	D	2.70	2.20	1.70
72	D	2.50	2.00	1.50
71	D	2.30	1.80	1.30
70	D	2.00	1.50	1.00
BELOW 70	FAILING			

GRADUATION REQUIREMENTS

Students must earn, at a minimum, the units of credit listed below in order to graduate from Lake-Lehman High School in the years indicated.

Graduation requirements are subject to change pending School Board approval.

- All seniors must take a minimum of five (5) credits, per semester, in the senior year in order to graduate. No student will be allowed to participate in the graduation ceremony who has not fully and completely satisfied all Lake-Lehman School District and PA Department of Education Requirements.
- The Lake-Lehman School District's Graduation Project is an independent student directed project. The project is selected and completed with the guidance of an assigned advisor under the complete supervision of administration. All procedures

and timelines will be made available by the advisor. The Graduation Project handbook will be reviewed by administration annually.

- Participation in commencement is a privilege, not a right, and may be denied to any student who does not meet behavioral expectations or violates the discipline policy.

<u>Subject</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Child Development	.250	.250	.250	.250
Financial Literacy*	.250	.250	.5	.5
Character Development	.250	.250	.250	.250
Freshman Experience	.125	.125	.125	.125
Junior Seminar	.125	.125	.125	.125
Language Arts	4.0	4.0	4.0	4.0
Mathematics	4.0	4.0	4.0	4.0
Science	4.0	4.0	4.0	4.0
Social Studies	3.5	3.5	3.5	3.5
Arts/Humanities	2.0	2.0	2.0	2.0
Physical Ed/Wellness	1.5	1.5	1.5	1.5
Electives	4.0	4.0	4.0	4.0
TOTAL	24.00	24.00	24.00	24.00

*Students are not required to take Financial Literacy if they satisfactorily complete Personal Finance (23.750 credits for graduation)

HOMEBOUND INSTRUCTION

Before a student can begin homebound instruction the Child Accounting Office must be contacted. Appropriate documentation must be provided at the time of the request.

When a homebound instructor has been selected, he or she will contact the guidance counselor to start the process. The child accounting office will then inform the teachers that the student is on homebound instruction.

Teachers will provide work for the student through the guidance office.

Classroom teachers will be responsible for report card grades.

HOMEWORK POLICY (Refer to Board Policy 130)

Students are permitted to make-up work when absent from school. Students will be afforded one (1) day for each day of excused absence for work to be completed and submitted.

This applies to assignments, quizzes, tests, and/or major projects. There will be no reduction in grade for make-up work turned in following this procedure; however the assignment/assessment format may be modified or altered.

Students should check ESD for assignments when absent.

In cases of extended illness or prolonged absence (three or more days) **parents should call 675-7458, ext. 2802 before 8:30 a.m. in order to pick up work after 2:50 p.m.** If

the call is received after 8:30 a.m. the work will be ready the following afternoon. Please inform us, when calling, how long you expect your child to be absent. However, work can also be accessed through Google Classroom using the Internet.

It is the student's responsibility to obtain the assignments from his or her teachers prior to educational trips.

INCOMPLETES

When a student receives an incomplete for a marking period, the following procedure is to be followed:

1. The teacher shall notify the student(s) who receive an incomplete for the marking period.
2. The teacher and student shall meet at a convenient time to determine what work is owed and establish a time frame to complete the work. The parent/guardian is to be contacted to ensure that they are aware of what needs to be completed.
3. The make-up period is no more than ten (10) school days after the end of the marking period. Extenuating circumstances (a long-term illness, etc.) may extend the make-up time. This is to be arranged by the student, teacher and the guidance counselor, with approval of the principal.
4. When the incomplete has been made up to the teacher's satisfaction, the grade shall be changed on the appropriate paperwork.
5. If, at the end of the ten day grace period, the work has not been completed, the student will receive the grade earned to date.
6. When an incomplete occurs in the fourth marking period, the teacher shall provide the guidance counselor with the names, work owed and basis for arriving at a grade, or arrange to come during the summer, collect and grade the work. The student shall make arrangements with the school to make up the work under the time frame outlined in #5, except that ten (10) school days will mean two (2) calendar weeks.
7. All final exams must be taken in order to receive credit for the course.

NATIONAL HONOR SOCIETY

Junior High - Seventh grade students who make the honor roll for the first three quarters of seventh grade, and eighth grade students who have made the honor roll for four consecutive quarters from April to April, are scholastically eligible for new membership in the National Junior Honor Society. A student who receives a D, F, or I on his/her report card is not eligible for the Honor Society. Three disciplinary referrals or involvement in a single major disciplinary incident during the above-stated periods may eliminate a student from membership. In addition, a student must demonstrate, in a letter of application, how he/she meets the leadership, character, citizenship and service requirements. Final selection for membership is at the sole discretion of the faculty advisor. Appeals on a decision to reject may be submitted in writing to the faculty advisor for consideration. There is no higher appeal. Students being considered for membership will be contacted through a letter from the faculty advisor in early May. Any eighth or ninth grade student who has membership in the Society will lose membership if he/she misses two or more quarterly honor rolls.

Senior High - Students are selected on the basis of scholarship, leadership, service and character. All students who are on the honor roll four (4) consecutive times (4th quarter,

1st quarter, 2nd quarter, and 3rd quarter) beginning with the fourth quarter of ninth, tenth or eleventh grade are considered for membership by the faculty.

PHYSICAL EDUCATION

Physical education is a requirement for all students unless excused by a physician. Students experiencing minor physical problems may be excused from physical education upon the request of the parent or guardian for up to two consecutive classes. A physician's note is necessary for longer periods of time.

Students should never leave personal items in the locker room during P.E. class. All such items should be given to the P.E. teacher prior to changing for P.E.

PLAGIARISM

Plagiarism or academic dishonesty is a serious offense. Webster's New World Dictionary defines plagiarism as "the taking of any idea, writing, or creative work and passing it off as one's own."

Throughout a student's secondary education they will be asked to write a variety of papers for subject area classes. Many of these papers will require students to complete academic research prior to writing. Teachers will familiarize students with research guidelines in order to give proper academic credit for research sources. However, when a student engages in what his or her instructor views as deliberate and willful plagiarism, the student is guilty of cheating and will be subject at the teacher's discretion to a referral to the office for disciplinary consequences. Students will be offered a chance to resubmit the assignment with up to a 20% deduction (As per teacher) for the time wasted during the academic dishonesty. The parent/guardian will be notified of the infraction and subsequent disciplinary action. (The pink is what was changed)

PROGRESS REPORTS

Progress Reports are the primary method by which the faculty will inform parents of their student's academic progress. Progress Reports are posted in eSchoolData at the midpoint of each marking period. Parents are encouraged to discuss these or any other school problems by calling the guidance counselor. eSchoolData can also be accessed by parents/guardians so they may review current attendance and academic record.

PROMOTION POLICY

Junior High-In order for students to pass from grade seven to grade eight, and from grade eight to grade nine, 4.9 credits must be satisfactorily earned during one academic year. Three of these credits must be in English, Math, Science or Social Studies.

High School Year Qualification- A student graduates from high school through the accumulation of credits and the fulfillment of required courses. A student's grade level is determined by the year of attendance upon entering high school. Students who do not meet the total number of required credits in their senior year will remain a senior until the requirements are fulfilled. Below is the suggested credit guide to stay on schedule for graduation within 4 years:

- Freshman: 0 - 6.50 credits
- Sophomore: 6.501 - 13.00 credits
- Junior: 13.01 - 19.50 credits
- Senior: Beyond 19.501 credits

Students may retake a failed course through summer school to remain on pace for graduation or to be promoted in Junior High.

REPORT CARDS

Report cards will be sent home with students at the end of each quarter. Report cards will also be posted electronically, for your convenience, at the designated dates throughout the school year through the eSchoolData.

IV. GUIDANCE SERVICES

CAREER and TECHNICAL PROGRAMS

Lake-Lehman School District, as a participating member of the West Side Area Career and Technical Center, Pringle, PA, offers vocational programs in trade and industrial occupations. Admission to these programs is based on completion of the 8th grade on a "space available" basis. Part time programs are also available.

The West Side Area Career and Technical Center, an equal opportunity employer, will not discriminate in employment, education programs or activities, based on race, sex or handicap. For information regarding civil rights or grievance procedures, contact the Business Manager at 288-8493.

CONFERENCES (Parent/Teacher)

Appointments for conferences may be made by calling the guidance office at 675-7458 and then use the prompt for the guidance office.

CURRICULUM GUIDE

Each year all students will receive a Curriculum Guide which explains, in detail, the curriculum and course offerings available in our school. This booklet, in conjunction with parents, teachers, and counselors should help to decide the best program of study to attain academic and vocational goals.

GUIDANCE COUNSELOR

The counselor is available daily in the guidance office. Students experiencing problems or who have questions regarding their academic program are encouraged to contact the school counselor. Students cannot visit the guidance department without a pass issued from current teacher.

SCHEDULE CHANGES

Any changes in a student's schedule will be made within ten school days of the beginning of the school year/semester. Before a student is allowed to withdraw from any class, a conference may be held to discuss the reasons and to assist the student in making a judgment.

Schedule changes will be permitted for the following reasons only:

1. An error in the initial schedule
2. A change in level of courses; i.e., honors to regular, regular to honors, based on teacher recommendation or approval
3. A need to balance classes
4. Itinerant or remedial help as provided by the district.

STUDENT ASSISTANCE PROGRAM

The Junior-Senior High School has a Student Assistance Program (S.A.P.) designed to provide support for students who are experiencing barriers to academic success. The program is designed to suggest options for help, through intervention strategies, not to treat, counsel, or cure. Students may self refer or be referred by another student or teacher, parent, or community member. All S.A.P. referrals are confidential and are treated as such by the entire team.

SUBJECT REQUIREMENTS

Planned instruction in the following areas will be provided to every student in the junior/senior high program:

1. Language Arts
2. Mathematics
3. Science and Technology
4. Social Studies
5. Arts/Humanities
6. Use of Computers and Software Applications
7. Health, Safety, and Physical Education
8. Family and Consumer Science
9. Wellness

Planned instruction may be provided as a separate course or as an instructional unit within a course or other interdisciplinary instructional activity

TESTING

The Pennsylvania Department of Education has mandated all seventh and eighth grade students participate in PSSA testing. The following Keystone Exams will be given to students in grades 9-11: Algebra I, Biology, and Literature. Testing schedules can be found in the school calendar on the school website.

WITHDRAWING FROM SCHOOL

Prior to withdrawing, you must contact the guidance counselor and the child accounting office for the necessary withdrawal forms.

V. ATHLETIC/EXTRA-CURRICULAR/C0-CURRICULAR INFORMATION

ELIGIBILITY REQUIREMENTS

To be eligible to compete/participate in any athletic, extra-curricular, or co-curricular activity, a student must be enrolled as a full time student and pursuing a curriculum defined and approved by the Principal at Lake-Lehman Junior-Senior High School. To maintain eligibility students must:

1. conform and abide by all applicable P.I.A.A. rules and regulations
2. conform and abide by all Lake-Lehman School District policies and procedures with respect to academic eligibility and behavior.

Eligibility shall be cumulative from the beginning of the marking period, shall be reported on a weekly basis, and shall be filed in the Principal's office.

To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the Principal as a full-time curriculum. The student must be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the Principal's office. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this Section, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards provided for in this section. (From PIAA, Article X, Curriculum; Section 1)

To be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period, except as provided for in Section 5. (From PIAA Article X, Curriculum, Section 2)

In cases where a student's work in any preceding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school day of the next grading period where the school has four (4) grading periods per school year, or at least ten (10) school days of the next grading period where the school has six (6) grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5. (From PIAA Article X, Curriculum, Section 3)

At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period.

Students are required to be in attendance for one half of the day (the end of the 4th period) on which they are to participate in any activity. Students not in attendance on any given day may not participate in any extra-curricular activities on that day. (i.e. dances, athletics, field trips, etc.) Excused absences, which have prior approval of the Principal, may be granted exception. If a student is absent on a Friday, they can only participate in a weekend activity by presenting an absence note to the supervisor of the activity or by presenting an absence note to the administration. Where a school is closed on a Friday for any reason, the principal may, at his/her discretion, determine whether the student as of that day meets the eligibility standards.

As per Article III, Section 3 of the PIAA Bylaws, a student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence, except that where there is an excused absence due to a requirement that the student serve as the primary caregiver to a member of the student's immediate family or near relative or death in the student's immediate family or of a near relative, both as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an excused absence of five (5) or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the District Committee.

All PIAA information can be found on the Lake-Lehman School District website.

NCAA CLEARINGHOUSE

Any student-athlete planning to attend a Division I or II school must obtain a clearinghouse form in September of their senior year from the guidance office. Note that independent study, pass/fail, and college courses (i.e.- Young Scholars/Dual enrollment) are **NOT** considered by NCAA Clearinghouse. Core courses are listed in the guidance office.

TRANSPORTATION/BUS

Athletic/Extra-curricular/Co-curricular Buses - Transportation is provided to and from all off campus sites. Private transportation to an event is not permitted. All students must ride the bus to the activity/event. If a parent wishes to personally take his/her child home from an off campus event, they must request a waiver from the coach or athletic director. This school district form must be signed by the parent and returned to the coach or athletic director. The supervisor must have possession of the signed form before releasing a child after an off campus event.

VI. DISCIPLINE INFORMATION

DISCIPLINE POLICY AND PROCEDURE

Statement of Beliefs

We are firmly committed to the belief that good discipline, more often than not, originates in the home. The parent is the first teacher of his/her child and should develop in him/her good behavior habits and proper attitudes toward school. It is essential that parents:

1. Recognize that administration and teachers, in accordance with Pennsylvania school law, acts *in loco parentis*, while the child is in school, including transportation.
2. Teach their child respect for the law, authority, the rights of others, and private and public property.
3. Realize that a disruptive student not only hinders his/her own educational progress, but also the educational rights of all other students.
4. Ensure prompt and regular school attendance and compliance with state attendance regulations and procedures.
5. Work in conjunction with the school in carrying out recommendations, including discipline, made in the best interest of the student.

Guidelines on discipline and attendance are essential if we are to establish an orderly procedure of consequence when infractions of school rules occur.

Every disciplinary system, to work effectively, requires that every member of the school staff understands and supports the guidelines, as well as accepts the responsibility to ensure the system produces the desired results.

All rights, responsibilities, and regulations shall apply to all students. School jurisdiction applies to the following locations:

1. on the school grounds during and immediately before or immediately after school hours.
2. on or off the school grounds at any school activity, function, or event as a participant or spectator.

3. during the time required to transport to and from the home, including time spent at bus stops and on school bus transportation.

The administration reserves the right to prevent any student from attending a school sponsored activity if that student is considered to have any form of academic or disciplinary concerns. This will also apply to those trips that are included as a component of a specific curriculum.

Offenses and Response Levels Guidelines

1. All detentions, loss of privileges and suspensions will be at the discretion of the administrators based on the findings of an investigation.
2. Expulsion: Repetition of any of the listed offenses, a combination of offenses or unanticipated offenses may result in a formal expulsion hearing before the school board. A single serious offense may require expulsion or placement at an alternative school.
3. Detention:
 - A. All detentions will be held afterschool.
 - a. Level I detention will be held from 2:50 P.M. to 3:50 P.M.
 - b. Level II (2 days) detention will be held from 2:50 P.M. to 3:50 P.M.
 - c. Level III detention will be one half day of ISS (3 hours).
 - B. Detention will be held in the library or in the Main Office Conference Room.
 - C. Students must bring work to be completed in silence. Students will not be allowed to sleep, play cards, or use electronic devices (i.e. iPods, cell phones, portable gaming systems, etc.)
4. Restricted Movement: The restricted movement process has been formulated in an effort to avoid interruption in a student's educational program due to his or her misbehavior. Students may be placed on restricted movement for such violations as excessive class cutting, an excessive number of detentions, being found in an unauthorized area, causing a disruption in the classroom, and lateness to school.

The Five Tiered System

The five tiered approach seeks to provide concrete consequences to student offenders in a fair and consistent manner.

The offenses listed below are guidelines for behavior. The list is not all-inclusive and the offenses are examples. The administration reserves the right to assign a level offense to an unlisted infraction or elevate the level of an offense depending on the severity of the infraction.

An accomplice to a discipline incident may be subject to the same infraction as the offender depending on the severity.

Level I Offenses (THESE ARE EXAMPLES)

Late to school/class three (3) times

Junior High Student being caught in the Senior High Halls without the purpose of class
Junior High Student using any of the Senior High Restroom other than the Restrooms in the 200 Hall.

Excessive public display of affection

Failure to register vehicle

Leaving classroom without permission
Violation of the dress code
Disruptive behavior

Level I Disciplinary Action

- **Each violation of a Level I offense will result in a Level I detention and/or loss of student privileges.**
- **Multiple/repeat Level I offenses will be deemed a Level II offense.**
- **Multiple offenses of a Level I violation within the same discipline incident may result in a Level II offense.**

Level II Offenses (THESE ARE EXAMPLES)

Late to school/class five (5) times
Junior High Student being caught two times in the Senior High Halls without the purpose of class
Junior High Student using any of the Senior High Restroom two times
Horseplay or unsafe behavior
Unauthorized use of electronic devices (i.e. cell phones, iPods, iPads, Tablets, Smart Watches, etc.)
Inappropriate use of social media (i.e. facebook, snapchat, instagram, etc.)
Reasonable suspicion of use of tobacco or tobacco products on school grounds

Level II Disciplinary Action

- **Each violation of a Level II offense will result in a Level II detention and/or loss of student privileges.**
- **Multiple/repeat Level II offenses will be deemed a Level III offense.**
- **Multiple offenses of a Level II violation within the same discipline incident may result in a Level III offense.**

Level III Offenses (THESE ARE EXAMPLES)

Late to school/class six (6) or more times
Junior High Student being caught three or more times in the Senior High Halls without the purpose of class
Junior High Student using any of the Senior High Restroom three or more times
Cutting Detention
Cutting Class
Unexcused absences from school
Cheating/assisting in cheating/plagiarism/academic dishonesty (student will not receive credit for the assignment(s))
Forgery of documents (parental notes, excuses, passes, permission slips, etc)
Leaving school building without permission
Offensive/foul/disrespectful/profane language and/or gestures (may result in fines and court costs)
Unsafe driving practices on school grounds (driving privileges may also be revoked)
Unauthorized possession of another person's property
Violation of Internet/Technology Acceptable Use Policy
Inappropriate Conduct

Level III Disciplinary Action

- **Each violation of a Level III offense will result in a Level III detention, Alternative Saturday School Suspension or in-school suspension and/or loss of student privileges.**
- **Multiple/repeat Level III offenses will be deemed a Level IV offense.**
- **Multiple offenses of a Level III violation within the same discipline incident may result in a Level IV offense.**

Level IV Offenses (THESE ARE EXAMPLES)

Fighting/Physical Altercation

Bullying

Hazing

Insubordination

Disorderly conduct/inappropriate conduct including after school and/or extracurricular activities

Defacing school or personal property/vandalism

Possession/consumption/distribution/use of tobacco products on school grounds, a bus, and/or school sponsored activities

Possession/use of sexually explicit/suggestive materials- including clothing

Stealing/theft

Excessive tardies

Cutting school

Level IV Disciplinary Action

- **Violations of a Level IV offense will result in either in-school suspension, not to exceed five (5) days and/or used in conjunction with ASSS days or out of school suspension not to exceed three (3) days, with possible referral to the Superintendent and/or School Board for consideration of expulsion and/or alternative placement.**
- **Multiple/repeat Level IV offenses will be deemed a Level V offense.**
- **Multiple offenses of a Level IV violation within the same discipline incident may result in a Level V offense.**
- **Level IV offenses may result in referral to law enforcement and/or the district magistrate**
- **Pupils violating the tobacco policy a second time will be automatically referred to the district magistrate.**

Level V Offenses (THESE ARE EXAMPLES)

Assault on Student/Faculty/Staff

Destruction of school property or student's personal property

Violation of Weapons Policy

Violation of the Controlled Substance Policy

Terrorist threats

Violation of Pennsylvania Penal Codes

Level V Disciplinary Action

- **Each violation of a Level V offense will result in a mandatory minimum five (5) day suspension from school and referral to the Superintendent and School Board for consideration of expulsion and/or alternative placement.**
- **All Level V violations will be referred to law enforcement and/or the district magistrate**

SUSPENSIONS/EXPULSIONS GUIDELINES

Students can be suspended from school from one to ten days for the following reasons:

In-School Suspension (Up to five (5) days)

This type of suspension will be served on campus at the Junior-Senior High School, in a designated area, and supervised by an ISS monitor. Students will arrive to and depart from school at regular times, reporting to ISS at the onset of the school day.

Saturday Alternative School Suspension (SASS) (Up to 3 days)

Saturday school will be in session from 8:00 a.m. to 12:00 noon which is considered a full day of SASS. Any student that receives a half day of SASS will be required to attend from 8:00 a.m. to 10:00 a.m.

Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. Any discrepancy noted should be promptly reported to the administrative personnel.

Assigned students will be assigned to a period of either two (2) or four (4) hour periods. If assigned to a full four hour period, students will be permitted one ten (10) minute break at 10:00 a.m. Each student shall arrive with sufficient educational materials to be busy during this four (4) hour study period.

A student missing any portion of his/her assigned time in in-school discipline or Saturday school may be given additional disciplinary time. Failure to serve Saturday school assignment(s) may lead to additional ASSS days or even a suspension from school for a period not to exceed ten (10) days.

Rules and Procedures for both In-School Suspension and Saturday Alternative School Suspension (SASS)

Rules and procedures for SASS should include, but not necessarily be limited to the following:

- A. Students are to have sufficient learning activities and materials for the period of their restriction.
- B. Students are not to communicate with each other unless given special permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to use the telephone or to go to their lockers.
- E. Students shall not be allowed to put their heads down or sleep.
- F. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- G. No food or beverages shall be consumed.
- H. Students are required to have class assignments with them when they attend in-school discipline or Saturday school.

Transportation to and from SASS shall be the responsibility of the parent/guardian of the student or the student if the student drives. SASS shall be held in the library of the JSHS.

If the student fails to obey the rules established for SASS or to fulfill the assignments properly, s/he may be assigned to addition SASS days, other in-school disciplinary options or out-of-school suspension.

Any assignment to in-school discipline or out-of-school suspension requires additional parental communication along with a letter mailed home to inform parents of the further action of discipline.

Full Out-of-School Suspension (Up to ten (10) days)

This type of suspension shall be reserved for serious or persistent infractions of school rules. Because of the need for investigation prior to full suspension, all suspensions from school, initially, shall be of temporary classification. If, after reviewing the evidence and considering the nature of the offense, a temporary suspension followed by a full suspension, may not exceed ten (10) days. In this event, the principal or assistant principal must offer an informal hearing to the student, parent, or legal guardian within three (3) days after the beginning of the temporary suspension. The student/parent will be presented with the evidence at the time of the hearing.

Expulsion (Expulsion from school beyond ten (10) days)

Such action results only from the Board of Director's action preceded by recommendation from the administrator to the superintendent of schools. The student is given a due process hearing in front of the school board in accordance with *Section 12.6 and 12.8 of the Pennsylvania School Code*.

Any student who is placed on suspension/expulsion cannot attend and/or participate in any extracurricular and/or co-curricular activities during the time of the suspension. In case of any suspension, students will be permitted to make up exams and work missed. They will be given a number of days equal to their suspension to complete the work.

When a student is suspended/expelled from school, all work assigned during the duration of the suspension is expected to be completed. Teachers will send assignments to the office upon notification of the suspension and parents are expected to arrange for materials to be picked up. It is our hope that during suspension parents/guardians cooperate fully and provide appropriate consequences at home to reinforce our policies. The student is not permitted on school grounds or at school sponsored events, and may not play, practice or participate in extra-curricular activities for the duration of the suspension. A mandatory conference will be held between the parent/guardian and the administration before a student will be readmitted. A parent conference is necessary as part of a student's due process rights. The student may **not** return to school until the conference is conducted.

Referral to the Superintendent

The Building Principal will refer students, when necessary, to the Superintendent for an extended suspension in excess of 10 days and/or a possible expulsion hearing before the School Board.

All suspensions and expulsions will be conducted under the guidelines set forth in *Chapter 12 of 22, Pennsylvania School Code, as amended*.

VII. Special Education Services

Special Education for School-Aged Children

As a parent, you are uniquely qualified to know your child's learning strengths and weaknesses. If you suspect that your child might have an educational disability, you can request an evaluation through your child's guidance counselor, teacher, principal, administrator, or any staff member. If it is determined that your child is eligible for special education services, your child can be identified under one or multiple disability categories: intellectual disability, emotional disturbance, an orthopedic impairment, a hearing impairment, deafness, a speech or language impairment, a visual impairment (including blindness), autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities.

If your child is determined eligible for special education, the type of support and services will be developed in an IEP (Individualized Education Program). The following support services are available.

- Learning support
- Emotional support
- Life skills support
- Blind and visually impaired support
- Deaf and hard of hearing support
- Speech and language support
- Multiple Disabilities support
- Autistic support

Lake-Lehman Alma Mater

I.

With honor and pride we will ever sing of thee,

Not just a song of praise but a symphony.

Lake-Lehman Alma Mater Black and Gold your shield,

Dignity and true knowledge, wisdom is your yield.

We pledge now to thee to be leaders wise and bold.

Holding the standards high of our Black and Gold.

II.

From mountains and lakes come thy students to enroll,

Striving for truth until graduation's goal.

Lake-Lehman Alma Mater, spirit brave and true,

Proudly we sing our praise and gratitude to you.

Each youth who has felt the sheltering arms enfold,

Holds in his heart a place just for Black and Gold.

SCHOOL COLORS:
Black & Gold

EMBLEM:
Knights

ATHLETIC PROGRAMS:

Baseball
Basketball
Cheerleading
Cross Country
eSports
Field Hockey
Football
Golf
Lacrosse
Soccer
Softball
Swimming
Track and Field
Volleyball
Wrestling

EXTRA CURRICULAR ACTIVITIES:

Band
Indoor Percussion
Color Guard
Theatre

CLUBS:

Building Hope Club
F.B.L.A.
Interact Club
Key Club
Newspaper – *Knightlife*
SADD Club
Speech and Debate Club
Student Council
Yearbook (JH)-*Renaissance*
Yearbook (HS)-*Roundtable*

STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.1. Free education and attendance.

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- (b) Parents or guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
 - (1) The student is married.
 - (2) The student is pregnant.
 - (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
 - (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§ 12.2. Student responsibilities.

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.

- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

§ 12.3. School rules.

- (a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.
- (b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- (c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§ 12.4. Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

§ 12.5. Corporal punishment.

- (a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- (b) Teachers and school authorities may use reasonable force under the following circumstances:
 - (1) To quell a disturbance.
 - (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.

§ 12.6. Exclusions from school.

- (a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).
- (b) Exclusion from school may take the form of suspension or expulsion.
 - (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - (i) Suspensions may be given by the principal or person in charge of the public school.
 - (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - (iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
 - (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
 - (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
 - (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.
 - (c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
 - (d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
 - (e) Students who are under 18 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
 - (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

§ 12.7. Exclusion from classes—in-school suspension.

- (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
- (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§ 12.8. Hearings.

- (a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- (b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - (1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - (2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - (3) The hearing shall be held in private unless the student or parent requests a public hearing.
 - (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§ 12.9. Freedom of expression.

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards must conform to the following:
 - (1) School authorities may restrict the use of certain bulletin boards.
 - (2) Bulletin board space should be provided for the use of students and student organizations.
 - (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- (g) School newspapers and publications must conform to the following:
 - (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 - (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - (4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 - (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§ 12.10. Flag Salute and the Pledge of Allegiance.

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§ 12.11. Hair and dress.

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

§ 12.12. Confidential communications.

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

Conversations between an assistant principal and a student are not privileged and confidential under 22 Pa. Code § 12.12 (a) unless acting in the role of guidance counselor. *In re McClellan*, 475 A.2d 867 (Pa. Cmwlth. 1984).

§ 12.14. Searches.

- (a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- (b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- (c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

EXHIBIT B

Chromebook Program One to One Agreement for Students/Parents/Guardians

Chromebook Program

One to One Agreement for Students/Parents/Guardians



All students enrolled in grades 7-12 at Lake-Lehman Junior-Senior High School will receive a Dell Chromebook and charger. This equipment is the property of Lake-Lehman School District and is on loan to the student for the 2025-2026 academic school year. In order to receive this equipment, the following conditions must be met:

1. The student will complete the technology orientation program provided by Lake-Lehman Junior-Senior High School staff prior to the Chromebook being issued.
2. The parent/guardian should complete the technology orientation program provided by Lake-Lehman Junior-Senior High School staff.
3. The student and parent/guardian must read the terms and conditions outlined in the Acceptable Use Policy and then sign all forms as they pertain to it, and the loan of the equipment.

Terms and Conditions:

All students and other participants (including parents/guardians and other immediate family members) should comply with the terms and conditions of this agreement. The use of this technology is primarily for educational purposes. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Terms of Use:

- In accordance with LLSD Policy No. 815, Acceptable Use of Internet, Computers, and Network Resources, "Users are to fully comply with this policy." All students, parents and/or guardians must sign the Acceptable Use Agreement each school year.
- Do not alter or modify the pre-installed software in any way.
- The equipment is the property of the Lake-Lehman School District and is on loan to the student for educational purposes for the current academic year. The student should not deface or destroy this property in any way.
- The student must have his/her laptop daily, and it must be charged and ready for work.
- As per LLSD Policy No. 208, if a student withdraws from LLSD before the end of the school year, all equipment must be returned to LLSD at the time of withdraw. Failure to do so will result in the student/parent/guardian being charged full replacement cost of the equipment.
- Do not lend the equipment to anyone. The equipment should remain in the student's possession at all times.
- Students are required to make any computer, equipment, messages, files, etc. sent or received available for inspection by school personnel upon request. The district has the right to review these items for appropriateness and for evidence in cases requiring disciplinary action.
- Transmitting or creating materials in violation of Federal, State, or Local Laws and ordinances is strictly prohibited. See LLSD Policy No 815.
- Use of technology for commercial activities (including, but not limited to activities requiring the exchange of money/credit card information, charging the school for fees, purchases or sales of any kind, solicitations/donation, advertising, and/or political lobbying) is strictly prohibited.
- Computers should be taken home each night. Storage of the device in a locker is not recommended. The device needs to be fully charged at the start of each day.

Using the Internet and Email:

- All use of Internet resources should be in accordance with the school's Acceptable Use of the Internet (LLSD Policy No. 815), including access and entries made using District equipment outside of school. For more information, consult LLSD Policy No.815.
- All school provided email is archived and available to District officials for inspection provided reasonable suspicion is available.
- While on the school's wireless network, attempts to circumvent the Internet content filtering system by proxy or other means is strictly prohibited.
- In compliance with the Children's Internet Protection Act (CIPA), LLSD filters Internet content accessed using the school network. Parental supervision is encouraged while the District equipment is being used at home in adherence of LLSD Acceptable Use of the Internet (Policy No. 815). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

Files and File Management:

- Backup files regularly onto Google Drive. The Lake-Lehman School District is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired or serviced.
- Do not remove programs or files from the laptop unless they are your own created files and you have created a back up.
- Images, sounds, music, video, or other materials that depict or imply elements that are obscene, violent, vulgar, pornographic, or depicting the use of illegal drugs, alcohol, tobacco, or other illegal behavior may not be downloaded, uploaded, imported, viewed, or used on the District equipment and network.
- File sharing is prohibited unless sanctioned or moderated by a teacher or administrator.

- Copying, altering, reading, or using files in another's storage area (such as hard disk space, portable media/storage devices, network accounts, personal/shared folders, etc.) without the user's permission and/or for the purpose of academic cheating is prohibited.

Safety and Security:

- No student or other participant may include any information or images on school- related wikis and websites that could compromise the safety of him/herself or others.
- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify school personnel immediately.
- No student may share his/her log-in information or protected information with anyone other than District Staff members for the purpose of troubleshooting tech issues. This includes adding trackbacks or other means by which outsiders can access the sites and information without permission. Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.
- Students and participants are not permitted to add, delete, or modify other user accounts in anyway.
- Students must not knowingly upload or introduce an electronic virus to any District equipment, network, server, or other technology.

Interactions with Other Participants:

- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- No student may edit or delete the work of another without teacher permission.

- All participants will be respectful in their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Harassment and Cyber-bullying will not be tolerated.

Care, Service, and Repair:

- In accordance with LLSD Policy No. 224 (Care of School Property), "It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child."
- Do not eat or drink when using the equipment. Crumbs, spills, and other messes will damage the equipment.
- Clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.
- Additional stickers, labels, tags, or other markings should not be added to the equipment.
- Avoid getting the equipment wet or damp.
- Do not leave the equipment outdoors or inside a car in extreme temperatures.
- The laptop computer should go home with the student every night. In the event that the student/parent chooses not to have the laptop taken home, the student must store the laptop in an assigned cart each night at the conclusion of the school day. It will be the responsibility of the student to pick up and drop off the lap top at the beginning and end of school each day. No concessions will be made for tardiness to class due to lap top pick up each morning.

- If you or your student experience technical difficulties with the equipment supplied by LLSD, please contact the LLSD Technology Helpdesk at: support@llsd.org

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to denial of or restriction in the use of technological resources and/or other discipline under the school code of conduct and otherwise.
- At the teacher's discretion, a warning may be given in the case of minor infractions.
- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.

EXHIBIT C

McKinney-Vento Homeless Education Program

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento

Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact Lori Bednarek, Homeless Liaison, at 570-255-2794

