

# Lackawanna Trail Jr. Sr. High School

2024-2025 Student Handbook

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August 2024

Dear Students,

Welcome to the 2024-2025 school year at Lackawanna Trail Jr. Sr. High School. This is the approved Student Handbook. Please review this document closely as it outlines the expectations that administration, faculty, and staff have for all students.

It is recommended that all students read and familiarize themselves with the entire Student Handbook. Parents should also take care in reviewing the school policies and procedures in order to ensure a successful school year. Please remember that this is a guide that the administration and faculty use to make decisions concerning academic expectations, school activities, and student discipline throughout the year. While it is a comprehensive guide, no handbook can cover every scenario. If you have specific questions prior to the school year, please reach out to the administrative offices and we will do our best to assist you.

In addition to policies and procedures, this handbook also outlines the many resources and opportunities that are available to you at the Jr. Sr. High School. Whether you are searching for information about academic honors, extracurricular events and activities, or school counseling services, this handbook can offer basic information to get you started. Do not forget that the faculty and staff at the Jr. Sr. High School are here to help.

**Completed handbook acknowledgement forms are due to the main office no later than Friday, September 20, 2024.** You may mail them back to the high school, hand them in at the High School Main Office over the summer or turn them in on the first few days of school.

We are looking forward to a very successful school year and encourage each of you to make the most out of your experience at Lackawanna Trail Jr. Sr. High School. Your journey defines who “We Are.” Take every advantage of our rigorous coursework, join our interscholastic athletic teams, explore the visual and performing arts, or volunteer your time with one of our student service clubs. Make 2024-2025 your best year yet!

Sincerely,

Dr. Mark P. Murphy  
Principal

Mr. Cody Opalka  
Assistant Principal

## SECTION I

### HIGH SCHOOL POLICIES

#### ANNOUNCEMENTS

All morning announcements and postings must be approved by the administration. Morning Announcements are made at 7:40am. Afternoon announcements are made at 2:20pm. Additional announcements are posted to the school website and/or sent via the LTHS Remind account. The official LTSD Facebook page also contains useful information and timely announcements for students and parents. Please visit [www.ltsd.org](http://www.ltsd.org) for instructions pertaining to the Remind system.

#### ARTIFICIAL INTELLIGENCE

The use of artificial intelligence for academic dishonesty will result in a level I, II, or III offense pending the nature of the assignment and the severity of the infraction.

The use of artificial intelligence to harass, intimidate, or misrepresent the identity of an individual will be treated as a level III or IV offense pending the nature and severity of the infraction.

#### ASSEMBLIES

Student behavior should be attentive and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Failure to follow these guidelines may result in disciplinary action and/or removal from future programs, events (i.e. assemblies, dances), and extracurricular activities (i.e. sports, clubs, etc.).

#### ATTENDANCE GUIDELINES

The School Board recognizes that attendance is an important factor in educational success and supports a comprehensive approach to identify and address attendance issues. In order to succeed within the educational program, students must be physically present and meaningfully engaged within the program of study. It is mandatory under the Pennsylvania Compulsory Attendance Law that students attend school regularly. The Lackawanna Trail administration and School Board are committed to complying with these regulations.

- *Compulsory school age* - the period of a child's life from the time the child's parents/guardians elect to have the child enter school, which shall be no later than six (6) years of age, until the child reaches eighteenth (18) years of age.
- *Truant* - having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
- *Habitually truant* – having incurred six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
- *School-based attendance improvement program (SAIP)*- a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

#### Guidelines

##### **Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the School District shall be subject to the compulsory school attendance requirements. A student shall be considered in attendance if present at any place where school is in session by authority of the School Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

### **Excused/Lawful Absence**

The following conditions or situations constitute reasonable cause for absence from school: illness, including if a student is dismissed by designated staff during school hours for health-related reasons, obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts, quarantine, family emergency, recovery from accident, required court attendance, death in family, participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group (upon prior written request), observance of a religious holiday observed by bona fide religious group (upon prior written parental request), non-school-sponsored educational tours or trips. (See Educational Trips)

### **Temporary Excusals**

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
  - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children are unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

### **Parental Notice of Absence**

Absences shall be treated as unlawful until the School District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental/guardian notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. Examples of excused parental absences include: illness, family emergencies, scheduled appointments that are not medical in nature, pre-approved family vacations.

### **Unexcused/Unlawful Absence**

Absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence. An out-of-school suspension may not be considered an unexcused absence. Examples of unexcused parental absences include: overslept, missed the bus, family vacation that was not pre-approved, excusal from study hall or courses not instructed by the regularly appointed teacher, any note in excess of the 10<sup>th</sup> parent excusal regardless of the cause for the absence.

**Parental Notification** – School District staff shall provide notice to the person in parental relation upon each incident of unexcused absence at least once quarterly. Additional effort will be made to communicate absences on an ongoing basis. Please use the MMS Focus software to stay informed about your attendance records.

### **Early Release/End of School Day**

Regarding the early release of students and the end of the school day, the following guidelines are listed:

1. Students will be released early upon parent request for special reasons that may arise.
2. Requests must be for one-time events. Requests for regular early release on a weekly, monthly etc., basis are not permitted.
3. Secretaries should approve only emergency early releases from school. All other requests must be approved by the principal or assistant principal.
4. Parent requests to avoid traffic problems are not an acceptable reason to leave school early. All such requests shall be denied.
5. The school nurse must approve all medical releases. Medical releases that are not initiated or verified by the nurse will be considered unexcused.

The Board will utilize the following times to determine tardiness, early dismissals, and half-day absences:

### **Jr. Sr. High School**

- Tardy: After 7:40 AM and prior to 11:15 AM
- 1/2 Day AM Absence: Arrival after 11:15 AM
- 1/2 Day PM Absence: Departure prior to or at 11:15 AM
- Early Dismissal: After 11:15 AM

### **Enforcement of Compulsory Attendance Requirements Student is Truant -**

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice may include the offer of a School Attendance Improvement Conference.



If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

**School Attendance Improvement Conference** – School District staff shall notify the person in parental relation in writing and/or by telephone of the date and time of the School Attendance Improvement Conference. The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student
2. The student's person in parental relation
3. Other individuals identified by the person in parental relation who may be a resource
4. Appropriate school personnel
5. Recommended service providers

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff. The School District may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

**Student is Habitually Truant** - When a student **under** fifteen (15) years of age is habitually truant, School District staff:

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age **or older** is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

**Special Needs and Accommodations** - If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations, and School Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Note: Disciplinary consequences for students who are truant from school, but are not bound by compulsory attendance laws, will be at the discretion of the administration and may include, but are not limited to, detention, removal of parking/driving privileges, restricted access to extracurricular participation - including sports and dances - removal from field trips, dismissal from commencement exercises, etc.

### **Lackawanna Trail Cyber Academy**

Students enrolled in Lackawanna Trail Cyber Academy (LTCA) course(s), either full-time or part-time, must maintain a minimum of progress towards completion of the course(s) and daily contact online consistent with the Lackawanna Trail School District calendar. The School District understands that students often choose online learning for flexibility; however, LTCA functions under a rigorous, standards-aligned curriculum, with hard Module (MOD) deadlines. The School District receives weekly attendance and progress reports from LTCA's virtual homeroom teachers. Please consider the following:

- Anything submitted after the MOD deadline will be considered 'Past Due.'
- Deadlines are set according to the School District calendar (approximately every 5 school days).
- We have determined that students are most successful when they do not have the opportunity to fall behind.

The attendance policy of Lackawanna Trail Cyber Academy (LTCA) is based on homeroom attendance and assignment submissions. In order to have a full day's attendance for each school day, LTCA students must log in to homeroom daily and attend the entire session. They must also have submitted greater than or equal to 50% of their assigned tasks due for the current MOD by the MOD's due date. If students do not have at least 50% of their assignments submitted, they will be marked unexcused by the following criteria. See table:

<b>Number of Assignments Submitted per MOD</b>	<b>Days Marked Unexcused</b>
> 50 %	0
45% to 49%	1/2 unexcused
40% to 44%	1 unexcused
35% to 39%	1 1/2 unexcused
30% to 34%	2 unexcused
25% to 29%	2 1/2 unexcused
20% to 24%	3 unexcused
15% to 19%	3 1/2 unexcused
10% to 14%	4 unexcused
1% to 9%	4 1/2 unexcused
0	5 unexcused

- Therefore, students must be logged on and submit assignments to be counted present for the week. Failure to complete tasks will be reported as truancy.
- For example, if a student has a total of 20 assignments due for the current MOD and only submits 8 assignments, then their weekly percentage will be 40%. The student will receive 1 full day unexcused absence.
- Also, students must maintain an overall average of 70% or greater to remain enrolled in LTCA. Failure to maintain this average will result in returning to the assigned school building for their grade level.

**BACKPACKS AND OVERSIZED BAGS**

Backpacks are permitted for the transportation of books and school materials to and from school. Backpacks are not allowed during the school day unless a medical excuse is on file with the nurse or is further specified in a student's individualized education plan or Section 504 agreement. Backpacks should be stored in students' lockers.

**JR. SR. HIGH BELL SCHEDULE**

Regular Schedule		2 Hour Delay		3 Hour Delay (A)		3Hour Delay (B)	
Homeroom 7:40am-7:45am		Homeroom 9:40am- 9:45am		Homeroom 10:40am -10:45am		Homeroom 10:40am -10:45am	
Period 1	7:45am-8:27am	Period 1	9:45am-10:13am	Period 5	10:45am-11:19am	Period 5	10:45am-11:19am
Period 2	8:30am-9:12am	Period 2	10:16am- 10:44am	Period 6	11:22am- 11:56am	Period 6	11:22am- 11:56am
Period 3	9:15am-9:57am	Period 3	10:47am- 11:15am	Period 7	11:59am-12:33pm	Period 7	11:59am-12:33pm
Period 4	10:00am-10:42am	Period 5	11:18am- 11:48am	Period 8	12:36pm-1:10pm	Period 2	12:36pm-1:10pm
Period 5	10:45am-11:27am	Period 6	11:51am- 12:21pm	Period 9	1:13pm - 1:47pm	Period 3	1:13pm - 1:47pm
Period 6	11:30am-12:12pm	Period 7	12:24pm- 12:54pm	Period 1	1:50pm- 2:25pm	Period 4	1:50pm- 2:25pm
Period 7	12:15pm-12:57pm	Period 8	12:57pm- 1:25pm	PM Announcement	2:27pm-2:30pm		2:27-2:30pm
Period 8	1:00pm-1:42pm	Period 9	1:28pm- 1:56pm				
Period 9	1:45pm-2:27pm	Period 4	1:59pm-2:27pm				
PM Announcement	2:27pm-2:30pm		2:27-2:30pm				

Academic Mentoring Schedule			
Period 1	<b>7:45-8:23</b>	Period 6	<b>11:10-11:48</b>
Period 2	<b>8:26-9:04</b>	Period 7	<b>11:51-12:29</b>
Period 3	<b>9:07-9:45</b>	Period 8	<b>12:32-1:10</b>
Period 4	<b>9:48-10:26</b>	Period 9	<b>1:13-1:51</b>
Period 5	<b>10:29-11:07</b>	Period 10	<b>1:54-2:25</b>

**BOOKS, CHROMEBOOKS, & SCHOOL-OWNED MATERIALS**

Textbooks, Chromebooks, calculators, classroom and library materials are the responsibility of the student they are issued. Students will be charged an appropriate repair expense or the full replacement cost for lost or fully compromised materials. Fines will apply for misuse, mishandling, or damage caused while the items are in the student’s care. Additionally, students who seriously and/or maliciously damage school-owned materials, including Chromebooks, may be subject to removal from field trips and extracurricular activities and offerings, graduation exercises, and may be subject to school disciplinary consequences up to and including Level III offenses.

Examples of standard fines for school materials include:

Library Late Fees: .05 / day

Calculator: \$20

Graphing Calculator: \$150

Chromebook repair: Replacement screens \$50, Replacement Keyboard \$25, Lost/Stolen Charger \$25

Chromebook full replacement not to exceed \$300

## **BULLYING**

Lackawanna Trail Jr. Sr. High School is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. To that end, Lackawanna Trail Jr. Sr. High school has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment at school. The bullying policy is in effect while students are on property within the jurisdiction of the school district, while on school-contracted or school-operated vehicles, and while attending or engaging in school-sponsored activities. Off-campus speech and conflict that has a direct correlation with school attendance and activities can be subject to school bullying investigations, including social media and text messaging.

Any act (i.e. physical, verbal, etc.), which is investigated and determined to be in violation of the bullying policy, shall be considered an infraction of the school's code of conduct, with appropriate discipline to be determined by an administrator.

Lackawanna Trail encourages students who have been bullied to consistently and promptly report such incidents to the building principals or designee. Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against.

All bullying behavior that is a violation of the PA Crimes Code will be reported to the appropriate School Resource Officer (SRO).

## **BUS STOP ASSIGNMENTS**

Students are assigned one bus stop as their primary location for pick up and drop off. No more than one primary location will be approved by administration and/or the Transportation Director unless the parent/guardian can provide a court order that requires the student to be transported to multiple locations. All bus changes must be made through the Transportation Office.

## **BUS RULES-STUDENT RESPONSIBILITIES**

The bus rules are necessary to ensure safe transportation of students to and from school and to and from school district sponsored activities. All students are expected to abide by these rules. Consequences for failure to comply with bus rules may result in disciplinary action and/or temporary or permanent removal from the bus.

- Students may not eat, drink, or chew gum on the bus.
- Students are responsible for sitting in their assigned seats.
- Students shall not put arms, feet, or heads out of the windows at any time or discard any items from the bus.
- The use or possession of tobacco, alcohol, or drugs on the bus is not permitted.
- Students shall move to the inside of the bus seat to provide room for three students per seat.
- The bus driver is in complete charge of their bus at all times and their directions must be obeyed.
- Any damage to the bus or its equipment resulting from vandalism will result in the parent/guardian of the student(s) involved being billed for the cost of repairing or replacing the damage. The student may be referred to legal authorities for vandalism, misuse, or creating unsafe driving conditions.
- Students may only ride their assigned buses to and from school with pick-up and drop-off only at their designated stops. In the event of an emergency, parents may request an alternate bus or stop. However, prior approval by an authorized school administrator and the bus driver must be secured. Such a change will be permitted only if space is available on the alternate bus and the requested drop-off is at an approved stop. No requests will be granted for buses with 60 or more assigned passengers.
- Administration may suspend students from riding a bus for policy/rules violation.
- Bus riding privileges may not be suspended, except in an emergency situation, without prior notification to the suspended student's parent/guardian.
- Suspension of school bus privileges does not relieve the parents of their responsibility insofar as the compulsory attendance laws apply. Absence from school for the above reason shall be considered an unexcused absence and an illegal absence for students under the age of 18.
- Items that can be held on the student's lap or between the knees (and not endangering the safety of other students) can be carried on the bus.
- Gym bags or any school project must not be placed in the aisle or areas near the entrance or exit doors.
- Live animals, firearms, knives, explosives, glass items, aquariums, snowboards, skateboards, skis/poles, and anything of dangerous or objectionable nature are not allowed on the bus.
- Individuals other than students or school personnel are not allowed to enter a school bus for any reason (This is a State law).
- Individual bus contractors may have additional rules which must be followed.

## **BUS RULES-PARENT/GUARDIAN RESPONSIBILITIES**

The safety of our children is the number one priority of the School District. As a result, the following safety guidelines are for parents to review:

- Students are assigned one bus stop as their primary location for pick up and drop off.
- No more than one primary location will be approved by the administration and/or the Transportation Director without legal documentation.
- Parents/Guardians are encouraged to walk with their children to and from bus stops.
- Parents/Guardians must ensure that their children arrive at their morning stop five (5) minutes before scheduled pick up.
- Parents/Guardians are responsible for their children's safety and well-being on the way to and from and while at the bus stops.
- Parents/Guardians are responsible for the proper conduct of their children on the way to and from and while at the bus stops.
- Parents/Guardians are responsible for their children's conduct, along with District personnel, while their children are on the school bus.
- Parents/Guardians are expected to cooperate with school personnel regarding the effective and safe transport of their children.
- Parents/Guardians are encouraged to contact the School District transportation department when they observe unsafe conditions.
- Every child should have a responsible adult to supervise him/her at school bus stops to ensure the child's safety.
- When parents/guardians are negligent in this area, the School District depends on citizens to report safety concerns, such as children playing in the street or misbehaving at school bus stops.

## **BUS/SCHOOL VEHICLE TRANSPORTATION POLICY**

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose. The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

## **BRING YOUR OWN DEVICE (BYOD)**

Any student wishing to bring a personal device to school for 1:1 computing must register that device with the District. Upon completing registration, students are permitted to bring laptops to school to use for teacher-led instructional purposes ONLY. The School District shall not be liable or responsible for the loss, damage, misuse, and/or theft of any electronic devices. Some of the policies that guide this initiative are the following: #226 *Search and Seizure*, #237 *Electronic and Personal Communication Devices*, #249 *Bullying/Cyberbullying*, and #815 *Acceptable Use of Internet, Technology, Computers and Network Resources*. Cell phones and tablets cannot be used for 1:1 computing and will not be connected to the wireless network.

## **CELL PHONE POLICY**

Students are permitted to bring cell phones to school and assume all risk and responsibility for their personal cell phone while at school and during school events, including extracurricular activities. The Lackawanna Trail School District is not responsible for loss or damage to personal cell phones.

Students are encouraged to store their cell phone in their locked locker during instructional time. If a student chooses to take their phone into a classroom during instructional hours, they must store their cell phone in a holder provided by the district with the sound and notifications turned off. Students are not permitted to take their cell phone to the lavatory with them.

A teacher or administrator has the right to confiscate a student's cell phone. Confiscated cell phones will only be returned to the student at the end of the school day or to a parent/guardian at the administration's discretion.

Any student who does not comply with the storage requirements during instructional time will be subject to a Level I or Level II offense of the disciplinary code. Repeat violations will result in increased disciplinary action and may result in a loss of cell phone privileges completely.

Cell phones will not be permitted in Study Halls but are permitted during a student's assigned lunch period. Parents are asked to refrain from texting students during instructional time.

## **CHROMEBOOKS & 1:1 COMPUTING**

The district's 1:1 Computing Initiative provides students and teachers with a district-owned Chromebook that gives them access to online resources that enhance the teaching and learning process. Students will have continuous access to this device throughout the school year and should be utilized for instructional purposes ONLY. In addition, students must adhere to the school district's most current Acceptable Use of Internet, Technology, Computers, and Network Resources Policy while utilizing Chromebooks. Students are responsible for damages caused by misuse. Damages Chromebooks will incur fees and charges in accordance with the fees referenced under Books, Chromebooks, and School-owned materials.

## **COMPUTER AND INTERNET USE**

Lackawanna Trail Jr. Sr. High School provides computers and Internet access for all students, faculty, and staff. The use of computers, the school network, and the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges. A student's activities while using computers or the Internet while in school must be in support of education and research, and consistent with the educational objectives of the Lackawanna Trail School District. Please see the School District website at [www.ltsd.org](http://www.ltsd.org) for the most current Acceptable Use of Internet, Computer, and Network Policy.

School computers, including school assigned Chromebooks, are subject to search at any time without advanced noticed.

## **GMAIL STUDENT ACCOUNTS**

Internet, technology, computer, and network resources shall include all technology owned and/or operated by the School District. Users are expected to act in a reasonable, ethical, and legal manner in accordance with federal and state law, District Policy, accepted rules of network etiquette, and building rules when using the District's internet, technology, computers, and network resources. Examples of misconduct include, but are not limited to:

- Violating the law, facilitating illegal activity, or to encouraging others to do so;
- Violating any other District policy;
- Engaging in any intentional act which might threaten the health, safety, or welfare of any person or persons;
- Causing, or threatening to cause harm to others, or damage to their property;
- Commercial purposes or for-profit purposes;
- Engaging in non-professional/non-academic Internet access (e.g. online shopping, travel reservations, gambling, social media platforms, unauthorized sites, etc.)
- Political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.);
- Tethering/connecting to non-District owned devices to access unfiltered or unmonitored Internet connection;
- Bullying/Cyber-bullying, or communicating terroristic threats, discriminatory remarks, and/or hate speech;
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
- Communicating words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, and/or that advocate illegal drug use;
- Creating, accessing, and/or distributing obscene, profane, lewd, vulgar, pornographic, harassing, and/or terroristic material;
- Attempting to interfere with or disrupt School District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes;
- Altering or attempting to alter other users' or system files, system security software, system and/or component settings, or the systems themselves, without authorization;
- Attempting to physically harm or destroy the School District's Internet, technology, computers, and/or network resources;
- Jeopardizing the security of the School District's Internet, technology, computers, and network resources, and/or attempting to circumvent any system security measures;
- Concealing or attempting to conceal a user's identity, including the use of anonymizers, or the impersonation of another user;
- Intentionally obtaining or modifying files, passwords, and/or data belonging to other users or to the District;
- Sending any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District's business or educational interests;
- Committing academic dishonesty and/or assisting others in academic dishonesty (e.g. cheating, plagiarism);
- Installing, loading, or running software programs, applications, and/or utilities not explicitly authorized by the District technology staff;
- Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto Internet, technology, computers, and network resources;
- Copying School District software without express authorization from a member of the District's technology staff;
- Unauthorized access, interference, possession, or distribution of confidential or private information without authorization;
- Using proxies or other means to bypass or disable Internet content filters and monitoring;
- Accessing a restricted system or changing settings or access rights to a restricted system or account without authorization;
- Using encryption software that has not been previously approved by the School District;
- Sending unsolicited mass-email messages, also known as *spam*;
- Scanning the District's Internet, technology, computers, and/or network resources for security vulnerabilities;

- Accessing material that is harmful to minors or is determined inappropriate for minors in accordance with laws, Board policies or building rules;
- Using inappropriate language or profanity;
- Transmitting material that is offensive or objectionable to recipients;
- Disrupting the work of other users;

### **DANCE GUIDELINES**

Jr. Sr. High School dances held at Lackawanna Trail or off-campus locations are for Lackawanna Trail students who are currently enrolled in grades 7 through 12 unless otherwise stated or advertised. For example, Homecoming, Semi-Formal, and Prom, are High School dances for students in grades 9-12; 7-8th grade Winter Semi-Formal is a Jr. High dance for students in grades 7-8. Guests are not permitted from grades K-6 for any dances. No guest may be 21 years of age or older for any dance. Jr. High dances are for LTSD students only (no outside guests).

Guests at Homecoming, semi-formal, and/or the Prom, must comply with all school rules, should currently be enrolled in high school (grades 9-12) and/or must be approved by the administration in advance. If a guest is not currently enrolled in a high school, the building principal must give prior approval. If you intend to bring a guest who is not enrolled at Lackawanna Trail to any dance, see the administration prior to purchasing a ticket for the dance.

### **DRESS CODE**

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 where there is evidence that the lack of cleanliness constitutes a health hazard. In such cases, appropriate support and guidance will be offered by school staff.

Students may be required to wear certain types of clothing and/or secure their hair, while participating in physical education classes, applied technology classes, extracurricular activities, or other situations where special attire is needed to ensure the health or safety of the student.

All articles of student dress must be appropriately sized to the student and worn properly. Clothing must not be excessively loose or tight. **STUDENTS MAY NOT ADD TO, NOR SUBTRACT FROM, THE APPROVED STUDENT DRESS POLICY.** Also, student clothing must be maintained in good condition, without holes, rips or tears, or additions.

#### **The following guidelines apply:**

***Pants:*** All pants must be secured at the waist by a belt, buckle, button, or zipper. Sweatpants, pajama pants, wind pants, yoga pants, athletic pants, and military pants (fatigues) are not permitted. Pants may be a solid color, stripes, plaids, or patterns.

***Skirts, Skorts, and Dresses:*** Skirt, skort, and dress length should range from 5 inches above the knee to lengths not longer than the ankle. These items are permissible in solids, stripes, plaids, and patterns.

***Shorts:*** Shorts must be secured at the waist by a belt, buckle, button, or zipper and should be no shorter than five (5) inches above the knee or finger length. Shorts may be a solid color, stripes, plaids or patterns. Gym shorts, spandex, and athletic shorts are not permitted outside of physical education classes.

***Shirts:*** A collared, button-down shirt, dress or golf-style shirt is encouraged. T-shirts, both long and short-sleeved, are permissible. Solids, stripes, plaids, and patterned shirts are permissible. Shirts must have sleeves - long or short sleeves are acceptable. Only school-sponsored, community-based, or college and career-oriented logos are permitted on t-shirts and sweatshirts. Quotes, phrases, and advertisements are not permitted.

*\*All clothing must maintain modesty expectations. Any tops that expose a bare midriff or the middle of the back or chest are prohibited.\**

***Sweaters:*** Crewneck, turtleneck, V-neck sweaters, cardigan sweaters, or sweater vests are acceptable. Solids, stripes, plaids, and patterns are permissible.

***Sweatshirts:*** Crewneck sweatshirts and hoodies may be worn. Solids, stripes, plaids, and patterns are permissible. Zip up sweatshirts must be zipped unless there is an appropriate shirt beneath the zip up that conforms to shirt guidelines. Only school-sponsored, community-based, or college and career-oriented logos are permitted on sweatshirts. Quotes, phrases, and advertisements are not permitted.

***Shoes:*** Students shall wear closed-toe shoes at all times. Open-toed dress shoes may be permitted (i.e. heels). Flip-flops, rubber or plastic beach type sandals are not permitted. Any footwear that presents a safety issue in a specific class will be prohibited. Socks must be worn if the style of shoe is closed toe. Shoes with wheels of any type are not permitted.

**Formal Attire:** Suits, sport coats with pants, dress shoes, dress shirts - worn with or without a tie - are permitted and may be suggested for formal events and/or extra and co-curricular activities and/or competitions. Dresses are permitted and may be solid color, stripes, plaids, or patterned. A sweater or blazer can be added to formal attire to meet the modesty expectations of the dress policy.

**Other:** Sunglasses, scarves, jackets, coats, non-religious head-coverings, bandanas, and outerwear are not permitted during the school day. Headbands are permissible.

**Logos, Writing, or Images:** Only school-sponsored, community-based, or college and career-oriented logos are permitted on shirts and sweatshirts. Brand logos (i.e. Nike, Adidas) are also permitted. Quotes, phrases, and advertisements are not permitted. Self-made shirts and logos on clothing are not permitted.

**Spirit Days:** On Spirit Days, "Lackawanna Trail" logos are permitted on all items of student dress and are not limited in size. The item of clothing, however, may not contain any other advertisements (i.e., local businesses). **Spirit Days will be designated and communicated by the administration.**

All articles of clothing must be worn neatly and sized appropriately for the student and be in accordance with this policy. Final determination of conformity to this dress policy shall be made by the administration and/or their designee(s) who at the time is immediately in charge. The administration reserves the right to make judgments when necessary, regarding appropriate dress to ensure conformity and consistency.

Hats may not be worn inside the building. All hats should be promptly removed as students enter the building and may not be worn at any point during the instructional day without express permission from the administration (i.e. written permission, spirit week). Hats may be confiscated and returned to the student only at the end of the day or parent for repeat offenses.

Students who violate the dress code policy will be subject to the disciplinary consequences listed below.

#### **Discipline consequences for Dress Code Infractions:**

- 1st offense: Detention; up to 1 day In-School Suspension
- 2nd offense: Detention; up to 1 day In-School Suspension
- 3rd offense: Level II detention; up to three (3) days In-School Suspension

Note: Parent contact will be made for each violation.

A student suspended for a dress code infraction may return to class after an In-School or Out-of-School Suspension only after conforming to the student dress policy and attending a post-suspension meeting with a parent/guardian and a Principal or their designee. Items such as hats or clothing containing offensive graphics may be confiscated and returned to a parent during a parent conference.

#### **DRESS FOR GYM**

Students are required to dress appropriately for participation in gym class. Failure to do so will result in a reduction in grade or a Level I detention. Gym shoes must be rubber-soled; street shoes cannot be used. No cleats, rubber or metal, are permitted on the gym floor. Soda, food, and/or gum are not permitted in the gym. If a student needs to be excused from physical education for longer than one (1) day, a note from a physician is required.

#### **DRIVING RULES AND REGISTRATION**

The following are general guidelines for students who are eligible to drive to school:

- Observe, at all times, the safety rules and regulations as established by State and Local authorities.
- All forms distributed by the school must be handed in for driving privileges to be issued. (i.e. emergency forms, health forms).
- All students must obtain a parking permit from the office prior to driving to school.
- The parking permit must be visible (i.e. windshield) at all times while parked in the school parking lot.
- Cars not properly registered in the school office are subject to being towed away at the vehicle owner's expense.
- Park only in designated areas in the right direction. This includes after-school hours (move the car for practices and games). The first two rows are reserved for staff parking.
- Careless driving at any time will result in suspension of driving privileges. This includes driving to and from school and to and from school-sponsored activities or events.



- All general school rules apply to the parking lot. (Example: No smoking in cars.)
- Horseplay of any kind involving motor vehicles on school premises is not permitted and will be subject to school discipline and potential for the involvement of local and state law enforcement.
- Students arriving late to school as a result of using their own transportation will be issued an unexcused tardy. Three unexcused tardies will result in a detention. Subsequent removal of parking privileges could result for students who are habitually late/truant.
- Students may be charged a \$2.00 fee for lost parking permits and/or registering more than one (1) vehicle.
- Students attending either the Susquehanna County Career and Technology Center or the Career and Technology Center of Lackawanna County must use school transportation both to and from each center. Driving to these places is prohibited and will result in school discipline and/or a loss of driving privileges to LTHS.
- Even the slightest automotive accident on school grounds must be reported to the office at once before moving the car.

The administration reserves the right to suspend or revoke the driving privileges of those who do not comply with the guidelines listed above. The length of the suspension is at the discretion of the principal. Further disciplinary action may be sought depending on the nature and severity of the infraction.

### **DRUG AND ALCOHOL POLICY**

The abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. Lackawanna Trail Jr. Sr. High School shall strive to prevent the abuse of controlled substances. Controlled substances shall mean all dangerous controlled substances prohibited by law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, prescription, over-the-counter (e.g. cough medicine) or patent drugs, except those for which permission for use in school has been granted pursuant to school policy. Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, at any school-sponsored event, and during the time traveling to and from school and school-sponsored events.

Violation of Lackawanna Trail's drug and alcohol policy will constitute a mandatory Level IV offense, referral to the Superintendent, and involvement from local/SRO and/or State law enforcement.

For a complete version of the Lackawanna Trail drug and alcohol policy, please refer to School Board Policy (#227).

### **EARLY DISMISSAL OF STUDENTS**

Early dismissals are limited to the following excuses: professional medical services, personal illness approved by the nurse/administrator, and emergencies or other reasons approved by administration.

All requests for early dismissal are subject to the discretion of administration and must be preceded by a signed parental/guardian note that includes the phone number where the parent/guardian will be reached to confirm the early dismissal. If the parent is unavailable, the student will not be released. The note must include the reason for the request. Students leaving early and parents/guardians picking up a student must sign said student out.

Students leaving for illness must first visit the nurse. Parents should not accept text messages from their student asking to be dismissed for medical reasons or illness. Kindly direct them to report to the school nurse.

Students should also not request to leave school for social conflicts. Parents should not accept text messages from their student asking to be dismissed for reasons related to social conflict. Kindly direct them to report to the school Guidance or Main Office.

### **EDUCATIONAL TRIPS**

In accordance with Board Policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and the law. Non-school-sponsored educational tours or trips may be approved if the following conditions are met:

- a. The student's participation has been approved by the Superintendent or designee.
- b. The parent/guardian submits a written request for excusal prior to the absence.
- c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

Submission of the form does not constitute approval. These requests will be evaluated by the principal on the following criteria:

1. Length of trip – number of school days the student will miss.
2. Only five (5) days maximum per year shall be considered excused. In extreme circumstances, the Superintendent may approve an educational trip for a period longer than five (5) days. A formal request for consideration by the Superintendent must include the justification for the educational trip and an explanation as to why the trip cannot be taken during a school vacation or summer break.
3. The number of absences accumulated prior to the scheduled trip (i.e. student attendance rate) may not be below 90%.
4. The student's academic standing (i.e. passing all classes).
5. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.
6. Trips will not be approved during the PSSA, Keystone, mid-term, and final exam testing windows.
7. College or postsecondary institution visit, with prior approval.
8. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The building principal or their designee shall review each request for compliance with the stated conditions. If approval is granted before the trip is taken, the student's absence will be considered excused. If prior approval is not received, the absence will be considered unlawful and/or unexcused. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused. If approval is denied, the absence will be classified as an unlawful and/or unexcused absence unless a doctor's note is provided.

All students are responsible for making up schoolwork and tests missed during an approved trip. At the secondary level, this shall be at the initiation of the student and reasonable convenience of the teacher(s). Work that is not made up shall be recorded as a failure. All work assigned prior to the trip must be returned the first day back or this will count as a failure. Unapproved trips shall be treated as unexcused absences. As such, no work missed may be made up for credit.

The School District may limit the number and duration of non-school-sponsored educational tours or trips for which excused absences may be granted to a student during the school year.

### **EMERGENCY SCHOOL CLOSING PROCEDURE**

School cancellations, delays, and early dismissals will be announced over local radio and television stations:

<i>Local Television Channels:</i>	<i>Local Radio Stations:</i>	<i>Social media:</i>
WNEP - 16	WKRZ - 98.5 FM	Remind / MMS Focus Facebook

WBRE/WYOU - 28	WICK - 104.9 FM WARM/WMGS - 92.9 FM WGBI/WILK - 103.1 FM WEMR - 1460 AM
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District Website – [www.ltsd.org](http://www.ltsd.org)

Facebook: Lackawanna Trail School District @Lackawannatrailsschooldistrict

**REMIND:** To receive messages via text, text @ltsd to (570) 832-2560. You can opt-out of messages at any time by replying, 'unsubscribe @ltsd'. To receive messages via email, send an email to [ltsd@mail.remind.com](mailto:ltsd@mail.remind.com). To unsubscribe, reply with 'unsubscribe' in the subject line. Please note: The Remind notification system will be replaced by MMS Focus in 2022-23. Instructions for selecting your method of communication will be provided on the district website.

### **EARLY DISMISSAL OF SCHOOL**

Scheduled early dismissals will take place at 11:15 AM. Students will attend periods 1 through 4 prior to dismissal.

### **LATE ARRIVAL SCHEDULE**

Please refer to the Two and Three-Hour Delay Schedules located on Page 7 of this handbook.

### **EVACUATION DRILLS/EMERGENCY DRILLS**

In the interest of maintaining a safe school, students will participate in Evacuation/Emergency Drills. These drills are among the most important exercises in which students must participate. The following guidelines apply:

- Follow the directions of the administration and staff.
- Walk, do not run, double file to the designated exit.
- Refrain from talking during the drill.
- After evacuating, students will walk to the designated location until further directions are given.
- Students are to stay with their teacher, stay on the sidewalk, and follow the directions of the staff/emergency personnel.
- Teachers are to make every effort to close windows, turn lights out, and close classroom doors.
- Absolutely no horseplay will be tolerated during evacuation drills and emergency procedures. Students engaged in horseplay during emergency drills and evacuations will be subject to school discipline at the discretion of the administration.

### **FUNDRAISING**

All fundraising must be approved by administration. Students involved in fundraising must follow the guidelines set by administration and be in compliance with the School District's Wellness Policy and other applicable school policies.

### **HALL PASSES**

Students must have a proper pass when in the hall during the school day. Failure to have a proper pass may result in disciplinary action and/or restricted hall pass. A virtual Hall Pass may be used in place of a physical pass in some cases. Students must complete all information in real-time before requesting to leave the classroom. Failure to record proper information may result in disciplinary investigation and/or disciplinary action.

## **LAVATORY REGULATIONS**

Students may use the restrooms before and after school, between class periods, during assigned lunch periods, and during classes with the teacher's permission. Students are not to loiter, smoke/vape, or engage in other distracting or dangerous behaviors in the restrooms, write on the walls or damage the facilities in any way.

If a student is ill, they must report to the nurse's office with a signed pass. Abuse of the lavatory in any way may require that the student be placed on a lavatory restriction pass.

Cell phone use is strictly prohibited while in the lavatory. Teachers may require a student to leave their cell phone in the classroom while using the lavatory.

## **LIBRARY**

The high school library offers current award-winning and popular titles (middle grade, young adult, and adult), resource materials for papers and projects, computers and printing facilities, and a place for students to read, work, and relax during the school day. Books and printed materials may be checked out for 2 weeks and must be returned in good condition. A fine of 5 cents per day will be assessed for overdue materials. Lost books and unpaid fines will become student obligations.

## **LOCKERS**

Each student is assigned a locker for their use only. Sharing lockers or combinations is prohibited. Students are responsible for all materials and items stored within their locker. If students have trouble with their lockers, they are to report this to the high school office. No student purchased locks are permitted. The student must assume the responsibility for all school-issued materials. All lockers remain the property of Lackawanna Trail Jr. Sr. High School; the school reserves the right to search lockers as determined to be necessary to maintain the health and safety of the student body and to prevent the use of the lockers for unauthorized or illegal purposes; therefore, the school maintains the legal right to inspect any locker when there is a reasonable suspicion of misuse. No items may be placed on the outside of the lockers.

If the lock is found to be broken on a student's locker and they have not reported it to the main office, the student may be subject to a \$12 lock replacement fee.

Gym lockers are to be used during gym class only and may not be reserved outside of the specific class period a student is attending health/PE class.

**MAKING UP SCHOOL WORK AFTER AN ABSENCE** Schoolwork missed because of **excused absences** can be made up.

1. The student is responsible for contacting the teacher for make-up work and assignments immediately upon return to school.
2. The classroom teacher should clearly define or designate a reasonable time limit to make up work or accept assignments (i.e. three (3) days to make up a three (3) days absence).
3. Anytime a student is absent, their parent/guardian may contact the guidance office to obtain homework. A twenty-four (24) hour notice is necessary in order for teachers to gather assignments.

**Note:** Schoolwork missed for **unexcused absences** cannot be made up for academic credit.

## **MEDIATION**

Mediation is a voluntary process for resolving student conflicts and disputes with the help of a trained mediator. Mediators provide non-judgmental assistance while guiding disputants through conflict resolution steps. The goal of the mediator is to work out differences constructively, not to determine guilt or innocence. Typically, a school counselor or trained staff member will facilitate mediation. Permission is necessary to engage in any mediation process.

## **MILITARY SERVICES**

By law, the School District must make available the names, addresses and telephone numbers of senior high school students to the United States Military Services and institutions of higher learning. Students have the right to exclude their names from this list by filling out a FERPA form in the guidance office. For more information, please contact the guidance office directly.

## **NURSE/HEALTH RECORDS/MEDICATION**

All health information forms are now located online at [www.ltsd.org/nurse](http://www.ltsd.org/nurse). Please print and complete the grade appropriate forms for your student and return them to the nurse at the start of the school year. Health forms will also be mailed to parents/guardians during the summer. Forms must be returned during the first week of the school year. All medications must be dispensed by the school nurse. No student is allowed to carry, use, or dispense any type of medication at school. At no time is a student to provide any type of medication for another student to use.

A doctor's order must accompany any medication that must be taken during school hours. No medications will be dispensed without a doctor's note. Medication is defined as prescription, non-prescription (over the counter) drugs, and herbal preparation. The administration of any medication requires both a physician's written order and signed parental permission, which must include:

- The name of the child;
- The name, address, and phone number of the physician;
- The name of the medication;
- The dosage of the medication;
- The frequency or the time that the medication is to be dispensed;

The following directions should be applied:

1. Prescribed medication must be brought to school in a pharmacy labeled container with the correct name, dose, and time to be administered. The parent may want to ask the pharmacist for a second bottle in order to have one at home and one at school.
2. Medication must be transported to and from school in a safe manner.
3. The child's physician must complete the bottom section of the medical form on the reverse side. The parent is responsible for signing and dating the top portion. The completed physician's order and parental permission must be on file at school before any medication is administered.
4. If there is a change in medication, dose, or frequency, it is the parent's responsibility to provide the school nurse with revised physician's instructions in order for the change to take effect (except as noted on the other side).
5. Unused medication shall either be picked up by the parent/guardian or destroyed at the end of the school year.
6. Lackawanna Trail School District may reject requests for administration of medicine.
7. The school nurse will only administer prescription analgesia medications (such as a narcotic) to a student with written documentation from the prescribing physician, stating that the student needs narcotic pain management while at school, and is cleared to return to school while receiving narcotic medications at home and during school hours.
8. The school nurse will assess the level of pain prior to administration of medication. The discernment to administer the medication will be at the discretion of the school nurse.

The doctor's order and medication should be taken directly to the nurse's office where they will be kept until the medication is finished or discontinued. An order from the doctor is needed to discontinue a long-term daily medication. If the nurse is not available, the order and medication are to be given to administration until the nurse is available. Violation of this policy will result in a minimum of a suspension.

A child who must use an inhaler to control their asthma must have a doctor's order. The nurse should be informed if a student is using over the counter products for smoking cessation or dietary supplement.

Any student who has seen a physician and is diagnosed with a head injury MUST report to the school nurse upon returning to school. Students must have documentation with a written concussion diagnosis. While students are under treatment for concussion(s), they may not drive to or from school, be permitted in the gym and/or attend practice until cleared by a physician and/or the school's Athletic Trainer. Students MUST be evaluated by a physician in order to return to athletic play.

### **PROCEDURAL RIGHTS AND RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students, administration, and faculty share a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

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 all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend, slander, or libel others.

To demonstrate responsibility, a student must:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them;
- Be willing to volunteer information in disciplinary cases or school safety concerns and cooperate with school staff should they have knowledge of importance in relation to such cases;
- Dress and groom so as to meet fair standards of safety, health and common standards of decency;
- Know that until a rule is waived, altered or repealed, it is in full effect;
- Assist the school staff in running a safe school for all students enrolled therein;
- Comply with state and local laws;
- Protect and care for school property, including textbooks;
- Attend school daily, except when excused, and be on time for all classes and other school functions;
- Make necessary arrangements for making up work when absent from school;
- Avoid inaccuracies and obscenities in student newspapers and publications;

- Avoid indecent or obscene language at any time on school property and at school-sponsored activities so as to affect a common standard of decency;
- Actively contribute to a school culture that is accepting of individual backgrounds, beliefs, commonalities, and differences;
- Protect against words, actions, and deeds that purposefully harass, intimidate, or put down other students, staff, and guests of our school;
- Meet financial obligations concerning equipment, textbooks, library books, and supplies;
- Meet all disciplinary obligations;

### **SEARCH AND SEIZURE GUIDELINES**

In the interest of maintaining a safe school environment, the administration reserves the right to search students, personal possessions, lockers, and vehicles when reasonable suspicion of possession of contraband or any item(s) that violate District Policy exists. An administrator may seize any evidence that the administrator may find as a result of a search of a student's property, clothed body, or areas designated for a student's use which indicates that a student is violating or has violated the law or a school rule if the search is both justified at its inception and reasonable in scope.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the Superintendent and School Board for an expulsion hearing.

### **STUDENT ACTIVITIES ACCOUNT**

A student activities account is maintained by the Principal for the convenience of high school organizations. All money collected by school organizations must be deposited in this account. Permission to raise money and withdraw money must be obtained from the Principal using the prescribed deposit and payment forms and proper student accounting procedures. All money collected must be documented and kept in the high school vault; at no time can a student or teacher keep money or take it home.

Deposit forms and purchase orders are available from the Principal's secretary. All payments for activity purchases are made by check. All withdrawals must include the signatures of the advisor and at least two student officers. Interest accrued on the checking account will be prorated among the organizations.

### **STUDENT SURVEYS**

From time to time the school administers anonymous surveys concerning topics relevant to students and their families. For more information about such surveys, and how they are used, please contact the building administration directly.

All student-led surveys and petitions must be approved by the administration prior to their distribution.

### **STUDY HALL**

Study halls are organized to provide an opportunity to do school work under the supervision of a teacher. Students are required to bring books, paper, pencil, etc. to every study hall. A student may request permission to go to the library either for research or recreational reading. Any student wishing to see a teacher during study hall must get a pass from that teacher in advance.

### **TARDINESS**

Tardiness is defined as arriving to school late. If a student arrives at school after 7:40 AM, but prior to 11:15 AM, they are considered "tardy." If a student attends less than four (4) periods during the school day, the tardy and/or early dismissal will be documented as a full day of absence. Tardies may be accumulated for prosecution under the compulsory attendance law. Three (3) unexcused tardies to class and/or school will result in a detention. A student who accumulates three (3) or more unexcused tardies to school will require a physician's excuse for future tardies to be considered excused. No more than three (3) parent notes will be accepted for excused tardiness (e.g. illness). Examples of unexcused reasons for tardiness include, but are not limited to, missing the bus, "running late," and "oversleeping." Please see the discipline guidelines for further information.

**Tardiness and student driving:** Any student who drives to school must display responsibility through their prompt arrival. Students who are tardy to school will receive a warning letter after five (5) unexcused tardies to school. Students late a total of seven (7) unexcused times may have their Lackawanna Trail School District parking permit and driving privileges revoked.

### **TELEPHONE**

Students may use the telephone in the main office with administrative approval in emergency situations only. The phone mounted in the main entrance area may be used by students after school is dismissed and during extracurricular activities.

### **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Please be sure your name, grade and school year are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books.

### **TOYS/ELECTRONIC DEVICES**

Toys or other such items (e.g. electronic gaming devices or consoles - including electronic and personal communication devices with a primary purpose of gaming) should not be brought to school. The school will not be responsible if these items are lost, stolen, or damaged.

### **VISITORS**

All visitors must report to the High School Main Office to sign in upon entrance to the building. Visitors must present state-issued identification and submit to a visitor screening. All visitors are tracked using a visitor management system (VMS). Violators will be subject to the state law regarding trespassing in schools. Only approved visitors are allowed to enter the classroom.

### **WEAPONS**

Possession of weapons in the school/on school grounds at any time is prohibited by law. The definition of “weapon,” for purposes of this section, shall include, but are not limited to, any knife, cutting instrument, cutting tool, firearm, or other implement known to have been used to inflict serious bodily harm. Look-alikes are included. Pieces, portions, and paraphernalia (e.g. gun sights, clips, shell casings, etc.) from weapons are also prohibited from school property.

### **WELLNESS POLICY**

In accordance with our Wellness Policy, the following guidelines apply:

- All celebrations during the school day must be approved by the administration and must directly relate to a cultural or educational experience.
- Food shall not be used as a reward or punishment.
- Candy sales and bake sales are not permitted during the school day.

Note: Please see the district policy (#246) for more details. Always check with administration first.

### **WORK PERMITS**

Work permits are available in the High School Guidance Office. A physical must be completed by a physician in order for the work permit to be complete.

## **SECTION II**

### **DISCIPLINE & STUDENT DECORUM**

#### **CONDUCT IN CAFETERIA**

Simple expectations of behavior, which are required in the cafeteria include, but are not limited to:

- Observing proper dining room standards, including language, manners, and behavior;
- Leaving table and surrounding area clean and orderly;
- Putting trash in proper containers;
- Returning trays as soon as you are finished eating so they can be cleaned and ready for the next lunch;
- Understand that food fights are not allowed and shall be considered an act of disorderly conduct, which is a Level III offense. The magistrate may impose a fine of \$300 for such actions.

Note: Additional expectations will be posted in the cafeteria and/or communicated to the student body at class meetings and reinforced by the cafeteria staff and lunch monitors. Failure to abide by the cafeteria guidelines may result in disciplinary action.

#### **CONDUCT IN VIRTUAL LEARNING ENVIRONMENT**

Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. Students are responsible for proper behavior during online learning. Abuse of online platforms and tools in violation of school policies will result in disciplinary action commensurate with level I, II, III, and IV infraction codes.

#### **CONDUCT AT EXTRACURRICULAR EVENTS**

Students are expected to be good ambassadors of the Lackawanna Trail School District when serving as members of a club or activity, athletic team, or as a spectator. Misbehaviors at afterschool events, which are either on or off campus, and reflect poorly on the team, organization, or school, may be subject to disciplinary action up to a Level III offense and may include suspension or removal from future events either as a participant or spectator.

## **DETENTION/SUSPENSION GUIDELINES**

Students who are assigned to serve detention or suspension must abide by specific guidelines set forth by the administration at the time of the student conference and in accordance with this handbook. Failure to serve a detention or suspension may result in additional disciplinary consequences. Administration also reserves the right to limit or restrict participation in extracurricular activities and/or field trips if a detention or suspension is not served in a timely manner.

**Detention:** All school rules (e.g. dress code, electronic devices, food/drink, etc.) will be enforced during detention. Students may complete homework, read approved materials, or study quietly during detention. Students may also be required to complete a restorative assignment during their detention. The student should sit in assigned seats facing forward with their feet on the floor. If a student has a question, they should raise their hand and wait for the teacher to approach their desk so the question can be asked quietly. Misbehaviors of any sort will not be tolerated and may result in the student being dismissed from the detention. If a student is dismissed from a detention, they will receive additional disciplinary consequences. If a student is dismissed, they must leave the building.

Students who are unprepared to complete an approved assignment during detention will be issued a written assignment. Failure to comply with this expectation will result in additional disciplinary consequences assigned by the administration.

Students who arrive at their assigned detention late, or leave their assigned detention early, will not receive credit or serving that detention, thus resulting in the next level of discipline being assigned for a future date.

Any student involved in extracurricular activities (e.g. band, athletics, clubs) will not be allowed to play, practice, or participate in those events during the hours that they are scheduled for Saturday detention, during a period of academic ineligibility, or during a period of suspension.

***Example:*** If a student is scheduled to play a sport on the day of their detention, they will report to the detention room instead of reporting to that sporting event. Students may participate in extracurricular activities after serving their detention at the discretion of the coach, director, or advisor. If any student participant does not report during their detention time, further disciplinary action will be taken against the student.

Repeated disciplinary offenses, including Level I-III offenses, may result in disciplinary action that limits or removes a player from an extracurricular event or athletic team/event. Such a determination will be at the sole discretion of the LTHS administration.

When a student is assigned a detention late in the academic year, and there are no scheduled detention sessions remaining, administration will offer more than one option for the student to complete their detention. This may include, but is not limited to, an after-school detention on a non-traditional day, a detention during the school day, or a detention prior to the school day. This will vary from year-to-year and will be based on administrative discretion.

**Academic Detention:** Students may be referred for academic detention for the following reasons: being unprepared for class, lack of participation in class, missing assignments, and/or failing grades. When a student is assigned academic detention, the student will meet with administration to discuss their academic progress. A detention date will be assigned. The student will be provided the opportunity to complete any required assignments. If the student completes the required assignments in an appropriate academic manner and timeframe, administration reserves the right to cancel the detention. Failure to complete assignments during an assigned academic detention will result in dismissal from the detention and further disciplinary consequences. All guidelines, including extracurricular participation, apply to academic detention.

**Suspension:** When a student is suspended from school, they are expected to complete all work assigned during the duration of the suspension. Teachers will send appropriate assignments to the Main Office when notified of a suspension and parents/guardians are expected to pick up the assignments during office hours. It is our hope that during a suspension, parents/guardians cooperate fully and provide appropriate discipline at home to reinforce our consequences. Students may also be required to complete a restorative action assignment. During the length of the suspension, the student is not permitted on school (district) grounds or at school-sponsored events, and shall not play, practice, or participate in extracurricular activities. Before a student is readmitted after a suspension, a mandatory post-suspension meeting between the parent/guardian and administration will be held.

## **DISCIPLINE STRUCTURE**

Disciplinary action will be at the discretion of the administration, based on the findings of their investigation, and in accordance with the discipline policy. The four-tiered discipline structure seeks to provide structure to consequences that are assigned to student offenders in a fair and consistent manner.

There is a policy pertaining to disciplining special education students in accordance with Chapter 14 and IDEA '04 Regulations.

## **DETENTION & SUSPENSION**

**Level I Offense** - students will be assigned either a Tuesday detention from 2:45 PM until 4:15 PM or Saturday detention from 9 AM until 10:30 AM. Failure to serve a Level I detention or arriving late or leaving early from a Level I detention, will result in an automatic

Level II detention being assigned by administration for the next detention date. A Level I offense that occurs in a virtual environment will result in disciplinary action.

**Level II Offense** - students will be assigned either two (2) Level I detentions on Tuesday from 2:45 PM until 4:15 PM or a Saturday detention from 9:00 a.m. - 12:00 p.m. Failure to serve a Level II detention or arriving late or leaving early from a Level II detention, will result in suspension. Please note that while serving a detention, all school rules & policies apply (dress code, electronic devices, food/drink etc.). A Level II offense that occurs in a virtual environment will result in disciplinary action.

**Level III Offense** - IN-SCHOOL SUSPENSION (ISS): Students will receive an in-school suspension for more serious violations of school rules and/or an accumulation of offenses. A student who is serving an in-school suspension cannot attend any school events on the days of that suspension. A student receiving a suspension for not attending a Level II detention will not have to make up that particular detention. A mandatory post-suspension meeting with a parent/guardian is necessary as part of the student's Due Process Rights.

**Level III Offense** - OUT-OF-SCHOOL SUSPENSION (OSS): Students will receive an out-of-school suspension for serious violations of school rules and/or an accumulation of offenses. A student suspended from school cannot attend school and/or attend any school events. A student cannot be on school (district) property during the term of their suspension. A mandatory post-suspension meeting with a parent/guardian is necessary as part of the student's Due Process Rights.

Students who accumulate multiple Level I, II, and III offenses may be referred to the Superintendent for possible expulsion.

**Level IV Offense** - EXPULSION: Repetition of any of the listed Level IV Offenses, a combination of offenses, or unanticipated violations of school policies may result in a formal expulsion hearing before the School Board. A student who commits a single offense, depending upon its seriousness, may be recommended for expulsion by administration.

### **Examples of Infractions**

The offenses listed below are to be used as guidelines for behavior and student decorum. The lists are not intended to be all-inclusive, rather, the offenses listed are to serve as examples of common offenses and offer a rationale for disciplinary consequences. Furthermore, there are instances in which students commit offenses that are not listed, but nonetheless warrant disciplinary action. Administration reserves the right to assign a level offense to an unlisted infraction, or elevate the level of an offense, dependent upon its severity and/or repeated occurrences.

#### **EXAMPLES OF LEVEL I OFFENSES**

- Bullying/Harassment including Cyber bullying and/or Harassment in the Virtual Classroom
- Bring Your Own Device (BYOD) violation [confiscation of device/loss of privileges at the discretion of administration]
- Cell Phone Violation – as determined by the administration
- Cheating/Assisting in Cheating, including the inappropriate use of Artificial Intelligence -teachers have the option of assigning zeros in addition to the assigned detention
- Disruptive Behaviors/Classroom Disruption
- Driving to vo-tech without permission and/or missing vo-tech bus
- Dress Code Violation
- Failure to Register Vehicle in the Main Office
- Failure to Return Required Forms
- Food, Drink, and/or Littering in Class, Hall or on School Bus
- Horseplay/Unsafe Behavior
- Leaving Classroom Without Permission/Cutting Class
- Lying to a Teacher or Administrator
- Parking in Unauthorized Area
- Public Display of Affection
- Reasonable Suspicion of Use of Tobacco or Tobacco Products on School Property
- Sleeping in Class
- Writing on Body/Clothing
- Three (3) Unexcused Tardies to school, class, Vo-tech, co-op or the like, and additional tardies in increments of three (3)
- Unprepared for class
- Refusing to follow the rules of a Virtual Learning Classroom
- In a Virtual Setting, unmuting yourself when your teacher has placed you on mute
- Disturbing the virtual Learning Environment



### **DISCIPLINARY ACTION FOR LEVEL I OFFENSES**

Each violation of a Level I Offense will require a Level I detention (see detention, pg. 17). Failure to serve a Level I detention will result in an automatic Level II detention.

### **EXAMPLES OF LEVEL II OFFENSES**

- Bullying/Harassment including Cyber bullying and/or Harassment in the Virtual Classroom
- Bring Your Own Device (BYOD) violation [confiscation of device/loss of privileges at the discretion of administration]
- Cell Phone Violation – as determined by the administration
- Cheating/Assisting in Cheating, including the inappropriate use of Artificial Intelligence -teachers have the option of assigning zeros in addition to the assigned detention
- Continued Class Disruption
- Cutting Class
- Failure to serve a Level I Detention
- Forging or submitting a forged note
- Insubordination
- Outstanding fines (e.g. overdue library books)
- Multiple Level I Offenses
- Offensive/Foul Language/Gestures
- Possession/Use/Distribution of Sexually Explicit/Suggestive Material Including Clothing
- Threatening/Aggressive Behavior
- Unsafe Driving Practices - On School Property or to/from school
- Continued refusal to follow the rules of a Virtual Learning Classroom
- Continued disruption of the Virtual Learning Environment
- Recording your teacher and/or classmates in a Virtual Class Setting
- Violation of Dress Code - See Student Dress Policy

### **DISCIPLINARY ACTION FOR LEVEL II OFFENSES**

Each violation of a Level II offense will require a Level II detention (see detention, pg. 17). Failure to serve a Level II detention will result in suspension for 1-3 days (see *Suspension*).

### **EXAMPLES OF LEVEL III OFFENSES**

- Bullying/Harassment
- Bring Your Own Device (BYOD) violation [confiscation of device/loss of privileges at the discretion of administration]
- Cell Phone Violation (Repeated) – as determined by the administration
- Cheating/Assisting in Cheating, including the inappropriate use of Artificial Intelligence -teachers have the option of assigning zeros in addition to the assigned detention
- Defacing or Damaging School or Personal Property
- Distribution/Possession/Use of Tobacco Products or Look-a-Like Products (e.g. E-Vaporizers) on School Property, on a School Bus, or at a School Sponsored Activity (may result in a referral to the magistrate)
- Disorderly Conduct (may result in fines plus court costs)
- Dress Code Violation
- Failure to Report Information Pertaining to the Safety of Students, Staff, or School Community
- Failure to Serve a Level II Detention
- Fighting (may result in fines plus court costs)
- Inappropriate Conduct at After School/Extracurricular Activities (may result in being banned from future after school/extracurricular activities)
- Leaving School Building or School Property without Permission
- Multiple Level II Offenses
- Offensive/Foul Language/Gestures Directed Toward Another Person
- Possession/Consumption/Distribution of Prescription or Over the Counter Medications or any Substance that contains Prescription or Over the Counter Medications
- Possession of a Lighter, Matches, or Similar Devices
- Selling Items without Administrative Approval
- Tampering with Food
- Theft/Stealing or possession of another person's belongings
- Throwing Food
- Use/possession of performance-enhancing/muscle building *over-the-counter supplements*
- Violation of Acceptable Internet Use/Computer Use Policy
- Violation of Dress Code—See Student Dress Policy

Note: Students violating the smoking policy will be automatically referred to the district magistrate. The magistrate may also require the student to attend a mandatory smoking clinic at the student's expense. Before a student is re-admitted for any suspension, a mandatory post-suspension meeting between the parent/guardian and administration will be held.

### **DISCIPLINARY ACTION FOR LEVEL III OFFENSES**

Each violation of a Level III Offense will require a suspension of one (1) or more school days. Suspension days will be assigned by administration and may be in-school or out-of-school depending on the infraction. (See Level III Offense In-School Suspension and Out-Of-School Suspension, page 22).

### **EXAMPLES OF LEVEL IV OFFENSES**

- Assault
- Extortion
- False Alarms
- Possession/Consumption/Distribution of a Controlled Substance
- Possession/Consumption/Distribution of Alcohol
- Possession/Use/Distribution of Drug Paraphernalia
- Possession/Consumption/Distribution of a Look-a-Like Substance
- Possession/Use/Distribution of Weapons or Explosives
- Repeated Level III Offenses
- Sexual Abuse/Sexual Harassment
- Sexual Intercourse or Sexual Activity in School, on a School Bus, or at a School Sponsored Activity
- Terroristic Threats
- Being under the Influence of a Controlled Substance
- Use/possession of anabolic steroids/HGH
- Vandalism/Destruction of School or Personal Property
- Violation of Board Policy
- Violation of Dress Code-See Student Dress Policy
- Violation of Local/State/Federal Law/Pennsylvania Penal Codes

### **DISCIPLINARY ACTION FOR LEVEL IV OFFENSES**

Each violation of a Level IV Offense will require a mandatory three (3) day suspension from school *at a minimum* and possible referral to the Superintendent and Board of Education for expulsion; therefore, the disciplinary action for a Level IV Offense will involve the Superintendent and may range from suspension to expulsion. (See Level IV Offense, page 22).

### **REFERRAL TO SUPERINTENDENT**

The building Principal or Principal of Student Management will refer students, when necessary, to the Superintendent for any suspension in excess of ten (10) days and/or a possible expulsion hearing before the Board of Education.

### **DISCIPLINE INVOLVING LAW ENFORCEMENT OFFICIALS**

It is the policy of the Lackawanna Trail School District to maintain a reasonable and cooperative relationship between the School District and law enforcement agencies. Officers of the law may be summoned to conduct an investigation of alleged criminal conduct on/near school premises, during a school-sponsored activity, or when necessary to maintain the educational environment. They may also be summoned for maintaining or restoring order when the presence of such officers is necessary to prevent actual or threatened injury to persons or property. Administrators have the responsibility and authority to determine when the assistance of law enforcement is necessary within their respective jurisdictions. In such instances, the School District's administrators shall, at all times, be responsible to protect and guarantee the rights of students.

### **SCHOOL RESOURCE OFFICER (SRO)/JUVENILE PROBATION OFFICER**

Lackawanna Trail Jr. Sr. High School works in conjunction with a School Resource Officer (SRO) from the Dalton Police Borough for the safety, security, and protection of students, faculty, staff, and administration. The SRO is a full-time law enforcement officer with full arrest powers. The school also collaborates with juvenile probation officers from Lackawanna and Wyoming counties in situations pertaining to students who require that resource.

### **SPECIFIC VIOLATIONS OF SCHOOL POLICY**

**ANABOLIC STEROIDS/HGH/PERFORMANCE ENHANCING/MUSCLE BUILDING SUPPLEMENTS** Use and/or possession of anabolic steroids, HGH, and any and all muscle building supplements -including over-the-counter dietary supplements - are prohibited on school property or while in attendance of any school-sponsored event unless the medication is prescribed by a licensed physician and a prescription is on file with the high school nurse's office. A violation of this policy will result in a Level III offense at minimum and may be subject to expulsion (Level IV).

### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not appropriate school behavior and may result in disciplinary action.

**SEXUAL/UNLAWFUL HARASSMENT**

The policy of the Lackawanna Trail School District is to maintain a learning and working environment that is free from sexual/unlawful harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communication of a sexual/unlawful nature. It shall also be a violation of this policy for students to harass other students and/or staff through conduct or communication of a sexual/unlawful nature.

Any reported cases of sexual/unlawful harassment shall be investigated under the guidelines of Policy #248, with the building principal being the first contact person.

Off campus speech which is unlawful may be investigated by school officials in conjunction with local law enforcement and may be subject to school disciplinary action and/or formal civil or criminal complaints.

**TOBACCO/SMOKING**

For purposes of this policy, “smoking” shall include all uses and/or possession of tobacco and tobacco products, including cigars, cigarettes, pipe tobacco, e-vaporizers, electronic cigarettes, smokeless tobacco, tobacco pouches, or any other nicotine product including look-a-like products.

In order to prevent students and staff from an environment that may be harmful to them, and because the School Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the School Board prohibits the possession of tobacco products and smoking, as defined above, by students in the school building; on school grounds; on school buses; and in any classroom, hallway, or instructional area. Possession, distribution, and consumption of such products is strictly prohibited and will result in a mandatory level III disciplinary consequence. Confiscated tobacco products **will not** be returned to the student or a parent/guardian.

The above will also apply to visitors in school buildings when buildings are in use for public assemblies, parent-teacher conferences, PTA meetings, adult education classes. This includes the auditorium, gymnasiums, and/or other rooms in use for student presentations, athletics, etc.

Violation of this policy is punishable by a civil fine of not more than \$50.00 plus court costs and is a Level III violation of the discipline guidelines. State law requires mandatory referral to the magistrate when a student is caught smoking. Repeat offenses may result in increased disciplinary consequences and fines.

**SECTION III**

**ACADEMICS**

**CLASS STANDING**

To be eligible to be listed as a sophomore, a student must earn a minimum of five and one-third (5 1/3) credits. To be eligible to be listed as a junior, a student must have earned a minimum of eleven and two-thirds (11 2/3) credits. To be eligible to be listed as a senior, a student must schedule the proper subjects to graduate at the end of the senior year.

**GRADING SYSTEM**

A numerical grading system is used at the High School. The specific earned percentage will be reported to parents and students on the report card. The scale is:

93-100	Superior	A
85-92	Above Average	B
77-84	Average	C
70-76	Below Average	D
Below 70	Failure	F

A weighted grade may be calculated as being greater than 100% for GPA. Courses are weighted for all Honors and AP courses. Weighted grades are utilized in the calculation of Grade Point Average and Class Rank only. (Specific information on weighted grades can be found in the course description guide.)

**GRADUATION - ACADEMIC HONORS**

Top-ranked seniors in each department will be honored during graduation. The High School Principal will nominate up to three seniors to speak at graduation. Students with a four-year cumulative average of 95% or higher will receive a gold honors cord with their graduation package. The student’s QPA is not rounded up for this purpose.

## **GRADUATION - REQUIREMENTS**

Lackawanna Trail students are strongly encouraged to complete more than the State (PDE) minimum standard credit requirement to graduate. Students should complete a minimum of 26.58 credits, which includes:

1. Four (4) units of English (including one unit at each grade level)
2. Four (4) units of Mathematics
3. Three (3) units of Social Studies (2 units American History and 1 unit of World History)
4. Four (4) units of Science
5. One and one-third (1 1/3) units of Physical Education with one-third (1/3) attempted each school year.
6. One (1) unit of Health
7. One-quarter (1/4) unit of Consumer Science
8. One (1) unit of Computer Science
9. One (1) unit of Fine Art
10. Seven (7) electives to complete the required number of units indicated above.
11. Graduation requirement – Satisfactory completion of Act 158 (2018); effective 2021-22 school year and beyond
12. State credit standards may be used in place of District credit requirements to determine graduation eligibility at the discretion of the building principal.

## **HOMEWORK GUIDELINES**

Teachers are encouraged to assign a reasonable amount of homework in each subject area each day. Homework should be primarily assigned to reinforce concepts, provide practice, and/or work/read ahead. The amount and form/style will vary in relation to teacher and content area. Homework should be designed to cover curricular content and academic standards.

The following characteristics are the staff's expectations for quality student work—the work is the student's own, it is neat, accurate, organized and complete, it is submitted on time, and the work maximizes potential.

## **HOMEWORK ONLINE**

High School faculty use Google Classroom to provide students and parents access to class assignments, notes, and study materials. Students receive log-in information directly from their teachers. Parents may also request access to Google Classrooms as a Guardian by contacting the teacher directly. Please note that not all information available on Classroom is available to Guardian accounts. MMS Parent Portal is still used to report current academic standing (i.e. grades in progress).

## **HONOR ROLL**

Honor roll will be issued at the conclusion of each marking period. The following guidelines apply:

- Students must have an 87 or higher average with no grade at or below a 76.
- Students may not have an incomplete in any subject. Incompletes must be made up within 2 weeks of the end of the marking period.
- Students will be awarded High Honors if they have a 93 or higher average in major subjects and meet additional guidelines, including no incomplete course grades.

*Note:* Students qualifying for Honors recognition must have an overall GPA of 87 or higher with no failing or incomplete grades. Honors recognition selection will be based on 1st, 2nd and 3rd marking period grades.

If a parent does not wish to have their child's name published as part of the Honor Roll, a written request should be submitted to the main office at the beginning of the school year. A new request is required each year.

## **MID-TERMS/ FINAL EXAMS/ REPORT CARDS**

Students will receive a report card each quarter. Major courses that run the entire year will be graded at 25% per quarter for a total of 100%. Mid-terms and final exams will be calculated as part of the marking period average unless otherwise communicated by the teacher's syllabus and approved by the department chairperson and administration. Teachers may determine the level of comprehensiveness tested on the midterm and final exams. The course grade distribution is as follows:

### Grade Distribution

- Quarter 1: 25%
- Quarter 2 25%
- Quarter 3: 25%
- Quarter 4: 25%

**Note:** Courses may include a mid-term. All courses will have a final exam or final project. Teachers may determine the level of comprehensiveness for mid-term and final exams.

## **NATIONAL HONOR SOCIETY MEMBERSHIP SELECTION**

National Honor Society (10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>) and National Junior Honor Society (8<sup>th</sup>, 9<sup>th</sup>) memberships will be determined for students in 8<sup>th</sup> grade or higher based on the academic criteria set forth by the Lackawanna Trail Chapter of the National Honor Society and LTHS National Junior Honor Society. A five-person faculty committee will then review each candidate's written qualifications in the other areas of NHS/NJHS: service, leadership and character.

GPA eligible students will be invited to apply for NHS/NJHS membership by a letter handed out in school. After a stated time period, written qualification essays will be collected and reviewed. It is the student's personal responsibility to return completed paperwork to the NHS/NJHS advisor on or before the deadline. Late or incomplete applications will not be considered. Fact sheets must be signed by a parent/guardian.

Students who meet all the NHS/NJHS qualifications will be notified and invited by letter to the formal induction programs to be held in May each year. Students who need to work on increasing their service, leadership, or character requirements will be given a letter encouraging them to work on those particular areas and apply again the following year.

After a student is inducted, they must continue to meet NHS requirements; failure to do so may result in probation or dismissal. Membership in the National Junior Honor Society does not entitle the student to membership in the National Honor Society.

## **ONLINE LEARNING PLATFORM (GOOGLE CLASSROOM)**

The Lackawanna Trail Junior-Senior High School utilizes the web-based platform, Google Classroom, for online learning. Teachers use this platform to communicate course expectations and announcements, deliver instruction, collect and return student work, assess and communicate students' progress, and provide academic resources and support. Parents may request Guardian access to their student's Google Classrooms. To do so, please contact the individual teacher and provide them with your email address.

## **PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)**

Positive Behavior Interventions and Supports (PBIS) is a proactive, multi-tiered approach to discipline that promotes appropriate student behavior and increased learning.

The purpose of our PBIS Program is to teach and model expected behavior in an effort to improve the social, emotional, behavioral, and academic outcomes for all of our students. Classroom teachers will use the PBIS model to teach and reinforce appropriate behavior and expectations in the classroom. It is also manifest in the LTHS disciplinary guidelines.

## **Virtual Learning**

The Lackawanna Trail School District will no longer support full-time virtual synchronous learning for students beginning with the 2022-23 school year. Virtual instruction may still be used for weather-related closures, temporary medical leaves approved through the building principal, and/or for students with specially designed accommodations during periods highly infectious transmissibility.

# **SECTION IV**

## **EXTRACURRICULAR ACTIVITIES**

The administration encourages all students to join a sport, club, and/or activity. Students participating in extracurricular activities must comply with all rules and regulations provided by the coach/advisor and the school. Academic eligibility and attendance guidelines apply to ALL extracurricular activities (e.g. athletics, marching band, jazz band, spring musical, ski club, non-curricular trips, etc.).

## **LTHS ATTENDANCE ELIGIBILITY GUIDELINES**

1. Conform and abide by all applicable Lackawanna Trail School District attendance policies and procedures for the day of any absence which coincides with a game or performance, late arrival (aka: tardy), or early dismissal.
2. The student must be in school for at least half of a day in order to participate in extracurricular activities; students absent from school, or students who come in after the beginning of the fifth period on the day of an event (practice, game, play, concert, after-school activity, etc.), OR on the day preceding a weekend event are not eligible to participate.

*Ex. The student is absent from school but wants to come to practice, watch, or participate: this is not permissible.*

**Note:** Excuses from a medical professional or an excused absence (ex. field trip) must be approved by administration prior to participating in an extracurricular activity.

## **LTHS ATHLETICS/EXTRACURRICULAR ACADEMIC ELIGIBILITY GUIDELINES**

1. Eligibility will be cumulative from the beginning to the end of each quarter and will be reported to coaches and advisers on a weekly basis.
2. A student must be passing at least four full-credit subjects while not failing more than one (1) subject at all times in order to be considered academically eligible. Transfer students will be evaluated based on their last school's records.
3. When a student is ineligible at the end of a quarter, the student will be ineligible for at least fifteen (15) school days of the next quarter beginning when the report cards are issued. When a student becomes ineligible during the quarter, said student's eligibility will be determined on a week-to-week basis. Students deemed ineligible at the end of a week shall be ineligible from the immediately following Sunday through the next Saturday.
4. At the end of the school year, the student's final credits for the school year, not for the final quarter, will determine eligibility for the next school year. Students who attend summer school and correct their deficiencies will be eligible for the start of the next school year.

## **ADDITIONAL P.I.A.A. REGULATIONS FOR ATHLETICS ONLY**

1. Conform and abide by all applicable P.I.A.A. rules and regulations.
2. According to the P.I.A.A. rules, each student is required to have a physical prior to the start of each athletic season.

## **FIELD TRIPS**

Field trips are an important adjunct to classroom instruction; they are planned by teachers. The field trip is an extension of the classroom and all behavior will be judged in this light. Teachers may set additional academic or behavioral requirements for field trips. Furthermore, students who have been truant from school (e.g. received certified mail for three (3) or more unexcused absences, have an attendance percentage less than 90%, have been scheduled for a magistrate hearing), are identified by their classroom teachers as deficient in academic standing or school discipline, may not be allowed to participate in field trips.

Students are required to return permission slips, signed by a parent/guardian, to the teacher prior to any trip. Students who fail to do this will not be allowed to participate. Students should understand that they may be searched prior to any trip.

## **STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES**

In the interest of appropriately representing Lackawanna Trail, and practicing good character, students are required to conduct themselves appropriately at after-school and extracurricular activities. Any student behaving inappropriately during an extracurricular activity/game, on or off campus, will be subject to disciplinary action. Additionally, administration reserves the right to restrict attendance and/or participation in extracurricular activities and events. See discipline policy for additional information and guidelines.

## **STUDENT COUNCIL**

The Student Council exists to develop attitudes and practices of good citizenship, promote a positive and productive relationship between the students and the staff, and provide a forum for student-led initiatives and activities. Student Council members also help maintain the general welfare of the school and provide opportunities for 7-12 students not offered as a part of their class activities.

The Student Council membership is open to students in grades 7 through 12. Students desiring to be an officer of the Student Council must be in grades 10-12. Candidates for officer positions must petition their classmates and LT faculty before being placed on an election ballot. The Student Council membership votes annually on the elected officer positions.

## **SECTION V**

### **GUIDANCE & STUDENT RECORDS**

#### **CHANGE OF ADDRESS**

If you move to another address in our district, change telephone numbers, and/or e-mail address, please report the change in writing to the High School Main Office. If you move to another address outside of our district, you are required to transfer to the appropriate school district within five days of your move.

## **INDEPENDENT STUDY**

The following circumstances may qualify a senior high student for independent study:

- A desire for enrichment;
- Curriculum areas or courses not currently offered;
- Scheduling difficulties;

To qualify for taking a course as an independent study, a student must:

- Request permission from the guidance office;
- Receive approval from the teacher, guidance counselor and principal;
- Agree to requirements established by the teacher;

**Note:** Final approval will be at the discretion of administration.

Credit for all independent study coursework will be granted upon completion of the course requirements if the course is completed prior to the end of the school year. To be included in the student's GPA, a course must be available to all students as a part of the LT Course Description Guide and the student must declare their intent (i.e. enrichment or factored into GPA) when registering for the course. A student cannot reverse their decision once their determination has been made.

## **PROGRESS REPORTS / PARENT CONFERENCES**

The purpose of the progress report is to keep the parent informed of the student's progress. Progress reports will be sent on an *as needed* basis as current academic standing is available using the MMS Focus Parent Portal. Check the current school calendar or school website for dates of evening Parent Conferences, which are normally scheduled at the conclusion of the first and second marking periods. Additionally, parents may contact classroom teachers directly to receive more detailed information on the progress of their child.

## **JUNIOR HIGH ACADEMIC REGULATIONS**

- A student shall have a minimum course load of five (5) units of credit per year plus required minor subjects, for example, physical education. Only major subjects that meet every day will meet the requirements toward five (5) credits for the entire year.
- Any major subject that is failed must either be taken in an approved summer school or repeated the next school year.
- For eighth grade students, all major subjects must be satisfactorily completed before promotion to the next grade level.
- Any student failing two (2) or more major subjects will be retained.

## **HONORS COURSE CRITERIA (GRADE 7)**

Students in seventh grade are required to meet all the criteria listed below to be eligible for Honors Courses during the scheduling period (typically May of the 6<sup>th</sup> grade year).

### **Honors Algebra IA:**

1. 93% average or better in math (grade 6)
2. Advanced score on the 5th grade PSSA Test
3. PVAAS projection commensurate with honors performance
4. Teacher Recommendation

### **Honors Language Arts, Honors Life Science, & Honors Civics and Government:**

1. 93% average in respective subjects
2. PVAAS projection commensurate with honors performance
3. Teacher Recommendation

**Note:** *THERE WILL BE NO PARENT WAIVERS FOR ANY STUDENT IN ANY GRADE*

## **SENIOR HIGH ACADEMIC REGULATIONS**

- A student shall have a minimum course load of six (6) credits per year plus required minor subjects, such as physical education. Only major subjects that meet every day will meet the requirements toward six (6) credits for the entire year.
- A number of courses have prerequisites or recommendations listed in the course selection guide. These prerequisites or recommendations are designed to improve students' chances for success.
- If a course is repeated to obtain a higher grade, although that course had not been failed, the student cannot count both courses for credit. However, the higher of the two grades will count in the cumulative average in determining class rank.

For specific information on credits and courses please refer to the Senior High Course Description Guide and/or contact the High School Guidance Office.

## **PSSA & KEYSTONE TESTING**

Students will be required to take the writing, reading, math and science PSSA/Keystone exams at various grade levels. After receiving the results of the exams, students who do not score at the proficient or advanced level will be required to complete remedial work before they are allowed to retake the test. Alternate pathways for graduation may be assigned only after a student has attempted the Keystone Exam at least one time.

## **SCHEDULE CHANGES**

Course selections are serious choices which are thoughtfully made by students after careful consultations with parents, teachers, and counselors. Prior successes, failures, individual interests, aptitudes, and future college and career plans should be taken into consideration when a student plans a course of study.

Changes are often requested because of a student's preference for a certain teacher, desire for a reduction of course load, academic difficulties, outside employment, the desire to be placed with friends and/or change of mind as to personal preference for course content. These considerations should be weighed prior to the start of school. Course selections and subsequent changes should only be made for academic purposes and will only be honored prior to the completion of the first week of school.

It is important that requests are not made for insignificant reasons. If you feel that you have a valid request as previously outlined, the request must be made in writing and signed by a parent/guardian. Administration and the guidance department will review the request after consultation with the parents/guardian and student.

## **Consequently, the only changes that will be considered are those that meet the following criteria:**

- The request is submitted because of the student's wish to add a subject or to select a more demanding elective.
- A change in a student's educational or career plan requires a change of elective for admission to a particular program.
- A student is in need of meeting credit requirements for graduation.
- The teacher, guidance counselor, and/or administration determine that the student is placed in an inappropriate class.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Team is an important component of the Student Assistance Program (SAP/TRUST) here at Lackawanna Trail Jr. Sr. High School. Team members include teachers, staff, administrators, and a community agency specialist - all of whom have been trained to help identify and refer *at-risk* students for appropriate in-school or community services. The team meets weekly in the Guidance Office where the behaviors of *at-risk* students are evaluated. A network system of school, home, and community agencies may then be initiated in order to encourage the student and/or their family to address the problem and to benefit from non-disciplinary assistance.

*At-risk* concerns are not limited to drug/alcohol issues. Any mental or social health matter that interferes with a student's school performance or well-being may be referred to the team.

For additional information on the SAP team or information on how to make a referral, please use the SAP link found at [www.ltsd.org](http://www.ltsd.org). You may also contact the Principal's Office or Guidance Department Office.

## **STUDENT INFORMATION SYSTEM (MMS)**

The Lackawanna Trail Jr. Sr. High School utilizes a data management program called Modular Management for Schools (MMS) to track student demographics, attendance, discipline, and grades. It is our hope that the MMS system can provide quality feedback for you on your child's progress. Below are the steps parents/guardians need to take to access grades on MMS.

### **To begin, select the MMS Link on the High School webpage:**

1. On the parent sign on screen, click to create a new account.
  - a. You will only be able to create an account if you have provided the High School with an e-mail address.
2. The screen will ask for the First and Last Name of the Primary Parent/Guardian, as well as their student's ID number which is the five (5) digit number on student schedule.
3. Create a personal username and submit.
  - a. A temporary password will be sent to the email account provided.
1. Click to return to the log-in screen and enter the user name created and the temporary password. a. After this step, the system will prompt you to change your password.
2. In MMS, a screen will show your child's name. Click on it to view course grades. You may select individual courses from this screen which will provide further information.



Although your child's schedule and current grade will be visible at this point, be mindful that your child's teacher can take up to seven days to grade and upload the grade into the MMS system. Daily assessments and minor projects with a weight of less than 10% of the quarterly grade will be reflected at the end of the marking period.

If you have problems accessing and/or using the MMS system, we ask for you to call the High School Main Office number at 570.945.5181 between 2:35 p.m. and 3:30 p.m. Any contacts outside of this time will be addressed during the time window outlined. If you need feedback on an assessment, you can always call or email your child's teacher. Our hope is that the MMS system will be an effective tool for better communication between school and home, though it is not the only tool for communicating with the district and/or classroom teachers.

### **HOMEBOUND INSTRUCTION**

Homebound instruction is the temporary excusal from participation in the regular school day for urgent medical reasons related to illness. During this temporary excusal, the district will provide programs and services to persons of school age who cannot attend school during the term of the illness. Regulations require that the term "urgent reasons" be strictly interpreted not to permit irregular attendance at school. Please review the homebound packet or School Board Policy #117 for more specific information, requirements, and guidelines.

### **SUMMER SCHOOL**

To be eligible to attend summer school or summer gym at Lackawanna Trail Jr. Sr. High School for credit, a student must have attained a grade of 60% or higher in the course during the school year. If the grade is below 60%, the student must repeat the course the following year. The summer make-up course must be taken at an acceptable public or private summer school. Summer tutoring or taking correspondence courses are not permitted.

### **TRANSFER STUDENTS**

Transfer students will be required to meet the Lackawanna Trail School District graduation requirements. The school guidance counselor will be responsible for certifying the student's academic status. Transfer students who fail to meet the Lackawanna Trail School District's graduation requirements, because of course failures or incompletes, will not be eligible for graduation. Should course failures or registration changes cause a student to fall short of an agreed-upon program of study (agreed upon by the counselor, student, and parent/guardian), graduation will not be permitted until the deficiency is rectified. Proof of immunization must be provided to the school nurse before a transfer student may begin classes, as well as all applicable school records.

### **WITHDRAWAL**

When a student moves from the district, they should report to the Guidance Office at least one (1) day or more in advance of the last day of attendance with a note from their parents/guardians. Parents/Guardians are required to fill out all necessary paperwork for the withdrawal and students are responsible for all student obligations. Leaving school without formally withdrawing will result in truancy proceedings. Transcripts will not be sent if the student leaves school without fulfilling all obligations.

Students discontinuing their education due to employment or age must visit the guidance office and complete the Student Withdrawal Form, which includes a parental/guardian signature.

**Note:** Additional meetings with administration may be required.

### **VOCATIONAL, CAREER, AND TECHNICAL EDUCATION**

Students are responsible for attending all Vo-Tech classes and all classes at Lackawanna Trail. When classes are not in session at Vo-Tech, but are in session at Trail, the student is responsible to attend their classes at Trail.

Afternoon Vo-Tech students may leave early if Vo-Tech is not in session. The student must provide their own transportation home. Morning Vo-Tech students may arrive late to Lackawanna Trail if Vo-Tech is not in session.

Both morning and afternoon Vo-Tech students must report to the Main Office when arriving late or leaving early from the High School.

A signed note from a parent/guardian must be provided by the student if they arrives late or goes home early on those occasions that Vo-Tech is not in session, but Trail is in session. Students are required to ride School District transportation to and from Vo-tech as per Board Policy.

Students who have been issued a three (3) day letter for truancy, have a magistrate hearing scheduled, or have been found guilty of truancy, will be required to be in attendance at LTHS on days that they do not have Vo-tech.

To be eligible, and maintain eligibility, to attend a Vocational center, Lackawanna Trail students must demonstrate satisfactory attendance at Lackawanna Trail (i.e. truant students are not eligible), maintain academic eligibility at Lackawanna Trail and the Vo-tech center, and not subject themselves to repeated Level III offenses or greater. Irregular attendance, repeated academic ineligibility, and/or student discipline issues may jeopardize the student's ability to attend or remain in a Vo-tech program. Administration shall be responsible for communicating concerns and making recommendations for a student's continued participation at the Vo-tech centers.

Students who attend Vo-tech must adhere to the policies set forth by each Career and Technology Center regarding attendance, grading, discipline, etc. Failure to abide by these rules will result in removal from the Vo-tech program.

## **SECTION VI**

### **SCHOOL DISTRICT FORMS**

#### **List of District Forms**

- Access to student information by military or college recruiters
- Notice to obtain written parental consent for military or college recruiters
- FERPA: Annual notice of student education record privacy
- FERPA: Annual notice for disclosure of school directory information
- Protection of Pupil Rights Amendment. (PPRA) annual notice to parents
- Protection of Pupil Rights Amendment. (PPRA) scheduled activities and surveys
- Notice of Educational Services for Homeless Children and Youth
- Electronic Information Networks individual user access informed consent
- Lackawanna Trail School District Home Language Survey (new students only)
- Student handbook acknowledgment form

**All forms are mailed home prior to school in the summer mailing packets.**

If you did not receive a copy of these forms, please contact the Lackawanna Trail High School Main Office at 570-945-5181.

#### **CHAPTER 12. STUDENTS AND STUDENT SERVICES**

##### **Student rights and responsibilities Sec. 12**

- 12.1. Free education and attendance
- 12.2. Student responsibilities
- 12.3. School rules
- 12.4. Discrimination
- 12.5. Corporal punishment
- 12.6. Exclusions from school
- 12.7. Exclusion from classes — in-school suspension
- 12.8. Hearings
- 12.9. Freedom of expression
- 12.10. Flag Salute and the Pledge of Allegiance
- 12.11. Hair and dress
- 12.12. Confidential communications
- 12.13. [Reserved]
- 12.14. Searches
- 12.15. [Reserved]
- 12.16. Definitions

**STUDENT RECORDS** 12.31. General requirements  
12.32. Elements of the plan  
12.33. [Reserved]

**SERVICES TO STUDENTS** 12.41. Student services  
12.42. Student assistance program

#### **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 8 and 17 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 17 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). The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

**§ 12.2. Student responsibilities.**

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.

- (a) 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.
- (b) Students should express their ideas and opinions in a respectful manner.
- (c) 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.

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  - (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 17 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.

(1) 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). 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 with 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, the 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.
  - (i) 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 non-staff 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. 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.

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 ensure the health or safety of the student.

(a) 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.

**§ 12.13. [Reserved].**

**§ 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.

**§ 12.15. [Reserved].**

**§ 12.16. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise: *Corporal punishment*—A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

*Governing board*—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

*Pre-kindergarten*—A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

*School entity*—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

*Student assistance program*—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

*Student services*—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14- 1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

**STUDENT RECORDS**

**§ 12.31. General requirements.**

(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records.

(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.

(c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

**NOTICE**

**TO PARENTS OF CHILDREN WHO RESIDE IN  
LACKAWANNA TRAIL SCHOOL DISTRICT**

In compliance with state and federal law, notice is hereby given by the Lackawanna Trail School District that ongoing Child Find activities are conducted as part of the school programs for the purpose of identifying students who may be in need of special education and related services (*eligible students*). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- |                            |                                  |                                  |
|----------------------------|----------------------------------|----------------------------------|
| 1. Autism                  | 8. Other Health Impairment       |                                  |
| 2. Deafness                | 9. Serious Emotional Disturbance |                                  |
| 3. Deaf-blindness          | 10. Specific Learning Disability |                                  |
| 4. Hearing Impairment      | 11. Speech/Language Impairment   |                                  |
| 5. Intellectual Disability | 12. Traumatic Brain Injury       |                                  |
| 6.                         | Multiple Disabilities            | 13. Visual Impairment, Including |
| 7. Orthopedic Impairment   | 14. Blindness                    |                                  |

If you believe that your school-age child may be in need of special education services and related programs, or your child (age 3 to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and their eligibility are available to you at no cost, upon written request.

You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to:

Director Special Education  
Lackawanna Trail School District  
PO Box 85, Factoryville, Pa 18419  
(570) 945-5184

In compliance with state and federal law, the School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, 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 a protected student with a handicap, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for protected students with a handicap are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children provision of services, evaluation and screening (including purpose, time and location), and the right to due process procedures, you may contact, in writing the person listed above or any building principal.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

**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).<sup>1</sup> 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:**

- 1) "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- 2) Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- 3) Living in emergency or transitional shelters.
- 4) Living in a public or private place not designed for humans to live.
- 5) Migratory children living in above circumstances
- 6) Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- 7) 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:**

- 1) Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students).
- 2) Provide school supplies and other school related materials as needed.
- 3) Advocate for and support students and families through school and home visits.
- 4) Set clear expectations for student behavior, attendance and academic performance.
- 5) Assist students/families access with community services.
- 6) Assist students/families with access to tutoring, special education, and English language learner resources.
- 7) 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 Amie Talarico - Homeless Liaison at 570-945-5184.**



**LACKAWANNA TRAIL SCHOOL DISTRICT - CONTACT INFORMATION**

MR. MATTHEW RAKAUSKAS, SUPERINTENDENT

MS. AMIE TALARICO, DIRECTOR OF SPECIAL EDUCATION

MRS. SHANNON KUCHAK, CURRICULUM & FEDERAL PROGRAMS

District Offices – 570-945-5184

**HIGH SCHOOL**

DR. MARK MURPHY, PRINCIPAL

MR. CODY OPALKA, ASSISTANT PRINCIPAL

High School Offices – 570-945-5181

**ELEMENTARY SCHOOL**

MR. BRIAN KEARNEY, PRINCIPAL

Elementary Offices – 570-945-5153

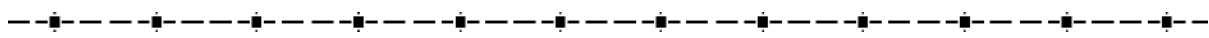
**DISTRICT-WIDE MAILING ADDRESS**

LACKAWANNA TRAIL SCHOOL DISTRICT

PO BOX 85

FACTORYVILLE, PA 18419

**DISTRICT WEBSITE: [WWW.LTSD.ORG](http://WWW.LTSD.ORG)**



**HIGH SCHOOL TELEPHONE EXTENSION LIST**

**EXT: DEPARTMENT:**

- 0 Main Office
- 1 Nurse's Office
- 2 Guidance Office
- 3 Athletic Director
- 4 Food Service Director
- 5 Kitchen
- 7 Library
- 8 Maintenance/Transportation