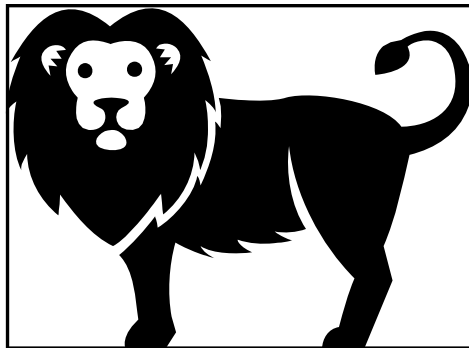


LACKAWANNA TRAIL JUNIOR/SENIOR  
HIGH SCHOOL

2009-2010 Student  
Handbook



**Handbook Highlights**

- Honors Criteria
- Discipline Guidelines
- Dress Code
- MMS-Online Grade System

**Revised August 2009**

Lackawanna Trail Junior/Senior High School  
PO Box 85  
Factoryville, Pa 18419  
570-945-5181

This handbook is the property of:

Name \_\_\_\_\_

Grade \_\_\_\_\_

## **TABLE OF CONTENTS**

ATTENDANCE POLICY	4
• MAKING UP SCHOOL WORK	5
• TARDINESS	5
DISCIPLINE POLICY	5
• DETENTION/SUSPENSION	6
• ELECTRONIC DEVICES	11
• SEARCH AND SEIZURE	11
EXTRA CURRICULAR ACTIVITIES	13
• ATHLETIC ELIGIBILITY	13
• FIELD TRIPS	14
• STUDENT CONDUCT	14
GRADING POLICIES	15
• FINAL EXAMS/REPORT CARDS	15
• GRADING SYSTEM	15
• GRADUATION REQUIREMENTS	16
GUIDANCE/STUDENT RECORDS	18
• ONLINE GRADE SYSTEM (MMS)	19
• SCHEDULE CHANGES	19
• SUMMER SCHOOL	21
• TRANSFER STUDENTS	21
HIGH SCHOOL POLICIES	22
• COMPUTER/INTERNET USE	22
• DRESS CODE	24
• WELLNESS POLICY	31
NURSE/HEALTH RECORDS	31
SCHOOL SCHEDULE	32
TRANSPORTATION	33
SCHOOL DISTRICT FORMS	36
CHAPTER 12 REGULATIONS	37
SPECIAL EDUCATION NOTICE TO PARENTS	46

## **Attendance Policy**

### **Attendance Guidelines**

It is mandatory under the Pennsylvania Compulsory Attendance Law that students attend school regularly. The administration of Lackawanna Trail is committed to **complying** with these regulations.

Lackawanna Trail Students may be excused from school for illness, visits to health professionals, court attendance, death in the family, religious holidays, impassable roads, and for a family emergency (upon administration approval). College visitations and family educational trips may also be excused, but need to be approved by the administration at least **one (1) week in advance**. If the visit/trip is approved then, the student will be responsible to request missed academic assignments during his/her absence.

Following each absence a written excuse signed by the parent, guardian, physician, or other legal entity must be submitted to the attendance secretary within three school days of the absence(s) in order to be legally documented. Each written excuse must contain the first and last name of the student, date(s) of absence, and reason for absence(s).

Failure to turn in an excuse OR failure to turn in an excuse meeting the criteria listed above will result in an unexcused absence(s).

When a student accumulates three (3) unexcused absences the administration will send an "Unlawful Unexcused Absence Letter" to his/her parent(s)/guardian which will include the dates of absences and a warning about future consequences. If an additional illegal absence should occur (four illegal total) legal action **may** be taken through our local magistrate against both the parent and student for violation of Pennsylvania's compulsory attendance laws (truancy).

Parents may write excuses for their child for fifteen (15) days of absence. **(Students are responsible for obtaining and submitting their excuses to the main office. Excuses must include parent signature.)** Thereafter, a physician's note is needed, or the absence will be considered unexcused. However, if a child has accumulated three (3) days of unexcused absences before the fifteen day parent note limit is reached then **ALL** future absences will require a doctor's note.

Students are never to leave school while it is in session without written permission from the office. Departure prior to 11:15 AM will be considered 1/2 day PM absence. Arrival after 10:30 AM will be considered 1/2 day AM absence. For students to be excused before the normal end of the school day, they must present a written request from the parent or guardian to the office at the beginning of the school day. Suspicious

notes will be verified by the office before the student will be permitted to leave. **Forged students notes will warrant a Level II detention.** Parents should sign students in/out when entering or leaving the building at times other than the normal start or dismissal times.

All students, regardless of their age, shall have excuses and school forms signed by their parents or guardian. Only those students emancipated by the court may sign their own excuses.

### **MAKING UP SCHOOL WORK**

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., 3 days to make up 3 days absent).
3. Anytime a student is absent his/her parent may contact the guidance office to obtain homework. A twenty-four hour notice is necessary in order for teachers to gather assignments.

\*Schoolwork missed for unexcused absences cannot be made up.

### **TARDINESS**

Tardiness is defined as coming to school late. If a student comes to school after 7:45 AM and prior to 10:30 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. [Periods 5/6, 6/7, 7/8, 8/9 count as one period, not two] Tardies may be accumulated for prosecution under the compulsory attendance law. Three unexcused tardies to class and/or school will result in a detention. A student who accumulates 3 or more unexcused tardies to school will require a physician's excuse for future tardies to be excused. Please see consequences in the discipline guidelines.

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 lates to school.** Students late a total of seven (7) unexcused times may have their parking permit and driving privileges revoked.

## **Discipline**

### **ANABOLIC STEROIDS/HGH**

Use and/or possession of anabolic steroids or HGH is prohibited on

school property or while in attendance of any school sponsored event unless said 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 IV offense.

### **PERFORMANCE ENHANCING/MUSCLE BUILDING SUPPLEMENTS**

The use and/or possession of over-the-counter performance enhancing supplements is prohibited on school property or while in attendance of any school sponsored event. Violation of this policy will result in a Level III offense.

### **CONDUCT IN CAFETERIA**

Simple rules of behavior, which will make the lunch period pleasant and relaxed, are:

1. Observing proper dining room standards.
2. Leaving table and surrounding area clean and orderly.
3. Putting trash in proper containers.
4. Returning trays as soon as you are finished so they can be cleaned and ready for the next lunch.
5. **Failure to abide by these guidelines may result in disciplinary action.**
6. Food fights are not allowed and may be considered as an act of Disorderly Conduct, which is a **Level III** offense. The magistrate could impose a fine of \$300 for such actions.

### **DETENTION/SUSPENSION GUIDELINES**

Students required to serve detention must abide by specific guidelines.

**Detention:** Students may complete homework, read approved materials, and study quietly. The following rules apply: no talking, no sleeping, no hats or hoods, no eating or drinking, no electronic devices (cell phones, games); students are to sit in assigned seat 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. Talking or other misbehaviors will not be tolerated and may result in the student being dismissed from the detention; thus being suspended. If a student is dismissed, they must leave the building.

Students unprepared to complete an approved assignment during detention will be issued a written assignment. Failure to comply with this expectation (or any detention rule) will result in the following: Students failing to complete assignment during Level I detention will be issued a Level II detention. Failure to complete assignment during a Level II detention will result in an out-of-school suspension (1-3 days).

**Students who arrive to their assigned detention late or leave their**

**assigned detention early will not receive credit for serving that detention, thus resulting in the next level of discipline being assigned for a future date.**

Any student involved in extra-curricular activities, (i.e. band, athletics, clubs) will not be allowed to play, practice, or participate in those events during those hours that they are scheduled for Saturday Detention, during a period of academic ineligibility, or during the period of a 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 extra-curricular activities after serving their detention time at the discretion of the coach, band director, or advisor.

If any student participating in the extra-curricular activities does not report during their detention time, further disciplinary action will be taken against the student.

**Suspension:** When a student is suspended from school he/she is expected to complete all work assigned during the duration of the suspension. Teachers will send appropriate assignments to the guidance office when notified of a suspension and parents are expected to pick the assignments up. It is our hope that during a suspension parents/guardians cooperate fully and provide appropriate punishment at home to reinforce our consequences. During the length of the suspension the student is not permitted on school (district) grounds or at school sponsored events, and may not play, practice, or participate in extra-curricular activities. **Before a student is re-admitted after a suspension, a mandatory meeting between the parent(s)/guardian(s) and the administration will be held.**

DISCIPLINE guidelines

#### **OFFENSES AND RESPONSE LEVELS GUIDELINES**

Disciplinary action will be at the discretion of the administration based on the findings of their investigation and in accordance with the discipline policy.

#### **DETENTION:**

**Level I offense - student will be assigned either a detention during the week from 3 PM until 4:30 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.**

**Level II offense** - student will be assigned either 2 Level I detentions from 3 PM until 4:30 PM or a Saturday detention from 9:00 a.m. - 12:00 p.m. Failure to serve a Level II detention will result in suspension from school (1-3 days). Please note that while serving a disciplinary consequence (like detention), school rules & policies still apply (dress code, electronic devices, etc.)

**Level III offense -OUT-OF-SCHOOL SUSPENSION:** Students will be suspended out-of-school for serious violations of school rules and/or an accumulation of offenses. A parent conference is necessary as part of the student's Due Process Rights. 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 his/her suspension. A student receiving a suspension for not attending a level II detention will not have to repeat that particular detention. When a student runs out of level one detentions, level two detentions, and suspensions, the student may be referred to the superintendent for a possible expulsion.

**Level III - IN-SCHOOL SUSPENSION:** In-school suspension will primarily be assigned to students for dress code violations. It is also used on rare occasions at the discretion of the administration as an alternative to out-of-school suspension. A parental conference is necessary when this is assigned.

**EXPULSION: Level IV Offense-**Repetition of any of the listed offenses or combination of offenses or unanticipated offenses may result in a formal expulsion hearing before the school board. A single offense depending upon its seriousness may require expulsion.

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

The offenses listed below are to be used as guidelines for behavior. The list is not all-inclusive, and the offenses are only examples of offenses a student may commit. There are times when students commit offenses that are not listed that will warrant a consequence. The 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.**

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

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

- Horseplay, Unsafe Behavior, or Running in the Halls
- Food, Drink, and/or littering in Class, Hall or on School Bus
- 3 Unexcused Tardies to School (and additional tardies in increments of three)

- Tardies to class
- Disruptive Behaviors/Classroom Disruption
- Sleeping in Class
- Reasonable Suspicion of Use of Tobacco or Tobacco Products on School Property
- Lying to a Teacher or Administrator
- Leaving Classroom Without Permission
- Writing on Body/Clothing
- Failure to Return Required Forms
- Public Display of Affection
- Failure to Register Vehicle in the Main Office
- Parking in Unauthorized Area

#### ***DISCIPLINARY ACTION***

Each violation of a Level I offense will require a level I detention (see detention pg. 7) Failure to serve a Level I detention will result in an automatic Level II detention.

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

- Insubordination
- Use of Cell Phone or Other Prohibited Electronic Devices During School Hours(see pg. 11)
- Offensive/Foul Language/Gestures
- Possession/Use/Distribution of Sexually Explicit/Suggestive Material Including Clothing
- Cheating/Assisting in Cheating-teachers have the option of assigning zeros in addition to the assigned detention
- Cutting Class
- Threatening Behavior/Aggressive Behavior
- Bullying
- Unsafe Driving Practices-On School Property or to/from school
- Multiple Level I Offenses
- Library books or fines outstanding
- Failure to serve a Level I Detention

#### ***DISCIPLINARY ACTION***

Each violation of a Level II offense will require a level II detention. Failure to serve a Level II detention will result in suspension for 1-3 days (see suspension pg. 8).

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

- Violation of Dress Code-See Student Dress Policy
- Defacing or Damaging School or Personal Property
- **Offensive/Foul Language/Gestures Directed Toward Another Person**
- Fighting (may result in fines plus court costs)

- Leaving School Building or School Property without Permission
- Distribution/Possession/Use of Tobacco Products on School Property, on a School Bus, or at a School Sponsored Activity (may result in fines plus court costs)
- Violation of Internet Use/Computer Use Policy
- Theft/Stealing
- Selling Items without Administrative Approval
- Throwing Food
- Tampering with Food
- Harassment
- Possession of a Lighter, Matches, or Similar Devices
- Disorderly Conduct (may result in fines plus court costs)
- Inappropriate Conduct at After School/Extracurricular Activities
- Failure to Report Information Pertaining to the Safety of Students, Staff, or School Community
- Possession/Consumption/Distribution of Prescription or Over the Counter Medications or any Substance that contains Prescription or Over the Counter Medications
- Use/possession of performance enhancing/muscle building over-the-counter supplements.
- Multiple Level II Offenses
- **Failure to Serve a Level II Detention**

#### ***DISCIPLINARY ACTION***

Each violation of a Level III offense will result in one to ten days (1—10 days) of suspension with possible referral to the Superintendent and/or School board for consideration for expulsion.

\* Pupils 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 student expense.

\* Before a student is re-admitted after a suspension a mandatory meeting between the parent(s)/guardian and the administration will be held.

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

- Violation of Dress Code-See Student Dress Policy
- Possession/Consumption/Distribution of a Controlled Substance
- Under the Influence of a Controlled Substance
- Possession/Consumption/Distribution of a Look-a-Like Substance
- False Alarms
- Vandalism/Destruction of School or Personal Property
- Possession/Use/Distribution of Weapons or Explosives
- Sexual Abuse/Sexual Harassment

- Sexual Intercourse or Sexual Activity in School, on a School Bus, or at a School Sponsored Activity
- Assault
- Extortion
- Terrorist Threats
- Violation of Board Policy
- Violation of Local/State/Federal Law
- Violation of Pennsylvania Penal Codes
- Repeated Level III Offenses
- Possession/Consumption/Distribution of Alcohol
- Use/possession of anabolic steroids/HGH
- **Possession/Use/Distribution of Drug Paraphernalia**

#### **DISCIPLINARY ACTION**

Each violation of a Level IV offense will require a mandatory minimum three-day suspension from school and possible referral to the Superintendent and Board of Education for consideration of expulsion; therefore the disciplinary action for a level IV offense will involve the Superintendent and may range from suspension to expulsion.

#### **REFERRAL TO SUPERINTENDENT**

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

#### **Discipline involving-LAW ENFORCEMENT OFFICIALS**

It shall be the policy of the Lackawanna Trail School District to maintain a reasonable, cooperative atmosphere between the school system and law enforcement agencies. Officers of the law may be summoned in order to conduct an investigation of alleged criminal conduct on or near the school premises, during a school-sponsored activity, or at other times as when necessary to maintain the educational environment. They may also be summoned for the purpose of 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 the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall, at all times, be responsible to protect and guarantee the rights of students.

#### **ELECTRONIC DEVICES**

Electronic devices such as mp3 players, i-pods, cell phones, digital cameras and CD players must be turned off and stored in student lockers during the school day. Use of these devices during school time is strictly prohibited and will warrant disciplinary action as de-

scribed on page 9, as well as the following:

- **First Offense-Item will be returned to student at the end of the school day.**
- **Second Offense-Item will be returned to parent at the end of the school day.**
- **Third Offense-Item will be returned to parent in one week.**
- **All subsequent offenses-Item will be returned to parent in 30 days.**

**Electronic devices may be searched upon reasonable suspicion by administration.**

#### **PUBLIC DISPLAY OF AFFECTION**

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

#### **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 exists. An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, 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 if the search is proper and reasonable.

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 board for an expulsion hearing.

#### **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.

#### **TOBACCO/SMOKING**

For purposes of this policy, 'smoking' shall mean all uses and pos-

session of tobacco and tobacco products, including cigars, cigarettes, pipe tobacco, smokeless tobacco **or any other nicotine product.**

In order to prevent students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits the possession of tobacco products and smoking by students in the school building; on school grounds; on school buses; and in any classroom, hallway or instructional area.

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

Violation of this policy in reference to smoking is punishable by a civil fine of not more than \$50.00 plus court costs and a three-day suspension. State law requires mandatory referral to the magistrate when a student is caught smoking.

### **Extra-Curricular Activities**

The administration encourages all students to join a sport, club and/or activity. Students participating in extra curricular activities must comply with all rules and regulations provided by the coach/advisor and the school. Academic eligibility and attendance guidelines for extra curricular activities include:

1. Conform and abide by all applicable P.I.A.A. rules and regulations. According to the P.I.A.A. rules, each student is required to have a physical prior to the start of each sport season.
2. Conform and abide by all applicable Lackawanna Trail School District policies and procedures.
3. The student must be in school for at least half of a day in order to participate in extra curricular activities; students absent from school, or students who come in after the beginning of fifth period on the day of the event (practice, game, play, concert, after school activity, etc.) OR on the day preceding a weekend event are not eligible to participate.

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

Excuses from a medical professional, or an excused absence (ex. field trip) must be approved by the administration prior to participating in the extra curricular activity.

### **Lackawanna Trail Athletics/Interscholastic Eligibility Guidelines**

#### **Criteria:**

1. Eligibility will be cumulative from the beginning to the end of each quarter and will be reported on a weekly basis to the Athletic Director.
2. Student must be passing at least four full-credit subjects while not failing more than 1 subject at all times. For seniors, a non-passing grade in their senior graduation project will count as a course failure for eligibility. Transfer students will be evaluated based on their last school's records.
3. When a student is ineligible at the end of a quarter, this 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, the 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.

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.

#### **FIELD TRIPS**

Field trips are a very important adjunct to classroom instruction and, as such, are planned by teachers. The field trip is an extension of the classroom, and all behavior will be judged in this light. Teachers may also set academic requirements for field trips. Students who have been excessively truant from school (received certified mail or have been scheduled for a magistrate hearing), or are identified by their classroom teachers as deficient in academic standing or discipline may not be allowed to participate in out of school field trips.

Students are required to return permission slip, signed by a parent or 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 might be searched prior to any trip. This search would include placing any possessions on a table for examination.

#### **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 will be subject to disciplinary action. **Additionally, administration can restrict attendance and/or participation at extracurricular events.**

### **STUDENT COUNCIL**

The Student Council exists to develop attitudes and practices of good citizenship, promote harmonious relations throughout the school, provide a forum for student sessions, and help maintain the general welfare of the school. The Student Council consists of elected officers plus representatives from grades 7 through 12. Students desiring to be in Student Council must petition their classmates and teachers for membership and are then interviewed by student council officers. Selection for Student Council is based on leadership, scholarship, and service.

## **Grading Policies**

### **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.

### **FINAL EXAMS/REPORT CARDS**

Students will receive a report card each quarter. Major courses that run the entire year will be graded at 20% per quarter for a total of 80%. Mid-term exams will reflect 10% of the final grade and final exams will count for 10% of the final course grade. Teachers may determine the level of comprehensiveness tested on the mid term and final exams.

It is recommended for the mid-term exam to engage students using a variety of questions (i.e.: essay, multiple choice, matching, fill in the blank). School Board policy states that mid-term exams will reflect 10% of the final grade and that final exams will count for 10% of the final course grade.

**Quarter 1: 20%**

**Quarter 2: 20%**

**Mid-term exam: 10%**

**Quarter 3: 20%**

**Quarter 4: 20%**

**Final exam: 10%**

Teachers may determine the level of comprehensiveness.

\*MMS will adjust the percentages accordingly if a mid-term & final exam is not inputted. This arrangement must be approved through your chair.

### **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 calculation of Grade Point Average and Class Rank only. Specific information on weighted grades can be found in the curriculum guide.

### **GRADUATION ACADEMIC HONORS**

Top-ranked seniors in each department will be honored during graduation. The high school Principal will nominate three seniors to speak at graduation.

### **GRADUATION REQUIREMENTS**

To be eligible to graduate, a student must complete a minimum of 26.83 credits. Students are strongly encouraged to complete more than the minimum requirement. All programs require:

- Four (4) units of English (Including one unit at each grade level)
- Four (4) units of Mathematics
- Three (3) units of Social Studies ( 2 units American History and 1 unit of World History)
- Four (4 ) units of Science
- One and one-third (1 1/3) units of Physical Education with one-third (1/3) attempted each school year.
- One (1) unit of Health
- One-quarter (1/4) unit of Driver Education
- One-quarter (1/4) unit of Consumer Science
- One (1) unit of Computer Science
- One (1) unit of Fine Art
- Seven (7) electives to complete the required number of units indi-

- cated above.
- Graduation Project-Pass/Fail

### **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—student's own work, neat, accurate, organized and complete, submitted on time, maximizing potential.

### **HONOR ROLL**

Honor roll will be issued at the conclusion of each marking period.

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

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

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

### **NATIONAL HONOR SOCIETY MEMBERSHIP SELECTION**

National Honor Society (10, 11, 12th) and National Junior Honor Society (8,9<sup>th</sup>) memberships will be determined for students in 8<sup>th</sup> grade or higher who receives a 95 or higher overall GPA after the third marking period report card. A five person faculty committee will 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 or 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 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 N.H.S. 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.

## **Guidance/Student Records**

### **CHANGE OF ADDRESS**

If you move to another address in our district or change telephone numbers, you are to report the change in writing to the guidance and attendance secretaries.

### **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
- Credit will be granted upon completion of the course requirements; and the grade will be included in GPA calculation. The course must be completed prior to the end of the year.
- Approval will be at the discretion of the administration.

### **PROGRESS REPORTS**

Progress reports will be sent on an as needed basis. Check the current school calendar or school website for dates of open houses, normally scheduled at the conclusion of the first and third marking periods. The purpose of the progress report is to keep the

parent informed of the student's progress. Parents may contact teachers to receive additional information on the progress of their child.

### **ONLINE GRADE SYSTEM (MMS)**

For the past several years, the Lackawanna Trail Junior-Senior High School has been utilizing a data management program called Modular Management for Schools (MMS) to track student attendance and grades. It is our hope that the MMS system can provide good feedback for you on your child's progress. Below are the steps parents/guardians need to take to access grades on MMS. Click on the MMS Link on the high school webpage:

1. On the parent sign on screen, click to create a new account. (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 a First Name and Last Name of the Primary Parent, as well as their student's ID number. (5 digit number on student schedule)
3. Create a personal user name and submit.
4. A temporary password will be sent to the email account provided.
5. Click to return to the log in screen and enter the user name created and the temporary password.
6. After this step, the system will prompt you to change your password.
7. In MMS, a screen will show your child's name. Click on it.

Although your child's schedule and grade to date 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 using the MMS system, we ask for you to call the high school office number at 570.945.5181 ext. 9 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.

### **PSSA TESTING**

Students will be required to take the writing, reading, math and science PSSA tests at various grade levels. Students who do not score at the proficient or advanced level during their junior year will be required to retake the test during their senior year and/or pass an alternate assessment.

### **SCHEDULE CHANGES**

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

consideration when a student plans a course of study. Due to the fact that course changes cause scheduling and staffing difficulties, schedule changes should be made prior to the completion of the first week of school and only if absolutely necessary.

Changes often are 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.

The start of the school year is a very busy time. 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 the parents. 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 and/or counselor determine that the student is placed in an inappropriate class.

#### **STUDENT ASSISTANCE TEAM**

The student assistance team is an important component of the Student Assistance Program (SAP/TRUST) here at Lackawanna Trail Junior/Senior High School. Team members include teachers, staff, administrators, and community agency specialist - all who have been trained to help identify and refer "at-risk" students for appropriate in-school or community services. We meet 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 his 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.

#### **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. **No prohibited electronic** devices may be used in study hall. Any student wishing to see a teacher during study hall must get a pass from that teacher in advance.

### **SUMMER SCHOOL**

To be eligible to attend summer 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 and taking correspondence courses are not permitted.

### **SURVEYS**

From time to time the school administers third party anonymous surveys concerning topics such as alcohol and tobacco use among teens. For more information about such surveys please contact the administration.

### **TRANSFER STUDENTS**

Transfer students will be required to meet the graduation requirements, and the counselor will certify that this effort was made. Transfer students who fail to meet the graduation requirements because of course failures 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), then graduation will not be permitted until the deficiency is rectified. Proof of immunization must be provided to the school nurse before a student may begin classes.

### **VO-TECH**

Students are responsible for attending all Vo-Tech classes and all classes at Lackawanna Trail. When classes are not in session at the 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 the Vo-Tech is not in session. The student must provide his or her own transportation home. Morning Vo-Tech students may arrive late to Lackawanna Trail if the Vo-Tech is not in session.

Both morning and afternoon Vo-Tech students must report to the office when they arrive late or leave early from the high school.

A parent note must be provided by the student if he/she arrives late

or goes home early on those occasions that Vo-Tech is not in session and Trail is in session.

Students are required to ride school district transportation to and from Vo-tech as per board policy.

#### **WITHDRAWAL**

When the student moves from the district he/she should report to the guidance counselor's office at least one (1) day or more in advance of the last day of attendance with a note from his/her parents. Parents 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. Transcripts will not be sent if the student leaves 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 parent's signature.

#### **WORK PERMITS**

Work permits are available in the guidance office. The physical must be completed by a physician.

### **High School Policies**

#### **ANNOUNCEMENTS**

All announcements must be approved by the administration.

#### **ASSEMBLIES**

At all times the student's behavior should be attentive and courteous. 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.

#### **BACKPACKS**

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); the backpack should be stored in the student's assigned locker during the school day.

#### **COMPUTER AND INTERNET USE**

Lackawanna Trail High School provides computer use 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 in this school must be in support of education and research, and consistent with the educational objectives of the Lackawanna Trail School District. In addition, a student accessing the Internet from a school site is responsible for all on-line activities that take place through the use of the school account when he/she is using it.

The following actions constitute unacceptable use of computers, the school computer network, or the internet:

- Use of impolite, abusive, or otherwise objectionable language
- Placing unlawful information on the Internet
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes
- Using the Internet for commercial purposes
- Changing or accessing any computer file that does not belong to the user
- Sending or receiving copyrighted materials without permission
- Knowingly giving one's password to others
- Using another person's password
- Using Internet access for sending or retrieving pornographic material, inappropriate text files, or files dangerous to the integrity of the network
- Circumventing security measures on school computers, networks, or remote computers
- Attempting to gain access to another's resources, programs, or data
- Vandalizing, which is any malicious attempt to harm or destroy hardware or the data of another user either on the computer or on the Internet, and includes the uploading or creation of computer viruses
- Falsifying one's identity to others while using the Internet
- Downloading of software, games or music.
- Participation in any type of group chat activity
- Use of electronic mail
- Posting entries to any personal journal, blog, or website
- Attempting to locate, access, or alter resources on the network not authorized for student use
- Playing individual or group games.
- Visiting personal information sites such as MySpace.com.
- Visiting YouTube or other personal video sites.
- Failure to follow directions of the instructor and/or administration
- The items listed above may be updated throughout the school

year by the administration.

- **Administration reserves the right to prohibit computer and internet use based upon policy violations.**
- **Bullying/cyber bullying.**
- **Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.**
- **Non-professional internet access (ex. Online shopping, travel reservations, unauthorized sites. Etc.)**
- **Unauthorized program downloads/installations.**

#### DANCE GUIDELINES

High School dances held at Lackawanna Trail are for Lackawanna Trail students who are currently enrolled in grades 7 through 12 unless otherwise stated. (ex. Prom)

Alumni are welcome to the homecoming dance with administrative approval. Guests at the semi-formal and the prom must comply with all school rules, should currently be enrolled in high school, and must be approved by the administration. If a guest is *not* currently enrolled in a high school, the building principal must give prior approval.

#### DRESS CODE

Students have the right to govern the length or style of their hair unless there is evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, applied technology classes, extra-curricular activities, or other situations where special attire is needed to insure the health or safety of the student.

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.

#### **Lackawanna Trail School District Student Dress Policy**

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 tear, or additions.

The following guidelines apply:

***Pants:*** *Solid color, clean, well-maintained pants only (may include jeans). All pants must be secured at the waist by a belt, snap, button, elastic, Velcro, zipper or the like. Cargo pants, excessively baggy or tight pants,*

*extra-wide, long or full pants, military pants (fatigues), sweat pants, wind pants are not permitted \* Elementary students may wear sweatpants on gym days only.*

**Skirts:** *Skirt length should range from the 2 inches above the knee to lengths not longer than the ankle. Skirts are permissible in solids, stripes, plaids, and patterns. (May be worn by female students only)*

**Skorts:** *All skorts must be no shorter than two (2) inches above the knee. Skorts are also permissible in solids, stripes, plaids, and patterns. (May be worn by female students only)*

**Shorts:** *All shorts must be a solid color and of a formal/dress style. Shorts must be secured at the waist by a belt, snap, button, elastic, Velcro, zipper or the like and should be no shorter than two (2) inches above the knee. Gym shorts, cargos, spandex, jean shorts or the like are not permitted.*

**Capris:** *All capris must be of a formal/dress style. (May be worn by female students only)*

**Shirts:** *A collared, button-down shirt, dress or golf-style shirt is acceptable. All shirts must have a collar. Solids, stripes, plaids, and patterns are permissible. Long or short sleeves are acceptable. Shirts may not have more than two (2) buttons unbuttoned at the throat. If students wear a shirt underneath their button-down or golf shirt, it must be a solid color with no writing visible.*

**Sweaters:** *Crew, turtleneck, V-neck sweaters or cardigan sweaters or sweater vests are acceptable. Solids, stripes, plaids, and patterns are permissible. A collared shirt (conforming to the above) or solid color turtleneck must be worn underneath the sweater.*

**Sweatshirts:** *Crewneck sweatshirts may be worn. Solids, stripes, plaids, and patterns are permissible. No hooded sweatshirts are allowed. A collared shirt (conforming to the above) or solid color turtleneck must be worn underneath the sweatshirt.*

**Turtlenecks:** *Turtlenecks may only be worn under a sweater or sweatshirt. Turtlenecks must be of a solid color.*

**Shoes:** *Students shall wear dress shoes or sneakers. Flip-flops, rubber or plastic beach type shoes are not permitted. Any footwear that presents a safety issue will be prohibited. Socks must be worn. Tights or nylons of a solid color may be worn by females only. Shoes with wheels of any type are not permitted.*

**Other:** *Sunglasses, jackets, coats, head-coverings, bandanas and outerwear are not permitted during the school day. Headbands of a solid color are permissible.*

No clothing may have printing, sayings, scenes, or the like unless specifi-

cally permitted as described in this policy. In addition, garments worn on the lower body may bear only a small manufacturer or brand logo no larger than 3" x 3".

Students may wear clothes of a more formal nature as follows:

Boys: Men's or boy's suits or sport coats with solid pants, dress shoes, and dress shirt and tie (in conformance with all other aspects of the dress code).

Girls: Women's or girl's dresses or suits in conformance with the lengths and color patterns described above and in conformance with all other aspects of the dress code.

Final determination of conformity to this dress code shall be made by the administration and/or his/her designee(s) who at the time is immediately in charge.

Articles of clothing must be worn neatly and sized appropriately for the student. The administration reserves the right to make judgments when necessary regarding appropriate dress to insure conformity and consistency. Students who violate the student dress policy will be subject to the disciplinary consequences listed below.

**Discipline consequences:**

Parental contact will be made for each violation.

First offense: One day In-School Suspension

Second offense: One day In-School Suspension, and one day Out-of-School Suspension

Third offense: One day In-School Suspension, and two days Out-of-School Suspension.

A student may return to class after an In-School or Out-of-School Suspension only after conforming to the student dress policy and a meeting. Along with a parent/guardian, with a Principal or Assistant Principal is held.

**DRESS FOR GYM**

Students are required to dress appropriately for participation in gym class. Failure to do so will result in reduction in grade and a Level I detention. Gym shoes must be rubber-soled and street shoes cannot be used. No cleats, rubber or metal, are permitted on the gym floor. Soda, food and 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.

**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 students must participate in. The following guidelines apply:

1. Follow the directions of the administration and staff.
2. If evacuating the building walk, do not run, double file to the designated exit.
3. Refrain from talking during the drill.
4. After evacuating, students will walk to the marching band practice field 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 the classroom door.

### **FUND RAISING**

All fund raising must be approved by the administration. Students involved in fund raising must follow the guidelines set by the administration and be in compliance with the district's Wellness Policy.

### **JUNIOR HIGH REGULATIONS**

- Any major subject that is failed must either be taken in an approved summer school or repeated the next school year. Any student failing 2 or more major subjects will be retained.
- For eighth grade students, all major subjects must be satisfactorily completed before promotion to the next grade level.
- 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.

### **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 6th grade year).

#### Honors Algebra IA:

- 93% average or better in math (grade 6)
- Passing score on the Algebra Readiness Test/Advanced Score on 5th Grade PSSA Test
- Teacher Recommendation

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

- 93% average in respective subjects
- Teacher Recommendation

*NO PARENT WAIVERS FOR GRADE SEVEN STUDENTS*

### **SENIOR HIGH 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.

- School-To-Work Experience - A student may earn credit toward graduation for this experience.
- A number of courses have prerequisites or recommendations listed in the course selection guide. These prerequisites or recommendations are designed to improve your chances of 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. The higher of the two grades, however, will count in the cumulative average in determining class rank.

For specific information on credits and courses please contact the guidance office.

### **HALL PASSES**

Students must have a proper pass when in the hall during the school day. Failure to have a proper pass will result in disciplinary penalty.

### **LAVATORY REGULATIONS**

You may use the restrooms before and after school, between class periods, during your assigned lunch period, and during class with the teacher's permission. Do not loiter or smoke in the restrooms, write on the walls or damage the facilities in any way. If you are feeling ill, you must report to the nurse's office. Abuse of the lavatory in any way may require that the student be placed on a lavatory restriction pass.

### **LIBRARY**

Students are responsible for returning library book(s) on time and in good condition. Failure to do so will result in fines and/or disciplinary action. There is a fine of 10 cents per day for each overdue book. Money and books should be brought to the library. Additionally, students who owe books and/or fines at the end of each quarter will receive a Level II detention. Reminder overdue notices are sent out in the middle of every month. Lost books can be replaced by used copies of the exact same book. Used copies must be in good condition. At the end of the school year, unpaid fines become student obligations.

### **LOCKERS**

Each student is assigned a locker for his/her use only. Sharing lockers or combinations is prohibited. Students are responsible for all materials within their lockers. If students have trouble with their locker they are to report this to the high school office. No stu-

dent purchased locks are permitted. The student must assume the responsibility for all school issued materials. All lockers remain the property of Lackawanna Trail High School and 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. Gym lockers are to be used during gym class only. **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 will be subject to a \$12 lock replacement fee.**

### **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.

### **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 form in the guidance office. For more information, contact the guidance office.

### **PROCEDURAL RIGHTS AND RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students share with the administration and faculty 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 to 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
  - Meet financial obligations concerning equipments, textbooks, library books and supplies
  - Meet all disciplinary obligations

#### **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. 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 activities purchases are made by check. All withdrawals must include the signatures of the advisor and the student treasurer. Interest accrued on the checking account will be prorated among the organizations.

#### **TELEPHONE**

Students may use the telephone in the main office with the 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 a book label in case the book is misplaced. You will be required to pay for lost or damaged books.

### **VISITORS**

All Visitors must report to the high school office to sign in upon entrance to the building. Violators will be subject to the state law regarding trespassing in schools. Only people approved by the administration are allowed to enter the classroom.

### **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.
- Please see the district policy for more details. Always check with administration first.

## **Nurse/Health Records**

### **MEDICATION**

All medications prescribed or over the counter, must be dispensed by the school nurse. No student is allowed to carry, ingest, or dispense any type of medication at school. At no time is a student to provide any type of medication for another student to ingest.

A doctor's order must accompany any medication that must be taken during school hours. The doctor's order must include:

1. The name of the child.
2. The name, address, and phone number of the physician.
3. The name of the medication.
4. The dosage of the medication.
5. The frequency or the time that the medication is to be dispensed.

The doctor's order and medication should be taken directly to the nurse's office where it will be kept until it 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 the principal or vice principal 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 his/her asthma must have a doctor's order stating that the child must carry the inhaler during school hours. The nurse should be informed if a student is using over the counter products for smoking cessation or dietary supplement.

A medication form is sent home to every student in August. The form includes a list of over the counter medications. This form must be filled out, identifying the preferred drug and dosage for each medication requested by the parent. If a student does not return a completed form, they will be notified by the nurse.

1	7:45	8:32	Includes 5 min. Homeroom
2	8:36	9:18	
3	9:22	10:04	
4	10:08	10:50	
5	10:54	11:29	7 & 8 Grade Lunch
6	11:33	11:36	
7	11:40	12:15	2nd Lunch
8	12:19	12:22	
9	12:26	1:01	3rd lunch
10	1:05	1:47	
11	1:51	2:33	

\* Lunch Example-a student eating lunch during 7th period would be in a 5/6 combined class and a 8/9 combined class.

**School Sched-**

**ule**

### **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 the administration.

All requests for early dismissal are subject to the discretion of the Principal and must be preceded by a signed parental/guardian note that includes the phone number where the parent 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 picking up a student must sign out.

### **EMERGENCY SCHOOL CLOSING PROCEDURE**

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

*Local Television Channels:*

WNEP - 16

WBRE - 28

*Local Radio Stations:*

WKRZ - 98.5 FM

WEJL - 63 AM

WICK - 104.9 FM

High School Website- [www.ltsd.org](http://www.ltsd.org)

School hotline: 945-5186

### **EARLY DISMISSAL OF SCHOOL**

Scheduled early dismissals will take place at 10:50 AM. Students will attend periods 1 through 4 prior to dismissal.

**Two hour delay Schedules A & B**  
**Schedule A (1<sup>st</sup> Late Arrival Day, then every other late arrival)**

Period 1- 9:45-10:17

Period 3- 10:20-10:50

Follow the remainder of the regular schedule day

**Schedule B (2<sup>nd</sup> Late Arrival Day, then every other late arrival)**

Period 2- 9:45-10:17

Period 4- 10:20-10:50

Follow the remainder of the regular schedule day

## **Transportation**

### **ACTIVITY BUS**

The activity and athletic bus will stop in the towns of Factoryville, Nicholson, Fleetville, and Dalton.

### **BUS NOTES**

If a student is riding a different bus for the day, the student must present a note to the office containing the date, full name, emergency contact number and parent's full name. This note must be approved and logged in the main office in order for the student to change buses for a single day. Bus changes for longer than one day must be made through the Transportation Office.

### **BUS RULES**

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 removal from the bus.

1. Students may not eat, drink, or chew gum on the bus.
2. Students are responsible for sitting in their assigned seats.
3. Students shall not put arms, feet, or heads out of the windows at any time or discard any items from the bus.
4. The use or possession of tobacco, alcohol, or drugs on the bus is not permitted.
5. Students shall move to the inside of the bus seat to provide room for three students per seat.
6. The bus driver is in complete charge of his/her bus at all times and his/her directions to students must be obeyed.
7. Any damage to the bus or its equipment resulting from vandal-

- ism will result in the parents/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
8. 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 busses with 60 or more assigned passengers.
  9. Students may be suspended from riding a bus, for cause, only by a member of the administration. Bus riding privileges may not be suspended, except in an emergency situation, without prior notification to the suspended student's parents. This notification will be sent upon recommendation of the administration.
  10. 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 as an unexcused absence and an illegal absence for students under the age of 17.
  11. 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.
  12. Gym bags or any school project must not be placed in the aisle or areas near the entrance or exit doors.
  13. 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.
  14. Individuals other than students or school personnel are not allowed to enter a school bus for any reason. (State law)
  15. Individual bus contractors may have additional rules which must be followed.

### **BUS RULES-PARENT RESPONSIBILITIES**

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

1. Parents are encouraged to walk with their children to and from bus stops.
2. Parents must ensure that their children arrive at their morning stop, five minutes before scheduled pick up.
3. Parents are responsible for their children's safety and well being on the way to and from and while at the bus stops.

4. Parents are responsible for the proper conduct of their children on the way to and from and while at the bus stops.
5. Parents are responsible for their children's conduct, along with district personnel while their children are on the school bus.
6. Parents are expected to cooperate with school personnel regarding the effective and safe transport of their children.
7. Parents are encouraged to contact the school district transportation department when they observe unsafe conditions.
8. Every child should have a responsible adult to supervise him/her at school bus stops to ensure the child's safety.
9. When parents 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.

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

1. 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)
2. Park only in designated areas in the right direction. This includes after school hours (move car for practices and games). The first two rows are reserved for staff parking.
3. Being in parking lot or using vehicle during the day without permission of the Principal.
4. 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.
5. All students must obtain a driving permit from the office prior to driving to school.
6. The hang-tag must be visible on the rearview mirror at all times while parked in the school parking lot.
7. Even the slightest automotive accident on school grounds must be reported to the office at once before moving the car.
8. All general school rules apply to the parking lot. (Example: No smoking in cars.)
9. Cars not properly registered in the school office are subject to being towed away at the owner's expense.
10. 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.

The administration reserves the right to take away the driving privi-

leges of those who do not comply with the guidelines listed above.

## **School District Forms**

### **List of No Child Left Behind 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.

### **List of District Forms**

Electronic Information Networks individual user access informed consent.

Lackawanna Trail School District Home Language Survey (new students only).

### **These forms are mailed in the summer mailings.**

If you did not receive a copy of these forms, please contact the Lackawanna Trail High School Guidance Office at 570-945-7202.

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

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Sec.

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.

Ch. 12 STUDENTS 22, 12-1, (315949) No. 375 Feb. 06

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

**§ 12.2. Student responsibilities.**

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of fellow students.

It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

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

(d) It is the responsibility of the students to conform to the following:

- (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

- (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- (4) Assist the school staff in operating a safe school for the students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

**§ 12.3. School rules.**

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

**§ 12.4. Discrimination.**

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

**§ 12.5. Corporal punishment.**

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

- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

**§ 12.6. Exclusions from school.**

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compu-

sory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

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

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

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

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

#### **§ 12.8. Hearings.**

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions.

This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or

guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents

or guardians, and may have a parent or guardian attend the hearing.

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

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

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

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

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

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

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

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

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

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

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

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

(i) Notification of the reasons for the suspension shall be given in writing

to the parents or guardians and to the student.

- (ii) Sufficient notice of the time and place of the informal hearing shall be given.
- (iii) A student has the right to question any witnesses present at the hearing.
- (iv) A student has the right to speak and produce witnesses on his own behalf.
- (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

**§ 12.9. Freedom of expression.**

- (a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
  - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
  - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
  - (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
  - (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
  - (f) Bulletin boards must conform to the following:
    - (1) School authorities may restrict the use of certain bulletin boards.
    - (2) Bulletin board space should be provided for the use of students and student organizations.
    - (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
  - (g) School newspapers and publications must conform to the following:
    - (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
    - (2) School officials shall supervise student newspapers published with

school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by 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.

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

#### **§ 12.10. Flag Salute and the Pledge of Allegiance.**

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

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

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

#### **§ 12.11. Hair and dress.**

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

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

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

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

**§ 12.12. Confidential communications.**

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.

See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

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

**§ 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 pro-

fessional 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. Mental Retardation    | 12. Traumatic Brain Injury       |
| 6. Multiple Disabilities | 13. Visual Impairment, Including |
| 7. Orthopedic Impairment | 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 his/her 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:

JoAnn Radicchi  
 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 handicapped student, 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 hand-capped students" 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.

#### **COMPLAINT RESOLUTION PROCESS FOR FEDERAL PROGRAMS OF THE NO CHILD LEFT BEHIND ACT OF 2001**

##### **Introduction**

The No Child Left Behind Act of 2001 (NCLB) legislation requires Local Educational Agencies (LEAs) to adopt written procedures for "receiving

and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, the **Lackawanna Trail School District** has adopted the following procedures.

**Definition**

A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that the district has violated a requirement of federal statute or regulations which apply to programs under the No Child Left Behind Act.
- b. The facts on which the statement is based.  
Information on any discussions, meetings or correspondence with PDE or the district regarding the complaint.

**Complaint Resolution Procedures**

***Referral*** – Complaints against the Lackawanna Trail School District must be filed in writing with the Lackawanna Trail Elementary Center Principal.

***Acknowledgement*** – The Elementary Principal will acknowledge receipt of the complaint in writing and inform the Federal Programs Coordinator and Superintendent.

***Investigation*** – The Elementary Principal will thoroughly investigate the complaint and attempt to resolve it informally. If the problem cannot be resolved informally, it will be referred to the Federal Programs Coordinator.

***Opportunity to Present Evidence*** – At the Federal Programs Coordinator’s discretion, the complainant (or a representative) may provide evidence. Such presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.

***Report and Recommended Resolution*** – Once the Federal Programs Coordinator has finished the investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Federal Programs Coordinator will issue the report to all parties of the complaint, along with the Elementary Principal and the Superintendent.

***Follow-up*** – The Federal Programs Coordinator will ensure that the resolution of the complaint or appeal is implemented.

***Time Limit*** – The period between Lackawanna Trail School District’s receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

***Right to Appeal*** – In appropriate cases, the complainant may appeal the recommended resolution to the Chief of the Division of Federal Programs, Pennsylvania Department of Education.

**Filing a Complaint**

Complaints should be dated and filed in writing with the Lackawanna Trail Elementary Center Principal.





**Lackawanna Trail Junior-Senior High School**  
**PO Box 85**  
**Factoryville, PA 18419**  
**[www.ltsd.org](http://www.ltsd.org)**

**Phone Directory**

Main Office	570-945-5181
Guidance Office	570-945-7202
Nursing Office	570-945-3835
Transportation	570-945-5510
Event Information	570-945-5186
District Office	570-945-5184

High School Principal	Mr. John Rushefski
Assistant Principal	Mrs. Tania Skotleski
Superintendent	Mr. Matthew Rakauskas

