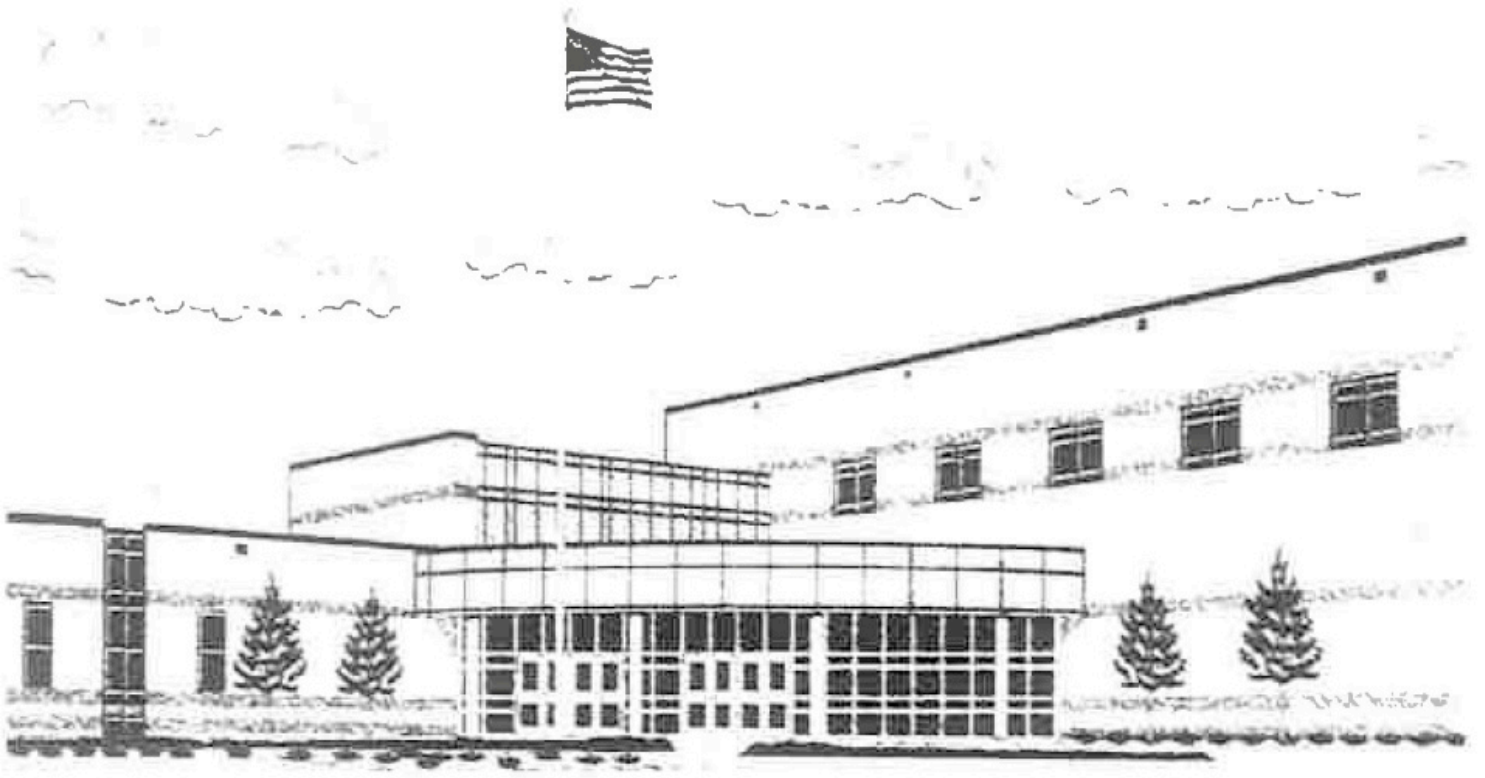


Lake-Lehman Junior/Senior High School



2016-2017 Student Handbook

LAKE-LEHMAN SCHOOL DISTRICT

Mission Statement

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



FORWARD

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

The administration, your homeroom teacher, classroom teachers, nurse, and guidance counselor are available and will be happy to respond to any questions and concerns you may have that may or may not be addressed in the handbook. The handbook is also located online at the school's website (lake-lehman.k12.pa.us).

Annual Notice to Parents

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

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

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

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

Lake-Lehman Junior-Senior High School
P.O. Box 38
Lehman, PA 18627-0038
570-675-7458
www.lake-lehman.k12.pa.us

ADMINISTRATION

Mr. Douglas Klopp
Principal

Mr. Matthew Nonnenberg
Assistant Principal

SCHOOL COUNSELORS

Mrs. Tara Sears, Junior High Counselor

Mr. Thomas Williams, Senior High Counselor (Students last name A-L)

Mrs. Jane Molino, Senior High Counselor (Students last name M-Z)

ATHLETIC DIRECTOR

Mr. Jeffrey Shook

ATTENDANCE

Mr. Jeffrey Shook, Home and School Visitor

LIBRARIAN

Ms. Melissa Stuart

NURSE

Mrs. Karen Muldoon

SUPERINTENDENT

Mr. James E. McGovern

ASSISTANT TO THE SUPERINTENDENT

Miss Tracey L. Halowich

DIRECTOR OF SPECIAL EDUCATION

Mrs. Tina Antonello-Portee

DIRECTOR OF TECHNOLOGY

Mr. Brian Murphy

SCHOOL PSYCHOLOGIST

Dr. Erica Sabastian

SUPPORT STAFF

Mrs. Ruth Daron, Health Room
Mrs. Patty Hackling, Athletic Office
Miss Diane Johnson, Library Office
Mrs. Tina Maciejczak, Front Office
Mrs. Carrie Orlofski, Counseling Office
Mrs. Debra Sadowski, Child Accounting Office
Mrs. Gail Kozich, Special Education Office
Mr. Brian Pipech, Pupil Services

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I. STUDENT/PARENT INFORMATION

INTRODUCTION / PHILOSOPHY

It is the philosophy of the Lake-Lehman School District that positive student behavior is best accomplished by positive disciplinary procedures. Since the ultimate goal of any behavior code or policy is self-discipline, the use of any technique which breeds hate, aggression, violence or results in physical injury or pain is not educationally sound and should be avoided. Sarcasm and ridicule have no place in the classroom.

Responses to any infractions of rules must be reasonable and not excessive in nature.

It is further recognized that it is the responsibility of the significant adults in a student's life to exemplify self-discipline and to provide positive role models for the children in their charge.

The administration and staff of the Junior-Senior High School believe that a safe and orderly school is essential to the learning process. Students are expected to behave within the established guidelines of the code of student conduct while in school and at all school related activities or athletic events, both on and off the Lake-Lehman campus.

GENERAL SCHOOL RULES

All students are to enter the building, in the morning, through designated doors at the 400 corridor, unless arriving with a student driver. When arriving with a student driver, please enter through the doors by the new gym.

Parents who drive students to school may drop them off at the designated area near the softball field before 7:25 am. **After 7:25 students must be dropped off in front of the building and sign in with attendance.** When picking up students at the end of the day, use the same designated area. Due to heavy traffic patterns, use of the front circle is strictly prohibited.

Students may go to their lockers beginning at 7:20 a.m. The first bell will ring at 7:27 a.m. Students must be in their homeroom/class by 7:30 a.m. **Students are required to know the day cycle each day and attend each class scheduled for each day.**

Students are allowed three (3) minutes to pass between each class. Any student tardy to class or arrival to school three times per semester will be referred to administration as per the discipline policy.

HALL PASSES MAY BE REQUIRED OF STUDENTS IN THE HALL OTHER THAN DURING THE NORMAL PASSING TIME BETWEEN CLASSES. THE PASS MUST CONTAIN THE STUDENT'S NAME, DESTINATION, TIME, AND THE SIGNATURE OF THE STUDENT'S TEACHER.

ALL STUDENTS MUST SIGN OUT IN THE LOG BOOK THAT ALL TEACHERS ARE REQUIRED TO KEEP. LOGS WILL BE COLLECTED EACH WEEK AND KEPT ON FILE AT THE MAIN OFFICE.

Students are not allowed to leave the school building during school hours.

Students are not allowed in the building after dismissal unless they are under the supervision of a faculty/staff member. Loitering after school and/or during events IS PROHIBITED. Students MAY NOT wait after school to be a spectator at an after school activity that begins later that evening. They must leave the building and return for activity.

ATTENDANCE PROCEDURES SEE POLICY #204

Reporting Absences

Attendance in school is compulsory. State law requires a written excuse when the student returns to school after being absent. ***IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO PROVIDE THE SCHOOL WITH A NOTE EXPLAINING EACH AND EVERY ABSENCE OR LATENESS OF THEIR CHILD(REN).*** On the first day that a student returns to school following an absence, the student is required to submit a note for the absence in the attendance box located in the Main Office. The note must be written and signed by the parent/guardian and must provide the following information:

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

Each day that a student is absent the parent/guardian **MUST** contact the Attendance Office prior to 8:30 a.m. to report a student absent. An absence note is still required upon return to school. Excuses must be submitted within **three (3) days or they will be considered unexcused.**

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

See Athletic Handbook for attendance and athletic eligibility.

Trips (Educational)

For family trips during the school year please refer to School Board Policy #204.

Tardiness/Early Dismissal

Students reporting late must report to the Home and School Visitor with a written explanation of the tardiness. An admittance pass will be issued to the student before reporting to class.

If a student is tardy to class or arrival to school three (3) times, without an authorized excuse, the tardiness shall be considered excessive and the student will be referred to the Home and School Visitor. Discipline as per the code of conduct will be administered. If a student is late to class ten (10) minutes or more it will be considered that they are cutting the class.

Early dismissals must be kept to a minimum, not to exceed three (3) per quarter. Unexcused early dismissals are subject to disciplinary measures.

Under no circumstances will students leave the school property without parental authorization. All notes for early dismissals must be cleared through the Home and School Visitor. NOTES FOR EARLY DISMISSAL MUST BE ACCOMPANIED BY A PHONE CALL, PRIOR TO 8:30 A.M., TO EXTENSION 2802 CONFIRMING PERMISSION FROM A PARENT/GUARDIAN.

Early dismissal requests for Act 80/In-service Days, semi-formal, and prom, will not be honored unless there is prior approval by a Principal. The only dismissal time on a half day of school is 11:45 a.m., unless an excuse is pre-approved.

If a student becomes ill while school is in session, the school nurse will determine if an early dismissal is necessary. The school nurse will make any and all necessary arrangements.

All students with an authorized early dismissal must sign out before leaving school property. If the student returns, he/she must sign in upon return.

BEVERAGES:

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

BUS / TRANSPORTATION

Bus Passes – It is district policy that individual daily bus passes will not be issued. If a student wishes to go to another student's house after school, he/she must make their own personal arrangements. Any permanent changes to scheduled bus assignments must have a "Request for Change of Transportation" form approved by the Transportation Coordinator. Any questions need to be directed to the Transportation Coordinator at 675-2165, ext. 2719.

CAFETERIA

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

Cafeteria Regulations:

1. Students are to use the *NUTRIKIDS* account program to purchase breakfast, lunch, and snacks. Students who receive free/reduced lunches

will also have an account, with the computer recognizing their free/reduced status.

2. Students going to the cafeteria for lunch will enter through two doorways, one in the 400 corridor and one by the auditorium.
3. Behavior in the cafeteria must be consistent with the behavior expected in other areas of the building.
4. Students observed creating an excessive mess in the cafeteria (whether it is deliberate or unintentional) will be responsible to clean the area.
5. At the discretion of the cafeteria monitors, students will be assigned permanent seats for any misconduct.
6. Students are to eat lunch, in the cafeteria, at their assigned time.
7. Students are not permitted to visit or buy anything from the café during any time other than their designated lunch period.

Fees

Breakfast - \$1.00 - Price is subject to change. *Served from 7:15-7:30
Lunch - \$1.90 - Price is subject to change.

DEBTS/OBLIGATIONS

All debts/obligations must be paid, or the item(s) returned, each semester. Student debt will follow him/her through their career at Lake-Lehman School District. If a senior has an outstanding debt/obligation transcript requests will not be processed until the debt is satisfied. Any debts/obligations carried by underclassmen to the next school year, may result in a negative impact on their class schedule for the upcoming school year.

DRESS CODE SEE POLICY #221

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choice **disrupts** the educational program of the school or constitutes a health and safety hazard.

The Board has the authority to impose limitations on students' dress in school.

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

- clothing displaying inappropriate pictures, gestures, words, drug use, alcohol, tobacco products, weapons, profanity or sexual innuendoes
- halter tops, tank tops, shirts or blouses exposing the midriff, or other immodest clothing
- pants worn below the waistline that reveal undergarments
- clothes that allow for undergarments to be exposed
- hats of any type or style
- pajamas/pajama bottoms/lounge pants
- Bandanas/Headbands
- Hoods are not allowed to be worn during the school day
- Blankets/throws wrapped around an individual

Shorts are allowed provided the length extends at least to the tips of the student's finger when arms and hands are fully extended at the student's sides.

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

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

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

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

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

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

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

Students who refuse or are unable to change will be sent to ISS for the remainder of the day.

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

Constant and willful violation of this dress code will result in disciplinary action.

ELECTIONS

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

FIELD TRIPS

All field trips, school sponsored or club related, must have approval of the principal before any trip is scheduled. Parent permission slips must be secured before any student is allowed to participate. Payment for field trips must be in the form of a check or money order made payable to "Lake-Lehman Junior-Senior High School". Individuals

will be responsible for any bank fees for all checks returned due to insufficient funds. Students may be denied the privilege of a field trip due to discipline incidents and/or outstanding debt/obligation. All school rules and regulations apply to any and all field trips.

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

FIRE DRILLS

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

1. follow all directions issued by teacher
2. proceed calmly to exit
3. gather outside at the place indicated by classroom teacher for roll call
4. return directly to classroom after drill

FUND RAISER

The Lake-Lehman Junior High School participates in a magazine campaign fund raiser yearly and participation is strictly voluntary. This campaign starts in September or early October. Proceeds go toward student activities; i.e., financing paid assemblies and the yearbook. Students selling three magazines will receive a free yearbook. All student organizations selling candy, etc., as a fund-raiser must first clear the sale with the building principal. Individual classes may also participate in fundraising to offset the cost of class trips.

HEALTH SERVICES

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

Health Conferences

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

Health Screenings

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

conducted for all eighth graders. Weight for Height Ratio will be calculated for all students as required by the Commonwealth of Pennsylvania.

All students must have a physical to participate in interscholastic athletics for the district. These exams will be conducted by the school or by the student's family physician. These forms may be obtained in the nurse's office or high school main office.

Medications

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

LAVATORIES

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

LIBRARY

Students will have access to the library during study halls and before period one. Passes must be issued by the student's current period teacher in order for the student to be able to access to the library.

LOCKERS

Lockers, which are school property, will be assigned to each student by the homeroom teacher. Only one (1) locker will be assigned to each student. Students are not permitted to share lockers or to use a locker that is not assigned to them. Locks, other than the school approved locks, will be removed. Students are responsible for maintaining their locker and to ensure that it is locked at all times to prevent 'borrowing or stealing'. **The school is not responsible for lost or stolen articles. At no time should students leave valuables in their lockers.** You are advised not to give your locker combination to another student. All lockers are expected to be kept in a clean and orderly manner. Students must immediately report any damaged or broken lockers. Students may be responsible for repairs to damaged lockers. Damages include, but are not limited to, writing on lockers, scratches, dents, stickers, adhesives, gum, etc. on the locker, and broken locks due to the student "rigging" the lock. The outside of lockers are not to be decorated without prior authorization from the administration.

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

As per School Board Policy # 226, school authorities may search a student's locker and seize any illegal material. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. All lockers are, and shall remain, the property of the school. As such, students shall have no expectations of privacy in their lockers. When a student's locker is searched, the student shall be notified and given an opportunity to be present. **NARCOTIC TASK FORCE CANINES MAY ALSO BE USED BY THE ADMINISTRATION FOR SEARCH PURPOSES.**

To be at the lockers during class, students must sign out of their scheduled room.

LOST AND FOUND

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

PICTURES

Individual student pictures will be taken on a date to be announced. If a student is absent on picture day, make-up pictures will be scheduled on a date to be announced. **Students who are not purchasing a picture package should still have an individual picture taken for the yearbook (this picture will be taken at no cost to the student).**

SCHOOL INSURANCE

The school district cooperates with a private insurance company to offer students low cost coverage. Students who wish to participate will receive forms from their homeroom teacher at the beginning of the school year. It is recommended that all students who participate in sports purchase the insurance.

UNLAWFUL HARASSMENT POLICY

School district policies regarding student to student unlawful harassment are contained in School Board Policy # 248 and are available upon request.

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

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

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

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

STUDENT DRIVING PROCEDURES

Driving one's car to school is a privilege granted by the school. Rules and regulations regarding the use of automobiles and their parking are necessary to maintain safety while on school property. **All students must register their cars. Students are required to show their driver's license at time of registration. The administration reserves the right to inspect any vehicle that is parked on school property.**

The following rules apply to **all** students:

1. All automobiles driven to school by students must be parked in the **student parking lot and in their 'assigned' parking space.**
2. All vehicles using the school parking lot must be registered with the high school office; this includes second cars and cars driven on an occasional basis. The registration tags must be clearly posted on the rearview mirror. These tags may be purchased at a cost of **\$3.00 per tag.** **Students without a tag will be subject to disciplinary consequences.**
3. Students must obey school regulations and all laws of the Commonwealth of Pennsylvania. **The speed limit in the parking lot is 5 miles per hour.**
4. Students are to park their cars immediately upon entering the parking lot and enter the building.
5. Students are not permitted to loiter in or around the cars at any time during the day while school is in session. **The student parking lot is "off limits" between 7:30 a.m. and 2:31 p.m.** The only exception to this would be students leaving school for appointments, illness, etc., which have been authorized by a parent/guardian.

6. Parking tags are not transferable. When a student changes vehicles, he/she must inform the office.
7. Student drivers who are late three (3) times or have chronic absenteeism or behavioral problems will lose driving privileges in accordance with the discipline policy. Parking permits will be turned in to the assistant principal. Subsequent offenses will result **immediately** in additional loss of driving privileges.

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

TELEPHONE (Personal)

Cell phones, as well as all electronics, are to be used ***for Research and Educational purposes ONLY***. Use of electronics in the classroom is only allowed at teacher discretion. Cell phones and other electronics are not to be used in the hallways for any purpose. These devices may be used in the lunch room and on the bus, to and from school. Headphones are not permitted to be used without teacher advisement and headphones are not to be used in the hallways. If a student is seen using headphones in the hallways, they will be confiscated and must be retrieved by a parent or guardian.

Facebook, Instagram, and other social media sites are not educational in nature and are not to be accessed during the school day.

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

The payphone in the corridor by the gym is for use before school or after school. All incoming calls to students should be of an emergency nature only. Students will not be called from class to receive a message except in case of an emergency. Parents are urged to coordinate daily plans with their child before the school day begins.

TEXTBOOKS

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

VISITORS

STUDENTS MAY NOT BRING VISITORS TO SCHOOL. The only visitors to whom passes will be issued are those who are at the Junior-Senior High School specifically to contribute to the academic program or extra-curricular activities.

WEATHER

In case of severe weather (snow, ice, etc.), announcements for school closings may be heard over local radio and television stations. Telephone calls will also be made via the automated call system. Emergency closings, dismissals, late starts, etc. will also be posted on the Lake-Lehman webpage: www.lake-lehman.k12.pa.us.

WORKING PAPERS

To obtain working papers a parent must accompany their child to the high school office and establish proof of age with a birth or baptismal certificate, or passport.

PROM RULES & REGULATIONS

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

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

II. ACADEMIC INFORMATION

CLASS RANK

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

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

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

FORMULA FOR CLASS Q.P.A

COURSE	CREDIT	LEVEL	GRADE	QUALITY POINTS	TOTAL VALUE	
American Literature H	2.0	2	89	3.75	7.5	7.5 is derived from the credit value (2.0) X the quality point value (3.75)
Physics	1.0	3	79	2.3	2.3	2.3 is derived from the credit value (1.0) X the quality point value (2.3)
AP Chemistry	1.0	1	86	4.0	4.0	4.0 is derived from the credit value (1.0) X the quality point value (4.0)
Spanish III	1.0	3	98	3.9	3.9	3.9 is derived from the credit value (1.0) X the quality point value (3.9)
*P.E.	.5	3	P		P	
*P.E. is not used in GPA calculations					17.70/5.0	(17.7) total number of quality points divided by number of credits attempted (5.0)
					3.54	G.P.A.

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

- Level 1=Advanced Placement
- Level 2=Honors
- Level 3=Academic/College Preparatory.

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

A	93%	to	100%	Advanced
B	84%	to	92%	Proficient
C	76%	to	83%	Basic
D	70%	to	75%	Below Basic
F	0%	to	69%	Failure
P-Pass	F-Fail	I-Incomplete	WA-Withdraw	Attendance
WF-Withdraw	Failure	WP-Withdraw	Pass	M-Medical

Senior High Honor Roll

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

Junior High Honor Roll

Honors.....86% to 92%
 High Honors.....93% to 100%

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

Numerical Grade	Letter Grade	Level 1 Adv/ Place.	Level 2 Honors	Level 3 Academic
100	A	5.00	4.50	4.00
99	A	4.95	4.45	3.95
98	A	4.90	4.40	3.90
97	A	4.80	4.30	3.80
96	A	4.75	4.25	3.75
95	A	4.70	4.20	3.70
94	A	4.65	4.15	3.65
93	A	4.60	4.10	3.60
92	B	4.50	4.00	3.50
91	B	4.40	3.90	3.40
90	B	4.30	3.80	3.30
89	B	4.25	3.75	3.25
88	B	4.20	3.70	3.20
87	B	4.10	3.60	3.10
86	B	4.00	3.50	3.00
85	B	3.90	3.40	2.90
84	B	3.80	3.30	2.80
83	C	3.70	3.20	2.70
82	C	3.60	3.10	2.60
81	C	3.50	3.00	2.50
80	C	3.40	2.90	2.40
79	C	3.30	2.80	2.30
78	C	3.20	2.70	2.20
77	C	3.10	2.60	2.10
76	C	3.00	2.50	2.00
75	D	2.90	2.40	1.90
74	D	2.80	2.30	1.80
73	D	2.70	2.20	1.70
72	D	2.50	2.00	1.50
71	D	2.30	1.80	1.30
70	D	2.00	1.50	1.00
BELOW 70	FAILING			

Mid-Term Exam

10-15% of Quarter 2 Final Grade

Final Exam

15-20% of Quarter 4 Final Grade

GRADUATION REQUIREMENTS

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

Graduation requirements are subject to change pending School Board approval.

- All seniors must take a minimum of five and one half (5.5) credits, per semester, in the senior year in order to graduate. No student will be allowed to participate in the graduation ceremony who has not fully and completely satisfied all Lake-Lehman School District and PA Department of Education Requirements.
- The state mandated ***Graduation Project*** must be completed and passed. Specific information on the Graduation Project may be obtained in the Graduation Project information packet available online or from the Graduation Project coordinators.
- Participation in commencement is a privilege, not a right, and may be denied to any student who does not meet behavioral expectations or violates the discipline policy.

<u>Subject</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Child Development	.250	.250	.250	.250
Character Development	.250	.250	.250	.250
Freshman Experience	.125	.125	.125	.125
Junior Seminar	.125	.125	.125	.125
21 Century Technical Skills	.500	-----	-----	-----
Language Arts	4.0	4.0	4.0	4.0
Mathematics	4.0	4.0	4.0	4.0
Science	4.0	4.0	4.0	4.0
Social Studies	3.5	3.5	3.5	3.5
Arts/Humanities	2.0	2.0	2.0	2.0
Physical Ed/Wellness	2.5	2.5	2.5	2.5
Electives	4.0	4.0	4.0	4.0
TOTAL	25.250	24.750	24.750	24.750

HOMEBOUND INSTRUCTION

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

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

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

Classroom teachers will be responsible for report card grades.

HOMEWORK POLICY #130

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

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

Students should check CSIU for assignments when absent.

In cases of extended illness or prolonged absence (three or more days) **parents should call 675-7458, ext. 2802 before 8:15 a.m. in order to pick up work after 2:30 p.m.** If the call is received after 8:15 a.m. the work will be ready the following afternoon. Please inform us, when calling, how long you expect your child to be absent.

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

INCOMPLETES

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

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

NATIONAL HONOR SOCIETY

Junior High - Seventh grade students who make the honor roll for the first three quarters of seventh grade, and eighth grade students who have made the honor roll for four consecutive quarters from April to April, are scholastically eligible for new membership in the National Junior Honor Society. A student who receives a D, F, or I on his/her report card is not eligible for the Honor Society. Three disciplinary referrals or

involvement in a single major disciplinary incident during the above-stated periods may eliminate a student from membership. In addition, a student must demonstrate, in a letter of application, how he/she meets the leadership, character, citizenship and service requirements. Final selection for membership is at the sole discretion of the faculty advisor. Appeals on a decision to reject may be submitted in writing to the faculty advisor for consideration. There is no higher appeal. Students being considered for membership will be contacted through a letter from the faculty advisor in early May. Any eighth or ninth grade student who has membership in the Society will lose membership if he/she misses two or more quarterly honor rolls.

Senior High - Students are selected on the basis of scholarship, leadership, service and character. All students who are on the honor roll four (4) consecutive times (4th quarter, 1st quarter, 2nd quarter, and 3rd quarter) beginning with the fourth quarter of ninth, tenth or eleventh grade are considered for membership by the faculty.

PHYSICAL EDUCATION

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

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

PLAGIARISM

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

Throughout a student's secondary education they will be asked to write a variety of papers for subject area classes. Many of these papers will require students to complete academic research prior to writing. Teachers will familiarize students with research guidelines in order to give proper academic credit for research sources. However, when a student engages in what his or her instructor views as deliberate and willful plagiarism, the student is guilty of cheating and will be subject to academic discipline from the classroom teacher. Students will receive a zero for the paper or other type of evaluation, a discipline consequence from a building administrator or both. The parent/guardian will be notified of the infraction and subsequent disciplinary action.

PROGRESS REPORTS

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

PROMOTION POLICY

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

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

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

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

REPORT CARDS

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

III. GUIDANCE SERVICES

CAREER and TECHNICAL PROGRAMS

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

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

CONFERENCES (Parent/Teacher)

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

CURRICULUM GUIDE

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

GUIDANCE COUNSELOR

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

SCHEDULE CHANGES

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

Schedule changes will be permitted for the following reasons only:

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

STUDENT ASSISTANCE PROGRAM

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

SUBJECT REQUIREMENTS

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

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

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

TESTING

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

WITHDRAWING FROM SCHOOL

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

IV. ATHLETIC/EXTRA-CURRICULAR/CO-CURRICULAR INFORMATION

ELIGIBILITY REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

NCAA CLEARINGHOUSE

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

TRANSPORTATION/BUS

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

V. DISCIPLINE INFORMATION

DISCIPLINE POLICY AND PROCEDURE

Statement of Beliefs

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

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

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

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

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

1. on the school grounds during and immediately before or immediately after school hours.
2. on or off the school grounds at any school activity, function, or event as a participant or spectator.
3. during the time required to transport to and from the home, including time spent at bus stops and on school bus transportation.

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

Offenses and Response Levels Guidelines

1. All detentions, loss of privileges and suspensions will be at the discretion of the administrators based on the findings of an investigation.
2. Expulsion: Repetition of any of the listed offenses, a combination of offenses or unanticipated offenses may result in a formal expulsion hearing before the school board. A single serious offense may require expulsion or placement at an alternative school.
3. Detention:
 - A. All detentions will be held afterschool.
 - a. Level I detention will be held from 2:30 p.m. to 3:30 p.m.
 - b. Level II (2 days) detention will be held from 2:30 p.m. to 3:30 p.m.
 - c. Level III detention will be one half day of ISS (3 hours).
 - B. Detention will be held in the library or in the Main Office Conference Room.
 - C. Students must bring work to be completed in silence. Students will not be allowed to sleep, play cards, or use electronic devices (i.e. iPods, cell phones, portable gaming systems, etc.)
4. Restricted Movement: The restricted movement process has been formulated in an effort to avoid interruption in a student's educational program due to his or her misbehavior. Students may be placed on restricted movement for such violations as excessive class cutting, an excessive number of detentions, being found in an unauthorized area, causing a disruption in the classroom, and lateness to school.

The Five Tiered System

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

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

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

Level I Offenses (THESE ARE EXAMPLES)

Late to school/class three (3) times
Excessive public display of affection
Failure to register vehicle
Leaving classroom without permission
Violation of the dress code
Disruptive behavior

Level I Disciplinary Action

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

Level II Offenses (THESE ARE EXAMPLES)

Late to school/class five (5) times
Horseplay or unsafe behavior
Unauthorized use of electronic devices (i.e. cell phones, pagers, MP3 players, iPods, etc.)
Inappropriate use of social media (i.e. facebook, snapchat, instagram, etc.)
Reasonable suspicion of use of tobacco or tobacco products on school grounds

Level II Disciplinary Action

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

Level III Offenses (THESE ARE EXAMPLES)

Late to school/class six (6) or more times
Cutting Detention
Cutting Class
Unexcused absences from school
Cheating/assisting in cheating/plagiarism/academic dishonesty (student will not receive credit for the assignment(s))
Forgery of documents (parental notes, excuses, passes, permission slips, etc)

Leaving school building without permission
Offensive/foul/disrespectful/profane language and/or gestures (may result in fines and court costs)
Unsafe driving practices on school grounds (driving privileges may also be revoked)
Unauthorized possession of another person's property
Violation of Internet/Technology Acceptable Use Policy
Inappropriate Conduct

Level III Disciplinary Action

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

Level IV Offenses (THESE ARE EXAMPLES)

Fighting/Physical Altercation
Bullying
Hazing
Insubordination
Disorderly conduct/inappropriate conduct including after school and/or extracurricular activities
Defacing school or personal property/vandalism
Possession/consumption/distribution/use of tobacco products on school grounds, a bus, and/or school sponsored activities
Possession/use of sexually explicit/suggestive materials- including clothing
Stealing/theft
Excessive tardies
Cutting school

Level IV Disciplinary Action

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

Level V Offenses (THESE ARE EXAMPLES)

Assault on Student/Faculty/Staff
Destruction of school property or student's personal property
Violation of Weapons Policy
Violation of the Controlled Substance Policy
Terrorist threats
Violation of Pennsylvania Penal Codes

Level V Disciplinary Action

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

SUSPENSIONS/EXPULSIONS GUIDELINES

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

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

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

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

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

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

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

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

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

Referral to the Superintendent

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

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

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

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

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

Drugs

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

Search and Seizure

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

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

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

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

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

Motor Vehicle Searches

Students, by virtue of having the privilege of parking a motor vehicle on school property, are deemed to have given prior consent for search of a motor vehicle that has been brought by the student onto school premises. The principal, or member of the administrative staff, may authorize a search of a motor vehicle on school premises if there is reasonable suspicion that the search will result in the discovery of contraband. Sniff searches may also be used in this situation.

TOBACCO USE(Policy #222)

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

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

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

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

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

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

WEAPONS POLICY

Possession of weapons in the school environment is a threat to the safety and well-being of students and employees of the school district and is prohibited by law.

Weapons and replicas of weapons are forbidden on any school property, in any school district building, at any school sponsored activity, and in any public conveyance providing transportation to or from a school or school sponsored activity. This shall include transportation to and from any school or educational facility to which the school district is required by law to provide transportation.

Definitions

"Weapon" - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm,

shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting bodily injury.

Exclusion

The provisions of this weapon policy shall not apply to the following: (a) a weapon being used as part of a program approved by the school district by an individual who is participating in the program, (b) weapons under the control of law enforcement personnel.

The superintendent or his designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Lake-Lehman Alma Mater

I.

With honor and pride we will ever sing of thee,
Not just a song of praise but a symphony.
Lake-Lehman Alma Mater Black and Gold your shield,
Dignity and true knowledge, wisdom is your yield.
We pledge now to thee to be leaders wise and bold.
Holding the standards high of our Black and Gold.

II.

From mountains and lakes come thy students to enroll,
Striving for truth until graduation's goal.
Lake-Lehman Alma Mater, spirit brave and true,
Proudly we sing our praise and gratitude to you.
Each youth who has felt the sheltering arms enfold,
Holds in his heart a place just for Black and Gold.

SCHOOL COLORS:

Black & Gold

EMBLEM:

Black Knight

ATHLETIC PROGRAMS:

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

CLUBS:

**Building Hope Club
F.B.L.A.
Impact
Key Club
Newspaper – *Knightlife*
S.A.D.D.
Speech and Debate Club
S.T.U.N.
Student Council
Yearbook (JH)-*Renaissance*
Yearbook (HS)-*Roundtable***

EXHIBIT A

Student Rights and Responsibilities

CHAPTER 12. STUDENTS AND STUDENT SERVICES

STUDENT RIGHTS AND RESPONSIBILITIES

Section	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

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

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

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

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

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

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

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

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

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

§ 12.8. Hearings.

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

- (1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- (2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- (3) The hearing shall be held in private unless the student or parent requests a public hearing.
- (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
- (5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- (6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- (7) The student has the right to testify and present witnesses on his own behalf.
- (8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- (9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - (i) Laboratory reports are needed from law enforcement agencies.
 - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
 - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- (10) Notice of a right to appeal the results of the hearing shall be provided

to the student with the expulsion decision.

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

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

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

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

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

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

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

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

§ 12.9. Freedom of expression.

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

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person

in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

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

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

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

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

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

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

§ 12.10. Flag Salute and the Pledge of Allegiance.

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

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

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

§ 12.11. Hair and dress.

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

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

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

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

§ 12.12. Confidential communications.

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

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

§ 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.

EXHIBIT B

ACCEPTABLE USE OF COMMUNICATIONS AND INFORMATION SYSTEMS POLICY

Lake-Lehman School District

ACCEPTABLE USE OF COMMUNICATIONS AND INFORMATION (CIS) SYSTEMS

1. Purpose

The Lake-Lehman School District ("School District") provides employees, students, and Guests ("Users") with hardware, software, access to the School District's Electronic Communications System and network, which includes Internet access, whether wired, wireless, virtual, cloud, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, independent contractors, adult education staff, students, Board members, vendors, and consultants.

Computers, network, Internet, Electronic Communications, information systems, databases, files, software, and media, (collectively "CIS systems"), provide vast, diverse and unique resources. The Board of School Directors will provide access to the School District's CIS systems for Users if there is a specific School District-related purpose to access information; to research; to collaborate; to facilitate learning and teaching; and/or to foster the Educational Purpose and mission of the School District.

For Users, the School District's CIS systems must be used for Educational Purposes and/or performance of School District job duties. Students may only use the CIS systems for Educational Purposes. CIS systems may include School District Computers which are located or installed on School District property, at School District events, connected to the School District's network, or when using its mobile commuting equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another Internet service provider ("ISP"), and, if relevant, when Users bring and use their own personal Computers or personal electronic devices, and, if relevant, when Users bring and use another entity's Computer or electronic device, to a School District location, event, or connect it to a School District network. If Users' bring personal Computers or personal technology devices onto the School District's property, or to School District events, or connect them to the School District's network and systems, and if the School District reasonably believes the personal Computers and personal electronic devices contain School District information or contain information that violates a School District policy, or the legal rights of the School District or another person, or involves significant harm to the School District or another person, or involves a criminal activity, then the personal Computers or personal electronic devices may be legally accessed to insure compliance with this policy, and other School District policies, regulations, rules, and procedures, and ISP, local, state, and federal laws. Users may not use their personal Computers and personal electronic

devices to access the School District's intranet, Internet or any other CIS System unless approved by the Director of Technology and/or designee and/or authorized as part of the School District's services provided to Users.

The School District intends to strictly protect its CIS systems against harm or outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Superintendent and/or designee. Noncompliance will result in actions, further described in the "Consequences for Inappropriate, Unauthorized and Illegal Use" section found in the last section of this policy, and as provided in other relevant School District policies, regulations, rules, and regulations.

2. Definitions

1. Child Pornography - Under federal law, means any Visual Depiction, including any photograph, film, video, picture, or Computer or Computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

- a. The production of such Visual Depiction involves the use of a Minor engaging in sexually explicit conduct;
- b. Such Visual Depiction is a digital image, Computer image, or Computer generated image that is, or is indistinguishable from, that of a Minor engaging in sexually explicit conduct; or
- c. Such Visual Depiction has been created, adapted, or modified to appear that an identifiable Minor is engaging in sexually explicit conduct.

Under Pennsylvania law, any person who intentionally views or knowingly possesses or controls any book, magazine, pamphlet, slide, photograph, film, videotape, Computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited Sexual Act or in the simulation of such act is guilty of a felony of the third degree.

2. Computer - includes any School District owned, leased or licensed or User-owned personal hardware, software, or other technology device used on School District premises or at School District events, or connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a Computer. For example, Computer includes, but is not limited to, the School District's and a User's: desktop, notebook, netbook, powerbook, macbook, tablet PC, iPad, Kindle, eBook readers, laptop Computers, printers, facsimile machine, cables, modems and other peripherals, specialized electronic equipment used for students' special Educational Purposes, Global Positioning System (GPS) equipment, RFID, personal digital assistants (PDAs), iPods, MP3 players, thumb drives, cell phones (with or without Internet access and/or recording and/or camera/video and other capabilities), telephones, mobile phones, or wireless devices, two-way radios/telephones, beepers, paging devices, laser pointers and attachments, Pulse Pens, and any other such technology now existing or subsequently developed.

3. Electronic Communications Systems - any messaging, collaboration, publishing, broadcast, or distribution system that depends on Electronic Communications resource to create, send, forward, reply to, transmit, store, hold, copy,

download, display, view, read, or print electronic records for purposes of communication across Electronic Communications network systems between or among individuals or groups, that is either explicitly denoted as a system for Electronic Communications or is implicitly used for such purposes. Further, an Electronic Communications system means any wire, radio, electromagnetic, photooptical or photoelectronic facilities for the transmission/transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, wire or Electronic Communications, and any Computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, without limitation, the Internet, intranet, electronic mail services, voice mail services, tweeting, text messaging, instant messages, GPS, PDAs, facsimile machines, cell phones (with or without Internet access and/or electronic mail and/or recording devices, cameras/video, and other capabilities).

4. Educational Purpose - includes use of the CIS systems for classroom activities, professional or career development, and/or to support the School District's curriculum, policies, rules, and procedures, and mission statement.

5. Harmful to Minors - under Federal law, any picture, image, graphic image file or other Visual Depictions that:

- a. Taken as a whole, with respect to Minors, appeals to the prurient interest in nudity, sex, or excretion;
- b. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for Minors, an actual or simulated Sexual Act or Sexual Content, actual or simulated normal or perverted Sexual Acts, or lewd exhibition of the genitals, and
- c. Taken as a whole lacks serious literary, artistic, political, educational or scientific value as to Minors.

Under Pennsylvania law, that quality of any depiction or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

- a. Predominantly appeals to the prurient, shameful, or morbid interest of Minors; and,
- b. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for Minors; and,
- c. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for Minors.

6. Inappropriate Matter - includes, but is not limited to visual, graphic, video, text and any other form of indecent, Obscene, pornographic, Child Pornographic, or other material that is Harmful to Minors, sexually explicit, or sexually suggestive. Examples include, taking, disseminating, transferring, or sharing Obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (such as sexting, e-mailing, texting, among others). Others include, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, flagging, terroristic material, and advocating the destruction of property.

7. Minor - for purposes of compliance with the federal Children's Internet Protection Act ("FedCIPA"), an individual who has not yet attained the age of seventeen (17). For other purposes, Minor shall mean the age of minority as defined in the relevant law.

8. Obscene - under federal law, analysis of the material meets the following elements:
- a. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;
 - b. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be Obscene; and
 - c. Whether the work taken as a whole lacks serious literary, artistic, political, educational, or scientific value.

Under Pennsylvania law, analysis of the material meets the following elements:

- a. The average person, applying contemporary community standards, would find that the subject matter taken as a whole appeals to the prurient interest;
- b. The subject matter depicts or describes in a patently offensive way, Sexual Conduct described in the law to be Obscene: and
- c. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

9. Sexual Act, Sexual Contact and Sexual Conduct - are defined at 18 U.S.C. § 2246(2), at 18 U.S.C. § 2246(3), and 18 Pa.C.S.A. § 5903. 18 U.S.C. 2246; 18 Pa.C.S.A. § 5903(e)(3); 20 U.S.C. § 6777(e); 47 U.S.C. § 254(h)(7)(H).

10. Technology Protection Measure(s) - A specific technology that blocks or filters Internet access to Visual Depictions that are Obscene, Child Pornography or Harmful to Minors.

11. Visual Depictions - includes undeveloped film and videotape, and data stored on a Computer disk or by electronic means which is capable of conversion into a visual image that has been transmitted by any means, whether or not stored in a permanent format, but does not include mere words.

3. Authority

1. Access to the School District's CIS systems through school resources is a privilege, not a right. These CIS Systems and Resources, as well as the User accounts and information are the property of the School District. The School District, reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The School District will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.

2. It is often necessary to access Users' accounts in order to perform routine maintenance and security tasks. System administrators have the right to access by interception, and the right to access the stored communication of Users' accounts for any reason in order to uphold and enforce this policy and other School District policies, regulations, rules, procedures, the law, and to maintain the system. **USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT'S CIS SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY**

OF THEIR USE OF THE SCHOOL DISTRICT'S CIS SYSTEMS.

The School District reserves the right to record, check, receive, monitor, track, log, access, and otherwise inspect any or all CIS systems use and to monitor and allocate fileserver space. Users of the School District's CIS systems who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications recorded, checked, received, monitored, tracked, logged, accessed and otherwise inspected or used by the School District, and to the School Districts Monitoring and allocating fileserver space. Passwords and message delete functions do not restrict the school districts ability or right to access such communications or information.

3. The School District reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the School District operates and enforces Technology Protection Measure(s) that block or filter online activities of Minors on its Computers used and accessible to adults and students so as to filter or block Inappropriate Matter as defined in this policy on the Internet. The Technology Protection Measure must be enforced during use of Computers with Internet access. Measures(s) designed to restrict adults' and Minors' access to material Harmful to Minors may be disabled to enable an adult or student (who has provided written consent from a parent or guardian) to access bona fide research, not within the prohibitions of this policy, or for another lawful purpose. No person may have access to material that is illegal under federal or state law.

4. Expedited review and resolution of a claim that the policy is denying a student or adult to access material will be enforced by an administrator, supervisor, or their designee upon the receipt of written consent from a parent or guardian of a student, and upon the written request from an adult presented to the Director of Technology and/or Superintendent for Curriculum and Instruction.

5. The School District has the right, but not the duty, to inspect, review, or retain Electronic Communications created, sent, displayed, received, or stored on or over its CIS systems; to monitor, record, check, track, log, access or otherwise inspect; and/or to report all aspects of its CIS systems use. This includes any User's personal Computers, network, Internet, Electronic Communications systems, Computers, databases, files, software, and media that they bring onto School District property, or to School District events, that are connected to the School District network, or when using its mobile commuting equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and, if relevant, when Users bring and use their own personal Computers or personal electronic devices, and, if relevant, when Users bring and use another entity's Computer or electronic device to a School District location, event, or connect it to a School District network, and/or that contain School District programs, or School District or Users' data or information, all pursuant to the law, in order to ensure compliance with this policy, and other School District policies, regulations, rules and procedures, and ISP, local, state, and federal laws, to protect the School District's resources, and to comply with the law.

6. The School District reserves the right to restrict or limit usage of lower priority CIS systems and Computer uses when network and computing requirements exceed available capacity according to the following priorities:

- a. Highest - uses that directly support the education of the students.

5. The Director of Technology and/or designees, will establish a process to set up individual and class accounts, set quotas for disk usage on the system, establish Records Retention and Records Destruction Policies and Records Retention Schedule to include electronically stored information (see School District Policy #800), and establish the School District virus protection process.

6. Unless otherwise denied for cause, student access to the CIS systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All Users have the responsibility to respect the rights of all other Users within the School District and School District CIS systems, and to abide by the policies, regulations, rules, and procedures established by the School District, its ISP, local, state and federal laws.

7. The Assistant Superintendent for Curriculum and Instruction, and/or designee(s), have the responsibility to educate Minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

5. Guidelines

1. Access to the CIS Systems

a. Users' CIS systems accounts must be used only by authorized owners of the accounts and only for authorized purposes.

b. An account will be made available to individual users according to a procedure to be developed by appropriate School District authorities.

c. CIS System. This Policy, as well as other relevant School District policies, regulations, rules, and procedures will govern use of the School District's CIS systems for Users.

d. Types of Services include, but are not limited to:

(1) Internet. School District employees, students, and Guests will have access to the internet through the School District's CIS systems, as needed.

(2) E-Mail. School District employees may be assigned individual e-mail accounts for work-related use, as needed. Students may be assigned individual e-mail accounts, as necessary, by the Director of Technology and/or designees, and at the recommendation of the teacher who will also supervise the students' use of the e-mail service. Parents of students in the Lake-Lehman School District Virtual Academy must also supervise the child in his/her use of the School District's e-mail service.

(3) Guest Accounts. Guests may receive an individual web account with the approval of the Director of Technology and/or designees, if there is a specific School District-related purpose requiring such access. Use of the CIS systems by a Guest must be specifically limited to the School District-related purpose and must comply with this policy and all other School District policies, regulations, rules, and procedures, as well as ISP, terms, local, state and federal laws and must not damage the School District's CIS systems. A School District CIS Acknowledgement and Consent Forms must be signed in writing by a Guest, and if the Guest is a Minor a parent's written signature is required.

(4) Blogs. Employees may be permitted to have School District-sponsored blogs after having received training and the approval of the Director of Technology and/or designees. All Bloggers must follow the rules provided in this

policy and other applicable policies, regulations, rules, and procedures of the School District.

(5) Web 2.0 Second Generation and Web 3.0 Third Generation Web-based Services. Certain School District authorized Second Generation and Third Generation Web-based services, such as, blogging, authorized social networking sites, wikis, podcasts, RSS feeds, social software, folksonomies, and interactive collaboration tools that emphasize online participatory learning (where Users share ideas, comment on one another's project, plan, design, or implement, advance or discuss practices, goals, and ideas together, co-create, collaborate and share) among Users may be permitted by the School District; however, such use must be approved by the Director of Technology and/or designees, followed by training authorized by the School District. Users must comply with this policy as well as any other relevant policies, regulations, rules, and procedures, including copyright, participatory learning/collaborative/social networking during such use.

2. Parental Notification and Responsibility

The School District will notify the parents/guardians about the School District's CIS systems and the policies governing their use. This policy contains restrictions on accessing Inappropriate Matter. There is a wide range of material available on the internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the School District to monitor and enforce a wide range of social values in student use of the Internet. Further, the School District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The School District will encourage parents to specify to their children what material is and is not acceptable for their children to access through the School's District's CIS system. Parents are responsible for monitoring their children's use of the School District's CIS systems when they are accessing the systems.

3. School District Limitation of Liability

The School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the School District's CIS systems will be error-free or without defect. The School District does not warrant the effectiveness of Internet filtering. The electronic information available to Users does not imply endorsement of the content by the School District. Nor is the School District responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. The School District will not be responsible for any damage Users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the CIS systems. The School District will not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The School District shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the School District's CIS systems. In no event will the School District be liable to the User for any damages whether direct, indirect, special or consequential, arising out the use of the CIS systems.

4. Prohibitions

The use of the School District's CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by Users is prohibited. Any such activities engaged in by Users are strictly prohibited, including but not limited to these activities illustrated

below. The School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.

These prohibitions are in effect any time School District resources are accessed, whether on School District property, through the Lake-Lehman School District Virtual Academy, at School District events, while connected to the School District's network, when using mobile commuting equipment, or telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and, if relevant, when an employee or student uses their own equipment.

Students are prohibited from visually possessing and using their personal electronic device or Computers, as defined in this policy, regulations, rules, and procedures, on School District premises and property (including but not limited to, buses and other vehicles), at School District events, or through connection to the School District CIS systems, unless expressed permission has been granted by a teacher or administrator, who will then assume the responsibility to supervise the student in its possession and use, or unless an IEP team determines otherwise, in which case, an employee will supervise the student in its possession and use. Thus, Users are prohibited from using cell phones, with or without Internet access, and/or recording or camera video devices and similar devices with similar and other capabilities and configurations. Cameras and the like may not be used to take images of others, transfer such images, or place such images on websites without the consent of the building administrator and the person whose photo is being taken. Students who are performing volunteer fire company, ambulance or rescue squad functions, or who need such a personal electronic device or Computer due to their medical condition or the medical condition of a member of their family, with notice and the approval of the school administrator, may qualify for an exemption to this prohibition.

a. General Prohibitions

Users are prohibited from using School District CIS systems to:

- (1) Communicate about non-work or non-school related matters.
- (2) Send, receive, view, download, store, access, print, post, distribute, or transmit material that is Harmful to Minors, indecent, Obscene, pornographic, Child Pornographic, terroristic, sexually explicit, or sexually suggestive. This includes, but is not limited to, Visual Depictions. Examples include, taking, disseminating, transferring, or sharing Obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (such as, sexting, e-mailing, texting, among others). Nor may Users advocate the destruction of property.
- (3) Send, receive, view, download, store, access, print, distribute, or transmit Inappropriate Matter, as defined in this policy, or material likely to be offensive or objectionable to recipients.
- (4) Cyberbully another individual or entity. See School District Bullying Policy #249.
- (5) Gang up on a victim or target him/her or make him/her the subject of ridicule or aggression.
- (6) Access or transmit gambling information or promote or participate in pools for money, including but not limited to basketball and football, or participate in any other betting activities or games of chance.

(7) Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate Matter in this policy.

(8) Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive, profane, or inflammatory communications.

(9) Participate in unauthorized Internet Relay Chats ("IRC's"), newsgroups, instant messaging communications and Internet voice communications (on-line; real-time conversations) that are not for school-related purposes or required for employees to perform their job duties. Students must obtain consent from their teacher to use IRC's; however, even with such consent, they may not use instant messaging or text messaging. Employees may only use instant messaging if consent was obtained from the Director of technology, and/or designee.

(10) Use in an illegal manner or to facilitate any illegal activity.

(11) Communicate through e-mail for non-educational purposes or activities. The use of e-mail to mass mail non-educational or non-work related information is expressly prohibited (for example, the use of the everyone distribution list, building level distribution lists, or other e-mail distributions lists to offer personal items for sale is prohibited).

(12) Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District policies); conduct unauthorized fund raising or advertising on behalf of the School District or any non-school School District organization; engage in the resale of School District Computer resources to individuals or organizations; or use the School District's name in any unauthorized manner that would reflect negatively on the School District, its employees, or students. Commercial purposes is defined as offering or providing goods or services or purchasing goods or services for personal use. School District acquisition policies must be followed for School District purchase of goods or supplies through the School District system.

(13) Engage in political lobbying.

(14) Install, distribute, reproduce or use copyrighted software on School District Computers, or copy School District software to unauthorized Computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright. See the Copyright Infringement section in this Policy, the School District's Copyright Policy #8 14, and the School District's Copyright Guidelines Handbook for additional information.

(15) Plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

(16) Install Computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on School District Computers is restricted to the Director of Technology and/or designees.

(17) Encrypt messages using encryption software that is not authorized by the school District from any access point on School District equipment or School District property. Users must use School District

approved encryption to protect the confidentiality of sensitive or critical information in the School District's approved manner.

(18) Access, interfere, possess, or distribute confidential or private information without permission of the School District's administration. Examples include accessing other students' accounts to obtain their grades or accessing other employees' accounts to obtain information.

(19) Violate the privacy or security of electronic information

(20) Send any School District information to another party, except in the ordinary course of business and as necessary or appropriate for the advancement of the School District's business or educational interest.

(21) Send unsolicited commercial electronic mail messages, also known as spam.

(22) Post personal or professional web pages without administrative approval.

(23) Post anonymous messages.

(24) Use the name of the "Lake-Lehman School District" in any form in blogs, on School District Internet pages or websites not owned or related to the School District, or in forums/discussion boards, and social networking websites to express or imply the position of the School District without the expressed, written permission of the Superintendent, and/or designee. When such permission is granted, the posting must state that the statement does not represent the position or endorsement of the School District.

(25) Bypass or attempt to bypass Internet filtering software by any method including, but not limited to, the use of anonymizers/proxies or any websites that mask the content the User is accessing or attempting to access.

(26) Advocate illegal drug use, whether expressly or through a latent pro-drug message. This does not include a restriction on political or social commentary on issues, such as the wisdom of the war on drugs or medicinal use of drugs.

(27) Attempt to and/or obtain personal information under false pretenses with the intent to defraud another person.

(28) Use location devices to ham or put another person in jeopardy.

(29) Post false statements, and/or assume the identity of another person.

b. Access and Security Prohibitions

Users must immediately notify the Director of Technology and/or designees, if they have identified a possible security problem. Users must read, understand, and submit an electronically or written signed *CIS Acknowledgment and Consent Form(s)*, and comply with this policy that includes network, Internet usage, Electronic Communications, telecommunications, non-disclosure and physical and information security policies. The following activities related to access to the School District's CIS systems, and information are prohibited:

(1) Misrepresentation (including forgery) of the identity of a sender or source of communication.

(2) Acquiring or attempting to acquire passwords of others. Users are required to use unique strong passwords that comply with the School

District's password, authentication, and syntax requirements. Users must not acquire or attempt to acquire User ID and/or passwords of another. Users will be held responsible for the result of any misuse of Users' names or passwords while the Users' systems access were left unattended and accessible to others, whether intentional or, whether through negligence.

(3) Using or attempting to use Computer accounts of others. These actions are illegal, even with consent, even if only for the purpose of "browsing".

(4) Altering a communication originally received from another person or Computer with the intent to deceive.

(5) Using School District resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons. Such acts would include, but not be limited to, as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or being involved in a terroristic threat against any person or property.

(6) Disabling or circumventing any School District security, program or device, including, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.

(7) Transmitting Electronic Communications anonymously or under an alias unless specifically authorized by the School District.

(8) Accessing any website that the School District has filtered or blocked as unauthorized. Examples include, but are not limited to, accessing unauthorized social networking, music download, and gaming sites.

(9) Users must protect and secure all electronic resources and information, data and records of the School District from theft and inadvertent disclosure to unauthorized individuals or entities at all times. If any User becomes aware of the improper release of School District information, data or records, the release must be reported to the Superintendent, and/or designee, immediately.

c. Operational Prohibitions

The following operational activities and behaviors are prohibited:

(1) Interference with, infiltration into, or disruption of the CIS systems, network accounts, services or equipment of others, including, but not limited to, the propagation of Computer "worms" and "viruses", Trojan Horse, trapdoor, robot, spider, crawler, and other program code, the sending of electronic chain mail, distasteful jokes, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. The User may not hack or crack the network or others' Computers, whether by spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems or the systems of others, or any component of the network, or strip or harvest information, or completely take over a person's Computer, or to "look around".

(2) Altering or attempting to alter files, system security software or the systems without authorization.

(3) Unauthorized scanning of the CIS systems for security vulnerabilities.

(4) Attempting to alter any School District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.

(5) Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any Computer, Electronic Communications Systems, or network services, whether wired, wireless, cable, virtual, cloud, or by other means.

(6) Connecting unauthorized hardware and devices to the CIS systems.

(7) Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but is not limited to, downloading music files.

(8) Intentionally damaging or destroying the integrity of the School District's electronic information.

(9) Intentionally destroying the School District's Computer hardware or software.

(10) Intentionally disrupting the use of the CIS systems.

(11) Damaging the School District's Computers, CIS systems, networking equipment through the Users' negligence or deliberate act including but not limited to vandalism.

(12) Failing to comply with requests from appropriate teachers or School District administrators to discontinue activities that threaten the operation or integrity of the CIS systems.

5. Content Guidelines

Information electronically published on the School District's CIS systems shall be subject to the following guidelines:

a. Published documents, including but not limited to audio and video clips or conferences, may not include a student's date of birth, Social Security number, driver's license number, financial information, credit card number, health information, phone number(s), street address or box number, name (other than first name) or the names of other family members, without parental consent.

b. Documents, web pages, Electronic Communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parental consent.

c. Documents, web pages, Electronic Communications, or videoconferences may not contain objectionable materials or point directly, or indirectly, to objectionable materials.

d. Documents, web pages and Electronic Communications, must conform to all School District policies, regulations, rules, and procedures.

e. Documents to be published on the Internet must be edited and approved by the Director of Technology.

6. Due Process

a. The School District will cooperate with School District, the ISP, and local, state, and federal officials to be reasonably cooperative in investigations concerning or relating to any illegal activities allegedly conducted through the School District's CIS systems.

b. If students or employees are entitled to due process rights for discipline resulting from the violation of this policy, they will be provided such rights.

c. The School District may terminate any account privileges by providing notice to the User(s).

7. Search and Seizure

a. Users' violations of this Policy, any other School District policy, or the law may be discovered by routine maintenance and monitoring of the School District's CIS system, or any method stated in this policy, or pursuant to any legal means.

b. The School District reserves the right, but not the duty, to inspect, review, or retain Electronic Communications created, sent, displayed, received, or stored on or over its CIS systems; to monitor, record, check, track, log, access, or otherwise inspect; and/or report all aspects of its CIS systems. This includes items related to any personal Computers, network, Internet, Electronic Communications systems, databases, files, software, and media that individuals bring onto the School District's property, or to School District's events, that were connected to the School District network, and/or that contain School District programs, or School District or Users' data or information, all pursuant to law, in order to insure compliance with this policy, other School District policies, regulations, rules, and procedures in order to protect the School District's resources, and to comply with the law.

c. Any information that users place in their individual files should be entered with the knowledge and understanding that it is subject to review by a third party.

8. Copyright Infringement and Plagiarism

a. Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the School District resources. See School District Copyright Policy #814. Users will make a standard practice of requesting permission from the holders of the work, and complying with the Fair Use Doctrine, and/or complying with license agreements.

b. Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts pertaining to the copyright law. Therefore, any User violating the copyright law does so at their own risk and assumes all liability.

c. Violations of copyright law include, but are not limited to, making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over Computer networks, remixing or preparing mash-ups, and deep-linking and framing into the content of others' websites. Further, the illegal installation of copyrighted software or files for use on or from, the School District's Computers is expressly prohibited. This includes all forms of licensed software - shrink-wrap, clickwrap, browwrap, and electronic software downloaded from the Internet.

d. No one may circumvent a Technology Protection Measure that controls access to a protected work unless they are permitted to do so by law. No one may manufacture, import, offer to the public, or otherwise traffic in any technology, product, service, device, component or part that is produced or marketed to circumvent a Technology Protection Measure to control access to a copyright protected work.

e. School District guidelines on plagiarism will govern use of material accessed through the School District's CIS systems. Users must not plagiarize works that they find. Users understand that use of the School District's systems may involve the School District's use of plagiarism analysis software being applied to their works.

9. Selection of Material

a. School District policies on the selection of materials will govern use of the School District's CIS systems.

b. When using the Internet for class activities, teachers must select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers must preview the materials and websites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the website. Teachers must provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers must assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions About controversial issues while demonstrating tolerance and respect for those who hold divergent views.

10. School District Website

The School District will establish and maintain a Website and will develop and modify its Web pages to present information about the School District under the direction of the Director of Technology and/or designees. Publishers must comply with this policy, other School District policies, regulations, rules, and procedures. The School District may limit its liability by complying with the Digital Millennium Copyright Act's safe harbor notice and takedown provisions.

11. Blogging

a. If an employee, student or Guest creates a blog with their own resources, the employee, student, or Guest may not violate the privacy rights of employees and students, may not use School District personal and private information/data, images

and/or copyrighted material in their blog, and may not disrupt the operations of the School District.

b. Contrary conduct will result in actions further described the "Consequences for Inappropriate, Unauthorized and Illegal Use" section of this policy and as provided in relevant School District policies, regulations, rules, and procedures.

12. Safety and Privacy

a. To the extent legally required, Users of the School District's CIS systems will be protected from harassment or commercially unsolicited Electronic Communications. Any User who receives threatening or unwelcome communications must immediately send or otherwise provide them to the Director of Technology and/or designees.

b. Users will not post personal contact information about themselves or other people on the CIS systems. Users may not steal another's identity in any way, may not use spyware, cookies, or use School District or personal technology or resources in any way to invade another's privacy. Additionally,

Users may not disclose, use or disseminate confidential and personal information about students or employees. Examples include, but are not limited to revealing: biometric data, student grades, Social Security numbers, date of birth, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the School District, by using a PDA, iPhone, Blackberry, cell phone (with or without camera/video) and/or other Computer, unless legitimately authorized to do so.

c. If the School District requires that data and information be encrypted, users must use School District authorized encryption to protect their security.

d. Student Users, by their use of the District's CIS Systems, agree not to meet with someone they have met online unless they have parental consent.

13. Consequences for Inappropriate, Unauthorized and Illegal Use

a. General rules for behavior, ethics, and communications apply when using the CIS systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, regulations, rules, and procedures, or for unlawful use of the CIS systems, may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions, employee suspensions (with or without pay), dismissal, expulsions, breach of contract, and/or legal proceedings. These will be handled on a case-by-case basis. This policy incorporates all other relevant School District policies, such as, but not limited to, the student and professional employee discipline policies, Code of Student Conduct, copyright, property, curriculum, terroristic threat, vendor access, and harassment policies.

b. Users are responsible for theft of, and damages to, Computers, the network, equipment, Electronic Communications systems, and software resulting from accidental, negligent, deliberate, and willful acts. Users will also be responsible for incidental or unintended damage resulting from negligent, willful

or deliberate violations of this policy, related policies, regulations, rules, and procedures. For example, Users will be responsible for payments related to lost or stolen Computers and/or School District equipment, and recovery and/or breach of the data contained on them.

c. Violations as described in this policy, other policies, regulations, rules and procedures may be reported to the School District, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. Actions which constitute a crime under state and/or federal law, could result in arrest, criminal prosecution, and/or lifetime inclusion on a sexual offenders registry. The School District will be reasonably cooperative with authorities in all such investigations.

d. Vandalism to CIS Systems will result in cancellation of access to the School District's CIS systems and resources and is subject to discipline.

e. Any and all costs incurred by the School District for repairs and/or replacement of software, hardware and data files and for technological consultant services due to any violation of this policy, other School District policies,

regulations, rules, and procedures, or federal, state, or local law, must be paid by the User who caused the loss.

If you have any questions, contact the Director of Technology at 570-255-2804