



# **LAKE-LEHMAN SCHOOL DISTRICT**

## **Elementary Student Handbook**

*Lehman-Jackson Elementary  
Lake-Noxen Elementary  
Ross Elementary*

**2025-2026**

\*\*\* Please complete this form and return to your child's classroom teacher \*\*\*

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Lake-Lehman School District  
2025-2026 STUDENT HANDBOOK RECEIPT FORM

Please read the Elementary Student Handbook with your child and return this slip to your child's classroom teacher as soon as possible. Thank you.

I have received my copy of the Elementary Student Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Classroom Teacher

\_\_\_\_\_  
Grade/Section

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Lake-Lehman School District  
2025-2026 PUBLICITY REFUSAL FORM

Dear Parent/Guardian:

Student names and/or photos and/or videotape footage of Lake-Lehman School District students involved in various school related activities often are used as part of the district's community relations program.

Student names and/or photos and/or videotape footage may be used in district publications (*Ex. school yearbook, school newspaper, district newsletter*) district video productions, on the district website, or externally in the media (*newspapers, radio, and television*). If for any reason you do not want your child's name and image used in district publicity, please complete the form below and return it to your child's teacher by **September 12, 2025**.

Please note: Signing this form means that your child's name and/or image will not be released to the media or used in district publicity even if he or she receives athletic, scholastic, or other school achievements. Neither can your child be present for any group activities that are photographed or videotaped for potential publication either within the school or externally in the media. If you have any questions, please contact the building principal.

**PUBLICITY REFUSAL FORM**

Only if you **DO NOT** want your child's name and image used in district publicity, please complete the information below and return this part of the form to your child's teacher by **September 12, 2025**.

Child's Name \_\_\_\_\_ Grade: \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

I **DO NOT** want my child's name and/or image used in district publicity. I understand that my signature on this form means that my child's name and/or image will not be released to the media or used in district publicity, even if he or she receives recognition for athletic, scholastic, or other school achievements. Neither can my child be present for any group activities that are photographed or videotaped for potential publication either within the school or externally in the media.

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

2025-2026

## Lake-Lehman School District

P.O. Box 38, Lehman, PA18627

James E. McGovern, Superintendent

District Website: [www.llsd.org](http://www.llsd.org)

District Phone: 570-675-2165

Lehman-Jackson Elementary 570-255-2716 / Fax 570-674-5907

Lake-Noxen Elementary 570-639-1129 / Fax 570-639-3288

Ross Elementary 570-477-5050, 570-256-7897 / Fax 570-477-2461

### 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.

**SCHOOL HOURS:** Grades K-6: Monday-Friday 8:55 a.m. – 3:40 p.m.; Teacher Hours: 8:20 a.m. – 3:50 p.m.

### INTRODUCTION

It is our pleasure to welcome you to the Lake-Lehman School District! The faculty and staff join us in saying we hope this will be a successful and satisfying year for you.

The pages of this handbook contain important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. Open and clear communication between school and home is important to the success of our educational program. Please review, sign, and return the *Handbook Confirmation of Receipt* form to your child's teacher.

We welcome your participation and support this school year and solicit your membership in the PTO. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Ms. Tabitha Miscavage Spagnuolo, Principal  
Lehman-Jackson Elementary

Mr. Michael Kostrobala, Principal  
Ross Elementary

Mr. Doug Klopp, Principal  
Lake-Noxen Elementary

### ARRIVAL / TARDINESS

Doors open and homeroom begins at 8:55 a.m. Students are not to be dropped off before 8:55 a.m.. There is no supervision for children until 8:55 a.m. Students are expected to be in attendance during the homeroom period of 8:55 – 9:18 a.m. Persistent tardiness is not acceptable. A student who arrives late must report to the office with a note explaining the reason for tardiness.

### ATTENDANCE

Regular attendance is essential to success in school. A student not only misses work on the day of absence, but is not prepared for the next day. All children are expected to attend each day unless they are ill or a family emergency arises. Every absence or tardiness must be documented and is monitored daily in Gradebook.

An Elementary Absence Slip (available in the office or online) must be completed within 3 days after returning to school. In cases of prolonged illness, a telephone call is requested. Homework assignments will be provided after three (3) or more days of absence.

Students absent for more than five (5) consecutive days or ten (10) days per quarter will be required to present a doctor's excuse for such absences. Excessive absences will be investigated by the district Home and School Resource Officer. Legal action will be taken, if necessary.

### ASSERTIVE DISCIPLINE PLAN

We believe all students can behave appropriately while at school. Each classroom establishes and posts rules, rewards, and consequences. There are also guidelines for out-of-class behavior in the halls, lavatory, cafeteria, and on the playground.

The use of any physical restraint will be limited to the following circumstances:

- ☐ To subdue a disturbance;
- ☐ To obtain possession of weapons or other dangerous objects;
- ☐ Self-defense;
- ☐ For protection of persons or property.

All students are expected to behave in a developmentally appropriate manner.

### **ASSIGNMENT OF CHILDREN TO NEXT GRADE**

Assignment of children to the next grade is a carefully planned process. Students are assigned with the purpose of creating heterogeneous classes. In order to have the flexibility to develop appropriate and educationally sound classrooms, Lake-Lehman School District will not honor requests for specific teachers. By honoring requests, we would lose the ability to meet our needs in class development. However, we realize that there are times when a strong reason exists for a parent to request a particular placement. If that is your situation, you are asked to send a written note directly to the principal. Your child's placement is important to you and is a priority to us. We ask that you trust our staff to make the best decisions for all students.

### **CHILD STUDY TEAM**

Instructional support is offered through regular education for those children experiencing academic, behavioral or social difficulties. The Child Study Team helps to identify problems and implement strategies designed to help students meet with success. The team consists of the principal, guidance counselor, Title I reading specialist, classroom teachers and parents. Requests for assistance can be made by teachers or parents. Our goal is to help all our students develop strategies that enable them to become independent learners.

### **CLASSROOM AVAILABILITY**

Students are given ample time at the end of each day to prepare for dismissal. Having once left the classroom, students are not permitted to return for forgotten items or assignments.

### **EARLY DISMISSAL**

A request to have a student excused from school early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. The student will remain in the classroom until the teacher is notified by the office to release the student. The parent, or authorized person, must report to the office and sign the child out. In order to ensure safety, all children will be dismissed from the office. Students will be released only to parents. If your child is to be released to another adult, written permission must be given by the parent and approved. When possible, medical and dental appointments should be made outside of school hours.

### **ELECTRONIC EQUIPMENT AND TOYS**

Electronic games, ipads, etc. are enjoyable for children of all ages. However, because of the potential interruptions to the learning environment and the danger of their being broken, lost, or stolen, it is recommended that these items remain at home. Chromebooks are school property and should be treated accordingly. If they are lost or damaged, restitution to the school must be made and payment for replacement will be at the rate of the cost of the Chromebook. Misconduct with the Chromebook may result in discipline which may include the loss of privilege to use the Chromebook or access the internet. Cell phones **MUST** be turned off while in school and remain in student bookbags throughout the day. Unless an emergency occurs, cell phone use on school transportation is also prohibited.

**EMERGENCY INFORMATION CARD** Emergency contact cards are distributed each year. Please complete all information, sign and date the card. We request that you provide the school with at least two emergency numbers in addition to your home and work numbers in the event you cannot be reached. Additional contacts can be added on the back of the card. Please keep this information up to date.

**MEDICINE:** The Lake-Lehman School District follows the PA State Mandated Policy for Administration of Medication during school hours. There will be no exceptions made. Refer to Policy 210 for more information.

### **ESCHOOLDATA**

eSchoolData is a web based software package that enables the Lake-Lehman School District teachers to post students' grades online. eSchoolData allows parents to have access to grades, attendance, and assignments regarding their child. Schedules, progress reports, and report cards are available in this system. To access eSchoolData, log on to the Lake Lehman School District web site at [www.llsd.org](http://www.llsd.org). Each student is issued a username and password. For security reasons the district will not disclose username or password information over the phone or email. Lost passwords may be retrieved by contacting the Instructional Technology Department by phone, email or in person.

### **FAMILY TRIPS**

A family planning a trip during the school year must submit a written request outlining the itinerary. The Educational Trip Request Form is available on the district web site. Please consult the school calendar for dates of standardized testing. It is

requested that families not schedule trips during these times. If the trip is approved as educational, the days missed may be approved as an excused absence. The maximum number of days excused for educational trips shall not exceed ten (10) per school year. Failure to have prior approval will constitute an illegal absence. Teachers will not be able to provide assignments in advance of their classroom instruction. Missed assignments will be made up upon the student's return to school.

### **FIRE/WEATHER/LOCKDOWN EMERGENCY DRILLS**

Emergency drills will be conducted/practiced on a regular basis and announced in advance. Teachers and staff are ALICE trained and will follow proper procedures. Students should follow appropriate directions for each type of drill.

### **FLAG SALUTE**

Opening of school activities include the recitation of the Pledge of Allegiance. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity provided the school is notified of such, in writing, by the parents or legal guardians. However, non-participating students must not disrupt or otherwise infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

### **HOMEWORK**

At Back-to-School Night, via written letter, email, or other electronic communication, your child's teacher will explain homework and class expectations. The purpose of homework is to reinforce concepts and provide additional practice of skills learned during the school day. Responsibility for homework should gradually increase for grades 1-6. Parents are encouraged to cooperate by providing support at home.

### **INCLEMENT WEATHER**

The superintendent, through the advice of bus contractors and PennDOT, determines when severe weather necessitates the need for school delays or early dismissals. Through the One Call system, each family will receive an automated phone call and/or text for notification of emergency late starts, cancellations and early dismissals. Announcements are also made over local radio and TV stations and their internet websites as well as the school district website. PLEASE DO NOT CALL THE SCHOOL as we receive the information at the same time as the general public. School phone lines must be kept open during these emergency situations. PLEASE BE SURE YOUR CHILD KNOWS WHAT PROCEDURE TO FOLLOW IN THE EVENT OF AN EMERGENCY OR WEATHER-RELATED EARLY DISMISSAL. The office will not be able to accept phone messages for alternative arrangements or reminders for individual children.

### **INTERNET / TECHNOLOGY ACCEPTABLE USE POLICY**

Lake-Lehman School District recognizes the vital role technology plays in the teaching of our children and how it relates to the curriculum at all levels K-12. Our goal is to provide all of the necessary tools to expand our students' learning potential. Lake Lehman has taken every reasonable step to safeguard our students, faculty, staff, and administration from inappropriate use of internet resources. Lake-Lehman has implemented web filtering services which will block material from internet resources accessed by our users, such as pornography, violence, profanity, etc. However, when accessing a network of millions of computers throughout the world it is impossible to control all of the content accessed on such a global scale. For example: when performing a search for resources it may be possible to gain access to material that is inappropriate as described above. It is our responsibility as internet users to police ourselves and not willingly access such material. Outlined below is a list of guidelines and provisions Lake-Lehman School District requires all students to follow and abide by. All students and their legal guardian must sign the Acceptable Use Policy each school year. (A complete copy is available for download at [www.lisd.org](http://www.lisd.org)) After receiving the signed policy, the student will be given access to the computer network and the district internet. Any inappropriate use of the resources of the Lake-Lehman computer network or internet will result in the loss of computer privileges as well as disciplinary action. Please reference the Acceptable Use Policy for more information.

### **NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

It is the policy of the Lake-Lehman School District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The Lake-Lehman School District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities, as required by Title VI, Title IX, and Section 504. The district Compliance Officer is Mr. James E. McGovern, Superintendent of Schools, P.O. Box 38, Lehman, PA 18627

### **SCHOOLCAFE**

The Lake-Lehman School District offers a convenient meal program with SCHOOLCAFE. Each student will have an account number that they will enter each time they purchase breakfast, lunch, or snack in the cafeteria. Money is to be deposited in

advance and purchases will be deducted. Deposits can be made conveniently online or brought to school. Parents can also apply restrictions to their child's account by contacting the cafeteria manager (*Ex. restrict seconds or snack purchases*). It is against school policy for students to share their SCHOOLCAFE account number or transfer money to another SCHOOLCAFE account. Students are not permitted to have a negative balance/charge on their SCHOOLCAFE account. Accounts may be managed online at [www.schoolcafe.com](http://www.schoolcafe.com).

Fees: Breakfast is Free for the 2025-26 school year, Lunch \$ 2.15 *\*Subject to change*

## **PARENT-TEACHER CONFERENCES**

Communication is an essential part of the education program. We believe it is very important for parents to keep in close contact with the child's teacher concerning his/her progress. Parents are welcome and encouraged to get involved in their child's educational experience. Please remember to schedule a conference in advance so a time that is convenient for all can be established. Scheduled parent-teacher conferences are held in November.

## **PERSONAL PROPERTY**

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. A lost and found box is located in the health room office.

## **PROGRESS REPORTS**

Progress reports are available to parents on eschooldata. Hard copies of student progress reports will be distributed upon request.

## **PROMOTION AND RETENTION**

The school recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the school that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her development.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge. The recommendation of the classroom teacher shall be required for promotion or retention of a student. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

## **PSSA TESTING SCHEDULE 2025-2026**

The Pennsylvania Department of Education requires annual administration of the Pennsylvania System of School Assessment (PSSA) tests. The 2025-2026 school year testing schedule is: Grades 3–6 English/Language Arts: April 20-24, 2026. Grades 3–6 Math and Science: April 27-May 1, 2026. These tests are very important in determining how well our students are performing in relation to the state standards. Please do not schedule any vacations or trips during this time. Parents/guardians will receive individual student test results.

## **PTO**

The Lehman-Jackson Elementary PTO, Ross Elementary PTO, and the Lake-Noxen Elementary PTO are an integral part of the overall school program. They serve the students in many ways, and thus, serve the school. To function effectively, they need volunteer workers with a broad range of talents and skills. We urge all parents to become involved. A membership drive is conducted in the Fall. Annual fundraisers support class field trips, assembly programs and various events for the student body.

## **RECESS**

Unless outdoor temperatures drop below 20 degrees, recess will be held outdoors most days during the winter. It is important that your child is dressed properly for the weather. Children should have coats, hats, gloves, and boots. At times, students bring articles and pieces of equipment from home that are inappropriate for use on our playgrounds. Please do not permit your child to bring the following: hard baseballs/balls, bats, toy guns, any sharp objects, skateboards, scooters, roller skates.

## **REPORT CARDS**

Report cards are issued four times a year, at nine (9) week intervals. Parents may also access report cards via eSchooldata. Kindergarten students do not receive a first quarter report card. Kindergarten report cards are not available electronically.

## **SCHOOL PICTURES / PUBLICITY PHOTOS**

School pictures are taken every year and are offered for sale to the children on a prepaid basis. There is no obligation to purchase these pictures. All children will have their picture taken for school records.

If you do not want to have photos of your child included in our school newsletters, yearbooks, or local newspaper publicity, please complete the Publicity Refusal form found in this handbook.

## **SNOW EMERGENCY BUS ROUTES**

For the safety of our students, we have established snow school bus routes for use when school is delayed or dismissed due to weather conditions. A delay can be caused by snow or cold temperatures. When a delay is caused by snow, emergency bus routes will be in effect. These bus routes are posted on the district website: [www.lisd.org](http://www.lisd.org). It is imperative that your child be at the designated stop at least ten minutes earlier than usual pick-up. If the bus does not arrive at the scheduled time, please wait an additional thirty minutes at which time your child may wait in a sheltered area but must watch for the bus to arrive. Failure to attend school will result in an unexcused absence when transportation has been provided. Parents must arrange to be at the designated stops to receive their children, especially in the case of an early dismissal. Please discuss with your child what they should do if you are unable to meet the bus.

## **STUDENT DRESS CODE**

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

- ☐ Clothing which displays inappropriate pictures, gestures, or words, drug use, alcohol/tobacco products, weapons, profanity, or sexual innuendo.
- ☐ Halter tops, tank tops, shirts or blouses exposing the midriff, or other immodest clothing.
- ☐ Baggy pants worn below the waistline that reveals undergarments.
- ☐ Pajamas or other sleepwear; including blankets or throws wrapped around the body.
- ☐ Hats of any type or style that must be removed upon entering the building; This includes hoods on sweatshirts, tops, etc and bandanas worn as headgear.
- ☐ Jeans with excessive rips or holes.
- ☐ Shorts are allowed provided the length extends at least to the end of the student's fully extended fingertips.
- ☐ Shoes must be appropriate for outdoor recess and physical education class.

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

## **STUDENT TRANSFER**

If a student transfers to another school, parents should notify the teacher and/or principal at least two weeks in advance.

Library books and textbooks must be returned before leaving. Permanent school records will be forwarded to the new school after all obligations are met.

## **STUDENT USE OF PHONE / MESSAGES**

The school telephone is for business purposes. Student use of the school phone is discouraged. Only emergency calls are permitted. Children need to plan and be responsible for lunch money, homework, required materials, or arrangements to play with friends. Preplanning is essential, since parent messages to students are a disruption of valuable class time and cannot be delivered. Parent cooperation and understanding are needed in this area.

## **STUDENT WELLNESS POLICY**

The Lake-Lehman School District has adopted a Student Wellness Policy. The law required each school district participating in the National School Lunch Program to develop a wellness policy that promotes the health of students and addresses the growing problem of childhood obesity. This policy is a federal mandate under the Child Nutrition and WIC Reauthorization Act of 2004.

The Lake-Lehman Board of School Directors has adopted a Student Wellness Policy that includes measurable goals for nutrition education, physical activity, food provided on campus and other school-based activities designed to promote student wellness. The goals set forth in this policy establish regulations for a la-carte foods, fundraisers, vending machines, classroom parties and foods used as rewards. We are requesting all parents and caregivers assist us with these efforts.

Classroom Celebrations:

- ☐ All classroom party foods for holidays should be nutritious. Holiday party food arrangements will be coordinated by individual classroom teachers.
- ☐ Children's birthdays may be recognized; however, refrain from sending or bringing food items to school to celebrate.
- ☐ Nutritious food and beverage choices are encouraged for those children who bring their lunch to school. We appreciate your cooperation in the effort to focus on student nutrition and health.

## **TRANSPORTATION**

Students are permitted to ride only their assigned bus route. Bus passes to ride another bus are not accepted. A Transportation Request Form must be approved and on file in the Transportation Coordinators office to provide pick-up and drop-off service at stops other than the student's home (Example: day care). Please allow a minimum of two days notice for bus changes when moving to a new residence. Forms are available on the district web site.

For a safe and enjoyable ride to and from school, children should be reminded frequently about the rules for good behavior on the bus:

- |  |  |
|--|--|
| <input type="checkbox"/> Be on time                                    | <input type="checkbox"/> Remain seated until the bus stops                   |
| <input type="checkbox"/> Wait for bus outside at bus stop, not indoors | <input type="checkbox"/> Keep the aisles clear                               |
| <input type="checkbox"/> Enter and leave the bus in an orderly manner  | <input type="checkbox"/> No live animals, large objects, or glass containers |
| <input type="checkbox"/> Follow the directions of the bus driver       | <input type="checkbox"/> Keep conversational voices                          |

School bus transportation is a privilege and will be withdrawn for inappropriate behavior. Bus drivers will make the first contact in notifying parents of misconduct. Parents will be notified through written incident reports of continued misbehavior. Bus suspensions will generally be issued after the third write up.

The Lake-Lehman School District reserves the right to place audio/video equipment on the buses as deemed necessary.

## **TEXTBOOKS / LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them. A fee will be assessed for lost or damaged books. If a lost book is found, money paid will be refunded.

## **VISITORS/VOLUNTEERS**

In order to balance visits to schools and to protect the safety of students and personnel, the following rules apply to all people who visit our school:

All elementary school buildings remain locked during the school day. To be admitted, visitors must ring the main entrance doorbell. After acknowledgement by office personnel, state your name and reason for requesting entrance. All visitors, parents, and volunteers must report directly to the office before going to any classroom. Please do not approach your child on the playground. If the visit is beyond the office area, the visitor must sign in and receive a visitor pass/badge.

Any visitor not abiding by this policy shall be asked to leave. If refusal is encountered or if entrance is attempted again, the building administrator shall summon the police.

Students are not permitted to have visitors from other schools during the instructional day.

All volunteers MUST be School Board approved. The school district policy and procedures regarding volunteer clearances can be found at [www.lisd.org](http://www.lisd.org) under the Parents tab. Instructions for obtaining all the necessary clearances with links are posted.

## **VOICE MAIL TELEPHONE AND EMAIL MESSAGES**

When you need to contact your child's teacher or another staff member, please utilize email or the telephone voice mail system. Phones do not ring in classrooms during instructional time, but voicemail messages may be left at any time, day or night. Parents may reach the teacher personally if they call between 8:20 -8:55 a.m. and 3:40 -3:50 p.m.; otherwise, calls go directly into the teacher's voice mail. Teachers check for messages throughout the school day. Staff phone numbers and school email addresses are available on the district website.

## **STUDENT RESPONSIBILITIES/ CODE OF BEHAVIOR**

Introduction:

The objective of a code of behavior for the Lake-Lehman School District Elementary Schools is to establish guidelines that will foster a spirit of communication, cooperation, tolerance and respect among the students and other members of the school community. These guidelines should help school staff and children understand the need to model good behavior and to take responsibility for their own behavior. Maintaining a program of acceptable student behavior is of major importance. The purpose of this code of behavior is to provide general regulations governing the behavior of elementary students. Each member of the school community is expected to function in accordance with this code. This code shall be mandatory and enforced uniformly among the Lake-Lehman Elementary Schools.

Students must assume responsibility for their own learning, be responsible learners, and assume the responsibility for exhibiting conduct that does not infringe upon the right of another. The school has the right to expect reasonable and self disciplined behavior from each student. At the same time, the school must seek to protect the right of every student to an education and provide safeguards for the health, safety, and rights of each individual.

It is the responsibility of all students, families, care givers, and staff members to become familiar with the code of behavior that follows. All must recognize that students engaging in unexpected conduct will be subject to disciplinary action.



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 depending on the severity of the infraction.

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

### **Disciplinary Guidelines: Infractions and Consequences**

At the discretion of the principal, teacher, or staff member, students not following the discipline policy will be subject to the following set of elementary school discipline guidelines:

#### **Level 1 infraction :( THESE ARE EXAMPLES, NOT AN EXHAUSTIVE LIST)**

- ☐ Inappropriate behavior
- ☐ Inappropriate/profane language or gesture
- ☐ Dishonesty
- ☐ Disruptive behavior
- ☐ Disrespectful behavior
- ☐ First bus conduct incident

#### **Level 1 Consequences:**

All infractions should be handled within the framework of class or school rules by the staff involved with the student at the time of the infraction. Any number of consequences may be applied.

- ☐ One to one reminder of appropriate behavior
- ☐ One to one warning that repeated infraction will advance consequences
- ☐ Use of isolation, loss of privileges, or detention
- ☐ Make an apology, amends, fix damage or make restitution
- ☐ Contact teacher, parent, guardian

#### **Level 2 Infractions:(THESE ARE EXAMPLES, NOT AN EXHAUSTIVE LIST)**

- ☐ Repeated level 1 infractions
- ☐ Insubordination
- ☐ Forgery
- ☐ Misuse of technology
- ☐ Harassing or bullying behaviors\*
- ☐ Unwilling to complete classwork/cooperate
- ☐ Second bus incident

#### **Level 2 Consequences:**

The student infraction(s) may need to be documented and referred to the principal if Level One consequences have failed to correct the behavior. The students' parents/guardian will be contacted immediately by teacher and/or principal. Any number of the following consequences may be applied.

- ☐ At the discretion of the principal a student discipline file and anecdotal record may be initiated.
- ☐ One to one meeting with the principal to review the infraction which will be made part of the written record of the student discipline file maintained by the principal, and recommendations will be made for appropriate behavior so the infraction is not repeated.
- ☐ Severe reprimand by the Principal on the appropriateness of the infraction and a warning that a repeat offense will lead to further Level 3 consequences.
- ☐ Use of isolation, loss of privileges, detention or suspension
- ☐ Counseling referral
- ☐ Fixes damage and/or makes restitution

#### **Level 3 infractions:(THESE ARE EXAMPLES, NOT AN EXHAUSTIVE LIST)**

- ☐ Repeated level 2 infractions
- ☐ Endangering the health, safety, and/or welfare of self or others
- ☐ Use of profanity toward a teacher
- ☐ Terroristic threats

- ☐ Physical aggression/fighting/assault
- ☐ Vandalism
- ☐ Theft
- ☐ Insensitive/discriminatory language (racism, gender-bias, etc)
- ☐ Third plus bus incidents
- ☐ Violations of district weapons and substance (including alcohol/tobacco policies (218.1 and 227)

Level 3 Consequences: (any number of consequences may be applied)

- ☐ Immediate parental/familial contact
- ☐ Parent conference with principal
- ☐ In school suspension and/or loss of privileges
- ☐ 1 – 5-day suspension
- ☐ 6 – 10-day suspension
- ☐ Counseling/intervention
- ☐ Fixes damages and/or makes restitution
- ☐ May include referral to the Superintendent and School Board for consideration of expulsion and/or alternative placement.
- ☐ Referral to law enforcement

Suspension/Expulsion Guidelines

In-School Suspension (up to 5 days)

- ☐ This type of suspension will be served at the school with students reporting to and being dismissed at regular times.

Full Out-of-School Suspension (up to 10 days)

- ☐ This type of suspension shall be reserved for serious or persistent infractions of school rules. Due to the need for investigation prior to full suspension, all initial suspensions shall be a temporary classification. If, after reviewing evidence and considering the nature of the offense, a temporary suspension followed by a full suspension may not exceed ten days. An informal hearing to the student, parent/legal guardian will be offered by the principal within 3 days of the start of the temporary suspension.
- ☐ Exclusion from school may be based on a single incident or accumulation of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion of school can occur in the following forms: Suspension - exclusion from school for a period of up to ten (10) school days. Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
- ☐ Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective. A hearing is not required prior to a suspension of up to three (3) days. An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days.
- ☐ Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
- ☐ The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
- ☐ A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
- ☐ Students who are suspended are not permitted to attend any school functions during or after school hours during the period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespassing laws.
- ☐ All student privileges are revoked when a student is suspended from school. A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school. (Refer to Board Policy 233 titled —Exclusion from School—Suspensions and Expulsions for a copy of the complete policy.
- ☐ All suspensions will be conducted under the guidelines set forth in Chapter 12 of 22, PA School Code, as amended.

## **SCHOOL BOARD POLICIES**

### **BULLYING/CYBERBULLYING (Policy 249)**

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

\*Definition of bullying: threatening, stalking, or seeking to coerce or compel a person to do something; engaging in the nonverbal, verbal, written, cyber or physical gestures and/or conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, natural origin, religion, religious practices, sexual orientation or identification, age or disability that substantially disrupts the educational process. It is usually, but not necessarily, repeated over time.

### **FIGHTING**

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

### **WEAPONS/DANGEROUS ITEMS POLICY (Board Policy 218.1)**

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

### **THE GUN-FREE SCHOOLS ACT**

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

1. Bomb
2. Grenade

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

#### ACT 26 OF 1995

Act 26 of 1995, which amends Pennsylvania School Code, was signed into law by Governor Ridge on June 30, 1995. Several sections of Act 26 impact upon the Safe and Drug-Free Schools and Communities program. Section 1317.2, Possession of Weapons Prohibited, implements the federal Gun Free legislative mandate. Section 1302-A requires the Department of Education to set up an Office of Safe Schools. Section 1303A to Section 1308-A, requires the Office of Safe Schools to conduct a statewide data collection of the scope of violence problems in the schools. Section 1304-A to 1308-A sets record keeping standards for the maintenance, retention and transfer of students' disciplinary records. Only the relevant sections of the Act are included for your information. The Act of March 10, 1949, (P.L. 30, No. 14), known as the Public School Code of 1949, amended July 1, 1981 (P.L. 200, No. 62) is amended to read: SECTION 1317.2 POSSESSION OF WEAPONS PROHIBITED A. Except as otherwise provided in this section, a school district or area vocational technical school shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. B. Every school district and area vocational-technical school shall develop a written policy regarding expulsions for possession of a weapon as required under this section. Expulsions shall be conducted pursuant to all applicable regulations. C. The superintendent of a school district or an administrative director of an area vocational-technical school may recommend discipline short of expulsion on a case by case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Act (Public Law 91-230-20 U.S.C. § 1400 et seq.) D. The provisions of this section shall not apply to the following: 40 1) A weapon being used as part of a program approved by an individual who is participating in the program; or 2) A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for unlawful hunting, if the entry on school premises is authorized by school authorities. E. Nothing in this section shall be construed as limiting the authority or duty of school or area vocational/technical school to make an alternative assignment or provide alternative educational services during the period of expulsion. F. All school districts and area vocational-technical schools shall report all incidents involving possession of a weapon prohibited by this section as follows: 1) The school superintendent or chief administrator shall report the discovery of any weapon prohibited by this section to local law enforcement officials. 2) The school superintendent or chief administrator shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required under Section 1302-A. G. As used in this section, the term —Weaponll shall include, but not limited to, any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

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

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

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

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

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

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

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

#### **LOUD, ABUSIVE AND/OR PROFANE LANGUAGE OR BEHAVIOR**

It is the policy of the Lake-Lehman School District to prevent disruptions to school district operations; school sponsored functions, and the instructional process. Thus, all persons, including but not limited to, students, parents, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is

reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others. All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

## **SEARCH OF STUDENT AND STUDENT BELONGINGS**

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

## **TERRORISTIC THREATS AND ACTS (*Refer to Board Policy 218.2*)**

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act. Definition Terroristic threat: shall mean a threat to commit violence communicated with the intent to terrorize another, cause evacuation of a building, place of assembly or facility or public transportation, or to otherwise cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act: shall mean an offense against property or involving danger to another person committed for the purpose of achieving the above result (s). Authority: The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. The Board directs that the Superintendent react promptly and appropriately to information and knowledge concerning a possible or actual terroristic act. The Superintendent shall be responsible for developing administrative regulations to implement this policy. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act. The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act. Guidelines: When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied: 1. The building principal shall promptly report the incident to the Superintendent. 2. The building administrator shall immediately suspend the student. 3. The building administrator shall report the student to law enforcement officials. 4. The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making terroristic threats or committing terroristic acts, the Board shall require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to him/herself or to others. Additionally, if a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches. In the case of an exceptional student, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

## **THREAT ASSESSMENT TEAMS**

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

## **SAFE 2 SAY SOMETHING**

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

## **STUDENT ASSISTANCE PROGRAM**

All elementary schools have 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. 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. Each team consists of members specifically trained to serve on the Student Assistance Program team.

## **MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM**

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal

access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

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

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

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

Living in emergency or transitional shelters. Living in a public or private place not designed for humans to live. Migratory children living in above circumstances. Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings. Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

**Residency and Educational Rights:**

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

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable; services including transportation; Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

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

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

Provide school supplies and other school related materials as needed

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

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

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

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

*\*For additional information, contact Lori Bednarek (LEA Homeless Liaison) via email: [BednarekL@llsd.org](mailto:BednarekL@llsd.org)*

## **POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS**

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