

**LAMPETER-STRASBURG HIGH SCHOOL
STUDENT HANDBOOK
2024-2025**



LAMPETER-STRASBURG HIGH SCHOOL

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Assistant Principal A-L: *Mrs. Melissa L. Swarr*
Assistant Principal M-Z: *Mr. Brandon C. Heuyard*

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EQUAL RIGHTS AND OPPORTUNITIES POLICY

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Dr. Andrew M. Godfrey, Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for the School District, at 1600 Book Road, P.O. Box 428, Lampeter PA 17537, and (717) 464-3311.

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FACULTY DIRECTORY

Achille, John	Math	Ranck, Katherine	Practical Arts
Allen-Gordon, Carol	English	Rettew, Susan*	English
Baker, Adrian	Practical Arts	Riehl, Joshua	Social Studies
Blose, Matthew	Math	Schatzmann, Michelle*	Special Education
Boone, Lisa	Special Education	Scignoli, Krystin	Special Education
Breitkreutz, Alexander	Fine Arts	Sensenig, Austin	HPE
Bresch, Jamie	Science	Shaika, Grant	Social Studies
Burkhart, Megan	Special Education	Shehan, Lindsay	Social Studies
Byrnes, Jared	Social Studies	Shockey, Matthew	Social Studies
Cantrell, Scott*	Fine Arts	Shockey, Tina	Science
Canty, Michael	Special Education	Spangler, Donald*	Math
Clark, Lisa	Math	Spealman, Stephen	Practical Arts
Conklin, McKenna	HPE (LTS)	Sterner, Bronston	Science
Depew, Angela	English	Stickler, Gregg	Science
Fisher, Brian	Fine Arts	Swarr, Jeffrey	Special Education
Garber, Todd	Practical Arts	Swarr, Katrina	English
Garrett, Bobbi Jo	Math	Titter, Adam	Social Studies
Garrett, Lindsay	Science	Truitt, Kristti	English
Hearn, Kylie	HPE	Wade, Jennifer*	Fine Arts
Heyser, William	Math	Wagner, Andrea	ESL
Houck, Jeffrey	Social Studies	Welchans, Erik	Fine Arts
Ingram, Kimberly	Special Education	White, Erica*	Science
Keefer, Justin	Social Studies	Zimmerman, Hope	Practical Arts
Krothe, Benjamin	Practical Arts	Zurn, Adam*	Practical Arts
Lau, Margaret	Fine Arts		
Marsh, Jeffrey	English	Krasnai, Ed*	Guidance
Mattern, Brian	Math	Hart, Claudine	Guidance
McCanna, Christy*	Social Studies	Noll, Maya	Guidance
McConnell, Becky	Fine Arts		
McGough, Amy	Science		
Miller, Melissa	Special Education		
Morgan, Derrick*	HPE		
Neff, Emily	Math		
Novak, Ryan	Science		
Oberholtzer, Holly	Practical Arts		
Pickel, Jeffrey	HPE		

*Denotes Department Head

L-S SD MISSION STATEMENT

The Lampeter-Strasburg School District recognizes that each child has unique abilities, talents, and needs. The district is committed to providing, in an accountable partnership with parents and the community, opportunities for each learner to acquire the knowledge, skills, and values to become a responsible, productive citizen.

BOARD OF EDUCATION

Mrs. Melissa Herr	President
Mr. Matthew Parido	Vice President
Mr. Dean McComsey	Member
Mr. Dustin Knarr	Member
Mrs. Suzanne Knowles	Member
Ms. Kelly Osborne	Member
Mrs. Kristin Staley	Member
Mrs. Kari Steinbacher	Member
Mr. Andrew Welk	Member
Mr. Truman Horst	Sr. Class Representative
Mr. Shrey Singh	Jr. Class Representative

ADMINISTRATION

Dr. Kevin S. Peart	Superintendent
Dr. Andrew M. Godfrey	Assistant Superintendent
Mr. Keith Stoltzfus	Business Manager
Mr. William Griscom	Director of Technology
Mrs. Karen Staub	Special Services Director
Dr. Benjamin J. Feeney	High School Principal
Mr. Brandon C. Heuyard	Assistant Principal
Mrs. Melissa L. Swarr	Assistant Principal

PUPIL SERVICES

Mrs. Michelle Brubaker	School Social Worker
Mrs. Claudine Hart	Guidance
Ms. Elizabeth Henry	Media Center
Mr. Edward Krasnai	Guidance
Dr. Branden Lippy	Athletic Director
Mrs. Maya Noll	Guidance
Mrs. Jennifer Rimert	Nurse

Dear L-S Pioneer,

Welcome to Lampeter-Strasburg High School. We hope you take the time to participate and enjoy the wide range of academic, athletic, and extracurricular activities we have here at L-S during your time in high school! We encourage you to become highly involved and invested in your high school career, which will inevitably prepare for your future success in postsecondary education, workforce, or the military. We invite you to use your skills, talents, and abilities to grow and learn as an L-S Pioneer, and are excited to see you succeed and achieve your goals!

We also hope that this handbook/planner will serve as a useful organizational tool for you throughout the school year, and encourage you to access and utilize the resources and contents within this handbook. The L-S faculty and administration look forward to watching you grow and exceed expectations this year as you continue down your journey to success at Lampeter-Strasburg High School!

We are L-S; we are family!

Kindest regards,

Dr. Feeney

ALMA MATER

Friendship's bonds shall ne'er be broken
In L-S High;
Our Strong school shall never falter
Nor its spirit die.

REFRAIN

Alma Mater, Live forever,
We shall e'er be true;
We shall ever sing your praises,
Noble White and Blue.

In your days are pleasures given,
Work and knowledge, to
We shall ne'er forget the hour
'Neath the White and Blue.
E'en though far we roam and wander,
Yet we come to you,
For your blessings, fostering mother,
Dear old White and Blue

ACADEMIC INTEGRITY

Of great concern to educators is the apparent increase in cheating and allied practices in schools. This reflects a lack of integrity among students. The school's position on this matter is: Each student is to be held accountable for his/her actions in accordance with the consequences listed under the heading, [Plagiarism/Cheating](#). This fact should be reported to an ASSISTANT PRINCIPAL immediately so that the incident may be recorded and so that an appropriate disciplinary response can be initiated. Repeated offenses will be subject to severe punishment that may include suspension or expulsion. Classroom teachers can reduce the incidence rate of cheating by:

1. Reminding students at frequent intervals of the desirability of good individual and class integrity.
2. Avoiding the reading of a test to a class.
3. Test only on the materials covered and avoid surprise or "tricky" questions.
4. Announcing the test date well in advance to allow students ample preparation time.
5. Actively supervising and proctoring the test. Being seated in the classroom is not considered active supervision.
6. Maintaining the security of the test, keeping track of each copy of the test, and by changing the sequence/order of the test items when multiple sections of a course exist.
7. Not distributing the test or test questions for the purpose of review.
8. Establishing and reviewing all requirements and expectations associated with research papers, homework or classroom assignments, projects, and presentations at the time of issuance.
9. On written assignments, reinforcing and enforcing the rules associated with plagiarism.
10. Holding students accountable when violations are discovered.

ACCIDENTS

In the event of an accident while in a school class, activity, or traveling to or from school, students must report promptly to the person in charge. In cases of accidents occurring where a teacher is not present, a prompt report to the nurse or office is required. Failure to report any accident IMMEDIATELY may result in non-coverage by the school insurance.

ADVISORY PROGRAM

The Advisory Program is intended to help the Lampeter-Strasburg High School students meet Career Readiness Act 339 requirements for the state of Pennsylvania as they prepare for life after high school. Advisory is a common block of time during RTII once a month intended to strengthen school culture, enhance 21st century skills, career awareness and future planning, help connect students to academic supports, and create a strong support system for each student with at least one adult. The goal is that the student would have the same advisory facilitating teacher over the three years of 9th, 10th, and 11th grade.

Committee members I can contact with questions

Mr. Adrian Baker, Mrs. Lisa Boone, Mrs. Jamie Bresch, Mrs. Tina Shockey, and Mr. Brandon Heuyard.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Students at Lampeter-Strasburg High School are provided with a variety of extracurricular opportunities. We strongly encourage each student to avail themselves of these offerings and become involved in the total school program.

Extracurricular Activities

Aavidum Club	Art Club	Asian Culture Club
Chess Club	Class Officers	Dance Club
eSports Team	Fellowship of Christian Athletes (FCA)	Fellowship of Christian Students (FCS)
FFA	Gay Straight Alliance (GSA)	Heroes
Indoor Track	Interact Club	Jazz Band
L-S News	L-S Thespian Society	Madrigal Singers
Marching Band	Model United Nations (MUN)	National Honor Society (NHS)
Pioneer Page Turners	Prom Committee	Quiz Bowl Club
Scrub Club	Ski & Snowboard Club	Spanish Club
Stage Crew	STEM Club	Student Council
Tech Crew	Tri-M Music Honor Society	Varsity Club
WLSH	Yearbook	

Co-Curricular Activities

Chorus	Concert Band	Orchestra
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Sports Programs and Seasons

Fall	Winter	Spring
Cheerleading	Boys/Girls Basketball	Baseball
Cross-Country	Bowling	Boys/Girls Lacrosse
Field Hockey	Cheerleading	Boys Tennis
Football	Swimming	Boys/Girls Track
Golf	Boys/Girls Swimming	Softball
Soccer		
Girls Tennis		
Girls Volleyball		

Extracurricular Academic Eligibility

The extracurricular eligibility policy applies to students participating in any activity or contest scheduled for students beyond the hours of the regular school day or scheduled during the day on vacation days. Social activities open to all students shall be excluded from this policy. The following policy serves as the criteria for extracurricular eligibility:

- Any student with one or more failing grade(s) or incomplete course requirements will be declared ineligible for one (1) week and will be placed on the ineligibility list.
 - Teachers will clearly identify all course requirements to their classes so that students are well aware of all projects, assignments, and other course expectations that they need to complete in order to remain eligible.
 - Students are required to make up all missed work no later than five (5) school days after their return from any absence.
 - Teachers may require that students make up work within a like number of days for any absence.
 - The teacher is not permitted to extend the five (5) day limit without the principal's approval.
- The ineligibility list will be published and distributed by the guidance office each Friday or on the last day of the week that the school is in session.
- The one (1) week period of ineligibility will be effective from the following Sunday through Saturday.

4. Ineligible students are permitted to practice with the team; however, they are not permitted to compete in scrimmages and games. They may travel with the team to contests home and away, but may NOT be dismissed prior to the conclusion of the regular school day in order to do so.
5. Any student who fails one or more marking period grades will be ineligible for two (2) weeks. If the failure occurs at the conclusion of the first, second or third marking periods the period of ineligibility will begin the first full week following the distribution of report cards. If the failure occurs at the conclusion of the fourth marking period, the period of ineligibility will begin the first day of practice during the fall athletic season.
6. Any student who fails one or more semester courses will be ineligible for three (3) weeks. If the failure occurs at the conclusion of the first semester the period of ineligibility will begin the first full week following the distribution of report cards. If the course failure occurs at the conclusion of the second semester the period of ineligibility will begin the first day of practice during the fall athletic season.
7. Extracurricular activity participation will be determined by the eligibility status of the student the week or day the activity begins. If the student is eligible for an activity, the student may continue participation even if the eligibility status changes to ineligible during the extended time of the activity. Likewise, a student's ineligibility status will not change for an activity that extends into another period, once he or she is ineligible.
8. Students must obtain a minimum of four (4) credits by the conclusion of the school year to maintain eligibility status. Students who do not acquire at least four credits will be ineligible for a period of fifteen school days in accordance with Article IX (Curriculum), sections one (1) through four (4), of the P.I.A.A. By-Laws
 - a. Students can regain eligibility status if they successfully complete the [remediation course requirements](#).
 - b. No. 6 will be in effect on occasions that take students from school for an extended period of time and would overlap two eligibility recording periods.
 - c. This policy represents only minimum standards. Coaches or group sponsors may create individual policies governing their own groups as they uphold these standards.

[Also See: Attendance Requirement for Participation in or Attendance at After School Activities](#)

Due Process

Any student being removed from participation in extracurricular events, including athletics will be afforded the same due process rights as a student suspended from class. Due process rights would consist of an informal hearing with the respective principal or his/her designee.

Equipment Responsibility

All athletes are personally responsible for the care and maintenance of athletic equipment issued to them. This equipment is considered to be school property, and as such, students not returning or making restitution for missing equipment will be subject to disciplinary action.

Athletic Equipment Collection

All athletic equipment must be returned at a time and date established by the coach and equipment manager (not to exceed one week after completion of the sports season). Equipment for a new sport will only be issued upon the return of equipment from a previous sport.

Spectator Behavior for Athletic Events

Lancaster-Lebanon League Rules

All participating schools of the Lancaster-Lebanon League advocate that coaches, players and spectators treat their guests with equity and respect. The following is a list of guidelines that each member school will enforce:

1. The Lancaster-Lebanon League encourages spectators to cheer and support their respective teams in a positive manner but not to cheer negatively against the opponent.
2. Only team members in uniform and/or warm-ups, under the coach's supervision are permitted on the floor or field for warm-ups, prior to and at half time, and at the end of games. Unauthorized personnel are not permitted on the playing field at any time.
3. Only cheerleaders for the purpose of leading cheers or promoting school spirit and authorized personnel are permitted on the sidelines or playing surface.
4. Spectators are permitted to form spirit lines as the players enter before the game and at half time.
5. Abusive language, negative gestures or taunting directed towards players, coaches, officials, cheerleaders or spectators is prohibited.
6. No sirens, hand held towels, whistles, portable stereos, or noisemakers will be permitted at games. Hand held banners or hand held signs will not be permitted. Such articles will be confiscated by the game manager.
7. The throwing of any foreign object that may harass or injure a spectator, player, or official is prohibited.

CONDUCT AT EVENTS/ACTIVITIES

- | | |
|--------------------------------|---|
| 1. Non L-S Students/Spectators | Removal |
| 2. L-S Spectators | Removal, Suspension from event(s) |
| 3. L-S Students | Removal, Suspension from event(s),
Detention |

*Conduct expectations and consequences remain in place for events and activities that are not on district property, including away games.

Related Board Policies

[122 Extracurricular Activities](#)
[123 Interscholastic Athletics](#)
[123.1 Concussion Management](#)
[123.2 Sudden Cardiac Arrest](#)
[123.3 Student Activity Fee](#)
[137.1 Extracurricular Participation by Home Education Students](#)
[140.1 Extracurricular Participation by Charter/Cyber Charter Students](#)
[211 Student Accident Insurance](#)
[230 Public Performances by Students](#)

ATTENDANCE

A regular pattern of prompt attendance is required for all students. State attendance laws are followed.

Absence Procedure

1. Excuse cards may be obtained from the high school office.
2. A completed excuse card or written note signed by the student's parents or legal guardian **MUST** be presented to the attendance secretary upon return to school. **STUDENTS ARE NOT PERMITTED TO SIGN EXCUSE CARDS, REGARDLESS OF AGE.**
3. The fact that a parent or guardian has sent a written excuse to school **DOES NOT** necessarily mean the absence is "excused," an absence becomes excused when approved by a school official.
4. Failure to return an excuse card or note within five (5) school days after the date of absence will ultimately result in the student being given an illegal or unexcused absence. *The fourth and subsequent illegal/unexcused absence will result in the student being denied the opportunity to make up work.*
5. Temporary excuse cards will not be issued as reminders.
6. Any student of compulsory attendance age as defined in the PA School Code, age 17 or below, after three illegal absences will receive a first offense notice and the absences will be defined as "truancy". If the student continues to incur additional illegal absences after this notice has been issued, the school will offer a School Attendance Improvement Conference.
7. Once a student accrues six (6) or more school days of illegal absence, the student will be deemed "habitually truant", and will be addressed as required by the PA School Code. In the following manner:
 - a. **Under 15 years of age:** The school **MUST** refer the student to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school **MAY** file a citation against the parent of a habitually truant student under fifteen (15) in a magisterial district court.
 - b. **Fifteen (15) years or older:** The school **MUST** either: (1) refer the student to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial court. If the student incurs additional absences after a school refers that student to an attendance improvement program or refuses to participate in an attendance improvement program, the school **MAY** refer the student to the local CYS agency for possible disposition as a dependent child.

Early Dismissal

1. Students must bring a note from a parent asking permission for an early dismissal.
2. When a student returns, he/she must sign in at the main office.
3. For a doctor/dental appointment, students must have an appointment card or written verification of visit.
 - a. If the card is not returned within five (5) school days, the minutes absent will be considered unexcused, with no makeup work permitted.

- b. These absences can accumulate to necessitate the sending of a first offense notice or 1/2 to full day of truancy.

The acceptable reasons for an early dismissal are the same as those previously listed under the heading "excused absences". Students are reminded that, except under unusual conditions, a medical appointment is not a legal reason to miss an entire day of school.

Classification of Absences

It is agreed that a student's education is important and, in accordance with school law, absences are discouraged except for serious reasons. As a guideline, the following are considered excused absences:

1. Illness on the part of the student
2. Death in family
3. Recovery from an accident
4. Impassable road
5. Required court appearance
6. Quarantine
7. Religious holidays and observances
8. Pre-approved educational trips
 - a. To qualify for such a legal absence parents must submit a written request to the assistant principal's office THREE DAYS PRIOR TO SUCH AN ABSENCE. The request must include: the nature of the trip, identify the adult supervision, and dates of the trip. If inclement weather or other unforeseen circumstances necessitate changing the date/time of the trip, this MUST be cleared by a school official.
 - b. The educational value of the proposed trip or tour must be readily apparent if approval is to be granted (Please include an itinerary).
 - c. It is the student's responsibility to make-up or make provisions for assignments with the teachers PRIOR to leaving on such trips.
 - d. Failure to abide by this procedure may result in consequences outlined in the discipline code.
 - e. The maximum number of days absent permitted under this policy is five (5) days/year. Exceptions to these provisions may be granted by the Superintendent only under exceptional circumstances.

If a student's absence does not fall into one of the preceding categories, it will be considered an illegal/unexcused absence. *Students who accrue more than three illegal/unexcused absences will not be permitted to make up missed schoolwork for any subsequent illegal/unexcused absences.* For example, if a test is given on the day of an illegal/unexcused absence, the student will receive a zero for that examination ([See Incomplete Work/Makeup Work](#)). The following are examples of typically illegal/unexcused absences: Car trouble; truancy; overslept; hunting; fishing; at the fair; baby sitting; shopping; employment; etc.

In addition, students may be required to submit a doctor's note due to the accumulation of 15 or more total absences from school. Students that do not submit a doctor's note or a parent note will be considered unexcused/illegally absent for the day(s) of absence and will be subject to the compulsory attendance laws and incomplete/no-make-up work policy referenced previously in this section.

Progressive Attendance

In consideration of the available research regarding school attendance, classroom behavior, academic failure, and school dropout, the Lampeter-Strasburg High School will be utilizing the following plan to address issues or concerns associated with illegal and unexcused absenteeism.

Progressive Attendance – Illegal Absences (Age 17 or below)

The following steps will be utilized when addressing students involved in the accrual of illegal absences during the course of the school year:

1. A school official will attempt to contact the home any time a student is absent if the school has not received contact from the parent(s) indicating an awareness of the student's absence.
2. A three-day attendance letter will be forwarded to the parent/guardian upon the accumulation of the student's third day of illegal absence and the absences will be defined as "truancy".

3. Upon the accumulation of a third day of illegal absence, a School Attendance Improvement Conference involving a school administrator, guidance counselor, parent(s) and the student will be arranged to develop a School Attendance Improvement Plan as required by law.
4. The student will not be permitted to make up missed assignments for grading purposes for any/all subsequent illegal absences beyond the initial three days.
5. If the student accrues six (6) or more illegal absences, the student will be deemed "habitually truant" and held accountable in the following manner: If the student is under fifteen years old, the student will be referred to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant student under fifteen (15) in a magisterial district court. If the student is fifteen years or older, the school must either: (1) refer the student to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial court. If the student incurs additional absences after a school refers that student to an attendance improvement program or refuses to participate in an attendance improvement program, the school MAY refer the student to the local CYS agency for possible disposition as a dependent child.
6. A prosecution letter will be forwarded to the parent/guardian upon the accumulation of any/all subsequent absences beyond the initial three days.
7. A ten-day attendance letter will be forwarded to the parent/guardian upon the accumulation of ten days of absence.
8. Given the potential impact of attendance on academic success a fifteen day letter may be forwarded to the parent/guardian upon the accumulation of fifteen days of illegal and/or excused absence. In the event that a fifteen day letter is sent, the parent(s) and student will be required to provide a physician's note for any/all future absences.

Progressive Attendance – Unexcused Absences (Age 18 or above)

The following steps will be utilized when addressing students involved in the accrual of unexcused absences during the course of the school year:

1. A school official will attempt to contact the home any time a student is absent if the school has not received contact from the parent(s) indicating an awareness of the student's absence.
2. A three-day attendance letter will be forwarded to the parent/guardian upon the accumulation of the student's third day of unexcused absence.
3. The student will not be permitted to make up missed assignments for grading purposes for any/all subsequent illegal/unexcused absences beyond the initial three days.
4. A ten-day attendance letter will be forwarded to the parent/guardian upon the accumulation of ten days of unexcused absence.
5. Given the potential impact of attendance on academic success a fifteen day letter may be forwarded to the parent/guardian upon the accumulation of fifteen days of excused or unexcused absence. In the event that a fifteen day letter is sent, the parent(s) and student will be required to provide a physician's note for any/all future absences.
6. Upon the accumulation of sixteen or more days of unexcused absence the student may be issued a ten-day out-of-school suspension with either a Board of Review Hearing or Superintendent's Hearing to determine further disciplinary action in accordance with [Board Policy 233 Suspension and Expulsion](#).

Tardiness

Students are required to be at school in their assigned location on time. Any student who reports late to school must check in at the main office. A late arrival will be coded as a tardy if the student signs in at the main office by 8:00 AM. Any late arrival after 8:00 AM will be coded as truancy. School officials establish whether a tardy is excused or illegal/unexcused. After the fifteenth illegal/unexcused tardy, a doctor's excuse may be required. Some typically illegal/unexcused tardies are: car trouble, alarm failed, overslept, friend forgot to pick me up. Students who choose to drive to school also must accept the responsibility of being here on time - since bus transportation is provided, a car cannot be the excuse. A student may be assigned disciplinary consequences after the third (3) unexcused tardy, as described below.

<u>Number of Tardies</u>	<u>Consequence</u>
4	Letter home to parent
7	1 detention
10	3 detentions
13	3 detentions
16	3 detentions

Every third accrued tardy will result in the issuance of 3 additional detentions

Please note that illegal/unexcused tardies exceeding the time parameters established above may be considered as partial day illegal/unexcused absences and will be addressed in accordance with the [progressive attendance plan](#) and [progressive discipline plan](#).

Attendance Requirement for Participation in or Attendance at After School Activities

In order for students to participate in or attend school activities during the week, they must be in attendance for the "full school day." For purposes of extracurricular activities, a "full school day" shall mean being in attendance no later than 30 minutes after the beginning of the school day. After this period of time, only early dismissals for medical appointments, late admits with proper medical slips, or school officials approved absences will be honored for participation or attendance at after school activities. Notes **MUST** be provided to the main office prior to participation or attendance is permitted for any school event, game, or activity (home or away).

Attendance at P.I.A.A. Athletic Events

If Lampeter-Strasburg athletes and teams are participating in P.I.A.A. playoffs/competition during the regular school day, student-spectators may attend provided:

1. They are not on the ineligibility list for one (1) or more subjects.
2. They have not exceeded three (3) days unexcused absence for the school year.
3. They submit to the office a completed trip approval form prior to 9:00 am the school day before the event.
4. They have not been suspended from school activities on the day of the event.

Students who have not abided by this policy will be subject to suspension in accordance with the consequences listed in the detention/suspension section of this handbook. In addition, the day of absence will be recorded as unexcused/illegal with no makeup permitted and will be subject to truancy laws. Upon return from the trip and within five (5) school days, an excuse card and a ticket stub from the P.I.A.A. event must be submitted to the attendance office. If the school sponsors a spectator bus, students may be required to ride the bus to and from the event. Student field trip rules will then apply.

Related Board Policies

[200 Enrollment of Students](#)

[201 Admission of Students](#)

[202 Eligibility of Non-Resident Students](#)

[203 Immunization and Communicable Diseases](#)

[203.1 HIV Infection](#)

[204 Attendance](#)

[206 Assignments Within District](#)

[208 Withdrawal From School](#)

[233 Suspension and Expulsion](#)

[251 Homeless Students](#)

BELL SCHEDULE

The Lampeter-Strasburg High School utilizes a block schedule to enhance educational opportunities in the classroom and to increase the number of overall courses that students can participate in during their high school experience. In an attempt to ensure that students, regardless of various internal and external factors that may impact the schedule, have equal access to their courses, the following regular and adapted schedules have been developed.

<u>Regular Schedule</u> and Short PM Assembly				<u>One Hour Delay Schedule</u> and Short AM Assembly			
1	7:30	-	8:55 (85)	Delay/Assembly 7:30 - 8:25 (55)			
2	9:00	-	10:20 (80)	1	8:30	-	9:40 (70)
3A	10:20	-	10:50 (30)	2	9:45	-	10:50 (65)
3B	10:50	-	11:20 (30)	3A	10:50	-	11:20 (30)
3C	11:20	-	11:50 (30)	3B	11:20	-	11:50 (30)
3D	11:50	-	12:20 (30)	3C	11:50	-	12:20 (30)
4	12:25	-	1:45 (80)	3D	12:20	-	12:50 (30)
RTII	1:50	-	2:40 (50)	4	12:55	-	2:00 (65)
				RTII	2:05	-	2:40 (35)
<u>Early Dismissal Schedule</u> and Long PM Assembly				<u>Two Hour Delay Schedule</u> and Long AM Assembly			
1	7:30	-	8:30 (60)	Assembly 7:30 - 9:30 (120)			
2	8:35	-	9:15 (50)	1	9:30	-	10:20 (50)
3	9:20	-	10:10 (50)	2A	10:20	-	10:50 (30)
4A	10:10	-	10:40 (30)	2B	10:50	-	11:20 (30)
4B	10:40	-	11:10 (30)	2C	11:20	-	11:50 (30)
4C	11:10	-	11:40 (30)	2D	11:50	-	12:20 (30)
4D	11:40	-	12:10 (30)	3	12:25	-	1:15 (50)
RTII	12:15	-	1:05 (50)	4	1:20	-	2:10 (50)
Assembly	1:10	-	2:40 (90)	RTII	2:15	-	2:40 (25)
<small>* Students are dismissed at 12:10 on a scheduled Early Dismissal Day</small>							

BOOKS

Lost books must be paid for by the student originally responsible for the book. Students may be charged for damages other than normal wear of books. Bills for lost or damaged books must be paid before student diplomas will be released. New books will be issued only after lost or damaged books have been paid for. Students will be required to pay the full replacement cost for all lost or damaged materials.

BULLYING, HARASSMENT, HAZING AND CYBERBULLYING

Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. **Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantially interfering with a student's education.
- Creating a threatening environment.
- Substantially disrupting the orderly operation of the school.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Types of Bullying

There are three types of bullying.

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- Physical bullying
 - Hitting/Kicking/Pinching
 - Spitting
 - Tripping/Pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

What should I do if I am being bullied?

In a calm, clear voice ask the person engaging in the bullying to stop. In the event that you are unable to respond verbally to the individual, simply walk away. Do not fight back. Seek out an adult that you trust and make them aware of the incident so that they can provide immediate assistance. Report to the guidance office and request to speak with your guidance counselor. Your guidance counselor will listen and provide support and make recommendations based on the information that you provide regarding how to best address your concerns and to resolve the issue in a positive manner.

Source: [Stop bullying.gov](http://Stopbullying.gov)

Harassment

It is the policy of the L-S School District to respect the dignity, uniqueness, and worth of every individual and to establish and maintain a learning environment that is free from harassment of any nature. Moreover, it is the policy of the district not to tolerate verbal or physical conduct by any person who harasses, threatens, disrupts, or interferes with another's work or educational environment or who creates an intimidating, offensive, or hostile work or educational environment.

Students who engage in harassment of any nature (sexual, physical, verbal, ethnic, religious, etc.) on school premises, off school premises at school-sponsored activities, or while on school-sponsored forms of transportation will be subject to appropriate disciplinary action.

Related Board Policies

[247 Hazing](#)

[249 Bullying/Cyberbullying](#)

BUS TRANSPORTATION

The school provides bus transportation for pupils who live beyond a reasonable walking distance of the school. To ensure passenger safety, students must abide by all established rules and regulations when facilitating transportation provided by the school district. Misconduct by students will result in discipline by proper authorities. Serious and/or repeated problems may result in the denial of bus privileges and additional consequences as appropriate.

Related Board Policies

[705 Safety](#)

[709.1 Video Surveillance](#)

CAFETERIA

Lunch groups are dismissed to the cafeteria at the time designated on the schedule. Students may go to lavatories before reporting to the cafeteria.

Arrival and Dismissal

Only students purchasing food are permitted to enter the food court area. All other students should enter the cafeteria using the main cafeteria seating entrance. *Books and backpacks need to be placed in the cubicles located outside of the cafeteria entrance or must be placed at the student's cafeteria table prior to entering the food court.*

Students are NOT permitted to have backpacks in the food court. In order to increase visibility and student safety, only six (6) students will be permitted to sit at each cafeteria table. Students will be dismissed from the cafeteria by the cafeteria monitor in charge. Students are responsible to keep their table clean and to throw away all food, trash and return all trays to the tray return window. Students will leave the cafeteria at the end of the period via the doors in the main seating area.

Breakfast

Breakfast may be purchased using cash or a prepaid debit account. Breakfast operates as a “grab and go” concept and is offered each morning. A variety of hot and cold items are available for purchase. Students may take the purchased items to their period one class to be eaten during the first period or remain in the cafeteria to eat if sufficient time is available to do so. Breakfast will not be served on days that school is delayed due to inclement weather.

Lunch

Lunch may be purchased using cash or a prepaid debit account. Checks may be deposited into cafeteria accounts during the lunch periods. Students are requested not to present monetary denominations larger than twenty dollars in order to expedite the process. Pizzas, fast foods, etc. may not be delivered to students during the school day.

Fast food/Restaurant food deliveries using services like Grubhub, Doordash, etc. are not permitted and will be turned away. Parents/Guardians **may** drop off breakfast or lunch items for students at the main office. Students **are not permitted** to take **full lunches** out of the cafeteria unless approved by an administrator or teacher but students are permitted to take snacks and beverages purchased during their designated lunch out of the cafeteria.

Charging Lunch

In the event that a student's cafeteria account has inadequate funds available to cover the cost of a meal, the Lampeter-Strasburg School District Cafeteria will provide the student with a meal. The cost of the meal will be charged to the student's cafeteria account. Please be advised that students will not be permitted to charge any additional snacks or drinks; only meals may be charged. The student may be reminded that they need to bring money in to pay for the charged meal. Any cafeteria accounts that carry negative balances will follow the “School Meal Service and Accounts” as outlined in Policy 808 and Policy 808 attachment for collection procedures.

COLLEGE COURSES

The Early To College (ETC) program provides students with opportunities to explore college options and examine potential areas of interest for postgraduate study while accruing college credits. The program is considered to be an extension of a student's educational experience, and therefore, the principal or his/her designee must approve program participation. Additionally, program eligibility is predicated upon specific criteria that all students must evidence for program consideration and must maintain for program continuation. Criteria for ETC/DE include the following:

Academic Criteria

1. High school cumulative unweighted grade point average - 3.0.
2. Students must be a junior or senior on track to graduate.
3. Courses must be taken in lieu of, or in addition to, required courses of study.
4. Students must be on campus for a minimum of 2.0 credits.
5. Students must obtain a satisfactory score on the placement exam, if applicable.
6. Students must meet or exceed all academic criteria for ETC of the desired institution.

Attendance Criteria

1. Students must evidence a pattern of regular attendance in accordance with established attendance policies.

Dismissal Criteria

1. For each registered and approved college course, students will receive one period off from Lampeter-Strasburg High School. If the course causes overlap and requires two periods off, accommodations may be made.

Behavioral Criteria

1. Students must evidence a pattern of appropriate behavior in accordance with established disciplinary policies.

Student Responsibilities

1. Must meet Lampeter-Strasburg graduation requirements.
2. Must be enrolled full-time and attend **all** pre-approved college courses.
3. Must successfully maintain an unweighted GPA of 3.0 as evidenced on college transcripts for continued program participation.
4. Must apply to the college of his/her choice and coordinate his/her college schedule with the high school schedule. If a student is scheduled to be in the building for period 3, they must be in the building each day for period 3.
5. Students are responsible for all costs (application fees, tuition, books, etc.) and transportation.
6. Students must submit a copy of his/her college schedule prior to the course/semester start date.
7. Students must submit a copy of his/her college course transcripts no later than two weeks after the course(s) end.

Other Program Information

1. Grades associated with ETC participation will be included in GPA calculations for the determination of class rank.
2. Credit and course information associated with ETC participation will be noted on high school transcripts upon receiving official documentation from the college or university.

Consequences for Noncompliance

1. Removal from program participation.
2. Placement back in the regular high school program.
3. College course failure could jeopardize high school graduation as a result of the student's failure to meet established graduation requirements.

DANCES

1. Dance request form for approval must be submitted by the established due date.
2. Two faculty chaperones are to report one-quarter hour before the dance begins.
3. Once a student leaves the building he/she is not permitted to return to the dance.
4. Dress for dances will be in accordance with the existing dress code (See [Dress and Grooming](#)).
5. Outsiders must be sponsored by a high school student. For each couple, one student must be a Lampeter-Strasburg High School student. Identification will be required.
6. Dances are limited to students in grades 9 through 12.
7. The following will not be permitted:

- a. Smoking/Vaping
 - b. Alcohol
 - c. Socializing in cars
8. A special officer is required to be on duty.
9. Dances, with the exception of the prom, are to conclude by 10:30 p.m.
10. The sponsoring group is responsible for decorations and clean up.
11. All school rules and regulations will remain in effect.

DISCIPLINE

Detention

Detentions are assigned to students for failing to abide by school regulations or for inappropriate conduct. Detention will be held after school from 2:45 p.m. to 3:45 p.m. in the high school Media Center. All students must report on time and are required to have work for the entire period. Students will be given a minimum 24 hour notice and parents will be responsible for providing students' transportation from the detention assignment.

Out-of-School Suspension (OSS)

Out-of-school suspension is assigned to students for major policy violations, repeated disregard of the rules, progressive discipline, and other offenses that administration determines to require exclusion from school. When a student is assigned out-of-school suspension, they are required to stay home on the assigned day(s), but are afforded the opportunity to make up missed school work, assignments, or assessments.

The list below, though not exhaustive, identifies some of the reasons that detentions and suspensions may be assigned, and provides the typical number of detentions/suspensions typically levied for the associated infractions.

Attendance

Cutting Class	3 Detentions (first offense)
Illegal/Unexcused Absence	See Attendance (3+ = no makeup work)
Illegal/Unexcused Tardies	See Tardiness (detentions/suspensions)
Tardiness	See Tardiness

Behavior in School

Leaving School	3 Detentions (first offense)
Classroom Disruption	3 Detentions (first offense)

Behavior in Detention

Cutting 1 hour Detention (office)	3 detentions
Cutting 2 or more hours of detention*	1 OSS
Cutting or refusing teacher detention	3 detentions
Removal from detention*	1 OSS

Driving and Parking

[See Driving and Parking](#)

General

Internet Safety and Acceptable Use Violation	See Electronic Communication/AUP
- Minor Violation*	1-3 OSS
- Major Violation*	5-10 OSS + Board of Review
Creating a hazardous/disruptive condition*	1-3 OSS
Disrespect	3 Detention
Dress code violation	
- 1st Offense	Warning
- 2nd Offense	1 Detention
- 3rd Offense	2 Detentions
- 4th Offense	3 Detentions
Forgery	1-3 OSS
Late to Class	1 Detention
Leaving assigned area without permission	3 Detentions
Misconduct*	3 Detentions
Misbehavior on school bus*	3 Detentions / bus suspension
Misuse/alteration of a pass*	1-3 OSS
Obscene gestures/notes*	1-3 OSS (Police)

Plagiarism/Cheating/AI*	See Plagiarism/Cheating
Misuse of cell phone/electronic devices	
- 1st Offense	1 Detention
- 2nd Offense	2 Detentions
- 3rd Offense	3 Detentions
Stealing/Theft School Property*	1-3 OSS (Restitution + Police)
Stealing/Theft Student Property*	1-3 OSS
Smoking/Tobacco/Vaping*	OSS (Situationally dependent) (Police)
Throwing food/objects in buildings, on buses, on school property	
- 1st Offense*	1-3 OSS
- 2nd Offense*	10 OSS + Board of Review
Unacceptable/Obscene language*	1 OSS
Violation of classroom safety rules*	1-3 OSS
Willful destruction of property*	1-3 OSS (Restitution)
Willful disobedience/defiance*	3-5 OSS
Violation of Board Policies*	
See Related Board Policy links	10 OSS + Board of Review

*THESE OFFENSES MAY ALSO RESULT IN EXCLUSION FROM SCHOOL BASED ON A SINGLE INCIDENT.

Progressive Discipline

Any student who accrues 10 or more hours of detention during the course of the school year will be issued consequences for any additional detention-related infractions, regardless of the level or type of infraction, in accordance with the examples articulated below. Please be advised that infractions involving drugs, alcohol, weapons or that result in serious bodily injury would be addressed in accordance with Board Policy and existing Federal and State Laws, rather than through the utilization of progressive discipline.

Progressive Discipline – Examples

Student One (All detention-level infractions)		Student Two (All OSS-level infractions)	
<u>Infraction #</u>	<u>Discipline</u>	<u>Infraction #</u>	<u>Discipline</u>
1	3 detentions*	1	1OSS
2	3 detentions*	2	1 OSS
3	3 detentions*	3	1 OSS
4	3 detentions*	4	3 OSS
5	1 OSS	5	3 OSS
6	1 OSS	6	5 OSS
7	1 OSS	7	10 OSS + Board
8	3 OSS		
9	3 OSS		
10	5 OSS		
11	10 OSS + BOR		

* Detentions are issued in one-hour increments.

The administration will assign consequences for unlisted offenses as deemed appropriate. Any student missing an assigned detention as a result of absence should automatically plan to complete the detention during the next scheduled unassigned detention. Detentions not completed by the end of an academic year may be rescheduled either during the summer or at the beginning of the next school year. At the discretion of the administration, suspension from school may be administered rather than detention.

Related Board Policies

[113.1 Discipline of Students with Disabilities](#)

[218 Student Discipline](#)

[218.1 Weapons](#)

[218.2 Terroristic Threats](#)

[219 Student Complaint Procedures](#)

[222 Tobacco and Nicotine](#)

[227 Controlled Substances/Paraphernalia](#)

DRESS AND GROOMING

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

Students may be required to wear certain types of clothing while participating in 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 following examples are provided for parent/student reference:

1. Dresses, shorts, and skirts must be a minimum of a cut above the mid-thigh.
2. Pants must be worn in a manner that underwear is not exposed.
3. Holes in pants, shorts, or jeans must be mid-thigh or below.
4. Low cut/revealing/transparent shirts are not acceptable. Clothing must cover the torso and undergarments. No tank-tops, spaghetti straps, strapless tops, or cut-off tanks.
5. No hats, hoods, headbands or other head coverings or coats, capes or other outerwear in school.
6. Sandals, flip-flops, and open-toed shoes will not be permitted in laboratory and shop areas, or in physical education classes. Bedroom slippers are not permitted in the building at any time.
7. No clothing, jewelry or any other attire that present a health or safety concern or that advertise or advocate the use of alcoholic beverages, drugs, or other illegal behavior; lewd, profane or obscene language or messages; and messages that disrupt or create a reasonable apprehension of disruption of the educational program, including messages that advocate violence and mayhem, criminal behavior or the violation of Board policy and messages that have as their sole purpose the harassment and/or intimidation of others in the school community.



Note:

- **Students violating any of these regulations may be removed from class until a suitable change of clothing can be obtained from home or provided by the school.** Clothing will be provided in the office when available in the form of t-shirts, sweatshirts, and sweatpants.
- **Students may be sent home for non-compliance.**
- **In addition, after-school detentions or suspension will be issued in accordance with the discipline code and progressive discipline for dress code violations after one initial warning.**

Related Board Policy

[221 Dress and Grooming](#)

DRIVING AND PARKING

All students are required to obtain a parking permit, which must clearly be displayed on the rearview mirror anytime the registered vehicle is parked on school property, from the main office prior to parking on school property. Students are required to purchase a parking permit on an annual basis. Parking tags are non-transferable and must be returned to the guidance office in the event that a student would attempt to transfer or drop out from the Lampeter-Strasburg High School. Any student failing to return a parking permit would be subject to a \$10.00 obligation placed on the student's account. Students are not permitted to remain (loiter) in the parking lot or outside the building before or during school hours. Students are not allowed to park in any parking area other than the ones that are assigned to them. Students are not permitted to park or drive on the lawn.

1. Any containers brought to school, including vehicles, are subject to search at any time with cause.
2. Students are expected to drive at reasonable speeds while on their way to and from school. A 15 mph speed limit should be observed on school grounds.
3. Smoking in vehicles on school grounds is prohibited and will result in suspension and a referral to police.
4. All vehicles driven on school grounds must meet state laws concerning license, registration and inspection, and must display an official Lampeter-Strasburg parking tag which may be obtained in the office through the registration procedure.
5. The school is not responsible for vehicles that are parked or operated on school property.
6. Students will be assigned to a numbered parking space. Blue-lined spaces are designated for faculty and staff parking only.
7. During the period of driving suspension, the vehicle may not be driven by anyone on school district property at any time.
8. Vehicles that are parked improperly or that do not clearly display a current Lampeter-Strasburg parking tag may have a violation sticker applied to the upper right-hand corner of the driver's side window. It should be noted that the violation stickers are difficult to remove and that the owner/operator of the vehicle would be responsible for the removal and any damage that may occur.
9. Any infraction resulting in the loss of a student's driving privileges for any period of time, up to and including the duration of the school year, will also result in the forfeiture of the student's parking permit and the original fee paid to obtain a parking permit.
10. Any infraction not listed will be handled by the administration as deemed necessary. Those students who do not abide by the previously mentioned driving rules and regulations will be issued the following consequences:

<u>Driving Violation</u>	<u>Driving Suspension</u>	<u>Detention / OSS</u>
Parking Improperly		
1st Offense	Warning	3 detentions
2nd Offense	3 days	3 detentions
3rd Offense	6 days	3 detentions
Speeding		
1st Offense	10 days	3 detentions
2nd Offense	1 Year	3 detentions
Reckless Driving		
1s Offense	10 days	1 OSS
2nd Offense	1 Year	2 OSS
Violating driving suspension	Double the original days	3 OSS

Related Board Policy

[223 Use of Motor Vehicles](#)

[226 Searches](#)

DRUG SCREENING

The Board recognizes that the use of drugs has a serious and deleterious effect on students' motivation, memory, judgment, coordination and reaction time, and negatively affects students academically, physically and emotionally. These concerns, in conjunction with the heightened health and safety risks associated with students participating in extracurricular/co-curricular activities or operating motor vehicles to and from school and school-related activities while impaired, and the recognition that drug use and abuse is particularly dangerous to students who participate in such activities, have compelled development of Board Policy 5143, Drug Screening policy.

ELECTRONIC DEVICES AND ACCEPTABLE USE

The Board prohibits the **use of** electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time. The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities. The district shall not be liable for the loss, damage or misuse of any electronic device.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

Related Board Policies

[237 Electronic Devices](#)

[717.1 District Owned Mobile Technology Devices](#)

EQUAL RIGHTS AND OPPORTUNITIES (Affirmative Action)

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its activities, programs or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1975, and Section 504 of the Rehabilitation Act of 1973. For information regarding civil rights or grievance procedures and information regarding services, contact the Assistant Superintendent, Title VI, Title IX and Section 504 compliance officer of the School District at 1600 Book Road, P.O. Box 428, Lampeter, PA 17537 (717) 464-3311.

Related Board Policies

[146 Student Services](#)

[207 Confidential Communications of Students](#)

[219 Student Complaint Procedures](#)

[220 Student Expression/Distribution and Posting of Materials](#)

[234 Pregnant/Parenting/Married Students](#)

[235 Student Rights and Responsibilities](#)

[718 Service Animals in Schools](#)

EMPLOYMENT

1. Minors under eighteen years of age must have an employment certificate or a permit to engage in allowable types of work.
2. Minors who are sixteen years of age may obtain a General Employment Certificate for working during school hours. They must have approval of their parents or guardian and must have secured full time employment.
3. Exemption permits may be obtained for farm work on the applicant's farm, or for domestic service in a private home by minors who are fifteen years of age or older. Parents must show evidence of a serious emergency in their home that requires their child to quit school for work.
4. Vacation Employment Certificates may be obtained by minors who are fourteen years old or over.
5. Permits for minors living in the Lampeter-Strasburg School District are issued through the high school office during regular office hours.
6. Minors must present a birth certificate or other legal evidence when applying for a working permit.

FIELD TRIPS

When a field trip is planned and/or financed by the school, students are required to attend. All school rules will remain in effect until the conclusion of the trip. Students are responsible to follow the directives of the teacher and/or sponsor at all times. All school rules and established dress codes will be enforced.

Related Board Policies

[121 Field Trips](#)

[210 Medications](#)

[231 Social Events and Class Trips](#)

FIRE CALLS

Students endorsed in writing by the local Fire Chief as volunteer firemen will be permitted to leave the building in response to local fire calls. All student firemen must:

1. Have their names submitted to the office by their Fire Chief.
2. Pick up in the office and return the parent permission form.
3. Check-out with the Main Office prior to leaving the building.
4. Any student on the ineligibility list will be precluded from responding to fire calls.

FIRE DRILLS

Periodic fire drills are conducted by school officials. Students are expected to move rapidly and in a quiet and orderly manner to designated areas. The students are to assemble no closer than 200 feet to the building and must be off the driveway. Students must remain with their class during the fire drill so accurate attendance can be taken. Noncompliance during fire drills will be dealt with in an appropriate manner.

GRADING

Scholastic grades are based upon test results, homework, projects, participation, etc., as determined by the individual classroom teacher. The basic guideline for grades in all classes is as follows:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Credits

Credit value for eighteen (18) week courses is assigned 1.0 credit. Exceptions to this include HPE9, FCS, Managing your Finances, and Introduction to Information Technology, which are issued 0.5 credits.

1. The courses of transfer students will be given a weight of one (1). Variation in this policy would be evidence of a track level, in which case the L-S policy would prevail.
2. Class rank is determined by weighted G.P.A. only.
3. Course make-up work will not be calculated for class rank purposes.
4. Questions regarding class rank should be directed to the student's guidance counselor.
5. Consult the Lampeter-Strasburg Course Selection Book for course weights.

Final Exams/Final Grades

Final exams will be given in all semester courses to assess student learning. Final exam grades also count towards class rank. The calculation of a final course grade involves a combination of the individual marking period grades and the final exam grade for each course. In semester courses, each marking period counts as 2/5 of the course grade and the value of the final exam will be equal to 1/5 of the course grade. See the following example:

$$\begin{array}{rcll} \text{1st Marking Period} & = & 92\% * (2/5) & = & 36.8 \\ \text{2nd Marking Period} & = & 89\% * (2/5) & = & + 35.6 \\ \text{Final Exam Score} & = & 86\% * (1/5) & = & + \underline{17.2} \\ & & & & 89.6\% \\ \text{Final Course Grade} & = & 90\% & (\text{A-}) & \end{array}$$

Final Exam Make-Up Procedure

Final examinations are designed to assess students' understanding of materials and concepts learned over the length of an entire course. As such, these culminating assessments count heavily in the determination of students' final grades. Therefore, in the event that a student would be absent from school during final exams, regardless of the reason for the absence, the student would be permitted to make up any/all missed final exam(s) without academic penalty. **Students are required to make up any/all missed final exam(s) no later than five (5) school days, assuming they missed five (5) school days, after the date of their return from any absence.** Any student requiring an extension beyond the established final exam make up period would need to obtain written permission for an extension from the building principal. Any student failing to make up a final exam within the established final exam make up period or extension period approved by the building principal would receive a zero for the final exam grade, with the student's final grade calculated accordingly.

Honor Roll

Students attaining a non-weighted grade point average of 3.50 - 3.99 each marking period will be designated as honor roll students. Likewise, students attaining a non-weighted grade point average of 4.0 will be designated as distinguished honor roll students. All students designated as either honor roll or distinguished honor roll students will have their names prominently displayed in the honor roll display case outside the main office. To be eligible for such recognition, a student, also, may not acquire an "F" grade. All courses taken count toward the honor roll calculations. Non-weighted GPA is calculated as follows:

GPA Calculation (non-weighted)

<u>Example</u>		<u>GRADE</u>	<u>GPE</u>	<u>CREDIT</u>	<u>HONOR POINTS</u>
Algebra I	302	A	4.0	1.0	4.0

German II	621	A-	3.7	1.0	3.7
Novels & Film	152	B	3.0	1.0	3.0
Biology	412	B+	3.3	<u>1.0</u>	<u>3.3</u>
			Total	4.0	14.0

$$\text{Unweighted GPA} = \text{Honor Points} / \text{Credits} = 14/4 = 3.5$$

Incomplete Work/ Make-up Work

On occasion a student may miss an assignment due to a legitimate injury, illness or situation that prevents him/her from attending school. In these instances, the school provides students with an opportunity to make up or complete missed work within a prescribed time period. The specific guidelines with regard to missed or incomplete assignments are as follows:

- Students are required to make up all missed work no later than five (5) school days, assuming they missed five (5) school days, after their date of return from any absence.
 - Teachers may require that students make up work within a like number of days for any absence, i.e., two (2) days absent - two (2) days to complete the missed work.
 - The teacher is NOT permitted to extend the five-day limit without the principal's approval.
- Students who accrue more than three unexcused absences will not be permitted to make up missed schoolwork for any subsequent unexcused absences.
 - If an assignment is due on the day that a student is unexcused or illegally absent, the assignment should be accepted for credit/grading, but teacher-established deductions associated with lateness should be applied. This does not include major projects or papers that are due on a specific date regardless of a student's attendance.
 - Work that is assigned but not completed, collected, or corrected at the conclusion of a class period on which a student was unexcused or illegally absent, can be completed by the student for full credit if it is submitted on the established due date. Teacher-established penalties associated with lateness would still apply if the assignment is submitted after the assigned due date. The student is responsible to identify any assignment(s) issued on days they are absent.
 - Any assignment that is completed, collected or corrected at the conclusion of the class period on which a student was unexcused or illegally absent cannot be made up for credit/grading purposes. The only exception would involve final exams which would fall under the Final Exam Make-up Policy. The student cannot make up all other worksheets, projects, presentations, quizzes and tests. If a classroom assignment spans multiple days, and a student is unexcused or illegally absent a percentage of the days allotted for the completion of the assignment, the student will only be eligible to receive credit in accordance with the percentage of days in attendance.
- Only those students absent during the last week of the marking period will be given a grade of "Incomplete." This will occur only when the marking period expires before the student returns to school or insufficient time is left in the marking period to complete the work.

Promotion Standards

Lampeter-Strasburg High School has established the following minimum promotion standards necessary for advancement in each class/grade:

Freshman (9th) to Sophomore (10th)	7 Credits
Sophomore (10th) to Junior (11th)	14 Credits
Junior (11th) to Senior (12th)	20 Credits
Graduation	See Graduation Requirements

Mid-Year Promotion

Regardless of the total credits earned, a student will not be considered for mid-year promotion to another class (sophomore, junior, senior) unless the credits earned places them back on track to meet the year-end promotion standards associated with that particular class.

Example:

A student currently listed as a member of the junior class earns 20 credits at the midpoint of the school year. According to the total credit requirements, the student meets the requirement associated with senior class status,

20 credits. However, the student would not be promoted to the senior class at the mid-point because the senior class is required to obtain 28 credits by the end of the year to be eligible for promotion (graduation). A junior, while meeting the 20 credit requirement at the midpoint, would not be on track to earn the end-of-year promotion standards associated with the senior class, 28 credits. Therefore, the student would remain a junior throughout the remainder of the school year in progress.

Year-End Promotion

Students not meeting the minimum number of credits associated with advancement from one class/grade to another will be retained in their class. Transfer students will be evaluated on a case-by-case basis.

Remediation Courses (Make-Up Courses)

In an attempt to address the diverse needs and goals of our students experiencing academic difficulties, Lampeter-Strasburg High School provides other options for students to remediate areas of deficiency and maintain graduation eligibility. Students who meet the criteria established below may be permitted to participate in school approved online courses monitored by L-SHS and provided by LLVS or approved courses offered at other educational institutions. Criteria for remediation course participation include the following:

1. A student may not take more than four (4) remediation courses outside of the Lampeter-Strasburg High School curriculum during his/her high school experience.
 - a. Remediation courses include approved online courses monitored by L-SHS and provided by LLVS courses and approved courses taken at other educational institutions.
 - b. Multiple makeup attempts for a single class will count proportionally against the maximum number of remediation courses allowable.
 - c. Students who fail a remediation course on two (2) successive attempts will not be permitted a third attempt. Subsequent attempts to make-up the course must be completed at Lampeter-Strasburg High School.
2. Students who achieve a grade of less than 50% content mastery or who do not complete course requirements will be required to make-up the course at Lampeter-Strasburg High School.
3. Students are responsible for all costs and timelines associated with remediation course participation.

Report Cards

Progress reports (5 weeks) and report cards (9 weeks) will be available electronically to parents/guardians at established dates during the school year via PowerSchool. These reports are available to relay information about a student's academic progress. If you would like additional information concerning your child's academic performance, please do not hesitate to contact teachers directly.

SCHEDULE CHANGES

Generally, there are no course request changes after the second Friday in August of the upcoming school year. However, it is recognized that schedule changes are sometimes necessary. This statement is designed to clarify school policy regarding schedule changes. For the most part, students will not be permitted to reschedule first semester failures for the second semester. Any exceptions must be recommended by a teacher, counselor or building administrator and approved by the building principal. Class size and availability will play a major role in the approval process. Any changes must be completed prior to the beginning of the affected semester. Schedule changes always require counselor, parent(s), teacher, and administrator approval by completion of the appropriate schedule change form. Requests for schedule changes will only be considered for the following reasons:

1. Educational needs that have changed requiring the addition of an academic class for a graduation requirement.
2. A student is unable to perform course requirements as determined by the teacher, who recommends the change to the counselor and principal.
3. Medical Issues documented by a licensed physician, psychologist or psychiatrist.
4. Consideration will be given to seniors to drop/add courses for educational reasons related to future post-secondary majors **IF** the college and program of interest provide the high school with a verbal or written recommendation supporting the educational value of the student's participation in a particular curricula as it relates to the post-secondary program of interest.
 - a. Class availability for the class to be added, including scheduling conflicts, available resources, and class size will also be used as a determining factor.
 - b. The impact that dropping a student from a particular class may have on the viability of maintaining and running the class based on the remaining number of students in the class **WILL** also be used as a determining factor.

5. Consideration will be given to students, regardless of grade level, to drop/add courses for educational purposes related to student participation in increasing levels of a foreign language **IF** the gap caused based on the student's inability to continue a foreign language in progress would exceed a school year.
 - a. The student will have to complete all courses designated as grade-level course requirements as stipulated in Board Policy. Electives will be dropped, if available, to allow for the continuation of a foreign language.
 - b. Class availability for the class to be added, including scheduling conflicts, available resources, and class size **WILL** also be used as a determining factor.
 - c. The impact that dropping a student from a particular class may have on the viability of maintaining and running the class based on the remaining number of students in the class **WILL** also be used as a determining factor.
6. Students **Will NOT** be added to a course/classroom that is at the established seating capacity for the course/classroom.
 - a. Course/classroom capacity is established based upon educational needs/interests, resource availability, and student safety.
 - b. Decisions associated with established course/classroom capacity are **NOT** appealable.

Guidelines for Dropping/Withdrawing from a Course

If a student is approved to change or drop a course based on the criteria above, Change of Schedule, the following guidelines will be used to determine the recording of the student's participation and performance in the course being changed or dropped:

Semester Length Courses

1. If a student drops or changes a semester length course within the first 22 school days, no penalty will be noted and nothing will be recorded on the student's transcript.
2. If a student changes or drops a semester length course on or after the 23rd school day, a WP (Withdrawn Passing) or WF (Withdrawn Failing) will be recorded on the student's transcript; however, the designation of WP or WF will **NOT** be utilized in the calculation of a student's GPA and class rank.

Exception – For ½ credit courses a “WP” or “F” will be recorded.

Full Year Courses

1. If a student drops or changes a full year AP course at any point during the second semester, the AP designation will be dropped from the name of the course from semester one, the name of the course will be adjusted to reflect the closest accelerated course matching the curriculum, and the weight will be adjusted from 1.1 to 1.05 with the student's GPA and class rank re-calculated accordingly. If the course is dropped or changed within the first 22 school days of semester two, no penalty will be noted for semester two and nothing will be recorded on the student's transcript for semester two; however, if the student drops or changes the course on or after the 23rd school day of the second semester a WP (Withdrawn Passing) or WF (Withdrawn Failing) will be recorded on the student's transcript. Please note that the designation of WP or WF will **NOT** be utilized in the calculation of a student's GPA and class rank.

Related Board Policies

[130 Homework](#)

[212 Reporting Student Progress](#)

[214 Class Rank](#)

[215 Promotion and Retention](#)

[216 Student Records](#)

[217 Graduation](#)

GRADUATION REQUIREMENTS

In order to be eligible for graduation from the Lampeter-Strasburg School District, a student shall meet the requirements of completing the required courses of instruction with proficient scores, complete a culminating project, complete 30 hours of community service, and demonstrate mastery of the PA Academic Standards. These requirements are further described below in Board Policy 217 - Graduation.

Class Rank

<u>NUMERICAL EQUIVALENTS</u>		<u>GRADE POINT EQUIVALENTS</u>	
A	93-100	A	4.0
A-	90-92	A-	3.7
B+	87-89	B+	3.3
B	83-86	B	3.0
B-	80-82	B-	2.7
C+	77-79	C+	2.3
C	73-76	C	2.0
C-	70-72	C-	1.7
D+	67-69	D+	1.3
D	63-66	D	1.0
D-	60-62	D-	0.7
F	0-59	F	0

Graduation Honors

Graduation honors are bestowed upon students attaining a non-weighted grade point average of 3.5 or higher. This distinction is based upon the cumulative four year ranking of the student's grade-point average which is pulled following semester one of the senior year.

Senior Responsibilities

As is articulated in School Board Policy, the Course Selection Guide and the Student Handbook all students at Lampeter-Strasburg High School must complete 30 hours of documented community service and a graduation project (Xello). Failure to complete a Keystone graduation pathway, Xello and/or Community Service hours may result in the following consequences:

1. Students may be prohibited from purchasing a parking tag.
2. Students may be prohibited from attending Homecoming and/or Prom.
3. Students may be prohibited from attending the senior class trip.
4. Students may be prohibited from attending the graduation ceremony.
5. Students may be prohibited from participating in other senior privileges and events.
6. Students may be prohibited from participating in Work Study, Early Graduation, Senior Privilege.

Related Board Policy

[214 Class Rank](#)

[217 Graduation](#)

GUIDANCE SERVICES

Guidance services are available to all students. During the year school counselors work with large groups to:

1. Counsel students on vocational and educational plans.
2. Help students select the best possible high school curriculum to meet their needs.
3. Test and interpret test results.
4. Orient students to new buildings and programs.

Individual conferences are scheduled by counselors to discuss the following with students, parents or both:

1. Individual student schedules
2. Personal problems
3. Educational and vocational plans
4. Academic records, concerns and issues

Parents are encouraged to contact counselors to arrange for a conference or discuss problems. Occupational literature is available in the library as well as in the guidance office which is located adjacent to the main office. A bulletin board is maintained in the guidance office and contains some of the following information:

Testing Dates
Visiting College Personnel

Job Opportunities
Educational Opportunities

Scholarships
Volunteer Positions

Vocational Opportunities

Additionally, arrangements can generally be made through your counselor for: (1) Student tutoring for those students experiencing difficulty in a particular course, (2) Reading tutoring for those students experiencing reading difficulties, and (3) setting up college visits, job interviews and military testing. The guidance department should be involved with student post-graduation career discussions. Written requests for such absences must be approved PRIOR to the absence. Excused absences for college visits, military testing, and job interviews are limited to five (5) total school days per school year.

HALL PASSES

All students must have in their possession either a yellow pass signed by a member of the faculty/staff or the designated color-coded building pass when leaving an assigned area. The yellow pass should be issued by the receiving teacher and verified and signed by the sending teacher if the student is seeking to go to a different classroom. Designated color-coded building passes must be issued by the sending teacher for any student seeking a pass to go to the main office, guidance office, bathroom, nurse, or other area requested by the sending teacher with the exception of another teacher's flex/RTII period. Additionally, members of the faculty, staff and administration will honor only one destination per pass. Any student found to be out of an assigned area without a pass will be subject to detention. Students are required to display assigned passes for safety purposes utilizing the associated lanyard so that teachers and staff can verify that they are enrolled students and in the assigned location in the building.

HEALTH ROOM

The purpose of the school health program is prompt detection and correction of physical impairments for students and school personnel. The goal is to keep students healthy and ready to learn. Students **are not permitted** to carry or administer over-the-counter or prescription medications in school, on school property, school forms of transportation, or at school events home or away unless they are doing so in compliance with the requirements established below, Possession and Self-Administration of Medication at School AND Information for Self-Administration of Asthma Inhalers or Epi-Pens.

Health examinations are required in grades six and eleven and a dental examination is required in grade seven as provided in the Laws of the Commonwealth of Pennsylvania.

Illness

Children may not attend school if they exhibit any of the following:

- **Temperature of 100 degrees or higher. Student needs to be fever free without medication for 24 hours before he / she may return to school.**
- **Vomiting or diarrhea within 24 hours before school. Students must be vomit free and free of episodes of diarrhea for 24 hours before he / she may return to school.**
- **Contagious conditions such as but not limited to, flu, strep throat, pink eye, impetigo, scabies or ringworm.**

If a child is sick with any of the above symptoms or is contagious, it is the responsibility of the parent or other person(s) listed on the emergency form to pick the child up from school without delay.

Medication

Please review all current procedures and required forms regarding medication in schools on the school's website: [Medication/Health/Departments](#)

Possession and Self-Administration of Medicine at School

It is the policy of the School District to allow students to possess and self-administer asthma inhalers, Epi-pens or Insulin in a school setting in accordance with the terms and conditions set forth in 210.1 Possession- Administration of Asthma Inhalers/Epinephrine Auto Injectors (see below)

Information for Self-Administration of Asthma Inhalers or Epi-Pens

1. The parent/guardian must bring the medication to the health room with the completed Medication Administration Consent Form and the Student Action Card. (Available on the L-S Website.)

2. The medication must be labeled with the student's name, dosage, and the frequency with which the medication can be used.
3. Student self-administration section of the Medication Administration Consent Form must be completed by a physician.
4. The school nurse will complete the self-medication assessment form once doctor's orders are received.
5. If the student does not get relief, the student will report to the health room and the nurse/staff will follow the prescriber's instructions per the Action Plan.
6. The authorization will be in force for the duration stated by the prescriber, but will not extend beyond the current school year. New forms must be completed each school year.
7. Any changes must be in writing from the prescriber and given to the school nurse.

Related Board Policies

[123.1 Concussion Management](#)

[123.2 Sudden Cardiac Arrest](#)

[203 Immunizations and Communicable Diseases](#)

[203.1 HIV Infection](#)

[209 Health Examinations/Screening](#)

[209.1 Food Allergy Management](#)

[210 Medications](#)

[210.1 Possession/Administration of Asthma Inhalers and Epinephrine Auto Injectors](#)

[211 Student Accident Insurance](#)

[246 School Wellness](#)

LAB SAFETY

State law requires that all students must wear safety glasses in all "shop" areas. Shop areas include classrooms where any atypical curricular supports will be used such as drills, saws, welders, machines, chemicals, etc. ANY violation of this policy will result in disciplinary action by the teacher. Students who continually violate this policy will be referred to the office for disciplinary action.

Related Board Policies

[221 Dress and Grooming](#)

[705 Safety](#)

LANGUAGE

Students are expected to use appropriate language while in school, attending school-sponsored activities or while facilitating school-sponsored forms of transportation. Written and verbal comments or gestures that are obscene, rude, threatening, harassing or insubordinate in nature shall be construed as forms of inappropriate language. Such inappropriate language will be subject to disciplinary action and will result in the assignment of consequences as articulated in the handbook.

LEAVING SCHOOL GROUNDS

During the school day, a student may not leave the school grounds except by special permission from the office. The attendance office will provide passes to students who need to leave for legitimate purposes such as doctor or dental appointments. Students returning from a doctor or dental appointment must submit a doctor's note to substantiate their visit. In the event of illness, students must report to the health room or office for direction. Leaving school grounds without permission is subject to disciplinary action.

LINK CREW

Link Crew is a high school transition program designed to welcome ninth graders and make them feel comfortable throughout their first year of high school. Created based on the belief that feeling connected helps students succeed, Link Crew trains members of the junior and senior classes to be Link Leaders. Link Leaders assist students in making a positive transition and help to facilitate ninth grade success. Each member of the ninth grade class is assigned to a group with a Link Leader for the duration of the school year. The Link Leader serves as a positive role model and provides structure for freshmen to receive support and guidance from upperclassmen given their familiarity with the challenges that high school students periodically encounter, as well as their knowledge that

transition can sometimes be overwhelming. The L-S HS Link Crew Program is a key cog in the wheel for creating a successful and thriving school culture and community that focuses on developing and supporting students.

Four Components of the Year-Long Link Crew Transition Program

1. High School Transition - Building a mentor relationship and receiving information to aid in a successful high school experience.
2. Academic Follow-Up - Supporting the academic success of ninth graders through structured follow-up lessons on student skills and providing check-ins.
3. Social Follow-Up - Connecting with ninth grade students outside of school at social events to encourage and increase engagement, participation and to promote positive school climate.
4. Leader Initiated Contacts - Individual contacts with ninth graders.

How to Join

All ninth grade students are provided the opportunity to participate in the Link Crew program. To join Link Crew as a leader you must be a rising junior or senior. An application is required. A committee will review all applications and make selections based upon your unique strengths and the needs associated with the Link Crew Program.

Link Crew Purpose

Link Crew does several events/activities throughout the school year such as Summer Orientation, Social Events, Monthly Skill Lessons, and more.

Link Crew Program Advisors

Mrs. Christy McCanna, Mr. Adam Titter, Mrs. Lisa Boone, Mrs. Lisa Clark, Mr. Justin Keefer

LOCKERS

Each student is offered a school locker for storage of school and/or personal items. The student is responsible for the condition and contents of their assigned locker. In an attempt to keep lockers in a clean and orderly condition, locker checks will take place at various times. Attempts will be made to locate lost items that often are not found until the year-end locker clean out. School personnel will conduct locker inspections with students to help accomplish these results. All students must observe the following guidelines for locker use:

1. Only school provided locks can be used on lockers.
2. Each student may only have one locker.
3. No items may be displayed on lockers.
4. Money or items of great value should not be stored in lockers.

Locker Searches

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that school officials may conduct random, periodic, or sweeping searches of all lockers.

Related Board Policy

[226 Searches](#)

McKINNEY-VENTO HOMELESS ACT

Lampeter-Strasburg School District will assist homeless students according to the McKinney Vento Act, which defines homelessness as lacking a fixed, regular, and adequate nighttime residence. Provisions of the Act include:

1. Homeless children have the right to attend either their original school or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year if the family finds permanent housing.

2. Schools are to immediately enroll homeless children and unaccompanied youth, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, and any other required documentation.
3. In the case where the educating district is different than the district where the student is temporarily residing, both school districts are responsible for the facilitation of transportation in the best interest of the student.
4. Immediately upon enrollment, homeless students receive a daily, free school lunch.

For more information or eligibility of services questions, please contact your child's school office or the District's Homeless Liaison, Dr. Andrew M. Godfrey.

Related Board Policy
[251 Homeless Students](#)

MEDIA CENTER

The Media Center supports the educational programs at the high school and provides materials, resources, instruction in research and use of online databases, book talks, assistance with technology or inter-library loan, and collaborates with teachers to provide special activities for students. The Media Center is open 7:20 AM to 4:00 PM when school is in session.

Circulation

1. All materials must be checked out at the circulation desk prior to leaving the Media Center.
2. Materials circulate four weeks and may be renewed.

Lost/Damaged Library Materials

Students will be required to pay for all lost or damaged materials in accordance with the criteria established below.

1. For the purpose of establishing replacement costs, all materials/books are considered to be new for a period of one year from the original acquisition date. Full replacement price will be charged for these books.
2. For other hardback books, one-fifth depreciation will be charged for each year the book has been in service to a minimum of \$7.00 or a maximum of full replacement cost.
3. Any student involved with deliberate or intentional damage of books will be charged the full replacement cost of the book regardless of the age of the book.
4. Student obligations are recorded in PowerSchool

Media Center Passes

During class periods, students must have a pass to go to the media center. Students must have a pass to the media center if they need to print or file a tech ticket. When returning to class, the student must have his/her pass signed by the media center staff. If a student fails to get their pass signed or fails to arrive at the media center or return to class in a timely fashion, the student may lose his/her media center privileges. Students must stop by the media center during the day to obtain a media center flex pass. Media center RTII/ flex passes must be obtained by 12:20 p.m. Failure to follow media center rules during RTII/flex may result in the loss of media center privileges.

NATIONAL HONOR SOCIETY

Selection Process

Selection to membership in the National Honor Society is based on the four characteristics of scholarship, character, leadership and service. The evaluation of qualified students is made by the Awards and Honors Committee, which is composed of faculty members appointed by the principal.

The faculty committee considers all members of the junior and senior classes who have a regular grade point average (unweighted) of 3.7. Those who qualify under scholarship are then evaluated according to the remaining three characteristics.

Some of the criteria used for selection are:

Character

1. Takes criticism willingly and accepts recommendations graciously
2. Constantly exemplifies desirable qualities of personality

3. Upholds principles of morality and ethics
4. Cooperates by complying with school regulations
5. Shows courtesy, concern and respect for others

Leadership

1. Exercises influence on peers in upholding school ideals
2. Able to delegate responsibilities
3. Inspires positive behavior in others
4. Successfully holds school offices or positions of responsibility
5. Reliable and dependable without prodding
6. Demonstrates leadership in the classroom, at work and in school activities

Service

1. Participates in outside activity
2. Volunteers dependable and well-organized assistance
3. Works well with others and is willing to take on difficult or inconspicuous responsibilities
4. Willingness to do committee and staff work
5. Readiness to show courtesy by assisting visitors, teachers and students

Procedures for selection

1. At the end of the second semester, the NHS advisor sends invitations to apply to all eligible juniors and seniors (with an unweighted GPA of 3.7 or higher).
2. Applicants complete an application and obtain five (5) recommendations as specified on the application by the deadline.
3. The Awards and Honors Committee meet in October and review each application anonymously.
4. Selected nominees are approved by the Principal in mid-October.
5. Selected nominees are notified by the end of October and are formally inducted in mid-November at the pinning ceremony.

Dismissal of members

Members are required to attend all meetings and to participate in the club's service projects, utilizing a point system each semester to account for each member's contributions. Members who are deemed inactive or less than adequately active based upon the point system and attendance records will be dismissed from the National Honor Society. In the case of academic violations, the member will be given at least one semester to raise his/her unweighted cumulative GPA to the 3.7 or higher level. (For flagrant violations of criminal law or school rules, no warning is necessary.) In all cases of possible dismissal, the adviser will always inform the errant member and his/her parents with a warning letter (a member is never automatically dismissed). If the member is dismissed, written notification will be given to the student, parents, and administration. The member must surrender any NHS emblem or membership card to the advisor. The school principal is the final appeal in dismissal cases.

PLAGIARISM, CHEATING AND ARTIFICIAL INTELLIGENCE (AI)

Plagiarism is the use of words and/or ideas of another person and the representation of them as one's original work. Plagiarism, whether intentional or unintentional, is an academic and criminal offense that carries serious consequences. Forms of plagiarism consist of the following:

Intentional Plagiarism

1. The blatant, substantial and verbatim duplication of information
2. Fabrication of sources, falsification of page numbers, or any additional attempts to deliberately provide improper documentation
3. The submission of others' work as the student's own work. This includes uncited phrasing of another's ideas, as well as, the verbatim use of others' words.

Cheating

1. Attempting to take credit for the work of another through a variety of means
2. Changing or attempting to change a grade
3. Using additional, unapproved materials and resources to benefit the perpetrator in an academic setting or on an academic assignment or task.

Consequence for Intentional Plagiarism/Cheating

The student will serve after-school detention daily (school days) until such time that they successfully revise and resubmit the assignment, project or assessment originally plagiarized or cheated on. The student will be able to earn a maximum grade of 60% on the resubmitted assignment, project or assessment. The student's grade in PowerSchool will initially be logged as a zero until it is re-submitted and graded, at which time, the new grade of no greater than 60% will replace the zero.

Technical Plagiarism

1. Poor paraphrasing essentially translating another's work
2. Improper citation or documentation that misrepresents a source
3. Inadequate citation of factual information not held to be common knowledge
4. Insufficient integration of direct quotations within the student's own writing

Consequences for Technical Plagiarism

The student will be issued a point deduction as identified by the department/teacher in advance and as noted in the Course Syllabus. Point deductions should be applied in a consistent fashion by all members.

Artificial Intelligence

The use of AI-generated content in academic work is subject to the same standards and scrutiny as any other sources of information. Students are expected to demonstrate academic integrity by properly acknowledging and citing any AI-generated content they incorporate into their work. Submitting AI-generated content as one's own original work, without appropriate attribution, constitutes academic dishonesty and will be treated as plagiarism.

1. Submitting work that is not your own misrepresents your knowledge and abilities, undermining the educational process.
2. Just as with traditional sources, students must give credit to the creators of AI-generated content. This includes specifying the AI tool used, the nature of the contribution, and the original prompt or input that generated the content.
3. Clear citation of AI-generated content promotes transparency, allowing instructors to understand the sources and tools students are using. This helps in accurately assessing students' understanding and skills.

Guidelines for Proper Use and Citation of AI-Generated Content:

1. **Identify the Tool:** Clearly mention the AI tool or platform used (e.g., ChatGPT, DALL-E, etc.).
2. **Specify the Contribution:** Detail the specific content generated by the AI. For example, "The following paragraph was generated using ChatGPT in response to the prompt 'Explain the causes of the American Revolution.'"
3. **Include Original Input:** If applicable, include the original prompt or input provided to the AI tool that resulted in the generated content.
4. **Integrate Thoughtfully:** AI-generated content should supplement, not replace, your own analysis and writing. Ensure that your work reflects your understanding and engagement with the topic.

Consequences for Violations Using AI

Students found submitting AI-generated work as their own without proper citation will face disciplinary action in accordance with our academic honesty policy and consequences for plagiarism. Consequences may include receiving a failing grade on the assignment, a formal warning, or more severe academic penalties for repeated offenses.

Online AI Resources

[Purdue Online Writing Lab](#)

PLEDGE OF ALLEGIANCE

PA Code 12.10

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

PUBLIC DISPLAYS OF AFFECTION

Open displays of affection on the bus, in the buildings or on-campus including hugging, kissing, etc. will not be tolerated. Be advised that occurrences like these will be treated as a disciplinary matter that may result in detention and parental contact.

RTII/FLEX RULES (Response to Instruction and Intervention)

RTII/Flex period is considered to be an extension of a student's academic program. As such, RTII/Flex period should be utilized for academic and/or school related endeavors. Students are permitted to make up work, take assessments, get tutorial assistance, complete projects and assignments, or meet with a guidance counselor. Students are not permitted to leave RTII/Flex without a pre-approved pass issued by the receiving teacher unless they need to use a restroom. Students should demonstrate behavior that is conducive to learning during the RTII/Flex period. Some students will be identified for additional instructional support during the RTII/Flex period to prepare them for Algebra, Biology and/or Literature Keystone Exams. Students identified to participate in Keystone Exam supplemental instruction are required to participate in accordance with the schedule established and assigned by the school.

SCHOOL BOARD POLICIES AND PROCEDURES

Please note that any item contained in the Student Handbook denoted as a School Board Policy or School Board Procedure is subject to change during the course of the school year in progress. In the event that the Lampeter-Strasburg School Board would approve the addition or revision of Board Policies or Board Procedures, the new or revised School Board Policy or School Board Procedure would prevail. Current [School Board Policies and Procedures](#) are available and can be viewed on the Lampeter-Strasburg School District Website.

SCHOOL OBLIGATIONS

A student may, during his/her four years at the high school, incur a school obligation(s). Without too many specifics, a "school obligation" could entail a student not returning a library book, textbook, uniform, chromebook supply, etc. There are many reasons a student could incur a school/financial obligation. If a student falls within this category, he/she will be notified by a staff member and a letter will be sent home. In addition, the student may be precluded from attending the Prom. Finally, a graduating senior with an outstanding obligation(s) will have his/her diploma released when outstanding obligations are cleared. Students may inquire or clear an obligation(s) in the main office.

Related Board Policy

[224 Care of School Property](#)

[708 Lending of Equipment and Books](#)

SCHOOL PROPERTY

This district furnishes each pupil with individual textbooks and supplies. It is important that the students take the best possible care of textbooks and not waste resources. Students are also expected not to litter in the building or on school grounds. Marking or defacing school property such as walls, books or desks will not be tolerated. Students will be assessed a fee or other disciplinary action will be taken in cases of this type.

Related Board Policies

[224 Care of School Property](#)

[706 Property Records](#)

[707 Use of School Facilities](#)

[708 Lending of Equipment and Books:](#)

[713 Vandalism](#)

SMOKING/TOBACCO

Students smoking, possessing cigarettes, Vaping or having any other paraphernalia for the express purpose of smoking, Vaping or chewing, and those being accessories, or those abetting anyone smoking or vaping on or about the school premises before, during or after school will be suspended in accordance with Board Policy and may be referred to the West Lampeter Police department.

Related Board Policies

[222 Tobacco/Nicotine](#)

[236 Student Assistance Team](#)

SPECIAL EVENTS

1. All special events such as evening programs, play, trips, dances, picnics, concerts, etc. must have written approval of the Principal at least (2) weeks in advance. A form is available in the office for these requests.
2. A date for the event must be requested well in advance of the date of the event.
3. Where expenses will be incurred, a budget must be presented for approval with the request.
4. All events must be chaperoned by at least two faculty members.

STUDENT ASSISTANCE TEAM

The Lampeter-Strasburg Student Assistance Team is the heart of an intervention program designed to identify students having difficulty in school because of problems related to substance abuse, depression and potential suicide. The goal is to refer those students with problems for professional assistance. Referral sources include school personnel, parents, and students. To refer a student, parents and students can speak directly to a guidance counselor or the school nurse, or they can independently complete a referral form in either the Guidance Office or the Nurse's Suite.

The Student Assistant Team is composed of a cross section of school representatives: administrators, guidance counselors, teachers and support staff. Working closely with this group are drug dependency counselors and mental health professionals who may meet with students referred to the program. Students can receive professional counseling at appropriate drug and alcohol or mental health community agencies. In addition, any student who violates the high school drug/alcohol policy (Board Approved 2/7/94) will automatically be referred for assessment. See [Substance abuse response procedures](#).

Related Board Policy and Procedure

[236 Student Assistance Program](#)

STUDENT RIGHTS

22 PA Code, Chapter 12

1. 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.
2. Parents or guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools nor from extracurricular activities because of being married or pregnant or because of a disability as defined by Chapter 15 of if the student is an eligible student as identified in Chapter 14.
3. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker v. Des Moines Community School District*, 393 U.S. 503, 89 S. Ct. 733.21 L. Ed 2nd 731 (1969); *Bethel School District v. Fraser*, 478 U.S. 675 (1986); and *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)
4. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate or serious harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
5. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communications, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

6. Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a health or safety hazard some type of covering shall be used.
7. School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.
8. Education is a statutory right, and students shall be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving potential expulsion the student is entitled to a formal hearing which is a fundamental element of due process.
9. Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963), No student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.
10. 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.
11. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

STUDENT SEARCHES

Any containers brought to school, including vehicles, are subject to search at any time with cause.

Related Board Policy

[226 Searches](#)

SUBSTANCE ABUSE INVOLVEMENT RESPONSE PROCEDURES

Definition of Terms:

Alcohol/Drug/Mood Altering Substance shall include, but not be limited to, alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, any narcotic, any chemical substance or medication for which a prescription is required under law, inhalant, any substance which is intended to alter, or has the effect of altering, mood, state of mind, or perception, over the counter medication and/or any substance which is intended for consumption, which is not food and that is not registered with the school nurse, annotated within the student's health record and given in accordance within school guidelines for the administration of medication to students in school. Examples of the above include but are not limited to beer, wine, wine coolers, liquor, marijuana, diet pills, hashish, chemical solvents, glue, and any substance which is represented as being, or which is thought to be by the person who possesses or uses or distributes the substance, a drug, for example look-alike drugs, etc.

Related Board Policy & Procedure

[222 Tobacco/Nicotine](#)

[227 Controlled Substances/Paraphernalia](#)

[Substance Abuse Involvement Response Procedures](#)

VIDEO SURVEILLANCE

Board Policy 709.1

Related Board Policy

[705 Safety](#)

[709 Building Security](#)

[709.1 Video Surveillance](#)

VISITORS

All visitors are expected to register in the office. Students from other schools or visitors from home are NOT permitted in school unless PRIOR approval has been obtained from the principal. Visitors will be asked to present a valid form of identification (i.e., driver's license) prior to being admitted into the school building.

Related Board Policy

[907 School Visitors](#)

WATER BOTTLES, BEVERAGES AND CONTAINERS

Students are permitted to carry beverages in the hallways and classrooms during the school day. Students may be prohibited, at the discretion of the classroom teacher, from drinking or having water bottles in lab areas including, but not limited to, computer labs, science labs, technology labs, graphics labs, photography labs, art labs, agriculture and shop labs, or other areas where they could pose a risk to the safety of students or equipment. Students in violation of this policy will be subject to disciplinary action.

WITHDRAWAL FROM SCHOOL

State law requires that once students are enrolled in school they must attend until they are 18 years old (or graduated based upon school district criteria). It is in the best interest of students and the community that students complete the educational program that will equip them with the necessary skills for post-secondary goals, and increase their chances for a successful and fulfilling life beyond high school. When a student that is age 18 or over wishes to withdraw from school, efforts will be made to determine the underlying reason for such action and the resources of the district will be used to assist the student in reaching his/her post-secondary goals. No student of compulsory school age (up to and including age 18) will be permitted to withdraw without the expressed state requirements, along with the legal documentation required, as stated in Pennsylvania Department of Education's [Compulsory Attendance Law](#).

Related Board Policy
[208 Withdrawal from School](#)

WORK-STUDY PROGRAM

The Work Study Program is designed to provide students with opportunities to investigate and explore career interests and to gain employment experience. The program is considered to be an extension of a student's educational experience. Therefore, the principal and/or his/her designee must approve program participation. Students must, during the scheduling process, select a full complement (8 credits) of courses. In the event that a student's Work-Study Program participation is approved, the student's guidance counselor will contact the student to acknowledge program approval and to discuss the courses to be dropped. Additionally, program eligibility is predicated upon specific criteria that students must evidence for program consideration and must maintain for program continuation. Program participants will not be awarded credit or grades for Work Study Program participation nor will participation count for the purpose of determining class rank.

Criteria for program consideration

1. There must be a readily apparent direct connection between the student's career area of interest and the employment/volunteer experience.
 - a. The Work Study Program experience may be paid or voluntary in nature. However, if the position is voluntary, hours accumulated cannot be submitted by the student to fulfill the Lampeter Strasburg School District's community service requirement.
 - b. While the development of people skills, timeliness, etc. are important aspects of any employment/volunteer experience, these skills are considered to be general rather than specific to a particular career, and therefore, will not be considered a direct connection.
 - c. In the event that a student's request for Work Study Program participation is denied due to the lack of a specific connection between the student's career area of interest and the employment/voluntary experience identified on the student's application, the student may reapply for consideration if he/she is able to identify an employment/voluntary experience that does evidence a specific connection. The student's new application must be submitted within the established submission timeframes for consideration.
 - * Changes to the student's career area of interest as part of the reapplication process will not be considered for Work Study Program participation.
2. The applications and all supporting documentation must be submitted on time for Work Study Program consideration.
 - a. Applications/reapplications for the first semester must be submitted no later than one week prior to the end of the previous year.
 - b. Applications/reapplications for the second semester must be submitted no later by the last day before Winter Break.
3. The student's transcript and/or schedule of courses must reflect the successful completion or scheduling of classes specifically connected to the student's career area of interest.

- a. If the student's transcript and/or schedule of courses do not evidence the successful completion or scheduling of courses specific to the student's career area of interest, and related courses are available, the student will be recommended to complete the identified courses.
4. Must be a member of the senior class.
5. Must be on track for graduation and have a cumulative unweighted GPA of 2.5.
6. No major or repeated violations of school rules.
7. No excessive unexcused/illegal absences or tardies.
8. Must prove employment status.
 - a. The student must be employed an average of 7.5 hours per week for each class period that they are scheduled for work-study.

Example 1: A student is scheduled for work-study during period 4. The student must work at his/her place of employment an average of 7.5 hours each week. [7.5 hours x 1 period = 7.5 hours]

Example 2: A student is scheduled for work-study during periods 3 & 4. The student must work at his/her place of employment an average of 15 hours each week. [7.5 hours x 2 periods = 15 hours]
 - b. Only hours associated with employment/voluntary experiences specifically related to the student's career area of interest will be considered in the determination of the hourly requirements necessary for Work Study Program participation. Secondary employment/volunteer experiences that are unrelated to the student's career area of interest will not be considered.

Criteria for program continuation

1. Continue to meet established graduation requirements.
2. No major or repeated violation of school rules.
3. No excessive unexcused/illegal absences or tardies.
4. Enrolled in a minimum of 2.0 credits during Work Study Program experience.
5. Must complete remediation during the appropriate RTII period(s) with the regular education teacher(s) for each course that the student is failing as evidenced on weekly ineligibility list.
6. Must maintain employment status throughout program experience.
 - a. Students who become unemployed for greater than two weeks may lose program participation approval. Any new employment/volunteer experience must meet all applicable program requirements and the student's continuation in the Work Study Program during the semester in progress is contingent upon the approval of the principal and/or his/her designee.
 - b. Termination or resignation from an approved employment/voluntary experience during the first semester will result in the withdrawal of approval for second semester Work Study Program participation.

Consequences for violation of the aforementioned criteria

1. Warning
2. Students will have a one-week (5-day) suspension of their Work Study placement. The student will be required to report to the Guidance office or Media Center and remain there for the period (s) they are scheduled for Work Study.
3. Program removal and placement in the Guidance office or Media Center for the remainder of the semester in progress during scheduled Work Study time. If a student was scheduled to participate in the Work Study program both semesters, and the removal occurs during the first semester, the student will be required to select courses to create a full schedule for the second semester. A letter stating the violation and removal will be mailed home.

OTHER USEFUL LINKS

[Lampeter-Strasburg School District Website](#)
[Lampeter-Strasburg School District Policies and Procedures](#)
[PowerSchool Parent/Student Login](#)
[Parent Schoology Login](#)
[Documents and Forms](#)
[Media Center](#)
[School Cafe](#)