



# LAKEVIEW SCHOOL DISTRICT



**Empowering *Minds*, Shaping *Futures*!**

## **Student Disciplinary Code of Conduct**

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### **Notice of Nondiscrimination**

Lakeview School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106. Individuals may report concerns or questions to the District’s Title IX Coordinator Mr. Curtis Ace, Principal, Grades 6-8, at [c\\_ace@lakeview.k12.pa.us](mailto:c_ace@lakeview.k12.pa.us) or 734-376-7911 Ext. 2137. The District’s full Title IX Notice of Nondiscrimination is located at [www.lakeview.k12.pa.us](http://www.lakeview.k12.pa.us).

# Lakeview School District

## Student Disciplinary Code of Conduct

### Purpose

The purpose of the Lakeview School District (LSD) Discipline Code is to present standard behavioral expectations based on school board policy for all students in the district regardless of their learning platform (in-person or online). Parents are encouraged to become familiar with the LSD Discipline Code and to review these documents with their children.

The Lakeview School District promotes *The Sailor Code*, a set of guidelines which are instilled in the students and are encouraged to be followed by everyone in the District. The main focus of *The Sailor Code* is to provide a clear, proactive approach to and positive behavior interventions and supports for student behaviors so that we can continue to focus on learning for every student every day.

### **SAILOR CODE**

**Be Safe**  
**Be Positive**  
**Be Respectful**  
**Be Here/Be Ready**



The faculty and staff of Lakeview School District are committed to providing a quality education to every student in a safe and nurturing environment. The importance of establishing clear policies and consistent disciplinary consequences for violations of district rules is essential. We expect our students to act as mature, responsible, and considerate citizens, treating each other with dignity and respect.

When a student violates district rules and regulations, the student will be subject to an appropriate form of discipline. The information that follows shows inappropriate behaviors and a variety of possible consequences. **Multiple or repeated infractions will result in progressive discipline, with higher levels of consequences and/or a different combination of consequences.**

In all cases, the administration retains the right to use its discretion in evaluating cases; a student's past record, attitude, and willingness to cooperate in correcting behavior problems will be considered, when appropriate.

Lakeview School District strives to support each and every student in order to meet his or her individual needs. It is the intent of the District to address student concerns in a supportive manner and facilitate the development of positive social skills. Students are reminded that they may not always agree with requests made of them but are nonetheless expected to demonstrate cooperation and courtesy.

All members of our educational community are responsible for creating and maintaining a courteous and cooperative learning environment. As guided by Section 1317 of the Pennsylvania School Code, every Lakeview School District staff member has the same authority to govern the conduct and behavior of students, as do their parents or guardians.

While the district strives to address each incident of misconduct in a fair and consistent manner, not all circumstances can be anticipated. This handbook contains general guidelines for pupil conduct on school property, at any school sponsored function, or on a school vehicle. Disciplinary sanctions at Lakeview School District include detention, In-School Suspension (ISS), Out-of-School Suspension (OSS), and Expulsion.

Parents, guardians and students are also referred to Board Policy No. 218: Student Discipline of the Lakeview Board Policy Manual for additional information regarding the discipline code, student conduct and consequences of inappropriate or proscribed behaviors and conduct. In the event of any conflict between the terms of this discipline code and any board policy, the applicable board policy will control and take precedence.

Board Policy 235 outlines student rights and responsibilities. Along with the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to board policies and school rules and regulations; respect for the rights of teachers, students, administrators, and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time for all classes and other school functions.
8. Makeup work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Use appropriate language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the student discipline code and board policy.

## Goals

- ✓ To ensure the rights and personal dignity of students and staff
- ✓ To emphasize the need to accept personal responsibility for self-discipline
- ✓ To assure a fair, consistent, reasonable approach to the administration of the discipline code
- ✓ To maintain an effective and safe learning environment
- ✓ To protect and maintain school property
- ✓ To identify and support students who demonstrate inappropriate behavior

The discipline code consists of three levels. Levels I, II, and III represent a continuum of conduct based on the seriousness of the act and the frequency of the occurrence. Students should avoid the behaviors listed and instead demonstrate respectful, accountable, motivated and safe conduct (The Sailor Code).

The examples provided in this discipline code are not all-inclusive, and should not be interpreted or construed as limiting the types of behaviors or conduct which may subject a student to disciplinary action by school personnel.

Any student found in violation of Lakeview Board Policy, district rules or regulations, or any local, state or federal laws will be subject to appropriate disciplinary action.



**The Lakeview School District Discipline Code is based on adopted board policy and is subject to change as such policies are adopted, amended or revised. The board-approved policies are referenced throughout the discipline code. The school board policies guide all school operations and should be referenced in conjunction with this document.**

# STUDENT DISCIPLINARY CODE OF CONDUCT

## CONSEQUENCES AND INTERVENTION STRATEGIES TO CORRECT INAPPROPRIATE BEHAVIOR

<b>Level I:</b>	<b>First Time or Minor Offenses</b>
<b>Level II:</b>	<b>Repeated Level One Offense, Serious Misconduct</b>
<b>Level III:</b>	<b>Repeated Level One/Two Offenses, Illegal and/or Serious</b>
<b>Level IV:</b>	<b>Superintendent/Board Disciplinary Committee Meeting</b>

### **INTERVENTION STRATEGIES**

An Intervention strategy is an action designed to help a student overcome academic and/or behavioral barriers to learning. School personnel will use intervention strategies to help prevent or reduce negative behaviors. This is not an all-inclusive list.

- **Parent Contact/Conference** – Teacher notification and/or conferencing with the parent regarding the student’s behavior for all disciplinary actions.
- **School-Based Behavioral Interventions** – Examples include strategies such as creating a behavioral contract with the student, participation in anger management training, loss of privilege, re-teaching the behavioral expectation, referral to school counselor, and Student Assistance Program (SAP).
- **Detention** – A student may be required to stay after school or assigned to lunch detention as a consequence to his/her behavior. The detention may include lessons in behavior management created to help students learn problem-solving skills that will lead him or her to positive choices.
- **Office Time-Out and Loss of Recess** – Oakview Elementary only.
- **In-School Suspension** – Reassignment of the student from the classroom to an alternative setting. Students assigned to in-school suspension will be excluded from extracurricular activities until the next school day following the completion of their suspension.
- **Out-of-School Suspension** - Removal of a student from school for a period of one to ten days. While students are suspended from school, they may have the opportunity to work on class assignments. During suspension, students are not permitted to participate in extracurricular activities, be on any school property or in any school buses/vehicles. Appeal procedures are available at any school building upon request and are included in the notice of suspension. Classwork must be provided when the consequence is out of school suspension.
- **Expulsion** – Exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing.



## Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.



**Note: A parent or guardian signature on the excuse is necessary, even if the student is 18 years or older.**

### A. Absences - Student

After an absence from school, a student **must provide** the office with an excuse from their parent/guardian indicating the child's name, date of absence and the reason for the absence. Parents/guardians may provide excuses for their child for up to ten (10) days per school year. Absences beyond ten (10) days will require an excuse from a licensed practitioner of the healing arts (i.e. physician or physician's assistant). Excuses from a physician or physician's assistant do not count toward the ten (10) allowable parent/guardian excuses. Electronic excuses will be permitted upon verification from the attendance officer. **Excuses will be classified one of two ways:**

#### 1. Excused Absence

- Any student failing to bring an excuse within three (3) days of his/her return to school will be issued an illegal absence.
- The Board considers the following conditions to be reasonable cause for absence:
  - a. Illness or recovery from an accident
  - b. Quarantine of the home
  - c. Death in the immediate family
  - d. Court appearance
  - e. Family emergency (Unavoidable)
  - f. Absences approved by the administration, such as impassable roads or inclement weather.
  - g. Educational trips **with prior approval from the school administrator**, contingent upon the student's attendance record and the student keeping up with assignments during the trip.

#### 2. Unexcused or Illegal Absences

- For students under 18 years of age, unexcused absences are also "illegal" absences. Students who are of compulsory school age (age 6-18 in PA) and who are illegally absent for more than six (6) days or their equivalent, are "habitually truant." After a total of six (6) days of illegal absences and after proper written notice has been issued, children with excessive absences will be referred to Children & Youth Services (CYS) and parents will face possible fines from the district magistrate.
- Our administration wants to be proactive and work with our families to address attendance issues. Our contact for accumulation of illegal absences will be as follows:



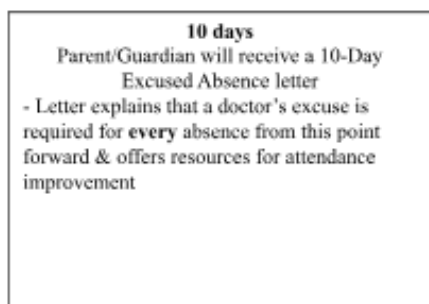
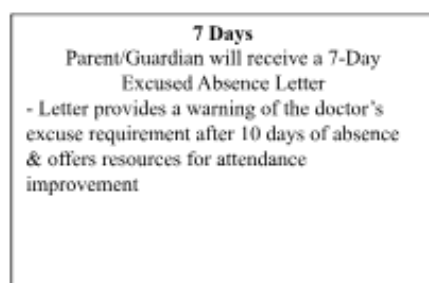
## School Attendance Violations

- **Illegal absence**
- **Habitual Truancy (Illegally absent 6 or more days)**
- **Failure to turn in written excuse**
- **Past 10 days of absences without submitting a written medical excuse**

1st Illegal Absence	2nd Illegal Absence	3rd Illegal Absence	4th Illegal Absence	5th Illegal Absence	6 or More Illegal Absences
Letter is sent home with warning	Letter is sent home with warning	Letter is sent home with warning; School Attendance Improvement Plan (SAIP) meeting is conducted and SAIP plan is developed with school administrator, student, parent/guardian, and other school personnel as necessary; Student Assistant Program (SAP) referral may be made.	Letter is sent home with warning; Review of SAIP may be conducted; Referral to CYS may be made; Extracurricular activities may be restricted and student driving privilege revoked.	Letter is sent home with warning of magistrate referral; Review of SAIP may be conducted; Referral to CYS may be made; Extracurricular activities may be restricted and student driving privilege revoked.	Charges filed with the magistrate; Superintendent hearing may be held; Referral to CYS may be made; Extracurricular activities may be restricted and student driving privilege revoked.

<b>Absent Ten (10) Days</b>	<p>A doctor's excuse will be required from any student who misses more than ten (10) days of school. Failure to provide the office with the required excuse will result in the issuance of an "unexcused" or "illegal" absence. Previous doctor's excuses are not included in the ten-day total.</p> <p>* The building principal has the authority to approve absences beyond 10 days without a doctor's excuse on a case by case basis due to extenuating circumstances.</p>
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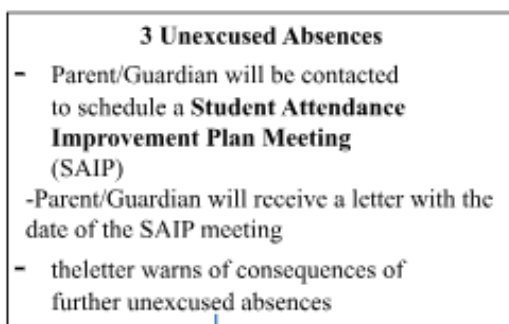
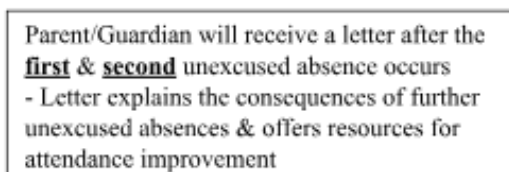
## Excused Absences



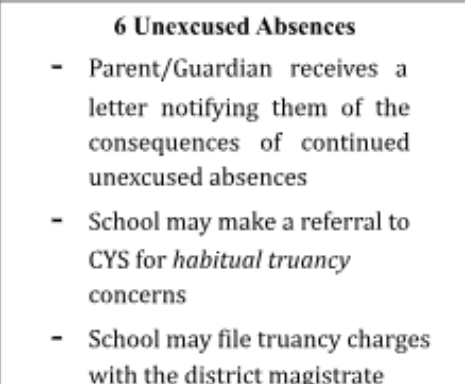
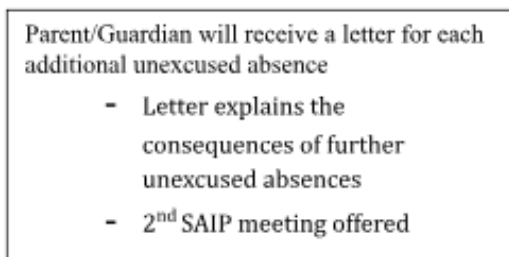
Please note: A written excuse is required for every absence. Excuses not received within 3 days of the absence are considered unexcused.

Excuses can be emailed to:  
Oakview: [ovattendance@docs.lakeview.k12.pa.us](mailto:ovattendance@docs.lakeview.k12.pa.us)  
Middle-High School:  
[hsmsattendance@docs.lakeview.k12.pa.us](mailto:hsmsattendance@docs.lakeview.k12.pa.us)

## Unexcused Absences



**SAIP Meeting is held**



**C. Early Dismissals**

Students who have scheduled doctor or dentist appointments during the school day must provide a written note from home prior to being excused for the appointment. Notes must include the name and phone number of the doctor or dentist. Notes for doctor or dentist appointments are to be taken to the Principal's Administrative Assistant in the Office before homeroom on or before the day of the appointment. Appointments may be confirmed before students are excused. **Appointments for driver's tests, senior portraits or other non-educational purposes are not considered excused. These absences are illegal/unexcused.** Parents do not need to come into the office if a note was received on time. Your son or daughter will sign out and meet you outside.

**D. MCCC attendance/departure**

Transportation is provided to and from the Career center for Lakeview students. Students must be on the bus prior to a prompt 8:00 a.m. departure. Students will have the opportunity to enter the HS gym doors and purchase a grab-and-go breakfast from the concession stand area, but must be on the bus prior to 8:00a.m. Students who arrive to school after the bus departs will have to get a ride to the Career Center from parents or stay at LM-HS for the morning.

**E. Tardy to School**

Any student late for school must report directly to the office to sign the check-in sheet. Tardiness is considered an absence in accordance with the following:

Arriving between 8:00 AM - 10:00 AM = Tardy  
Arriving between 10:00 AM - 1:00 PM = 1/2 Day AM Absence  
Arriving after 1:00 PM = Full Day Absence

Leaving before 10:00 AM = Full Day Absence  
Leaving after 10:00 AM = 1/2 Day PM Absence  
Leaving after 1:00 PM = Full Day Attendance

Each semester, students are expected to arrive at school on time each morning and be seated in their Period 1 class by 8:00 AM. Attendance will be taken there. Students riding late buses who arrive after 8:00 AM must report directly to the office upon arrival. Students who are tardy to school must report directly to the office. Note: those who are not **in class** by 8:00 **are tardy**. A detention will be issued\* on the **3rd** illegal tardy to school per semester. On the 6th illegal tardy per semester, students will be assigned to the reassignment center\* for In-School Suspension. Upon accrual of 6 tardies, a student will be marked absent "1/2 Day Absent" for the 6th tardy day. Each accumulation of 6 tardies thereafter will be counted as an additional "1/2 Day Absent".

\* Middle-High School students only.

To be eligible to participate in any **athletic competition** on a school day, student athletes must report to school **no later than the beginning of second period**. The

only exception to this rule is if the student provides a signed note from a doctor verifying that their late arrival was due to a medical appointment that morning.

**F. Tardy to Class**

Students are also expected to arrive at class on time. Three (3) minutes **maximum** of passing time between classes is given. Students late to class without a written pass face disciplinary sanctions from classroom teachers and/or from the office.

**G. Withdrawals**

If you are moving from the Lakeview School District, if possible, notify the guidance office at least 1 week prior to your last day and obtain a Withdrawal Sheet for a parent signature. On your last day of attendance, pick up your withdrawal sheet in the guidance office and have each of your teachers sign it. This will indicate that all obligations for that class have been fulfilled. The withdrawal sheet must be returned to the guidance counselor by 3:00 P.M. of your last day for final clearance.

**H. School Delays/Closings/Early Dismissals**

In the event of deteriorating weather conditions during the day an early dismissal is possible. Please make prior arrangements for your child in the event that this may occur (i.e. go to a neighbor's or friend's house, be picked up by someone, etc.). It is the parents' responsibility to have prior arrangements made and to keep aware of weather conditions. Inclement winter weather sometimes causes delayed starts as well as cancellations of school at Lakeview. Everyone should be prepared for the possibility of severe weather or other extenuating circumstances that could have an effect on our school day. The start of school could be delayed two hours or be canceled entirely. The decision to delay or cancel school will be made by a team of school administrators, bus contractors, and highway officials in the event that the weather could create unsafe conditions for buses to operate. The following notification systems will announce a Lakeview School District closing or delayed start if necessary. The announcement will be made by 6:00 AM, or as soon thereafter as possible. Listen to one of these stations if the weather is a concern.

Due to the geographical size of the District, it is possible for certain areas to have worse weather conditions than others. As such, if school is not delayed or canceled, parents may keep their child(ren) at home if they feel it is unsafe for their child(ren) to travel to or from school. **Please note, these days count towards the 10 parental excused days each year and are not additional days.**

**Online:**

ParentSquare – Lakeview's online notification system.

District Website – [www.lakeview.k12.pa.us](http://www.lakeview.k12.pa.us)

**Radio:**

Meadville: WMGW- 1490 AM; WZPR 100.3 FM

Pittsburgh: KDKA- 1020 AM

Sharon: WPIC- 790 AM

Youngstown: WHOT- 101.1 FM

**Television:**

Erie: WICU-NBC 12  
Pittsburgh: KDKA-CBS 2; WPXI-NBC 11  
Youngstown: WFMJ-NBC 21; WKBN-CBS 27

In the event of a two- hour delay, all pick-up times and starting times are exactly two hours later than usual. Please do not call the school district. The district telephone lines are needed to maintain communications with contractors, weather sources, and for intra-district coordination of activities.

The Lakeview School District will be utilizing a calling system for school-related weather issues, emergencies, and community outreach programs for our district. Access can be made through phone messages, emails, and texts. If you do not have your contact information listed at the school, please contact your child's respective office to indicate the methods you wish to be contacted.

**I. Habitual Truancy**

Students under the age of 18 (compulsory school age) who are illegally absent for more than six (6) days, or their equivalent, are considered “habitually truant”. After proper written notices of illegal absences have been issued, truancy charges will be filed with the district magistrate's office. By law, notification must occur only once over the time a student is enrolled at Lakeview High School. Habitually truant students will also be processed according to the SAIP plan. This documentation and form are included at the end of the handbook.

**J. Unaccounted Absences**

Students whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:

1. The District has been provided with evidence that the absence may be legally excused.
2. Compulsory attendance prosecution has been or is being pursued.

**K. Unaccounted Absences - age 18 and older**

Students over compulsory age are attending school by freedom of choice and are required to follow school rules as they apply to all students. Failure to do so will result in the student being asked to make a decision to either abide by school rules including daily attendance or consider withdrawing from school. A parent conference will be required before re-admitting a student. After 6 days of unexcused absences in one semester, a student meeting will be held with the school counselor, , and the building principal. The student will be encouraged to improve their attendance and seek additional services if needed. **Once a student accrues 10 unexcused absences in a semester, a failing grade will be issued for both marking periods. In a semester course, no credit will be issued once 10 unexcused absences are accrued.**

**L. Nurse Excusals**

Students who are excused by the Nurse and sent home ill cannot return for sports or extracurricular activities. **Students must go through the nurse to be excused for illness. *Going around this process will result in an illegal absence.***

**M. Family Educational Tour/Vacation**

Students participating in educational tours or vacations during the school year that are not school-sponsored but paid for by parents must be determined by the principal to serve an educational purpose. Parents and/or guardians should complete a family educational tour form, which includes the days to be missed (not exceeding 10 consecutive school days). Teachers should be given at least one week's notice before departure to gather makeup work. Educational tours and vacations count toward the ten (10) parent excused absences. Any absence after the ten (10) parent excused requires a medical note to be considered excused. Trips will not be approved during annual state assessments.

**N. College Visits**

All college visits must be pre-approved through the Guidance Office. The time will be marked illegal/unexcused if proper procedures are not followed. Please note, college visits count towards the 10 parental excused days each year and are not additional days.

## **Bullying/Cyberbullying**

According to Pennsylvania Statute, "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
  - Substantially interfering with a student's education;
  - Creating a threatening environment; or
  - Substantially disrupting the orderly operation of the school.

For purposes of the foregoing, "school setting" means any conduct or activity which occurs in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition includes "cyberbullying," which involves the use of electronic devices to engage in any of the conduct described above. Board Policy 249: Bullying/Cyberbullying



The bullying/cyberbullying provisions set forth in the Discipline Code shall also apply to all forms of bullying/cyberbullying by district students in non-school settings to the fullest extent permitted by law.

Administrative actions and interventions related to non-school settings will be determined based upon the incident's alignment to criteria 1, 3, and 4 listed above.

## Guidelines for Recognizing and Identifying Bullying and Cyberbullying

- **Power:** It is bullying and not just playing around when two people are unequal in power; and the one with the greater power takes unfair advantage of the less powerful person. Power can be physical size or strength, numbers, socio-economic strata, verbal skill, level of intelligence, popularity, athletic ability, and gender, to name a few. The ‘bully’ watches for opportunities to pick on, humiliate and tease the target. The target feels defenseless and hopeless...it seems that nothing will stop the treatment.
- **Intentional Acts or Series of Acts:** Negative actions are repeated, happening over and over in many different settings. Usually, adults are unaware or are not present when they occur. The person doing the bullying does it on purpose, and the intent is to hurt another person.
- **Different levels of Feeling:** You can tell that it is bullying and not just playing around when the people involved show unequal levels of feeling (affect). Instead of both people smiling or looking like they are having fun, one person is smiling or looking triumphant (“I gotcha!”), and one is crying or looking frightened, humiliated, confused, or angry.

Examples of bullying include but are not limited to physically, emotionally or mentally harming a student; damaging, extorting or taking a student’s property; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage to or loss of personal property; creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities; or perpetuation of conduct by an individual or group, with the intent to demean, dehumanize, embarrass, or incite a student.

Reports of “bullying” should be made to a building principal, assistant principal, or school counselor.

Bullying/Cyberbullying may have Level II or higher consequences. In addition, conduct that constitutes Bullying or Cyberbullying may also constitute unlawful harassment, discrimination or hazing, which are also prohibited under applicable law and board policies and may carry additional disciplinary consequences.

Please refer to Board Policy Nos. 103: Nondiscrimination/Title IX Sexual Harassment Affecting Students, 103.1 Nondiscrimination – Qualified Students with Disabilities, 247: Hazing, and 249: Bully/Cyberbullying for additional information.

## Care of School Property and Trespassing

Schools help students learn to respect property and develop feelings of pride in community institutions. Students are responsible for the proper care of school property including school supplies and equipment entrusted to their use. Students who willfully damage school property



will receive consequences, which include legal consequences. Parents may be held liable for any damage or destruction to school property caused by their children.

Unauthorized presence shall be strictly forbidden on all school properties and within all school facilities.

Public access on the Lakeview School District campus is prohibited during school hours.

School personnel, enrolled students, and visitors attending a function open to the general public may enter at an appropriate time and place without specific consent. All other visitors must obtain permission from the person in charge, usually the building principal.

The buildings, grounds and facilities of the district are available to district residents for specific educational and recreational purposes. Persons who loiter in the buildings or on the grounds or other facilities, without appropriate reason within the context of this policy, interfere with the normal conduct of school affairs, jeopardize the security of school property and will be guilty of criminal trespass.

Any person violating any of the provisions of this policy shall be subject to conviction in a summary prosecution resulting in fine or imprisonment in conjunction with the findings of local law enforcement.

## **Cheating**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. This will also be documented through the office with repeat and/or serious offenses possibly resulting in further consequences.

## **Delinquent vs. Criminal Acts**

Pennsylvania law provides that any person age 15 or older who commits a violent crime and committed either the crime with a deadly weapon or previously has been adjudicated delinquent for a violent crime, will automatically be tried as an adult in the criminal justice system

## **Discrimination and Harassment**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender or gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability.

The school board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated

employees in accordance with Policy Nos. 103: Nondiscrimination/Title IX Sexual Harassment Affecting Students and 103.1: Nondiscrimination - Qualified Students with Disabilities, which can be found on the policy manual, which is linked to the district's website. Complaints of discrimination or harassment shall be investigated promptly, and corrective action will be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. If a parent, student, or employee have experienced or have knowledge of bullying, hazing, dating violence, sexual harassment, discrimination and/or retaliation, the district encourages the person to complete this form.

**Harassment** is a form of discrimination based on the protected classifications listed above consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts. These include, but are not limited to, offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating, or interfere with a person's school or school-related performance when such conduct is: sufficiently severe, persistent or pervasive; and a reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
    - i. Length of relationship
    - ii. Type of relationship
    - iii. Frequency of interaction between the persons involved in the relationship
  - b. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from

that person's acts under the domestic or family violence laws of the jurisdiction.

- c. Sexual assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:
  - i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment subject to Title IX regulations. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs.

Students and third parties who believe they or others have been subject to discrimination, Title IX sexual harassment, and or retaliation for reporting of such to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may also file a report of discrimination.

The building principal shall promptly notify the Compliance Officer/Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Compliance Officer/Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary and to discuss the availability of supportive measures. The Compliance Officer/Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures. All procedures related to this policy (e.g., timelines, communications, investigation process, complaint forms, grievance process, etc.) are available on the district's website.

**Title IX Coordinator/Compliance Officer**

Mr. Curtis Ace  
Principal, Grades 6-8  
2482 Mercer Street  
Stoneboro, PA 16153  
724-376-7911 ext. 6109

# STUDENT DISCIPLINE BEHAVIOR AND CONSEQUENCE CHARTS

## OAKVIEW ELEMENTARY SCHOOL

### Student Discipline Chart for Minor (Classroom-Managed) Behaviors

Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Cell Phone Misuse</b>	Teacher confiscates phone; Teacher holds onto phone and gives back to student at end of school day	Teacher confiscates phone and takes it to office; Teacher contacts parent to pick up phone at end of school day; Teacher assigns loss of 1-5 days of recess	Offense becomes a major; Teacher confiscates phone; Teacher takes phone to the office and submits a discipline referral; Administrator contacts parent to pick up phone at end of school day; Administrator assigns consequence, which may include temporary or permanent loss of phone privilege
<b>Defiance/Disrespectful Behavior</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office
<b>Disruption</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office
<b>Inappropriate Language</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office
<b>Leaving Assigned Area</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office
<b>Lying/Cheating/Plagiarism</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office
<b>Out of Seat without Permission</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office
<b>Physical Contact/Horseplay</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office
<b>Property Damage (Minor)</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office
<b>Sleeping in Class</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office

<b>Teasing/Taunting</b>	Teacher provides intervention	Teacher provides intervention with increased consequence	Offense becomes a major; Teacher submits discipline referral to office
<b>Technology Misuse</b>	Temporary loss of technology privilege	Increased temporary loss of technology privilege	Offense becomes a major; Teacher submits discipline referral to office; Administrator assigns consequence, which may include increased temporary loss or permanent loss of technology privilege

- Information related to a student's minor behavior incident **must** be fully documented on the *Minor Behavior Google Sheet* for each offense.
- Parent/guardian contact **must** be made when recording a student's minor behavior incident.
- Teacher interventions for minor behavior incidents may include:
  - Adjust Assignment/Have Student Redo Assignment
  - Change Student Seating
  - Check-In, Check Out
  - Conference with Student
  - Consult with Other Staff
  - Contact Parent/Guardian
  - Loss of Student Privileges (Recess, Activities, etc.)
  - Model/Re-teach Expected Behavior
  - Offer Breaks/Change Student's Environment
  - Positive Reinforcement
  - Provide Student with Choices
  - Re-direction
  - Re-teach Expectation
  - Restitution
  - Self-Reflection
  - Written Apology
- When writing a discipline referral for a third minor offense, the teacher **must** record the dates of the first, second, and third offenses on the discipline referral form.

## Student Discipline Chart for Major (Office-Managed) Behaviors

<b>Incident</b>	<b>1<sup>st</sup> Offense</b> <i>Any of the following may be assigned</i>	<b>2<sup>nd</sup> Offense</b> <i>Any of the following may be assigned</i>	<b>3<sup>rd</sup> Offense</b> <i>Any of the following may be assigned</i>
<b>3 or More of Same Minor Incident</b>	Office time-out, 1-5 days of lunch detention or loss of recess time	3-5 days of lunch detention or loss of recess time	3-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention
<b>Abusive Language</b>	Office time-out, 1-5 days of lunch detention or loss of recess time	3-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention	1-3 days of after-school detention, 1-3 days of ISS
<b>Bullying/Harassment</b>	Office time-out, 1-5 days of lunch detention or loss of recess time	3-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention	1-3 days of after-school detention, 1-3 days of ISS
<b>Bus Misconduct</b>	Bus seat change, 1-5 days of lunch detention or loss of recess time, bus suspension	Bus seat change, 3-5 days of lunch detention or loss of recess time, bus suspension	Bus seat change, 1-3 days of after-school detention, bus suspension
<b>Dress Code Violation</b>	Student is directed to change clothes	Student is directed to change clothes, 1-5 days of lunch detention or loss of recess time	Student is directed to change clothes, 3-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention
<b>Fighting</b>	1-3 days of OSS	3-5 days of OSS	5-10 days of OSS
<b>Leaving School/School Grounds without Permission</b>	3-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention, 1-3 days of ISS, police may be called	1-3 days of after-school detention, 1-3 days of ISS, police may be called	1-3 days of ISS or OSS, police may be called
<b>Physical Aggression</b>	1-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention, 1-3 days of ISS	3-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention, 1-3 days of ISS or OSS	1-3 days of ISS, 1-5 days of OSS
<b>Theft</b>	1-5 days of lunch detention or loss of recess time, possible restitution	3-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention, possible restitution	1-3 days of after-school detention, 1-3 days of ISS, possible restitution
<b>Threatening Student/Staff</b>	1-3 days of ISS, 1-10 days of OSS, law enforcement possibly contacted, possible referral to superintendent for potential Board expulsion	1-10 days of OSS, law enforcement possibly contacted, possible referral to superintendent for potential Board expulsion	5-10 days of OSS, law enforcement possibly contacted, possible referral to superintendent for potential Board expulsion
<b>Use/Possession of Drugs/Alcohol</b>	Law enforcement contacted and up to 10 days of OSS with referral to the superintendent for possible Board expulsion		
<b>Use/Possession of Obscene Material</b>	1-5 days of lunch detention or loss of recess time	3-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention	1-3 days of after-school detention, 1-3 days of ISS
<b>Use/Possession of Tobacco, E-cigarette, or Vape Pen</b>	1-3 days of ISS or OSS	3-5 days of ISS or OSS	5-10 days of OSS
<b>Use/Possession of Weapon</b>	Law enforcement contacted and up to 10 days of OSS with referral to the superintendent for potential Board expulsion		
<b>Vandalism</b>	1-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention, 1-3 days of ISS, possible restitution	3-5 days of lunch detention or loss of recess time, 1-3 days of after-school detention, 1-3 days of ISS, 1-3 days of OSS, possible restitution	1-3 days of ISS, 5-10 days of OSS, possible restitution

**PLEASE NOTE THAT ANY DISCIPLINE IS HANDED OUT AT THE PRINCIPAL OR ASSISTANT PRINCIPAL'S DISCRETION AND MAY BE SUBJECT TO CHANGE FROM THE CHARTS ABOVE.**

## LAKEVIEW MIDDLE-HIGH SCHOOL

### Student Discipline Chart for Minor (Classroom-Managed) Behaviors

Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Cheating/Plagiarism</b>	Student receives a zero on the quiz/test/assignment; Teacher may give the option of student redoing or retaking it for full or partial credit; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Student receives a zero on the quiz/test/assignment; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Student receives a zero on the quiz/test/assignment; Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Disruption (Teacher deems as minimal disruption to class)</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Language not appropriate for school environment</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Late to Class</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Lying</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office



Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Out of Seat without Permission</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Non-participation</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Not Following Directions</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Physical Contact/Horseplay</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Property Damage or Misuse (Teacher deems as minimal damage or misuse)</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Sleeping in Class</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office

Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Teasing/Taunting</b>	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides intervention; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office
<b>Technology Misuse (Teacher deems as minor misuse)</b>	Teacher provides intervention, which may include temporary loss of technology privilege; Teacher contacts parent/guardian; Teacher documents incident on a discipline referral form, which is then kept in teacher's folder	Teacher provides increased temporary loss of technology privilege; Teacher contacts parent/guardian; Teacher documents second offense on the previous discipline referral form, which is then kept in teacher's folder	Offense becomes a major; Teacher documents third offense on the previous discipline referral form and then submits discipline referral to office; Administrator assigns consequence, which may include increased temporary loss or permanent loss of technology privilege

Teacher interventions for minor behavior incidents may include:

- Adjust Assignment/Have Student Redo Assignment
- Change Student Seating
- Check-In, Check Out
- Conference with Student
- Conference with Student & Parent/Guardian
- Consult with Other Staff
- Contact Parent/Guardian
- Loss of Student Privileges
- Model/Re-teach Expected Behavior
- Offer Breaks/Change Student's Environment
- Positive Reinforcement for Improved Behavior
- Provide Student with Choices
- Re-direction/Warning
- Restitution
- Self-Reflection
- Written Apology

# LAKEVIEW MIDDLE-HIGH SCHOOL

## Student Discipline Chart for Major (Office-Managed) Behaviors

<b>Incident</b>	<b>1<sup>st</sup> Offense</b> <i>Any of the following may be assigned</i>	<b>2<sup>nd</sup> Offense</b> <i>Any of the following may be assigned</i>	<b>3<sup>rd</sup> or More Offenses</b> <i>Any of the following may be assigned</i>
<b>3 or More of Same Minor Incident</b>	1-2 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention; 1-3 days of ISS
<b>Abusive Language</b>	1-3 days of after-school detention or lunch detention; 1-3 days of ISS	2-3 days of ISS; OSS	2-3 days of ISS; OSS
<b>Bus Misconduct</b>	Bus seat change, 1-2 days of after-school detention or lunch detention, Bus suspension	Bus seat change, 2-3 days of after-school detention or lunch detention; Bus suspension	Bus suspension; 2-3 days of after-school detention or lunch detention 1-3 days of ISS
<b>Cell Phone/Other Electronics Violation</b>	Written warning; Device is taken and held in the office for student to pick up at the end of the day	1-2 days of after-school detention or lunch detention; Device is taken and held in the office for student to pick up at the end of the day	2-3 days of after-school detention or lunch detention; 1-3 days of ISS; Device is taken and held in the office and parent must pick up device; Moving forward, student is required to turn in device to office each day before school and pick it up after school
<b>Disrespect</b>	1-2 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention; 1-2 days of ISS	2-3 days of ISS; OSS
<b>Dress Code Violation</b>	Written warning, student is directed to change clothes or will be assigned to Reassignment Center for that day	Written warning, student is directed to change clothes or will be assigned to Reassignment Center for that day	1-3 days of after-school detention or lunch detention, student is directed to change clothes or will be assigned to Reassignment Center for that day
<b>Failure to Attend Assigned Detention</b>	Parent contacted and detention is rescheduled	1 day of ISS	3 days of ISS; OSS
<b>Fighting/Assault</b>	1-3 days of OSS; Police citation	3-5 days of OSS; Police citation	5-10 days of OSS; Police citation; Referral to superintendent for possible Board expulsion
<b>Harassment/Bullying</b>	1-2 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention; 1-3 days of ISS	1-3 days of ISS; OSS
<b>Hazing/Coercion/Extortion</b>	1-3 days of OSS; Police possibly contacted; Possible referral to superintendent for potential Board expulsion	3-5 days of OSS; Police possibly contacted; Possible referral to superintendent for potential Board expulsion	5-10 days of OSS; Police possibly contacted; Possible referral to superintendent for potential Board expulsion

<b>Incident</b>	<b>1<sup>st</sup> Offense</b> <i>Any of the following may be assigned</i>	<b>2<sup>nd</sup> Offense</b> <i>Any of the following may be assigned</i>	<b>3<sup>rd</sup> or More Offenses</b> <i>Any of the following may be assigned</i>
<b>3 or More of Same Minor Incident</b>	1-2 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention; 1-3 days of ISS
<b>Abusive Language</b>	1-3 days of after-school detention or lunch detention; 1-3 days of ISS	2-3 days of ISS; OSS	2-3 days of ISS; OSS
<b>Bus Misconduct</b>	Bus seat change, 1-2 days of after-school detention or lunch detention, Bus suspension	Bus seat change, 2-3 days of after-school detention or lunch detention; Bus suspension	Bus suspension; 2-3 days of after-school detention or lunch detention 1-3 days of ISS
<b>Cell Phone/Other Electronics Violation</b>	Written warning; Device is taken and held in the office for student to pick up at the end of the day	1-2 days of after-school detention or lunch detention; Device is taken and held in the office for student to pick up at the end of the day	2-3 days of after-school detention or lunch detention; 1-3 days of ISS; Device is taken and held in the office and parent must pick up device; Moving forward, student is required to turn in device to office each day before school and pick it up after school
<b>Disrespect</b>	1-2 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention; 1-2 days of ISS	2-3 days of ISS; OSS
<b>Dress Code Violation</b>	Written warning, student is directed to change clothes or will be assigned to Reassignment Center for that day	Written warning, student is directed to change clothes or will be assigned to Reassignment Center for that day	1-3 days of after-school detention or lunch detention, student is directed to change clothes or will be assigned to Reassignment Center for that day
<b>Failure to Attend Assigned Detention</b>	Parent contacted and detention is rescheduled	1 day of ISS	3 days of ISS; OSS
<b>Fighting/Assault</b>	1-3 days of OSS; Police citation	3-5 days of OSS; Police citation	5-10 days of OSS; Police citation; Referral to superintendent for possible Board expulsion
<b>Harassment/Bullying</b>	1-2 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention; 1-3 days of ISS	1-3 days of ISS; OSS
<b>Hazing/Coercion/Extortion</b>	1-3 days of OSS; Police possibly contacted; Possible referral to superintendent for potential Board expulsion	3-5 days of OSS; Police possibly contacted; Possible referral to superintendent for potential Board expulsion	5-10 days of OSS; Police possibly contacted; Possible referral to superintendent for potential Board expulsion

<b>Incident</b>	<b>1<sup>st</sup> Offense</b> <i>Any of the following may be assigned</i>	<b>2<sup>nd</sup> Offense</b> <i>Any of the following may be assigned</i>	<b>3<sup>rd</sup> or More Offenses</b> <i>Any of the following may be assigned</i>
<b>Insubordination</b>	1-2 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention; 1-2 days of ISS	2-3 days of ISS; OSS
<b>Internet/Computer/Obscene Material Violation</b>	1-2 days of after-school detention or lunch detention; 1-3 days of ISS; Technology suspension	2-3 days of after-school detention or lunch detention; 1-3 days of ISS; Technology suspension	1-3 days of ISS; OSS; Technology Suspension
<b>Late to Class (3 or more)</b>	1 day of after-school detention or lunch detention	2 days of after-school detention or lunch detention; Temporary hall pass restriction	1-3 days of ISS; Permanent hall pass restriction
<b>Leaving School Without Permission</b>	Police and parent contacted; 1-3 days of after-school detention or lunch detention; 1-2 days of ISS	Police and parent contacted; 1-3 days of ISS	Police and parent contacted; 2-3 days of ISS; OSS
<b>Out of Assigned Area/Skipping/Misuse of Hall Pass</b>	1-2 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention; Temporary hall pass restriction	1-3 days of ISS; Permanent hall pass restriction
<b>Physical Aggression</b>	1-3 days of after-school detention or lunch detention; 1-3 days of ISS	2-3 days of ISS; OSS	2-3 days of ISS; OSS
<b>Profanity/Majorly Inappropriate Language or Gestures</b>	1-3 days of after-school detention or lunch detention; 1-3 days of ISS	1-3 days of ISS; OSS	3 days of ISS; OSS
<b>Public Display of Affection</b>	1-3 days of after-school detention or lunch detention	2-3 days of after-school detention or lunch detention; 1-2 days of ISS	2-3 days of ISS; OSS
<b>Use/Possession of Drugs and/or Alcohol</b>	Law enforcement contacted and up to 10 days of OSS with referral to the superintendent for possible Board expulsion		
<b>Use/Possession of Tobacco, Nicotine, E-cigarette, or Vape Pen</b>	3 days of ISS; Citation; Parent conference	3 days of OSS; Citation; Parent conference	OSS; Referral to superintendent for potential Board expulsion
<b>Use/Possession of Weapon</b>	Law enforcement contacted and up to 10 days of OSS with referral to the superintendent for potential Board expulsion		
<b>Vandalism</b>	1-3 days of after-school detention or lunch detention; 1-3 days of ISS; Possible restitution	2-3 days of after-school detention or lunch detention; 1-3 days of ISS; OSS; Possible restitution	1-3 days of ISS; OSS; Possible restitution
<b>Tardy to School</b>	Warning	Warning	After-school detention or lunch detention; See policy for 6 <sup>th</sup> offense
<b>Theft</b>	1-3 days of after-school detention or lunch detention; 1-3 days of ISS; OSS; Restitution; Police possibly contacted	2-3 days of after-school detention or lunch detention; 1-3 days of ISS; OSS; Restitution; Police possibly contacted	OSS; Restitution; Police possibly contacted

Incident	1 <sup>st</sup> Offense <i>Any of the following may be assigned</i>	2 <sup>nd</sup> Offense <i>Any of the following may be assigned</i>	3 <sup>rd</sup> or More Offenses <i>Any of the following may be assigned</i>
Threatening Others	Threat assessment conducted; 1-3 days of ISS; OSS, Police possibly contacted; Possible referral to superintendent for potential Board expulsion	Threat assessment conducted; 1-3 days of ISS; OSS; Police possibly contacted; Possible referral to superintendent for potential Board expulsion	Threat assessment conducted; OSS; Police possibly contacted; Possible referral to superintendent for potential Board expulsion

**PLEASE NOTE THAT ANY DISCIPLINE IS HANDED OUT AT THE PRINCIPAL'S DISCRETION AND MAY BE SUBJECT TO CHANGE FROM THE CHARTS ABOVE.**

## Dress Code

Students must wear appropriate clothing and footwear at all times. Student dress and grooming must be consistent with the educational, health, and safety environment of the school. Clothing must not be disruptive to the educational process or cause a health or



safety risk. Students are expected to dress in a manner appropriate for school. Any apparel that is distracting or disruptive in appearance and detrimental to the educational process will not be permitted.

### Examples of Clothing Not Permitted:

#### Tops

- Muscle shirts, tank tops, or cut-off shirts without tailored cuffs on the sleeves (unless worn over other acceptable tops), half shirts, see-through mesh shirts, halter tops, tube tops or any shirt that reveals skin between the bottom of the armpit and the waist. All shirts must completely cover undergarments.
- Tops with offensive pictures and/or sayings, "double meaning" shirts.
- Shirts that are backless and/or have cut out backs.
- Low cut shirts, shirts that reveal cleavage. (A shirt that must be constantly pulled up to meet minimum requirements is not permitted).

#### Bottoms

- Shorts, dresses or skirts which are shorter than fingertip length, cut-off jean shorts
- Pants with excessive holes or rips, holes that are frayed or pose a safety hazard and pants with any holes above fingertip length (which reveal skin and/or undergarments)
- Spandex shorts/pants, leggings and yoga type pants must be covered by a top that is a minimum of fingertip length in both front and back. Spandex/form-fitting dresses are not permitted without a minimum of fingertip length coverage.

- Skirts and dresses must be a minimum of fingertip length along the entire bottom hem. (A dress/skirt that must be constantly pulled down to meet minimum requirements is not permitted).

### **Additional Apparel**

- Tattered clothing, clothing with revealing holes or rips
- Revealed undergarments of any kind
- Pajamas, loungewear of any kind
- Excessively dirty or foul smelling clothing
- Clothing or accessories displaying advertisements for, or logos of alcoholic products, tobacco products, drug related products and clothing depicting inappropriate references of a sexual nature or gang colors are not permitted
- Articles of clothing or accessories which are inflammatory or depict objectionable materials, slogans or pictures are not permitted. Chains (excluding jewelry) are not permitted.
- No hats, coats, bandanas and head apparel of any type or sunglasses are permitted from 8:00 - 3:15. Hats are to be removed upon entrance to the building.
- Backpacks can be used to transport books to school. Students are not permitted to carry or wear backpacks and hats during the school day. These items must remain in the lockers.
- Footwear – Shoes or sandals must be worn at all times.
- Headphones/earbuds may not be worn or visible during the school day.
- Anything considered distracting or disruptive to the educational process is not permitted.

At Lakeview School District, we continue to strive toward educational excellence in an attempt to provide our students with an optimal educational experience to prepare them as they enter the global community. With this being said, we also recognize as a district that times change over the life of education. As a result, the district has reviewed and altered dress code procedures with the help of a committee that consists of students, parents, teachers and administrators. It is our ultimate goal to continue our vision of educational excellence, including the development of well-rounded students who are able to present themselves in a manner which inspires individuality, confidence and respect for themselves and others. Each student is an individual, but represents the district as a whole.

Students will be given an opportunity to change any clothing which does not meet dress code; otherwise, parents/guardians will be notified and violators will be sent home or placed in the Reassignment Center. If a student refuses to cooperate with a dress code violation they may also receive out of school suspension. 3rd and subsequent violations of dress code will result in progressive discipline, beginning with after school detention.

### **Driving to School**

Driving to school is a privilege not a right. Failure to follow Lakeview High School Student Driving Guidelines will result in temporary or permanent loss of driving privileges. The school district assumes no responsibility for student safety or for personal property damages. Driving privileges are limited to those 16 years old or above who possess a valid Pennsylvania driver's



license (not a PA Learners' Permit) and who agree to the student driving regulations. The number of driving permits issued each school year will not exceed the number of available parking spaces. Detailed information concerning student driving, student riders and loss of driving/riding privileges is available on the Middle-High School website.

## **Drugs and Alcohol**

The Lakeview School Board takes a no-tolerance attitude toward the use or abuse of drugs and alcohol. District policy prohibits the possession and/or use, mimic of use, sale, mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood-altering chemical medication, or abused chemical (e.g., over-the-counter medications or natural remedies used for medicinal purposes) not approved by the health office on school property, at school-sponsored curricular and extracurricular activities or field trips, on school buses, and en route to and from school by any mode of travel. Violation of this policy includes the possession, use, sale, distribution, or mimicking the possession, use, sale or distribution of chemicals or paraphernalia. Reference Board Policy No. 227: Controlled Substances/Paraphernalia for more details.

### **Distribution and/or Sale of Drugs/Alcohol**

The consequences for distributing, sharing, or involving others in the use of drugs, alcohol, and/or other illegal substances in school include all of the consequences listed below, plus possible referral to the school board for expulsion. The sale of drugs, alcohol, and/or other illegal substances in the Lakeview School District will not be tolerated. Students will be adjudicated before both the Lakeview Board of School Directors Disciplinary Committee and appropriate legal authorities. The school consequence may be permanent expulsion from the district. The police and district attorney will determine the legal consequences.

### **Possession/Use of Drugs/Alcohol**

The following consequences are in place for students possessing and/or using drugs, alcohol, and/or other illegal substances:

- Suspension (3 -10 days)
- Parent conference required before returning to classes
- Referral to the police
- Referral to drug and/or alcohol treatment
- Secondary students will also be placed on Strict Probation

Consequences may also include a conference with the superintendent, School Board Disciplinary Committee, a behavior contract, alternative educational placement, and/or temporary or permanent expulsion.

## Electronic Devices

The use of electronic devices, which include but are not limited to mobile telephones and other devices that can send, receive, play or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students during instructional periods of the school day and in such other circumstances as delineated in Board Policy No. 237: Electronic Devices.

Use of electronic devices in certain designated areas of the school or in other special circumstances may be approved by the building principal. Use of electronic devices on school transportation is permitted to the extent that such use does not disrupt or distract other students, passengers or the operator of the vehicle, and does not otherwise pose a risk to the safe and orderly operation of the vehicle.

All electronic devices (including Smartwatches or GPS enabled watches) are not permitted in classrooms during national, state, and even some local assessment periods. Parents and guardians are encouraged to contact the front office to communicate rather than using a child's personal device to ensure consistent information is relayed during the school day. Lakeview School District shall not be held responsible for loss, theft, or damage of any personal items, including electronic devices.

District provided technology resources are permitted (Chromebooks, iPads, tablets, etc.). Board Policy No. 815: Acceptable Use of Internet, Computer, and Network Resources must be reviewed and agreed upon by all students/families.

Please refer to Board Policy No. 237 for all restrictions and rules applicable to the use of electronic devices in school or on school property. Students and parents are expressly advised that use of an electronic device in a manner not permitted or authorized under Board Policy No. 237 will minimally be considered a Level I consequence.

The Lakeview School District does not require students to bring cell phones to school. Owners of cell phones assume all risks of damage, theft, loss, or misuse of such devices when the item is brought onto school property. The bringing of a cell phone to school is with the understanding that the student has the permission of their parent/guardian to bring it onto school property. The District holds no responsibility for damage or loss of the cell phone.

### Cell Phones Grades K-5

Cell phones, when used inappropriately, can be a distraction to the educational process. As a result, personal cell phones are not permitted to be used during the school day and must be stored in the student's book bag or in a classroom location designed by the teacher with the ringer off for the entire school day. Cell phones are not to be used in the cafeteria during lunch and breakfast periods, in the hallways, or during recess.

Students who have their cell phone out without permission from a member of the school staff will have their phone confiscated and held by the teacher until the end of the school day or have



the device taken and held in the school office until a parent/guardian comes to school to retrieve the item. Repeated use of cell phones during the school day may result in permanent loss of this privilege.

### **Cell Phones Grades 6-9**

The district has a “no cell phone” procedure for students in grades 6-9. When students arrive to first period, their cell phones must be turned off and placed into an assigned slot in a locked locker near their teacher’s classroom. The phone will remain in the locked locker throughout the day. At the end of the day (or upon the student’s dismissal), prior to boarding buses or going to extra-curricular activities, students may retrieve their cell phones from the locker. If a student is found in possession of a cell phone during the school day, it will be confiscated and the student will be subject to disciplinary consequences. Students are advised to leave their personal electronic devices at home. Failure to comply with the outlined procedures will result in disciplinary action. Exceptions to these guidelines will be considered on a case by case basis, as per Policy 237.

### **Personal Devices Grades 10-12**

Personal electronic devices and accessories (including headphones) must be out of sight during the school day and turned off. The use of cell phones or other electronic devices by students is strictly prohibited during the school day, with the exception of lunch for grades 10-12. Teachers are permitted to collect electronic devices/cell phones in a basket or container prior to the start of class. Students will be permitted to use an electronic device if given permission by a teacher for educational purposes. Students who violate this rule will take their devices to the school office immediately upon request and will be subject to the disciplinary action outlined in the LM-HS Student Code of Conduct. Failure to turn over your electronic device when asked could result in the loss of device access for the entire school year.

## **GRADES 6-12 DEVICE EXPECTATIONS**

Electronic devices include but are not limited to:

- Chromebook, laptop computers, tablets, smartphones, Smartwatches, or GPS enabled watches.

Electronic devices may be used in the classroom only if:

- the activity is directly related to the student’s educational activities
- the device usage has been approved by a classroom teacher
- the activity has been approved by the building principal

These items are not to be used in:

- study halls/Advisory
- restrooms
- locker rooms
- hallways
- stairwells
- any area not being directly supervised by a member of the LM-HS faculty.

### Important Information – All Grades

- Students may only take pictures of other students or staff when it is part of a pre-approved school project.
- No pictures or information from the school is to be used outside of school on social networking or similar websites.
- The student assumes total responsibility for bringing such devices to school, including loss or damage that may result to the device.
- The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
- The classroom teacher and/or administration will have the final say regarding the use of devices in the classroom.
- Students are responsible for bringing their school issued device to school each day at full charge. Failure to do so will be considered coming to class unprepared.

### Fighting

Fighting or using physical means to settle a disagreement is not acceptable. Any physical confrontation that may result in disciplinary action by the administration may result in the involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.

### Reasonable Force

Faculty, staff, and administration may use reasonable force in dealing with students for safety reasons with no intent to harm in the following situations:

- To quell a fight
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

### Glass Containers

Glass bottles are NOT permitted in school buildings.

### Hazing

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[\[1\]](#)



1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

As per Policy 247: Hazing - Hazing is prohibited in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

Students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

### **Hallway Courtesy**

1. Keep hallways open to traffic by walking to the right. Do not block traffic by standing in groups. There will be no congregating in the halls between classes.
2. Pass through hallways quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors. Littering will not be tolerated!
4. Leave the school building within five (5) ~~45~~ minutes after dismissal unless under the supervision of a teacher or coach.
5. Public display of affection is prohibited.

### **Leaving the School Building or Property**

Students are not permitted to go outside the school building (including the school parking lot or recess areas) or leave the school property without permission from the school office, or except when accompanied by a faculty member, coach, or school administrator. Parents wishing to pick up a student during the school day (early dismissal) must meet the student at the school office/attendance office. Identification may be requested.

A student leaving the school building or property without permission from the school office or without a faculty member, coach or school administrator may be considered a Level II or III offense and may result in disciplinary action

## **Lighted Objects**

It is a violation of the fire code to have a lighted object in the school or to interfere with fire protection equipment, systems or procedures. A student who is found with a lighted object (cigarette, e-cigarette, vaping device, lighter, match, firework, etc.) or who otherwise violates the fire code will receive disciplinary consequences and be referred to the proper authorities, which could result in a fine.

## **Opening Exercises/Flag Displays**

District schools shall provide opening exercises that include a recitation of the Pledge of Allegiance and/or the National Anthem.

While students may decline to recite the Pledge of Allegiance or National Anthem, students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.

Opening exercises may include a moment of silence or the reading of patriotic or cultural themes. Silent prayer or meditation shall not be conducted as a religious service or exercise.

## **Participation in Special Events**

(Activities/Athletics)

Student attendance in school on the day of any extracurricular activity (e.g., athletic event, club activity, musical, concert, Homecoming, Prom, field trip, etc.) is expected. At a minimum, students must attend over one-half of the school day with a valid excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity.

Participation in extracurricular activities and athletic events is a privilege. Violations of the discipline code may also result in exclusion from participation in such events and activities, in addition to the consequences set forth in this Code. Students assigned to in-school or out-of-school suspension are prohibited from participating in activities/athletics from the time of the assigned consequence until the day after the suspension ends.

## **Safe Schools Act**

Pennsylvania law requires a mandatory one-year expulsion for the possession of weapons on school property, including school buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school. Refer to Policy 218.1 - Weapons

## Safe2Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.



### Here’s how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app
- Calling the tip line: 1-844-SAF2SAY (1-844-723-2729)
- Using the website: [www.safe2saypa.org](http://www.safe2saypa.org)
- Using the mobile app available for Apple and Android devices

## School District Bus “Discipline Code”

Respect, Accountability, Motivation, and Safety are expected of all students who ride Lakeview school buses, to and from school, field trips, athletic events or student activities. The rules for safe bus behavior are listed below.

### Surveillance Cameras

Under Lakeview School Board Policy #816: Use of Video Surveillance Cameras, the district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the district. The district does monitor district buildings, property and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles (Policy #810.2) If audio recording is being used on a district transportation vehicle, a notice indicating that such recording may occur will be placed within the vehicle.

### Level I Bus Conduct

- Remain seated and facing forward in assigned seats at all times. Stay clear of aisles and do not congregate across seats
- Do not stand until the bus comes to a complete stop.
- Use of electronic devices must be in accordance with Board Policy 237 and must not distract or disrupt other passengers or the vehicle operator or otherwise pose a hazard to the safe operation of the vehicle.
- Do not bring animals on the school bus unless expressly authorized.



- Shouting and/or using obscene, vulgar or unacceptable language in or outside of the bus is not permitted.
- Do not extend your head, arm, hand or any part of you out the bus window.
- Speak respectfully to the school bus driver and other passengers.

### **Level II Bus Conduct**

- Do not damage the bus in any way.
- Do not damage the personal property of others on the bus.
- Do not litter in the bus. Spitting is prohibited.
- Do not throw anything inside the bus or out the bus windows.
- Do not throw objects or cause injury to others on the bus.
- Unwanted physical contact is prohibited.

### **Level III Bus Conduct**

- Fighting on the bus is prohibited.
- The use or possession of weapons, drugs, tobacco, alcohol or look-alikes is a serious violation of the discipline code and will be dealt with accordingly.

## **School District Lockers**

Lockers or cubbies are the property of the school district. Students shall have no expectation of privacy in or regarding their locker. No student may use a locker to store a substance or object which is prohibited by law or district regulations or which threatens the health, safety, or welfare of the building and its occupants. School officials have the right to inspect a school district locker when there is a reasonable suspicion that the locker is being used improperly. It is desirable but not always necessary that the student be notified and allowed to be present before a locker search.



## **Searches**

**Board Policy No. 226: Searches** authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

Backpacks are not to be carried to class. Students carrying these during the day are subject to immediate search and possible discipline for failure to follow safety related expectations. Students may be searched following electronic alert by security scanner equipment as an extra safety precaution for our school. (See Security Scanners/Video Surveillance section).

## **Individualized**

### **Suspicion Searches**

Individual students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

### **Consent and Communication**

When the threshold of reasonable suspicion is met, school officials do not need consent from the student and/or parent to conduct a search. School officials have the responsibility to share the reasons for the search and give the student an opportunity to be heard. School officials must also ensure that the scope of the search is reasonable based on the suspected violation.

School officials will encourage cooperation from students. School officials shall make an effort to contact parent(s)/guardians(s) prior to a search. School officials will also contact parent(s)/guardian(s) after a search is conducted. If a student refuses to cooperate with the search process, school officials will attempt to secure cooperation and support from the parent(s)/guardian(s).

### **Individual Locker Inspections and Searches**

Lockers are assigned to or otherwise made available to students for the convenient storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities. Such lockers are and shall remain the property of the school district. To the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing, which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district.

Prior to an individual locker search or inspection, the student to whom the locker is assigned should be notified and be given an opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

### **Individual Vehicle Inspections and Searches**

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds that make the student's consent a condition of access to the privilege. Vehicle search procedures follow the same protocol as locker searches.

### **General Searches without Individualized Suspicion**

When certain criteria are present, general searches of school premises, students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities (e.g., prom, homecoming, etc.), for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner by staff members or using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. School staff may also assist in searching student bags and materials in response to a threat (e.g., a bomb threat). When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

General searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision. (See "Weapons" section for more information).

General searches for controlled substances may be conducted when a credible source indicates the use, possession or trafficking of controlled substances among students in school. For example, the building principal may receive information from a student and/or staff member, involving controlled substances, that does not include a specific name of an alleged person or persons.

General searches not based on individualized suspicion must be approved in advance by the superintendent or assistant superintendent. In a timely manner, the administration will inform the board that a general search was conducted and provide basic information of any prohibited items.

Anyone having tips regarding drug abuse, use or distribution can contact the TIP Hotline anonymously at 724-449-TIPS. If you are concerned that your child may have a drug and/or alcohol problem, several community resources are available to assist you. Trained members of the Lakeview staff serve on the Student Assistance Team in each of the buildings. Contact the school principal or your child's school counselor for further assistance and information.

## **Security Scanners/Video Surveillance**

Security scanners (walk through or hand held) and video surveillance equipment may be utilized at any time by the District. Law enforcement agencies may also use video recordings for the purpose of admittance to all school activities at the discretion of school administrators.

## **Secured Entrance**

All students arriving via a school bus must enter the building through the high school gym entrance.

Students being dropped off by any other vehicle will be required to enter the building through the main high school entrance, unless directed otherwise by school staff. The middle school entrance will not be accessible as an entrance during the school day.

Students will be required to pass through a metal detector. Any electronic alert will initiate a more detailed search.

Between the hours of 8:00 am and 3:00 pm everyone must enter the building through the secured side door, located to the left of the main high school entrance doors. Visitors must scan a driver's license (or other permissible form of identification) through the Raptor Visitor Screening System, be provided a name tag, sign in, and speak directly with administrative personnel. Visitors must also provide the reason for a visit before being admitted into the secured vestibule. If the visitor has an appointment or wishes to speak to an administrator, the visitor will be escorted into the appropriate office. Following a meeting, visitors will be escorted back to the office area to sign out.

## **Smoke-Free Campus**

For the safety and well-being of our students, staff and visitors, Board Policy No. 222: Use of Tobacco and Tobacco-Like Products authorizes the 24-hour, year-round smoke-free status. The board prohibits tobacco use, smokeless tobacco or the use of vaporizers, e-cigarettes or any similar devices at any time in a building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. This includes school-sponsored activities held off school property. This policy applies to any person using or renting school facilities at any time.

### **Possession and Use of Tobacco**

Students are expressly prohibited from both possessing and using tobacco products, including cigars, cigarettes, pipes, vaporizers, e-cigarettes and all other tobacco and smokeless tobacco products (i.e. chew, snuff and other look-alike products) in school buildings, on school buses, on school property, and at school-sponsored events and activities, including travel to and from such events and activities. In addition to disciplinary consequences, students will be issued a citation for use, distribution, or possession of smoke or smokeless tobacco. Refer to Board Policy No. 222.

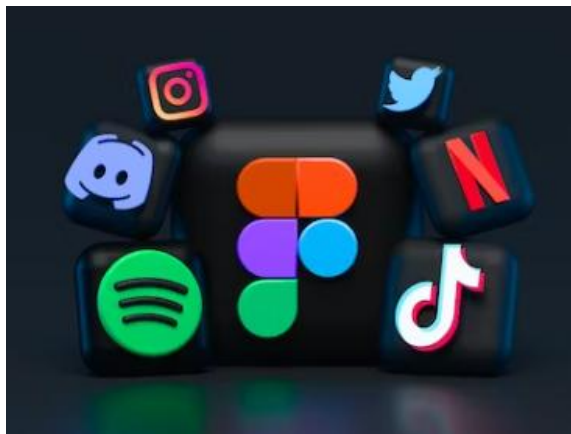
## Social Media Guidelines

Social Media has become ingrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Instagram, Snapchat, Internet forums, weblogs, social blogs, micro- blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

The Lakeview School District recognizes and supports student and staff rights to freedom of speech, expression, and association, including the use of social networks. The students and staff represent the school district, and therefore, are expected to portray themselves, their peers/students/staff, classrooms, curriculum, resources, clubs/groups/teams, all extra-curricular activities and the school district in a positive manner at all times. Any online postings must be consistent with federal and state laws, school district rules and regulations, as well as the **Pennsylvania's Code of Professional Practice and Conduct for Educators**, for staff. Refer to Board Policy 816 – District Social Media.

Specifically prohibited behaviors include but are not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions
- Derogatory language regarding school personnel or other students/team members
- Comments designed to harass or bully students/team members and/or school personnel
- Nude, sexually-oriented or indecent photos, images, or altered pictures



Also prohibited are all on-campus connections to off-campus violations of the policy (during practice or events)

- Use of school computers to view off-campus postings
- Students accessing posts at school on their own devices
- Distribution of hard copies of posts on school property
- Re-communication on campus on the content of the posts
- Any violations found through a principal investigation, which disrupt or interfere with the educational process in any manner, may result in suspension, removal from the team, etc.

### \*\*\*THINK BEFORE YOU POST- GUIDELINES TO POSITIVE POSTING\*\*\*

1. Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make available information such as a full date of birth, social security number, address, phone number, cell phone numbers, class/ work schedules, bank account information, or details about your daily routine. All of these

can facilitate identity theft or stalking. REMEMBER: once posted the information becomes the property of the website.

2. Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. Realize that any information you post will provide an image of you to prospective employers and/or schools: regarding yourself or how you speak of others. The posting is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information online.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. Social networking sites are NOT a place where you can say and do whatever you want without repercussions.
5. Remember that photos once put on a social network site's server become the property of the site. You may delete the photo from your profile, but it still stays in the network server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. One of the biggest lessons social networking users can learn is that anything you post online enters public record. High School students/ personnel need to consider their profiles and how they may look to future colleges or potential employers.

## Student Access to Technology

As the use of technology increases, so does the concern for its appropriate use. All students are expected to abide by the guidelines set forth in the Student Access to Technology Resources Agreement. Students and parents/guardians will be expected to sign this agreement on an annual basis electronically in the district's student information system. This agreement provides that:



- Technology resources are to be used only for learning within the district's approved curriculum. Accounts are to be used only by the authorized student owner. Passwords and are not to be shared.
- Technical or security problems must be reported immediately to the teacher.
- Outside media storage devices (e.g., USB, thumb drives, etc.) may not be used without prior teacher approval.
- Personal information (name, personal address, phone number or credit card number) is not to be shared through technological means.
- Use of resources to access or process inappropriate material is prohibited.
- Downloading files that may be dangerous to the integrity of the network is not permitted.
- Transmission of material, information or software in violation of district policy or federal, state or local law or regulation is prohibited.
- Network users may download educationally appropriate materials for their own use.
- Copyrighted materials must be used in accordance with district policy and applicable law.
- No one is permitted to change the setup of a school district computer or iPad.

- Unauthorized access or manipulation of security settings to access, modify, or otherwise interact with restricted content or information is prohibited and constitutes a crime in addition to local policy violations.
- Vandalism (a malicious attempt to harm or destroy equipment, materials or systems) may result in the cancellation of a user's privileges and assessment for damages.
- All information stored on district resources is the property of LSD.

***NOTE:** Access to the Internet, via school equipment, is a privilege, not a right. Inappropriate, unauthorized or illegal use will result in cancellation of that privilege and application of appropriate disciplinary action. Please refer to Board Policy No. 815: Acceptable Use of Internet, Computers and Network Resources for additional information regarding appropriate use of district technologies. Lakeview School District uses a program on district-owned devices to help protect our students and as part of our compliance with the Child Internet Protection Act (CIPA).*

## **Student Assistance Program**

The Student Assistance Program (SAP) and Elementary Student Assistant Program (ESAP) have been developed at Lakeview School District to provide each student with a convenient opportunity for help with his or her problems, whatever they may be. A student may be referred to this group by himself/herself, a friend, a member of his/her family, a teacher or a community agency. Upon referral, the chairperson (Guidance Counselor) will call a meeting of the core team (made up of several teachers and staff members) to determine what type of action is recommended for each case. All referrals will remain confidential and all records will be kept separate from academic records and will be destroyed upon graduation or leaving Lakeview.

## **Student Attendance Improvement Plan (SAIP)**

The Pennsylvania Department of Education recommends that a plan be developed to effectively intervene and eliminate truant behavior. We require that parents communicate issues to the school and work with the school to address those issues. Every effort will be made to cooperatively eliminate truancy issues and improve student attendance. This SAIP plan is linked to the school website for parent review.

## **Student Expectations for Study Hall**

Study Hall is a necessary part of a school day. It offers a time for students to complete school work, positively connect with teachers, and receive assistance with academic responsibilities. In addition, Study Hall is a time to improve work habits as well as student-teacher relationships. The atmosphere is to be quiet and conducive to good study habits. **ALL STUDY HALLS ARE "QUIET" STUDY TIMES.**

***Students must always report to their assigned Study Hall before being excused to another location.***



- Students must come to class prepared to work or read, without exception.
- Students will work quietly during the Study Hall period. Students will not sleep, talk, eat, play video games, listen to music, play cards, text, etc.
- All students must be seated and working quietly and independently. Students may not study together unless given permission by the teacher for a specific purpose.
- Students may not pack up or stand by the door before dismissal; they will remain seated and working to the end of the period.
- Students may not leave a room (to visit RR, etc.) without first getting permission, signing out and taking a pass signed by the study hall monitor, stating where the student is going. Students should return to the study hall/advisory within 3 minutes.
- A student may leave a study hall to go to another teacher or staff member's room/office only if a pass is obtained from the staff member he/she wishes to meet with prior to the start of the study hall/advisory period.
- No phones, gaming, Twitter, Facebook or other forms of social media.

## Student Expression

The rights of students to express themselves in words or symbols are limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. Student expressions that violate the rights of others are prohibited. Such expressions including but not limited to:

- Libel of any specific person or persons;
- Advocating the use or advertising the availability of any substance or material or promoting behavior that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students;
- Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic;
- Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, board policy or district rules or regulations;
- Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights;
- Violating established school or district procedures on time, place and manner for posting and distribution of otherwise protected expression.

*Spontaneous student expression which is otherwise protected speech is not prohibited by this section. See Board Policy No. 220: Student Expression/Distribution and Posting of Materials for more details.*

## Student Expectations and Behavioral Guidelines

Conduct is closely related to learning. An effective instructional program requires a safe and welcoming school environment. While self-discipline is the district's primary goal, from time to time, the school district may take disciplinary action to accomplish the following objectives:

1. To assist young people in developing acceptable behavior patterns in school and in the community



2. To assist young people in developing respect for themselves, other students, faculty and advisors, school property, and safety in general
3. To assist young people to become responsible adults and productively engaged citizens
4. To provide young people with a firm yet responsible framework upon which they may develop to their fullest capacity, compatible with the goals of home and community, and whose end result is good citizenship and responsible character development

Students are expected to know and respect the rules and regulations of the district and its schools and to behave in a manner appropriate to good citizenship. These expectations and guidelines apply to students during their travel to and from school, during school and at all school-related activities. Common sense and a shared desire for a safe and healthy learning environment are the key ingredients of this discipline code.

## **Student Language**

Students are expected to use appropriate language during the school day. Use of profanity will not be tolerated and disciplinary action will be taken if students use inappropriate language. This includes "overheard" conversations between students.

## **Student Rights and Responsibilities**

Lakeview School District has adopted a policy that specifically lists the students' rights and responsibilities. This lengthy document was written in compliance with directives from the State Department to assist all those concerned with the implementation and operation of a successful school system in the Lakeview District. Refer to Policy 235 – Student Rights and Responsibilities.

## **Surveillance Cameras and Audio Recording**

Under Lakeview School Board Policy #816: Use of Video Surveillance Cameras the district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the district. The district does monitor district buildings, property and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles (Policy #810.2: Transportation: Video/Audio Recording). If audio recording is being used on a district transportation vehicle, a notice indicating that such recording may occur will be placed within the vehicle.



## **Terroristic Threats or Acts**

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, school director, community member, or school building. Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. All threats spanning grades K-12 whether communicated verbally, in writing, through gestures, or through other means such as phone calls, pictures/graphics, or electronic transmission will be taken seriously and investigated thoroughly. Students making a threat or committing such acts may be suspended immediately. The threat or act will be promptly reported to law enforcement officers. The Lakeview School Board may recommend that the student be permanently expelled from LSD. It is the responsibility of the staff and students to responsibly report terroristic threats and acts. Any student supplying falsifying information shall be subject to disciplinary action.

## **Threat Assessment Team**

Protecting the health, safety, and welfare of Lakeview School District's students and staff is a top priority. The District's Threat Assessment Team is committed to assessing and addressing student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

The Threat Assessment Team is composed of Dr. Wolfe, Mr. Stonebraker, Mr. Ace, Mrs. McBride, Mr. Blaschak, Mrs. Cebula, Mrs. Rutter, Mrs. Shetler, Officer Filer and Officer Hamilton.

If you are aware of a threat to the safety and security of our students or staff, please reach out to the school principal directly, or report the threat to *Safe2Say*.

For more information, please refer to [Policy No. 236.1](#).

## **Vandalism and Property Damage**

Our school building and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you happen to damage something by accident, you should report it to a teacher or the office immediately.

## **Valuables**

It is recommended that students leave all valuables at home. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the office.

## Visitors

No student visitors are permitted during the school day. All other visitors must sign into the principal's office and receive a visitor's pass. Visitors will be escorted in the building. Visitors coming in to see a teacher must have made arrangements ahead of time to visit the teacher during their plan period. No visitors will be allowed to visit with students during lunch times.

## Weapons

Pursuant to Lakeview Board Policy No. 218.1: Weapons and Pennsylvania law, students are prohibited from possessing or bringing on to the school premises any weapon. Weapons prohibited by this policy include, but are not limited to, knives, cutting instruments, cutting tools, nunchaku, firearms, shotguns, rifles, Tasers, and stun guns, explosive devices, and/or any other common household item, tool, instrument or implement capable of inflicting serious bodily injury, as well as any tool, implement or instrument represented or reasonably capable of being perceived as such a weapon.

Students cannot interfere with the normal activities, occupancy, or use of any building or portion of the school campus by exhibiting, using, or threatening to exhibit or use a dangerous weapon or its look-alike. Any student who brings or possesses a weapon on school property at any school-sponsored activity or on any public conveyance providing transportation to a school or school-sponsored activity shall be expelled for a period of not less than one year. However, the superintendent, at his or her discretion, may recommend discipline short of expulsion on a case-by-case basis. Such students will also be referred to local law enforcement authorities for criminal prosecution.

School premises are defined as the school building, the school grounds, athletic fields, school buses, and facilities/areas visited while on school field trips. Should a student need to use a look-alike instrument for educational purposes, he/she must request permission from the building principal, prior to the class, and keep the look-alike in the office when not being used in class. Please refer to Board Policy No. 218.1 for additional information.

## Resources for Families

If you are aware of what is going on around you and sensing a potentially harmful situation, tell a trusted adult, an adult at home, and an adult at school. Below are resources for reporting and resources for yourself.

- Mercer County Crisis Intervention Services - 1-724-662-2227
- National Suicide Prevention Lifeline - 1-800-273-8255 (Calls are answered by a mental health counselor 24/7.)
- Crisis Text Line - Text HOME to 741-741 to text with a crisis counselor.
- Safe2Say Something Mobile App - 1-844-SAF-2SAY or 1-844-723-2729