



Lakeview

Middle-High School

Student/Parent Handbook
2025-2026

2482 Mercer Street
Stoneboro, PA 16153
(724) 376-7911

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Lakeview School District Mission Statement

“In partnership with families and the community at large, the Lakeview School District’s mission is to prepare our students to achieve their fullest potential in a global society by providing our students a rigorous and comprehensive education in a safe and stimulating environment committed to excellence.”

Lakeview Vision Statement

"As our educational foundation, the Lakeview School District will utilize Pennsylvania State Standards as our guiding force in educational programs. We will strive for high levels of achievement by using purposeful, data-based instruction. Educational programs will meet the various needs of students in order to continuously improve student achievement. Educating Lakeview students will be a shared responsibility among all stakeholders: students, parents, teachers, support staff members, administrators, Board of School Directors and members of the community. High quality and relevant professional development will provide administrators, teachers, and support staff members with the tools and knowledge required to sustain and enhance the District’s ability to deliver a high-quality program that promotes educational excellence."

Lakeview Alma Mater

O’ Lakeview High, we give thee praise, our hearts and voice to you we raise.
The scrolls of knowledge hath unrolled, and future paths we’ll soon behold.
With friendships ever strong and true, we pledge our faithfulness to you.
The hallowed halls will fade from view, but to your purpose we’ll be true.
We’ll honor you each day, each year, with treasured thoughts and memories dear.
We’ll walk along life’s varied ways, remembering Lakeview High School days.

- written by Kaye Taylor (Class of 1967) and Chesta Filer (Class of 1968)

Shared Values

We believe:

- Students are our most valued resource.
- All students can learn.
- Students show mastery in different ways.
- Technology is needed throughout the curriculum.
- Quality curriculum is paramount in lifelong learning and in providing a safe and nurturing environment.
- High expectations result in high achievement.
- Professionals who hold themselves and their peers accountable for student progress achieve the best results.
- It is the responsibility of parents, staff, teachers, administrators, school board members, community members and the students themselves to facilitate the attainment of academic standards.
- Professionals that demonstrate continuous learning and a collaborative approach with others positively affect their own students and also students throughout the entire school district.
- Leadership is a shared responsibility.
- The most important factors in student achievement are the quality of the teacher and the teacher's interaction with the students.
- In order to help children succeed to the maximum extent possible, the Lakeview School District recommends that parents develop the following ten successful habits to accelerate student learning:
 1. Provide nutritious meals, appropriate exercise and sufficient rest.
 2. Provide a supportive family structure, and seek help from others including school employees as needed.
 3. Ensure regular student attendance at school including after school tutoring and summer school programs if needed.
 4. Model a positive encouraging attitude toward lifelong learning by regularly reading to and with your children.
 5. Know what your children are learning on a daily basis, know your children's classroom responsibilities and support that learning at home.
 6. Provide an appropriate place for your children to learn at home, make homework a priority and them as needed.
 7. Monitor your child's educational progress daily.
 8. Work with classroom teachers as partners in educating your children by supporting classroom instruction, school rules, procedures and guidelines, attending conferences and placing phone calls to teachers when appropriate.
 9. Show your children you care by actively participating in school functions, meetings, and conferences and by volunteering to help in school.
 10. Encourage your children to get involved in community and school district extracurricular activities.

The Sailor Code

Be Here/Be Ready:

- o Come to school every day.
- o Be on time.
- o Stay in your assigned spot until you have permission to move.
- o Follow directions.
- o Turn all assignments in on time.
- o Be engaged.

Be Respectful:

- o Be kind with your words, actions, and gestures.
- o Raise your hand to speak.
- o Be a good listener when someone is speaking.
- o Keep your eyes on the speaker.
- o Share and be helpful.
- o Listen to the teacher for the appropriate voice level/direction.

Be Safe:

- o Keep your hands, feet, and other objects to yourself.
- o Walk at all times.
- o Keep your hands on your own desk and materials.
- o Open and close your locker appropriately.

Be Positive:

- o Encourage others.
- o Do your best.
- o Better yourself and others.
- o Keep an open mind.
- o Be welcoming to others.

LAKEVIEW SCHOOL DISTRICT IMPORTANT DATES

| | |
|-----------------------------------|--|
| August 20-22, 2025 | In-Service Days (No Students) |
| August 21, 2025 | Meet & Greet and Meet the Sailors (Staff Works to 6pm) |
| August 25, 2025 | First Day of School |
| August 29, 2025 | Early Dismissal for Students; Full Day for Staff |
| September 1, 2025 | Labor Day (No School) |
| October 10, 2025 | Act 80 Day (No Students) |
| October 13, 2025 | Columbus Day (No School) |
| October 28, 2025 | End of First Nine Weeks |
| November 6, 2025 | Parent/Teacher Conferences (Staff Works to 6pm) |
| November 7, 2025 | Act 80 Day (No Students) |
| November 26, 2025 | Early Dismissal |
| November 27-December 1, 2025 | Thanksgiving Vacation (No School) |
| December 22, 2025-January 2, 2026 | Christmas Vacation (No School) |
| January 16, 2026 | In-Service Day (No Students) |
| January 19, 2026 | Martin Luther King Jr. Day (No School) |
| January 21, 2026 | End of First Semester |
| February 13, 2026 | In-Service Day (No Students) |
| February 16, 2026 | President's Day (No School) |
| March 13, 2026 | Act 80 Day (No Students) |
| March 16, 2026 | Spring Break (No School; Snow Make-up If Needed) |
| March 30, 2026 | End of Third Nine Weeks |
| April 2-6, 2026 | Easter Vacation (No School) |
| April 2, 2026 | Snow Make-up Day If Needed |
| May 8, 2026 | Act 80 Day (No Students) |
| May 25, 2026 | Memorial Day (No School) |
| June 5, 2026 | Last Day of School/Early Dismissal/Graduation |

The complete District Calendar can be found at www.lakeview.k12.pa.us

Daily Schedules

Grades 6-12

(This is subject to change due to unscheduled snow days or other closings)

MCCC: IF MCCC is closed in the AM, MCCC students are not required to report to LMHS until 11:18 AM

Bell Schedules

REGULAR SCHEDULE (GR. 6-12)

| | |
|-----------|-------------|
| Period 1 | 8:00-8:51 |
| Period 2 | 8:54-9:39 |
| Period 3 | 9:42-10:27 |
| Lunch A | 10:30-11:00 |
| Period 4A | 10:30-11:15 |
| Lunch B | 11:18-11:48 |
| Period 4B | 11:03-11:48 |
| Period 5A | 1:18-12:03 |
| Lunch C | 12:06-12:36 |
| Period 5B | 11:51-12:36 |
| Period 6 | 12:39-1:24 |
| Period 7 | 1:27-2:12 |
| Period 8 | 2:15-3:00 |

Extended Periods (Grades 6-8 Only)

| | |
|--------------|-------------|
| Period 1/2 | 8:00-9:12 |
| Period 2/3 | 9:15-10:27 |
| Period 3/4A | 9:42-10:51 |
| Period 4A/5A | 10:54-12:03 |
| Period 4B/5B | 11:03-12:12 |
| Period 5B/6 | 12:15-1:24 |

2-HOUR DELAY SCHEDULE (Grades 9-12)

| | |
|-----------------------------|-------------|
| Period 1 (Attendance Taken) | 10:00-10:05 |
| Period 1, 2, OR 3 | 10:08-10:27 |
| Lunch A | 10:30-11:00 |
| Period 4A | 10:30-11:15 |
| Lunch B | 11:18-11:48 |
| Period 4B | 11:03-11:48 |
| Period 5A | 1:18-12:03 |
| Lunch C | 12:06-12:36 |
| Period 5B | 11:51-12:36 |
| Period 6 | 12:39-1:24 |
| Period 7 | 1:27-2:12 |
| Period 8 | 2:15-3:00 |

2-HOUR DELAY SCHEDULE (Grades 6-8)

| | |
|-----------------------------------|-------------|
| Period 1 & 1/2 (Attendance Taken) | 10:00-10:05 |
| Period 1 & 1/2 OR 2 & 2/3 | 10:08-10:27 |
| Lunch A | 10:30-11:00 |
| Period 4A | 10:30-11:15 |
| Lunch B | 11:18-11:48 |
| Period 4B | 11:03-11:48 |
| Period 5A | 1:18-12:03 |
| Lunch C | 12:06-12:36 |
| Period 5B | 11:51-12:36 |
| Period 6 | 12:39-1:24 |
| Period 7 | 1:27-2:12 |
| Period 8 | 2:15-3:00 |

Faculty and Staff

Administration and Staff

| | |
|---|--|
| Dr. Keith Wolfe | Superintendent |
| Dr. Julie Lyon | Assistant to the Superintendent |
| Mrs. Tracy McBride | Principal of Grades 9-12 |
| Mr. Curtis Ace | Principal of Grades 6-8 |
| | |
| Ms. Sarah Black | Nurse |
| Mr. Aaron Brown | Technology Assistant |
| Mrs. Kelly Deniker | Middle-High School Administrative Assistant |
| Ms. Bonnie Denzer | Central Office Administrative Assistant |
| Mrs. Sandy Drozynski | PIMS Coordinator/Guidance Administrative Assistant |
| Mrs. Angela Grim | Nurse |
| Mr. Ryan Harold | Athletic Director |
| Mr. Christopher Heck | Technology Director |
| Mrs. Deanna Hooks | Superintendent's Administrative Assistant |
| Mr. Mark Kinney | Maintenance Supervisor/Transportation Supervisor |
| Mrs. Beth Klink | Central Office Administrative Assistant |
| Mrs. Cheryl McCauley | Business Manager/School Board Secretary |
| Robert Muschick | Maintenance |
| Mr. Zachary Ulisse | School Psychologist |
| Mrs. Trista Vandevander | Middle-High School Administrative Assistant |
| Mrs. Rebecca Vogan | Staff Accountant |
| Mrs. Darlene Wendrock | Food Service Director |
| | |
| Mr. Brian Bartlett – Science | b_bartlett@docs.lakeview.k12.pa.us |
| Mrs. Chylo Baun – English | c_baun@docs.lakeview.k12.pa.us |
| Mr. William Beith – Math/Sci/Hist (Grade 6) | b_beith@docs.lakeview.k12.pa.us |
| Mrs. Amber Boughner – Family & Consumer Science | a_boughner@docs.lakeview.k12.pa.us |
| Ms. Jessica Brazell – ELA | j_brazell@docs.lakeview.k12.pa.us |
| Ms. Jennifer Cebula – Guidance (Grades 6-8) | j_cebula@docs.lakeview.k12.pa.us |
| Mr. Brian Cumpston – Library | b_cumpston@docs.lakeview.k12.pa.us |
| Mr. Douglas Iorio – Social Studies | d_iorio@docs.lakeview.k12.pa.us |
| Mrs. Crystal Drew – Health & Physical Education | c_drew@docs.lakeview.k12.pa.us |
| Mr. Ryan Fagley – Science | r_fagley@docs.lakeview.k12.pa.us |
| Mr. Joshua Friters – Tech Ed | j_friters@docs.lakeview.k12.pa.us |
| Mr. Isaac Gadsby – Social Studies | i_gadsby@docs.lakeview.k12.pa.us |
| Mrs. Beth Husband – ELA | b_husband@docs.lakeview.k12.pa.us |
| Mrs. Nina Kaltenbaugh – English | n_kaltenbaugh@docs.lakeview.k12.pa.us |
| Mr. Paris Krouse – Math | p_krouse@docs.lakeview.k12.pa.us |
| Mrs. Heather Martin – Social Studies | h_martin@docs.lakeview.k12.pa.us |
| Mrs. Jena Matthews – ELA | j_matthews@docs.lakeview.k12.pa.us |
| Mr. Doug May – Band | d_may@docs.lakeview.k12.pa.us |
| Mrs. Tracie McCauley – Special Education | t_mccauley@docs.lakeview.k12.pa.us |
| Mrs. Jacqueline McCullough – Science | j_mccullough@docs.lakeview.k12.pa.us |
| Mrs. Kelly Messina – Spanish | k_messina@docs.lakeview.k12.pa.us |

Mrs. Judith Moats – French/History
Mrs. Samantha Moon – ELA/Reading (Grade 6)
Mr. James Morris – Guidance (Grades 9-12)
Mrs. Kristin Patton – Choir
Mrs. Coleen Phillips – Math
Mr. Peter Raatz – History
Mrs. Jodi Seddon – Math/Sci/Hist (Grade 6)
Mrs. Martina Shearer – Special Education
Ms. Tressa Shearer – Math
Ms. Connie Shetler – Special Education
Mr. Dustin Steiger – Math
Mr. Ralph Sundelin – Health & Physical Education
Mrs. Erin Uber – Math
Mr. Garret Whisner – Art
Mrs. Rebecca Williams – Gifted/Talented
Mrs. Mary Jane Yard – Speech and Language

j_moats@docs.lakeview.k12.pa.us
s_moon@docs.lakeview.k12.pa.us
j_morris@docs.lakeview.k12.pa.us
k_patton@docs.lakeview.k12.pa.us
c_phillips@docs.lakeview.k12.pa.us
p_raatz@docs.lakeview.k12.pa.us
j_seddon@docs.lakeview.k12.pa.us
m_shearer@docs.lakeview.k12.pa.us
t_shearer@docs.lakeview.k12.pa.us
c_shetler@docs.lakeview.k12.pa.us
d_steiger@docs.lakeview.k12.pa.us
r_sundelin@docs.lakeview.k12.pa.us
e_uber@docs.lakeview.k12.pa.us
g_whisner@docs.lakeview.k12.pa.us
b_williams@docs.lakeview.k12.pa.us
mj_yard@docs.lakeview.k12.pa.us

Student Policies

ACADEMIC AWARDS / RECOGNITION

Honor Roll:

To receive Honor Roll recognition, a student must receive no less than an 83% (B) in each course taken for the 9 weeks. To receive High Honor Roll recognition, a student must receive no less than a 92% (A) in each course taken for the 9 weeks. Weighted course grades are used to determine Honor Roll status.

Four Year Counselor's Award (Grades 9-12):

To receive the Counselor's Award a student must receive no less than 83% (B) for each 9 weeks and final grade on the report card in each course taken during all four years. Weighted course grades are NOT used to determine Counselor Award status.

Four Year Principal's Award (Grades 9-12):

To receive the Principal's Award a student must receive no less than 92% (A) for each 9 weeks and final grade on the report card in each course taken during all four years. Weighted course grades are NOT used to determine status.

Sailor Store Currency (Grades 6-12):

Currency is awarded as part of the LMHS PBIS initiative in accordance with the Sailor Code. Students will be able to earn currency, save the currency, and spend it in the school store on items in the store. The store is stocked with items the student body has expressed interest in having as inventory for this incentive-based initiative.

Perfect Attendance (Grades 6-12)

Awarded at the end of each 9-week period

Sailor Pride - Positive Behavior Support (Grades 6-8)

Provided by the PBIS Team throughout the school year

Top 10 Dinner (Grade 12)

Provided for the seniors with the highest G.P.A.'s

ACTIVITY PHOTOS

Modern technology (web, email, Facebook, Instagram, YouTube, Snapchat, etc.) has made it easy to photograph or video record school activities and publicize them online. If you do not wish to have your picture printed, please notify the Middle/High School Office in writing at the beginning of each school year.

AFTER-SCHOOL ACTIVITIES

Students participating in any after-school activities, i.e. practices of any nature, athletic contests, concerts, meetings, etc. must be in attendance for a full day of school, the day of the event in order to participate unless pre-approved by the principal. There is a specific athletic handbook for coaches and athletes. Please refer to it for specific questions regarding your particular sport.

ARTIFICIAL INTELLIGENCE

As our commitment to providing a relevant and future-focused education, the Lakeview School district may incorporate new and evolving technology resources into classroom instruction. This includes tools and platforms that utilize Artificial Intelligence (AI) to enhance learning experiences, support personalized instruction, and improve student outcomes.

Families are advised that such technologies may be introduced as part of the curriculum throughout the school year. In the interest of transparency and informed engagement, all approved software and digital resources, including those involving AI, will be listed on the district website under the Current Software List section.

We encourage parents and guardians to review this list periodically and to contact their child's school with any questions or concerns regarding the use of these educational technologies.

ASSEMBLY PROGRAMS

Assembly programs are considered an important part of your school life. Good conduct during an assembly is required. This conduct will be based on good manners and consideration of those participating.

Whistling, booing, jeering, and other forms of expression in poor taste will not be tolerated. Auditorium seating will be by grade level and teachers will see that students are familiar with this section before each assembly. Textbooks or other materials are to be left in the classroom or at student lockers.

ATHLETIC ELIGIBILITY

In order to maintain athletic eligibility on a weekly basis during his/her athletic season, a student must be:

1. Passing a total of four (4) full-credit subjects, or the equivalent each week during his/her athletic season.
2. Failing no more than (1) core class (English, Math, Science or History or any MCCC course) or more than (2) non-core classes (or any combination thereof)

Ex. Fails math and (1) non-core class = still eligible
Fails math and (2) non-core classes = ineligible
Fails math and science = ineligible
Fails (3) non-core classes = ineligible

In addition, students who are ineligible for 2 weeks in a row may be suspended from the team. Students who are ineligible for 3 weeks during a season will be removed from the team. Students must have opportunities each week to improve their grades.

A student who is declared academically ineligible on an eligibility report will be ineligible for a period of one week (from Monday to Sunday) and in that time must bring his/her grades up to passing or he/she will remain ineligible for interscholastic competition until that condition is met. Eligibility reports will be run through the high school main office at 9:00 am the first morning of the school week. Practice is permissible and when possible and appropriate, extra help/time should be given to improve the student athlete's academic standing.

If a student is not meeting all eligibility requirements at the end of a grading period (end of nine weeks), said student will be ineligible for the first fifteen (15) school days of the next grading period. At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine eligibility status for the next grading period.

Extracurricular Participation by Charter/Cyber Charter Students

Charter and cyber charter school students shall be given an equal opportunity to compete for positions and participate in extracurricular activities and interscholastic athletic programs. A charter or cyber charter school student may only participate in extracurricular activities and interscholastic athletic programs at the school building the student would be assigned to if he or she was enrolled in the school district.

The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by eligible charter and cyber charter school students, who shall:

1. Be a resident of the school district.
2. Meet the required eligibility criteria.
3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[5]
4. Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline.
5. Comply with policies, rules and regulations of the activity's governing organization.[8]
6. Meet attendance and reporting requirements established for all participants of the activity or program.[9]
7. Meet the requirements for physical examinations, physical fitness and any height and/or weight restrictions.[5]
8. Comply with all requirements and directives of the district staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.

If a class for credit held during the school day by the school district is required for participation in activities that take place outside of the class, charter/cyber charter students shall not be eligible to participate in such activities.

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.

A. Student Absences

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. Electronic excuses will be permitted upon verification from the attendance officer. The pupil will be issued one of two "admit to class" slips:

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 (now 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. |

| | |
|-----------------------------|---|
| Absent Ten (10) Days | <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 <u>are not</u> included in the ten-day total. Educational trips approved by the school administrator <u>are</u> 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> |
|-----------------------------|---|

Excused Absences

7 Days
Parent/Guardian will receive a 7-Day Excused Absence Letter

- Letter provides a warning of the doctor's excuse requirement after 10 days of absence & offers resources for attendance improvement

10 days
Parent/Guardian will receive a 10-Day Excused Absence letter

- Letter explains that a doctor's excuse is required for **every** absence from this point forward & offers resources for attendance improvement

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
Middle-High School: hsmsattendance@docs.lakeview.k12.pa.us

Unexcused Absences

Parent/Guardian will receive a letter after the **first & second** unexcused absence occurs

- Letter explains the consequences of further unexcused absences & offers resources for attendance improvement

3 Unexcused Absences

- Parent/Guardian will be contacted to schedule a **Student Attendance Improvement Plan Meeting (SAIP)**
- Parent/Guardian will receive a letter with the date of the SAIP meeting
- The letter warns of consequences of further unexcused absences

SAIP Meeting is held

Parent/Guardian will receive a letter for each additional unexcused absence

- Letter explains the consequences of further unexcused absences
- 2nd SAIP meeting offered

6 Unexcused Absences

- Parent/Guardian receives a letter notifying them of the consequences of continued unexcused absences
- School may make a referral to CYS for *habitual truancy* concerns
- School may file truancy charges with the district magistrate

B. 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 after 10:00 AM - 1:00 PM | ½ Day AM Absence |
| Arriving after 1:00 PM | Full Day Absence |
| Leaving before 10:00 AM | Full Day Absence |
| Leaving after 10:00 AM | ½ 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”.

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.

C. 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.

D. 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 and a School Attendance Improvement Plan (SAIP) has been implemented, a referral may be made to Children and Youth Services, and truancy charges will be filed with the district magistrate's office.

E. Unaccounted Absences

Students whose names are actively enrolled, who are at any time in the school term absent from school for 10 consecutive school days, shall thereafter be removed from active enrollment 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.
3. Students over compulsory age are attending school by freedom of choice, however, they 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.

F. Nurse Excusals

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

G. 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.**

H. Early Dismissals

Students who have scheduled appointments during the school day must provide a written note from home prior to being excused for the appointment. Notes for appointments are to be taken to 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 must come to receive their child.

I. MCCC attendance/departure

Lakeview transportation is provided to and from the Career Center.. Students must be on the MCCC bus **prior to a prompt 8:00 a.m. departure.** The bus will be waiting in the area between the HS Gym entrance and the cafeteria. Students will have the opportunity to enter the HS gym doors and purchase grab and go breakfast. Students will be permitted to drive themselves to MCCC. Students who arrive at school after the bus departure will have to get a ride from parents to the Career Center or stay at LMHS for the morning.

J. 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.

K. School Closing/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 are platforms in which you will be notified in the event of a delay or cancellation. The announcement will be made by 6:00 AM, or as soon thereafter as possible. Please stay updated through one of these platforms if the weather is a concern.

Radio

Forever Media FM Radio: 95.1, 98.5, 100.3, 99.3, 104.5, 94.3, 107.7

Forever Media AM Radio: 1490, 1230, 1450, 1200, 1280

Television

Erie: WICU-NBC 12

Pittsburgh: KDKA-CBS 2; WPXI-NBC 11; WTAE-ABC 4

Youngstown: WFMJ-NBC 21; WKBN-CBS 27

ParentSquare

Facebook

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.

If you do not have your contact information listed at the school, please contact the LMHS to indicate the methods you wish to be contacted.

BOOKS

All textbooks are owned by the school district and are loaned free of charge. **You are responsible for their care and return.** Book fines will be issued at the end of the year for lost or damaged books.

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, 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.

BUS REGULATIONS

Riding the bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

The following rules of conduct are required for students who ride school buses. All riders are expected to comply with these regulations. Violations may result in disciplinary action:

1. All students must be authorized bus riders per the student's assigned bus.
2. Students are expected to follow directions of the driver at all times.
3. Walk in front of the bus when crossing the road.
4. Remain in the seat while the bus is in **motion**.
5. Always take a seat assigned by the driver.
6. Be on schedule at all times. **Arrive at the bus stop 5 minutes early.**
7. Keep feet on the floor of the bus when seated.
8. Students must refrain from annoying the driver.
9. Pushing and shoving when getting on or off the bus is prohibited.
10. Fighting is prohibited.
11. Swearing is prohibited.
12. Marking or writing on any part of the bus is prohibited.
13. Eating, drinking, vaping, or use of tobacco is prohibited on buses **(including the MCCC bus)**.
14. Extension of hands or head out of windows is prohibited.
15. Applying pressure on the back of the seat in front of you is prohibited.
16. Loosening or removing screws, bolts or nuts is prohibited.
17. Use of the emergency door (unless there is an emergency) is prohibited.
18. Littering is prohibited.
19. Students must have written permission to change their bus stop within their usual route/bus.
20. Transportation by school bus is a privilege and not a right. Students may be suspended from the bus riding privilege for violation of rules.

Excerpts from the Handbook for the School Bus Driver, Bulletin 396, Commonwealth of Pennsylvania, Department of Public Instruction, Harrisburg

Responsibility of the School Bus Driver in Regard to Students:

1. The driver must maintain order and discipline on the bus, and assign each pupil a seat if necessary.
2. The school bus driver may report misconduct of a pupil to the responsible school official. The principal's responsibility involves administering the disciplinary measures commensurate with the offense.
3. Students may be prohibited from riding the school bus.

Use of Video Cameras

Student behavior on the school bus and the driver's management of student behavior are the two key elements to a safe and enjoyable bus ride. The video camera on a school bus is an aid to monitoring bus discipline. (It does not replace the discipline policy, the authority of the driver or the responsibility of the students, bus driver and school staff.) Based on a number of factors including the number of incidents of misconduct or the seriousness of reports, video monitoring may be used on some buses. The school district, administrators and transportation contractors will determine if more extensive monitoring is needed on a case by case basis. Video monitoring may be utilized in addition to any written reports submitted.

Riding Another Bus

The District will cooperate with working parents and a reasonable babysitting arrangement. This means the child will be picked up and/or discharged at the same loading zone EVERY DAY. (The child may be picked up at one location and dropped off at a different location but this must be done on an everyday basis). Items one through five below determine if such an arrangement can be honored. The parent or guardian may request IN WRITING that a student be reassigned to a different loading zone and/or route. Each written request shall be reviewed by the District Administration Office and may be granted in accordance with the following criteria:

1. The route is operated from the student's assigned school.
2. The route does not have to be changed or extended.
3. The load on the vehicle shall not exceed the legal limits for the vehicle.
4. The change does not increase the cost to the school district.
5. The change shall be LONG-TERM except under emergency conditions.
(For example: hospitalization of a parent; temporary change of residence due to a family crisis/situation).
6. Parent notes will not be honored for students to ride buses home with friends.

Exceptions to the above will be considered only if a parent, in writing to the District Administration Office, states that his/her child may be picked up at a different established stop of the bus to which the child is assigned. This exception applies only to morning pick-ups. No exceptions will be made for afternoon drop-offs.

CAFETERIA INFORMATION

A. Behavior Expectations

1. Talk quietly and practice good table manners.
2. Keep hands, feet, and objects to yourself.
3. Wait patiently in line, take turns with classmates, and share the cafeteria space respectfully.
4. Students are to remain seated and refrain from moving from table to table and tipping, leaning, or damaging tables and/or chairs.
5. Students are expected to return trays and silverware to the designated area and ensure that their cafeteria table and surrounding area is clean.
6. Students are expected to remain in the cafeteria throughout their lunch period.

B. Meal Prices

Meal prices can be found on the district's website at:

www.lakeview.k12.pa.us

- *Departments*

- *Food Services*

What's included in the Breakfast Meal? Protein and/or Grains, Milk, Fruit. Must choose three of the four food groups with one group being ½ cup of fruit. What's included in the Lunch Meal? Protein, Grains, Vegetables, Milk, Fruit. Must choose three of the five food groups with one group being ½ cup of fruit or vegetables. It is very important students take the full meal, so they are not charged with a la carte pricing. Students must select a minimum of three food groups and must take at least 1 fruit or 1 vegetable to make it a meal.

C. Free and Reduced Priced Meals:

Students may receive free or reduced priced meals based on their family's income. Please check the income guideline forms to help determine if you may qualify for free or reduced priced meals. To check to see if you qualify online go to www.schoolcafe.com to fill out an online application. The online School Café system is easy to use and processes the applications quickly. If you qualify for free and reduced priced meals in the previous school year, you are eligible for free or reduced price meals for the first 30 days of the new school year. However you still must submit an application for the remainder of the year. After you submit your application, you will receive a notification letter via email of your eligibility. Please contact Darlene Wendrock d_wendrock@docs.lakeview.k12.pa.us or Deanna Hooks at d_hooks@docs.lakeview.k12.pa.us if you need help filling out an application. All free and reduced meal information is confidential. The status of the student's meal plan will never be made public.

D. Barcode Reader System:

The Barcode Reader System provides the school with a convenient, accurate and confidential electronic tracking of student meals. This ID number will be used when purchasing meals or ala carte items and applying funds to their school meals account therefore eliminating the need to carry money daily. Students will be issued Meal Cards on the first day of school. Each individual laminated card features a unique barcode and picture identification on the front of the card. The student will be required to carry their ID with them. The student simply scans their ID under the card reader. The student's name, picture and meal status automatically appear on the cashiers screen. The cashier verifies a visual match between the ID and the student then begins ringing in their meal and any additional purchased items.

E. Managing your child's meal account:

We strongly encourage all parents to set up a school meals account to view your child's purchase/payment history, identify your child's payment status-(paid, free or reduced), receive low balance alerts to notify you to submit a payment, set up an online payment and set up purchase restrictions. You can go online to schoolcafe.com or download the app for your mobile phone for convenience.

How to Enroll: Visit <https://www.schoolcafe.com> and Click Register for an Account. " Create an account - you will need your child's school name, grade level, birth date and district ID number. "Provide debit or credit card information. " Select the automatic prepayment option if desired. "When making School Café payments, please verify the correct school ,Lakeview School District, is listed for your student. If it is not the correct school, please change it. Otherwise, your money will not be applied correctly.

School Cafe Questions: If you have any questions on the enrollment process, please contact the School Café customer support center Monday – Friday from 6 am to 6 pm CST at customer care@schoolcafe.com or 855-729-2328.

If you choose **NOT** to deposit payment online and are paying by check, make checks payable to: Lakeview Cafeteria and write the student's or students' name(s) and student ID# in the "memo" section of the check. If paying by cash, enclose a piece of paper with the student's or students' name(s) and ID # with the money in a sealed envelope.

Account Flag Options: We have determined the following account flags to help monitor your student's nutrition account: *Meals Only, No Extras* - Students can only purchase Meals (Breakfast and Lunch) and will not be able to purchase any ala carte entrees, snacks, or beverages. *Cash Only for Extras* - Students can only

purchase extra entrees, ala carte snacks and beverages with cash only and cannot use the money on the account. *No Snacks* - Students cannot purchase bagged snacks or ice cream. Please let us know if you would like to request any of these options to be placed on your child/children's accounts. These flags will show up on the memo screen of the register as your student goes through the line. Our cashiers are trained to diligently watch for the notifications with each child, but at times, in the efforts to serve the students quickly, an account flag may be overlooked.

Payment Option Procedures: Please make sure to add money to your child's account before the start of the school year. School Café is a convenient way to keep track of your child's school meal purchases. Recurring payments can be set up on your child's account for a small 5% convenience fee and you may also view your child's purchases on www.schoolcafe.com with no charge to your account. In order to help speed the lunch lines to ensure all students have adequate time to eat, please make sure that payments are paid online or before/after lunch. Payments must be made online or sent in a sealed payment envelope including the student's first and last name and student ID pin number. We strongly recommend checks instead of cash. All negative balances are to be paid in a timely manner.

CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations.

Section 725(2) of the McKinney-Vento Act¹⁰ defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes –

- Children and youths who are:
 - o sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
 - o living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - o living in emergency or transitional shelters; or abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.
- Unaccompanied homeless youth including any child who is not in the physical custody of a parent or guardian. This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

If you are aware of any children in the school district who may possibly fit the above criteria, please contact a school principal or the school district's homeless liaison:

Dr. Julie M. Lyon
724-376-7911, ext. 6026
j_lyon@lakeview.k12.pa.us

Services and support are available for these students.

See Lakeview Website: <https://www.lakeview.k12.pa.us/>

"Board policy #251: Homeless students"

Family Resources

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.

CLASS DUES

During the high school years at Lakeview, students are required to participate in class fundraising or pay class dues each year. Students will be advised at the beginning of each year the dollar amount required to be raised **OR** to be paid as dues. Yearly dues go towards many class items and activities throughout their high school career.

*Students who do not participate in fundraising and fail to pay dues will accumulate a debt that may exclude them from any extracurriculars (Prom, sports, etc.) and must be paid prior to graduation.

CLASS RANK COMPUTATION (Grades 9-12)

Quality Point Average (QPA)

QPA is calculated by utilizing percentage grades (including designated weighted levels). **All** scheduled high school and CHS/AP courses taken in grades 9-12 are used in this calculation. It is NOT utilized for Principal and Counselor Awards. HS courses taken while a student is in middle school will NOT be calculated into QPA.

Valedictorian/Salutatorian Determination

In keeping with our philosophy of a "level playing field", a student must attend LMHS all four years in grades 9-12 to be eligible for this consideration. A rank will be calculated and provided to colleges for transfer students (see above); however, these students will not be eligible for valedictorian/salutatorian. If there is a tie for valedictorian, salutatorian will not be announced. It is calculated by utilizing percentage grades (including designated weighted levels). **All** scheduled courses taken in grades 9-12 are used in this calculation.

COLLEGE COURSES

Lakeview High School students who are interested in attending college classes during the regular school term must meet the following conditions/criteria:

1. Must be a senior or have prior approval by administration
2. Must meet graduation requirements
3. Cumulative grade point average of 3.0 (91%) or higher

Student must submit the following information:

1. Written acknowledgement or acceptance by the college or university
2. Class(es) to be taken
3. Times/days class(es) will meet

The request must be recommended by the Guidance Department to the High School Principal for approval, and is contingent upon the following:

1. Completion of grade 11 at Lakeview High School **or have prior approval by the administration**
2. Successful rescheduling of required and elective courses necessary for graduation

Students may be scheduled into study halls the days they are not attending college classes and/or online classes. These college credits may count towards graduation requirements, but not class rank or grade point average. Students will earn an elective credit which is applied to the overall graduation requirement. Any college courses taken outside of Lakeview Middle High School must be approved in advance by the principal. Any credit taken beyond the maximum of 8 per academic school year will not be included in GPA/Class rank.

Tuition and related expenses and transportation to/from classes for any college level/CHS/AP course are the responsibility of the student and the parents/guardians. An official mid-term and final transcript must be sent to the Guidance Department in order for the course to become a part of the academic records sent to postsecondary institutions. Refer to Policy 124 Alternative Instruction Courses.

COMPUTER NETWORKS/INTERNET/DEVICES

All students in grades K-12 will have access to the Internet and Networked Resources. The Lakeview School District has a detailed Acceptable Use of Computer Networks/Internet Policy available for your review in the office. Each teacher, student, and any parents of students who will be using the Internet and Networked Resources must sign the agreement and return it to the Principal before Internet and Networked Resources begin. The wording in the policy includes the following statements: "I understand that all communication and information accessible via the network can and will be monitored and that I have no expectation of privacy relative to using networked information resources. It is further understood that if I violate any provisions of the policy, I will be subject to discipline including but not limited to having my access to networked information resources revoked." Further, we have included a Code of Conduct specific to online learning which each student and guardian must sign when Chromebooks are issued. (see below) **Chromebooks and Google Classroom School Issued Devices**

All Lakeview students have a chromebook and charger assigned to them for school and home use. These are intended to be used for educational purposes only. Students are required to bring this device to school/class each day fully charged and to take full personal responsibility for/care of their issued equipment at all times, both in and out of the school setting. (See Chromebook agreement below). In order to take the chromebook home, students and parents must sign a contract and take responsibility for the proper use and care of this technology (See Chromebook Agreement below). Teachers will employ these devices and expect students to utilize them as they would a textbook or other school owned resource. All teachers are using Google Classroom and related Google Suite products as educational resources. Your student can access these through any internet connection on any device. Student assignments, information

pertaining to upcoming assessments, resources and other important information are posted on Google Classroom. Parents can enroll to receive Google Classroom parental notifications by providing a working email address to the school.

LAKEVIEW SCHOOL DISTRICT CHROMEBOOK AGREEMENT

The Lakeview School District issues chromebooks as an educational tool for all students in grades 6-12. During the 2024 - 2025 school year, all students will be able to use an assigned chromebook at home.

1. Lakeview will provide the following equipment

- a. Students in grades 6-12 will receive a chromebook with a case and charging cord.
 - i. If the student has lost or broken the power cord and/or power brick, they will be responsible for replacement of the equipment. Replacement power cords and power bricks must be purchased through the Lakeview School District at the current OEM cost.

2. Acceptable Use Policies. The Lakeview School District Acceptable Use Policy 815.2 and 815.3 are hereby incorporated by reference and the student shall adhere to these policies as well as the responsibilities/obligations set forth in this Agreement.

3. Maintenance, Additions, and Attachments.

- a. Maintenance by Parent and Student. During the term of the Agreement, Parent and Student shall maintain the chromebook and accessories in good working condition.
- b. Liability for Damage.
 - i. Student/Parent shall be personally responsible to replace the chromebook and case when damage occurs from improper or negligent use of the chromebook or its accessories. This includes accidental or water damage.
 1. **Damage:** Replacement costs will be the current price for repair of the chromebook or purchase of a new replacement chromebook, whichever is less. See current repair cost sheet.
 2. **Do not remove the chromebook from the district issued protective case. Chromebook damage will be considered intentional if the damage occurs while the Chromebook is not in the protective case or while in the process of removing/replacing the case.**
 3. Intentional damage will result in discipline in addition to repair/replacement costs.

Risk of Loss. Parents shall bear all risk of loss for the Chromebook and accessories during the term of this Agreement, commencing with the delivery of the Chromebook and accessories to Student. **Replacement of the lost or stolen chromebook will include the cost of the protective case and the current price of a new chromebook.** The District will not honor any claims that a chromebook has been stolen unless the student and/or student's parent(s) have filed a police report with the appropriate law enforcement agency, however this does not eliminate parent responsibility. Should a stolen chromebook be recovered, replacement costs paid by the parent/guardian may be returned and charged to the offending party.

4. Term of Agreement.

- a. The term of this Agreement shall coincide with student's registration in the Lakeview School District. Within fourteen (14) days of the student's withdrawal from the Lakeview School District, the Parent shall return the chromebook, accessories, and all other items delivered to parent hereunder in the same condition as originally delivered, normal wear and tear excepted.
- b. Upon failure to comply with the contract terms regarding return of the equipment, Lakeview will take all appropriate legal actions. If the materials and equipment are not returned within five (5) days after written request, Lakeview will notify the local magistrate and file charges of theft by unlawful disposition. A court hearing will be set. Even if the materials are returned, the Student/Parent will be required to respond to the criminal charges and may be fined and may be responsible for restitution to the District for the value of the returned item(s).

Personal Electronic Devices

Cell Phones Grades 6-10

The district has a “no cell phone” procedure for students in grades 6-10. 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 11-12

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 11-12. 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 LMHS Device Expectations. **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
- 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

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.

DANCE PROCEDURES AND REGULATIONS (GRADES 6-8)

Below are the rules pertaining to student conduct:

1. All school rules will be in effect during the school activity.
2. **Only** Lakeview students and other students who live in the district boundaries and qualify under the **district policy** in grades 6-8 will be permitted to attend the event.
3. Students will not be permitted to leave the activity prior to its termination without the consent of the parent and sponsor.
4. No one will be admitted to the activity thirty (30) minutes after the announced starting time.
5. No one will be admitted who is under the influence of alcohol or any other substance.
6. Students that disobey the rules at an after-school activity will be handled the same as during school hours.
7. Parents will be informed of any violation of the school rules and may be asked to pick their child up from the event.
8. Students found guilty of breaking the above rules may be denied admittance to after-school activities for one full academic year.
9. Dress code applies unless otherwise directed by the Principal.

DANCE PROCEDURES AND REGULATIONS (GRADES 9-12)

Below are the rules pertaining to student conduct:

1. The student members of the organization sponsoring the dance must recruit three teachers to chaperone the dance. At least one female and one male teacher must be in attendance. If chaperones aren't found, the dance faces the possibility of cancellation.
2. Doors close and lock 30 minutes after the dance starts. No late admittance!
3. Once admitted to the dance, students are not permitted to leave the inside of the school building for any reason unless permission has been granted. No re-entry will be permitted.
4. If a student brings a guest to the dance, he/she is responsible for the behavior of that guest.
5. Only 9th, 10th, 11th and 12th grade students or older (whether they be Lakeview students or guest students) are permitted to attend High School dances. No guest may be over the age of 20.
6. Club advisor/security officer shall refuse admission to the dance for cause.
7. Dance attire will be addressed by the sponsor.
8. Any incidence of dance rule infractions such as fighting, profanity or anything disruptive or poor behavior shall result in immediate dismissal from the dance and may be handled by the chaperone and/or security personnel. Further disciplinary action may be assigned by the school.
9. **Illegal acts will necessitate contact of police, administration, and parents and immediate removal from the dance.**
10. All dances will be specified "Formal, Semi-Formal or Casual".
Formal Attire:
 - Tuxedos/suits/sports jacket & dress pants with a tie of some sort
 - Formal dresses/gowns/pantsuits
 - All clothing should be in good taste and not overly revealing. No baseball caps
 - No jeans**Semi-Formal Attire:**
 - Collared shirts, sweaters/dress pants

- Semi-formal dresses/gowns/pantsuits
- All clothing should be in good taste and not overly revealing
- No baseball caps
- No jeans

Casual:

- Appropriate school attire.

Students must be in attendance at school for the day prior to any dance if they want to attend. Only a doctor's excuse or pre-arrangements with the principal will be considered a legal absence.

DELIVERIES

For security reasons, no deliveries to Lakeview Middle-High School should be made during the school day unless they have been pre-approved and appropriate arrangements made in advance. Items such as flowers, food, balloons, and cards for individuals may be delivered but will not be given to the student until the end of the day.

DISCIPLINE CODE OF CONDUCT

When a student violates district rules and regulations, the student will be subject to an appropriate form of discipline. **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 Middle-High School include detention, ISS, OSS, and Expulsion.

Students may be assigned detention by the principal. Twenty-four (24) hours advance notice may be given before detention time is initiated unless a parent and/or student opt for detention on the same day it is given.

Students in ISS are not permitted to eat lunch in the cafeteria. Lunch will be delivered to the Reassignment Center. School work is also collected, and students are expected to complete all assignments for that day.

Students assigned OSS are responsible for making up their school work within the same number of days they have been assigned OSS. Students who do not make appropriate arrangements may be given a zero for the work at the discretion of the classroom teacher.

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

CONSEQUENCES AND INTERVENTION STRATEGIES TO CORRECT INAPPROPRIATE BEHAVIOR

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

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.

- **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, school social worker 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.
- **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. Classwork must be provided when the consequence is out-of-school suspension.
- **Referral to the Superintendent and/or Disciplinary Hearing with the Board of Education** - formal meeting with the Superintendent and/or Board Discipline Committee. The student will

have had the opportunity for an informal hearing with the building Principal and/or Assistant Principal prior to meeting with the Superintendent and/or Board Discipline Committee.

**BE SAFE
BE POSITIVE
BE RESPECTFUL
BE HERE/BE READY**

LAKEVIEW MIDDLE-HIGH SCHOOL

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

| Incident | 1st Offense | 2nd Offense | 3rd Offense |
|--|---|--|---|
| Cheating/Plagiarism | 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 |
| Disruption (Teacher deems as minimal disruption to class) | 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 |
| Language not appropriate for school environment | 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 |
| Late to Class | 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 |
| Lying | 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 |
| Out of Seat without Permission | 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 st Offense | 2 nd Offense | 3 rd Offense |
|--|---|---|---|
| Non-participation | 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 |
| Not Following Directions | 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 |
| Physical Contact/Horseplay | 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 |
| Property Damage or Misuse (Teacher deems as minimal damage or misuse) | 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 |
| Sleeping in Class | 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 |
| Teasing/Taunting | 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 st Offense | 2 nd Offense | 3 rd Offense |
|--|---|--|---|
| Technology Misuse (Teacher deems as minor misuse) | 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**

| Incident | 1st Offense <i>Any of the following may be assigned</i> | 2nd Offense <i>Any of the following may be assigned</i> | 3rd or More Offenses <i>Any of the following may be assigned</i> |
|---|--|--|---|
| 3 or More of Same Minor Incident | 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 |
| Abusive Language | 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 |
| Bus Misconduct | 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 |
| Cell Phone/Other Electronics Violation | 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 |
| Disrespect | 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 |
| Dress Code Violation | 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 |
| Failure to Attend Assigned Detention | Parent contacted and detention is rescheduled | 1 day of ISS | 3 days of ISS; OSS |
| Fighting/Assault | 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 |
| Harassment/Bullying | 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 |
| Hazing/Coercion/Extortion | 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 |
| Insubordination | 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 |

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

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.

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 of Grade 6-8

2482 Mercer Street, Stoneboro, PA 16153

724-376-7911 ext. 6109

Notice of Nondiscrimination

*A full Title IX Notice of Nondiscrimination was sent as a separate document and must be published, at a minimum, **prominently on the school entity's website.***

*In addition, either the full notice **or**, due to the nature or size of a publication, this summary of notice must be published in each handbook, catalog, announcement, bulletin, and application form that a school entity makes available to students, parents, guardians, or other authorized legal*

representatives of elementary school and secondary school students, employees, applicants for admission and employment and all unions and professional organizations holding collective bargaining and professional agreements with the school entity.

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 of Grades 6-8, at 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.

DRESS CODE

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.

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/ear buds 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 the 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. Third and subsequent violations of the 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.

STUDENT PARKING AREA

Students may not visit their vehicles at any time during the school day without accompaniment by an authorized adult. Students must leave vehicles immediately upon parking in the parking lot. Vehicles parked in the student parking lot may be inspected at any time during the school day. Police may be involved if a student refuses to cooperate with an inspection request. Students will not be permitted to go to their vehicles during the day. Vehicles are expected to be parallel to each other and not blocking any of the entrances.

Student Drivers

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must register his/her vehicle each school year. Registration forms may be obtained in the office.
2. Each student must display a parking permit for the current year in the designated place on their vehicle in plain view. Vehicles not displaying a valid permit will be subject to consequences.
3. Students may not enter the parking lot during the school day unless permission has been obtained from the office and a faculty member accompanies them.
4. Each student must park in the student area. Violators may be towed away at their own expense. ALL students must enter the student parking lot through the entrance nearest Oakview in the gravel lot (including Seniors).
5. Driving from the school grounds during school hours without permission is prohibited.
6. Students must leave their vehicles immediately upon arrival at school.
7. Sitting in a vehicle during the school day is not permitted.
8. Speeding (in excess of 10 mph) or careless driving on the school grounds is not permitted.
9. No student driver may take a student with them without school and parent permission.
10. With reasonable cause, administrators may search a student's vehicle.
11. Students may not move their vehicles to other parking areas until after 4:00 PM.

A student's driving privileges may be revoked for violations of the above rules and/or other appropriate disciplinary actions may be taken, as outlined in the disciplinary code.

Students in need of temporary driving privileges may obtain them by completing the appropriate form in the office two days prior to driving.

EARLY GRADUATION/EARLY COLLEGE ADMISSION (GRADES 9-12)

Early Graduation

A student, with parent approval, shall apply through the guidance office for permission to graduate early. The high school principal is the final approving authority. The responsibility of meeting all course/credit requirements for graduation will be solely that of the student. A student shall fulfill the following to qualify for Early Graduation:

1. A conference must be held with parents, counselor, principal and student to develop a plan which outlines the terms of early graduation for the individual student. The plan must be signed by the parent and will be placed in the student's file.
2. All course and credit requirements for graduation must be met.
3. Any course taken outside of Lakeview High School must be pre-approved by the principal and guidance counselor as being acceptable for meeting graduation requirements.
4. No diploma will be issued until the graduation following the final completion of required credits.
5. The student may participate in the graduation ceremony or may request in writing to the high school principal that the diploma be received by certified mail.
6. The student will not be eligible for community and school scholarships, school awards, or class rank.
7. Once requirements are completed, the student may not participate in school activities, intramurals, interscholastic sports, or other events conducted by the high school, with the

exception of the Prom.

Early College Admission

A student, with parent approval, shall inform the high school principal and guidance counselor of intent to pursue this option. A student must fulfill the following:

1. A conference must be held with parents, counselor, principal and student to review the terms and conditions of the early college admission option.
2. The student must be accepted by an accredited institution of higher learning as a full time student and must successfully complete the freshman year as a full time student. With these conditions met, the senior year of all required courses at Lakeview High School shall not be required.
3. During the initial year of higher education, the student is not considered enrolled at Lakeview High School; and therefore, is not eligible to participate in school activities, intramurals, interscholastic sports, or other events conducted by the high school with the exception of the Prom, and the graduation ceremony.
4. The student will not be eligible for community and school scholarships, awards, or class rank.
5. A high school diploma will be awarded either at graduation or through certified mail to the student when the following conditions are met:
 - a. Successful completion of the freshman year as a full time student (12 credit hours each semester or equivalent) at an accredited institution of higher learning.
 - b. Presentation to the high school principal of an official transcript of credits showing the student has completed the freshman year successfully.
 - c. Request in writing the issuance of a diploma from the high school.

EDUCATIONAL TRIPS

Parents must submit a request for approval of an educational trip. Forms are available in the principal's office. The parent portion must be completely filled out and submitted to the principal at least one week in advance of the planned trip. Final approval will depend upon the student's grades and attendance. We encourage everyone to plan educational field trips at times other than during benchmark testing, Keystone assessments and final exams. Please make every attempt to schedule trips during scheduled days off and school holidays. **Students who take an educational trip without receiving prior approval will receive illegal/unexcused absences for the days missed. Please note: All Educational Trips count towards the 10 parental absences allowed per year. They are NOT additional days. Ex. A five day educational trip = 5 absences. Educational trips will NOT be approved and will result in illegal days if ANY of the days for the trip will cause the student to exceed the 10 allocated parental days.**

ESCHOOLDATA

eSchoolData is a browser-based management tool used by teachers, administrators, and parents to enter, maintain and review student information related to grades, assignments, attendance and more. ESchoolData is an online system in which teachers use electronic gradebook software to allow parents to stay up-to-date on their child's grades.

Once parents have completed the online registration process, and teachers have posted grades, parents may use ESchoolData to: Check your child's latest grades; Check for missing work, and; View Progress Reports.

EVACUATIONS

When a situation occurs which requires the evacuation of the building, we make every effort to provide a day of instruction at alternate sites. To assist us in our efforts, please **do not** come to our emergency locations to excuse your student(s). The only time parents should come to the emergency location to excuse their student(s) is if an excuse was **pre-planned**. For example, an excuse was received prior to the evacuation for a dentist, orthodontist, or a doctor appointment. Your cooperation will help reduce confusion in an

already stressful situation. Our concern is for everyone's safety at all times in emergency situations. Additionally, students are not permitted to have or use cell phones. In the future, should the need arise for a building evacuation; we thank you in advance for not coming to the evacuation site unless your presence is requested or scheduled.

EXTRACURRICULAR ACTIVITIES

Students must be under the direct supervision of a coach or adult advisor at all times before and after school hours. No one should be in the building or on school grounds unsupervised. Areas such as the football field are to be used only when permitted. The District is not responsible for the safety of anyone on school property without permission.

FACILITY REQUEST FORM

Any group, organization or individual that would like to use the school building/grounds during non-school hours may seek approval by completing a "Facility Request Form." This form is available in the office and should be returned to Mrs. Vandevander.

FAMILY RIGHTS AND PRIVACY ACT

The following information is intended to notify parents of their rights under the Family Education Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of student educational records.

Student records contain the results of the district's standardized testing program, scores from academic aptitude tests, grades, attendance information, discipline records and general directory information (name, address, telephone number, birth date, etc). Parents have a right to see their child's school records and to obtain a copy of those records. If they believe that any information in those records is inaccurate, misleading, or in violation of their child's privacy they have the right to request a change. No information in a student's permanent record, except directory-type information, may be released by the school district without parental consent. Directory information will be released unless written notification refusing such release is made by the parent to the building principal annually.

FIELD TRIPS

Students whose grades are very poor or failing may be denied permission to participate in school or teacher sponsored field trips or activities. Students who have serious or extensive disciplinary records may also be refused permission to participate in field trips by the high school principal.

Students participating in a field trip must initiate make-up work prior to participating in the trip. Students who do not take the proper steps to make up for missed work, may be given a zero for the work missed at the discretion of their teacher.

Athletes who are excused from classes for sporting events must also initiate make-up work prior to leaving for the event or face the same possibility of not being allowed to make up missed school work.

Students involved in the Gifted program who miss regular classes are also expected to arrange make-up work prior to missing regular class work.

FINES/PAYMENTS DUE

At times teachers may be asked to collect money for the following: student insurance, lost or damaged books, breakage fees, shop material, gym locks, etc. Students are cautioned not to leave valuables in or on the teacher's desk at any time but to have them stored in the school vault. Students who have outstanding

finest/payments due will not have the privilege to participate in any extracurricular activity (i.e. band, choir, sports, clubs, dances) or have library privileges until the outstanding fine is paid. All fines must be paid prior to participation in prom as well as mandatory graduation ceremony practices and the ceremony itself.

FIRE AND SEVERE WEATHER DRILLS

Fire and severe weather drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom, as posted, indicating how to leave the building in case of fire.
2. Move quickly and quietly to designated areas.
3. In case of severe weather emergencies, instructions will be given over the intercom system.
4. Electronic devices including cell phones are **not** to be used.

FOREIGN EXCHANGE STUDENTS

In order to promote cultural awareness and understanding and to provide diverse experiences to our students, the Board shall admit foreign exchange students into the high school.

Admission of foreign exchange students shall be subject to the following guidelines:

1. Students must be at least sixteen (16) years of age and shall demonstrate proficiency in the English language through an accepted standardized language assessment.
2. Students shall not have attained the age of nineteen (19) years of age by the start of the school year in which they will be attending.
3. Students may not be a graduate of their native school system and will be scheduled as a senior at Lakeview.
4. Students will be considered for admittance on a space-available basis. One student per agency will be initially considered. Between July 1 and July 5, more than one student per agency will be considered if the student limit of four has not been reached.
5. Students will not be admitted for the second semester only.
6. Resident host families must submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.
7. Students are encouraged to participate in student activities and athletics, if all eligibility criteria are met.
8. Exchange students are not eligible to receive a high school diploma but may be awarded an honorary diploma if considered a senior.

FUNDRAISING (IN-SCHOOL SALES)

Clubs or organizations selling items during the school day will be given space inside the cafeteria for lunch time sales. Before school sales may be conducted in the hall outside the office until 8:00 AM. Individual activity advisors shall formally request the Board of Education's approval of proposed fund raising activities. The principal will present all requests each month for Board approval. Requests from organizations must be submitted by the Monday prior to the school board meeting date. All clubs or organizations must follow the Smart Snacks in Schools standards and regulations at <https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks>

GRADE LEVEL CREDIT REQUIREMENTS/GUIDELINES (Grades 9-12)

Class standing does NOT determine the year of graduation.

Class standing (grade level) at the high school level is easily misunderstood. At the high school level, students

will be promoted each year to the next grade level for data collection purposes and grade level state assessment testing. This promotion is NOT an indicator of the number of credits earned and does not indicate if specific graduation requirements are being met. Students and parents are reminded that graduation requires meeting the criteria stated in this book under Graduation Requirements. Therefore, class standing has limited meaning and use at the high school level.

Primary uses of class standing (grade level) are:

1. Determining class rank
2. Eligibility for student activities and athletics
3. Student processing for scheduling
4. A database for record keeping and reporting data
5. State assessment (Keystone) testing

GRADING SCALE

A = 92-100 B = 83-91 C = 74-82 D = 66-73 F = 0-65

The computer will determine each final course percentage by averaging the four-marking period percentages, or in the case of a semester course, the two marking period percentages. A 66 percent or better must be achieved to be considered passing. (No semester average will be issued for a year-long course.)

Computer averaged final percentages may be overridden by teachers submitting grade change forms to the office. When the final course percentage ends in a .5, the percentage will be rounded up.

GRADE NETTING (6-12)

Netting is for students who perform well below the passing mark. If any student scores below a 55% in any **one of the four** marking periods, this student's grade will be netted to a 55% in the **lowest** of the four marking periods (the lower of the two). This provides the student with an opportunity to pull up their grade. For a semester course, **one** of the two marking periods may be netted.

GRADUATION REQUIREMENTS (9-12)

The Pennsylvania Department of Education and the local Board of School Directors set the standards for graduation from Lakeview Middle-High School. Students must earn a minimum of 24.5 credits in grades nine through twelve.

Of the 24.5 credits required, specific requirements are:

4 units of English

3 ½ units of Social Studies

3 or 4 units of Science

3 or 4 units of Mathematics

½ unit of Physical Education (Grade 9)

½ unit of Physical Education (during Grade 10-12 band)

1 unit of approved technology-based curriculum

½ unit of financial literacy curriculum

Note: MCCC students must earn a minimum of 24.5 credits - including 3 math, 3 science, and 4 English

Additional Requirements

1. Proficient in Mathematics, Literature and Biology on the Keystone test or Local Assessment Test
OR meeting state pathway requirements.
2. Pass on Senior Graduation Project/Portfolio

Keystone Exams/Pathways to Graduation

Pathway 1) A score of Proficient or above on the Pennsylvania Keystone Exams in Algebra I, Literature, and Biology is a Lakeview Middle-High School and Pennsylvania Department of Education (PDE) graduation requirement beginning with the class of 2022.

Pathway 2) If a student does not score proficient in all 3 tested areas, he or she must earn a minimum composite score (set by the state) including at least one proficient/advanced score and a minimum of basic on the other 2 scores.

Pathway 3-5) Students not meeting either of these 2 pathways for graduation must prove their readiness for graduation based on one of 3 other pathways determined by PDE. It will be the student's responsibility to ensure that one of these pathways are met.

Students and parents are strongly encouraged to take the Keystone test seriously and to strive to complete pathway 1 or 2, as these are the least complex pathways to achieve graduation status.

An exam will be initially administered at the completion of the following courses:

Algebra 1
English 10/Honors English 10
Biology/Honors Biology

Students who do not achieve a score of proficient or above may receive remediation in each subject he/she did not score proficient on and may be retested during subsequent waves of Pennsylvania Keystone Exam Testing Windows.

Courses Taken Elsewhere

Courses such as those taken at college, summer school (except for remedial/make-up), independent study, or home schooling may not be included in the GPA. However, these courses may be listed on the student's transcript.

Transfer Students

These students must complete three semesters at LMHS to have a class rank calculated. Students transferring from a home school program will not receive a class rank. If a student needs a rank for college purposes, that can be handled by the counselor contacting the college or university and indicating the potential rank.

GUIDANCE SERVICES

The purpose of the guidance department is to help you in planning your school program, in preparing for your vocation or college interest, and in resolving personal concerns. Your school counselor is available for individual consultation on any problem. Information concerning colleges and careers is available in the guidance office and the school library. Please make an appointment to see your counselor.

This brief summary is intended to introduce you to several of the many areas in which classroom teachers and the guidance counselor work closely together. The main role of the counselor in the middle school is to aid in the overall development of the students. The counselor serves as a consultant to students, teachers and parents.

The counselor also works closely with teachers to identify and help students with special needs. When a situation that requires the counselor's assistance is noted, a referral can be made either personally or in writing. If the problem persists after normal counseling procedures, further aid will be sought from the parent, the psychologist, or appropriate community agencies, in an attempt to deal with the problem effectively.

School guidance services also include the following:

- A. Individual student conferences
- B. Group guidance when appropriate or when requested by a teacher
- C. Maintenance of confidential student records
- D. Maintenance of an up-to-date class schedule card on each student
- E. Coordination-ordination and integration of group interest and aptitude testing
- F. Registration and orientation of new students
- G. Withdrawal of students from school
- H. Collection of academic progress reports
- I. Assisting students with college admissions, schools, scholarships

The counselor will also be available to participate in decisions concerning student scheduling, student schedule changes, promotions and retentions and other educational procedures.

The guidance office should not be confused with the principal's office. Students are not to be sent to the guidance office for discipline. The counselor's role in such cases should be for counseling only and not for disciplining students.

The Lakeview School District coordinates with community agencies and resources to provide students with school-based counseling services. These services are provided during the school day with a licensed therapist. If you feel your child would benefit from these services, please reach out to your child's guidance counselor.

GUM (Grades 6-8 only)

Students are **not** permitted to chew gum in any of the middle school classrooms.

HALL AND CLASSROOM PROCEDURES

- 1. Be prompt to class.
- 2. The teacher dismisses the class.
- 3. All students must have a teacher's hall pass to be in the hall during class time. Only one student is permitted outside the room at a time. Students must use sign-in/sign-out sheets when leaving a room with teacher permission.
- 4. High school students are not permitted in the middle school areas except to move to the band/choral rooms, the Guidance Suite (with a pass), or another scheduled classroom.

HALL LOCKERS

On the opening day of school the first period teacher will give each student the number and location of his/her locker selected from a block of lockers assigned to that classroom by the office. Only assigned lockers are to be used by students. Students are prohibited from sharing lockers. Students are responsible for the cleanliness of the lockers. Refrain from posting or taping pictures, writing, etc. on doors or walls of lockers.

All lockers are the property of the Lakeview School District. At any time, at the discretion of school officials, dogs could be utilized by law enforcement agencies. An administrator may search your locker with reasonable suspicion at any time.

Grades 6 -12: Students will also be issued a combination lock. **School issued locks are to be on lockers at all times.** They will be responsible for returning the lock at the end of the year. Replacement cost will be \$10. Students are expected to keep book bags, books and school supplies, as well as coats and hats, in this locker. Lockers are to be visited only when necessary.

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 15 minutes after dismissal unless under the supervision of a teacher.
5. Public display of affection is prohibited.

HANDBOOK

The Handbook is available electronically. One hard copy of the Handbook will be provided per family when requested by parents/guardians. A signed assurance form must be returned to the school.

HARASSMENT (see policy)

All students have a right to learn and develop in an environment free of discriminatory practices. Students have a responsibility to maintain high standards of conduct and ethical behavior. Any conduct or behavior which violates these accepted standards is prohibited and may be deemed as harassment. It shall be the responsibility of all school staff members to expeditiously and properly address harassment complaints when they become aware of such conduct and follow the unlawful harassment policy.

HAZING (see policy)

Hazing is defined per Lakeview policy as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

HEALTH SERVICES

Guidelines for the Administration of Medications During School Hours

The Lakeview School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes

that the health of some children requires that they receive medication while in school. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible.

When medication absolutely must be given during school hours, certain procedures must be followed:

1. All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. The district shall not store more than a thirty (30) day supply of an individual student's medication.
2. Medication will be recorded by the school nurse and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.
3. All medication (this includes over the counter medications) shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.
4. Prescription medication shall be delivered in its original packaging and labeled with:
 - a. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
 - b. Student's name.
 - c. Directions for use.
 - d. Name and registration number of the licensed prescriber.
 - e. Prescription serial number.
 - f. Date originally filled.
 - g. Name of medication and amount dispensed.
 - h. Controlled substance statement, if applicable
5. Student Self-Administration of Emergency Medication

Prior to allowing a student to self-administer emergency medication, the district shall require the following:

 - a. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
 - b. Written parent/guardian consent.
 - c. An Individual Health Plan including an Emergency Care Plan.
 - d. The nurse shall conduct a baseline assessment of the student's health status.
 - e. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills. The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration medication. Privileges for self-administration of medication will be revoked if school policies are abused or ignored.

Note: Students may **not** keep medications or store them in their lockers. If a student does not follow these

guidelines, then parents will be required to deliver medications to the nurse and district Drug and Alcohol policy may be applied.

Immunizations

No child may be admitted to or permitted to attend public schools unless the child has received the immunizations required by the Department of Health at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization) or has a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption for immunization).

Physical Exam

The Pennsylvania Department of Health mandates that every sixth and eleventh grade student have a physical exam. The exam may be completed within one year prior to a student's entry into the required grade. This exam may be done by the student's private physician or by the school physician. The school nurse must be notified in advance and a history form must be completed and signed by the parent or guardian in order for a student to receive a free exam at school.

Body Mass Index

The Pennsylvania Department of Health mandates that every student has their height and weight measured yearly. The Body Mass Index (BMI) is to be calculated and sent to the parents of each student during the school year. BMI is a weight-for-stature index that can be used to determine whether the student is within normal growth, overweight, at risk of becoming overweight, or underweight.

The National Center for Health Statistics (NCHS) has revised the growth chart so that it can be used to document patterns of adequate or inadequate growth, identify goals for changes, and evaluate and reinforce changes in growth over time. For many people, obesity begins in childhood and tracks into adulthood. Once a person becomes overweight, weight reduction and weight maintenance are extremely difficult to achieve, so prevention is by far the most effective solution to the problem.

BMI is a screening tool and not a definitive measure of overweight and obesity.

Less than 5th percentile – At risk for acute undernutrition

Between 85th-95th percentile – At risk for overweight

Greater than 95th percentile – Overweight

HOMEWORK ASSIGNMENTS DURING ABSENCES

If a student is absent for three **(3) or more days**, parents may call the guidance office to request assignments and make arrangements for them to be picked up. If the request is received before 10:00 AM, the assignments will be available by 3:15 PM. If the request is received after 10:00 AM, the assignments will be ready the next morning. It is the responsibility of the student to make arrangements to make up work missed after any absence. Please note: Most assignments will be posted through Google Classroom and can be accessed at any time.

Make-Up Work

All make-up work, as a result of an excused absence or suspension must be made up within the number of days equal to the number of days absent. Exceptions for a long-term excused absence will be made by the principal. It is the responsibility of the student to contact their teachers concerning make-up work.

JOURNAL WRITING

Journal writing is a good language arts technique. Teachers may read a student's journal on a regular or random basis. If a journal is read and found to contain anything that may deal with abuse, harm to the student or others, it will not be considered confidential. Contact will be made with Administration, parents and/or law enforcement, when necessary.

KEYSTONE EXAMS / PSSA ASSESSMENTS

The Pennsylvania Department of Education requires all students to participate in The Keystone Exams. The Keystone Exams are end-of-course assessments designed to evaluate proficiency in the subject areas of Algebra I, Biology, and Literature. Student scores reflect on our teachers, our students and our school as a whole. Students who do not pass the Keystone Exams are still required to remediate and retake them. All students are encouraged to take the testing seriously and to do their best on their first attempt.

For students in grades 6-8, the Pennsylvania Department of Education encourages all students to participate in the Pennsylvania System of School Assessment (PSSA) exams. PSSA assessments are given in mathematics and English/Language Arts (ELA) in grades 6-8, as well as Science in Grade 8. Those enrolled in Algebra I as 8th grade students will also participate in the Keystone Algebra I Exam in the spring.

LAKEVIEW VIRTUAL ACADEMY (LVA)

Students that enroll in a course/courses within a virtual school program (Lakeview Virtual Academy) or other institution) that ARE OFFERED at the middle-high school will receive the same weight and credit for successful completion of course/courses.

Students that enroll in a course/courses that are NOT OFFERED at the middle-high school will receive the weight and credit that is determined by the administration. All approved courses will be listed within the academic handbook.

A student may enroll in a maximum of eight (8) credits during any academic year. Students that are completing a credit recovery program may enroll in additional courses and may exceed the eight (8) credit maximum with prior administrative approval. Credits beyond 8 will require the family paying the credit cost/expense.

Students within the Lakeview School District may enroll in a virtual course/courses within the Lakeview Virtual Academy provided that the course is not offered within the building (elementary or high school). Grade, credit and weight for successful completion of a course/courses will be factored into the student's GPA.

Students enrolled in the Lakeview Virtual Academy may enroll in a unified arts course/courses (art, industrial art, and/or music) that are offered during the school day at the middle-high school. Transportation will be provided by the family.

Lakeview Virtual Academy students and families will sign additional attendance and equipment contracts.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner.

MEDIA CENTER

The school library should be a service agency, a teaching agency, an instructional materials center and a reading center. It provides material for all subjects and all interests of students and teachers. The teacher should expect the librarian:

1. To supply material and give library assistance
2. To ask for suggestions in purchasing subject materials
3. To inform teachers of new and suitable material for classwork

4. To furnish reference and enrichment material

The librarian should expect the teacher to be knowledgeable of materials relating to his or her subject in order to recommend the best items for purchase.

During the study hall period students will report directly to their study hall. Students with library passes from their teachers will be permitted to use the library first. Leisure reading will be limited. The total number of students in the library will be 20 maximum.

A student's privilege of using the library will be dependent upon his/her need to be in the library and his/her conduct while there. A student will not be permitted to use the library as a study hall or as a visiting center. Students may use the library one period per school day. Additional visits require special permission.

Students who have any outstanding fines will not have library privileges until their fine is paid.

MESSAGES

Only messages of an emergency nature (i.e., early dismissal, doctor's appointments, and change in transportation arrangements) will be given to students.

MILITARY LISTING

By law, we are required to provide names, addresses and telephone numbers to military recruiters upon request. Parents may opt out of the listing but must do so in writing. A letter must be provided to the office requesting your student's name be removed from the list.

NATIONAL HONOR SOCIETY

National Honor Society is one of the highest honors paid to a high school student as it recognizes excellence in the areas of character, leadership, scholarship, and service. Students in the spring semester of their 10th and/or 11th grade years who meet the requirements for membership outlined by the school's chapter will be invited to apply for membership. Membership will then be served during the 11th and/or 12th grade years.

Please note: disciplinary issues considered "major", a failure to maintain scholastic requirements, or a failure to uphold chapter obligations either prior to selection or during membership will exclude or remove students from the NHS program.

NON-DISCRIMINATION NOTICE

Lakeview School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights and grievance procedures or concerning the full range of available educational opportunities, location of services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Lakeview School District, Title IX Coordinator, and the Section 504 Coordinator/Special Education Contact, 2482 Mercer St., Stoneboro, PA 16153 (724) 376-7911.

Bullying should not be seen as "kids being kids" or something that students just need to deal with. Having a safe school experience is something that all students should be able to enjoy. Students, parents and community members are encouraged to contact the school administration and/or school counselors to report bullying as soon as it happens.

OPEN CONTAINERS

At the discretion of each teacher, students may bring one bottle of plain water to class **in a clear, spouted container. Only bottles with a “sport/spout” top meet building expectations for water bottles. In order to prevent spills, twist off caps will not be permitted.** For the “Grab and Go” breakfast program, drinks purchased from the cafeteria may also be taken to class, but should be finished and discarded before the first period of the school day. Other outside drinks in open containers (pop, coffee, tea, colored waters, sports drinks, etc.) are NOT permitted in the school. **This includes insulated coffee mugs, regardless of the beverage.** Any drinks brought to school by students are subject to confiscation at any time. All opened drinks purchased during lunch must be consumed and thrown away prior to leaving the cafeteria. Unopened drinks may be purchased and stored in the student’s locker for consumption during after-school activities.

PHYSICAL EDUCATION

All students are required to participate in Physical Education courses as part of their educational/graduation requirements. Course non-participation requires a physician's medical excuse. If the student is to be excused for an extended period of time, the student will either be rescheduled for Physical Education class next semester or an adaptive physical education program will be implemented. The only exception will be if the medical excuse occurs during the second semester of the senior year. An alternative assignment will be given to fulfill the course requirements.

Dress and Locker Rules

1. Everyone must wear socks and tennis shoes.
2. 6th grade students will not change for gym class. They should dress in comfortable, loose fitting athletic wear on their gym days. This clothing must follow all guidelines in the Dress Code.
3. Lockers and locks will be issued by the instructor for all 7th-12th grade students. Articles of clothing and valuables must be locked in the lockers. The school is not responsible for lost, stolen or missing articles
4. but will make every effort to protect student’s property. Locks must be returned at the end of the school year.
5. Students are not permitted in the locker room unless a teacher or coach is present.

PROGRESS REPORTS

Every four and one half (4 ½) weeks between reporting periods, student progress reports will be submitted to the guidance department from all teachers, listing the names of students in danger of failing and the reasons for failure. The guidance department will then forward reports to parents. At times, students may be passing at progress report time, but decline in their work and then fail the marking period. Progress reports serve only as a warning between report periods. Parents may view the parent portal to check on their child’s latest grades or to see what work is missing.

RESTROOMS AND PRIVACY

All students at the Lakeview School District have an expectation of privacy for restroom use. All students are expected to use the restrooms of their biological sex as noted on their enrollment paperwork unless Administration has given permission for a student to use restrooms of his or her gender identity. There are (7) single user restrooms available throughout LMHS, which must be locked by the user in order to maintain privacy. Students found to be misusing restroom facilities will face disciplinary consequences.

RETENTION REVIEW PROCEDURES (Grades 6-8)

Students will be reviewed for retention on the basis of the following:

1. Any student receiving "F"(65% and below) grades in two or more academic subjects will be placed on retention review, or
2. Any student receiving an "F" (65% and below) grade in one of the major subjects and "F" (65% and below) grades in two or more non-academic subjects (art, band, health, home economics, industrial arts, music, physical education, etc.) will be placed on retention review.

Once a student is placed on retention review, the following preventive steps may be taken.

1. A student considered for retention must be referred to SAP.
2. Unsatisfactory progress reports will be issued each nine weeks.
3. A student-teacher conference will be held to discuss the reasons for failing grades and requirements to obtain passing grades.
4. A student-counselor conference will be held after each unsatisfactory progress report.
5. A parent-teacher conference may be arranged either as a telephone discussion or a school visit.
6. Administrative letters of notification will be sent to parents.
7. Administrative/parent conferences will be arranged if necessary.
8. Students who continue on retention review will enter the retention decision phase of the program.

Retention decision procedures

1. Any student who fails 1½ credits or more will be considered for retention.
2. Principal/Grade Level Teams will hold meetings to determine yearly failure and possible retentions.
3. Parent conferences will be scheduled with administration after the faculty review is complete.
4. The final decision relative to retention is with the administration.

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

SAFE 2 SAY SOMETHING

Safe 2 Say Something is an anonymous reporting system used by Pennsylvania's 500 school districts in coordination with local law enforcement and the Pennsylvania Office of the Attorney General. Students and parents can submit an anonymous tip by:

- Calling the tip line: 1-844-SAFE2SAY (1-844-723-2729)
- Using the website: www.safe2saypa.org
- Using the mobile app available for Apple and Android devices

SCHEDULE CHANGES

All schedule changes must have been completed within the first 10 school days. All final decisions about schedule changes will be made at the discretion of the principal and the school counselors. Students withdrawn from a class after the deadline and/or against administrative recommendation will receive a grade of Withdraw/Fail.

SCHOOL 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.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student on the first day of school. Students who wish to purchase school insurance should stop in the office for the necessary forms and information. Purchase of this program is optional. Students involved in athletics must provide a signed waiver form if they choose not to purchase this package.

SEARCHES AND SEIZURES

School authorities may search a student, desk, purse, backpack, book bag, locker, etc., and seize any illegal material. Such material may be used as evidence against the student in disciplinary proceedings. Prior to a search the student may be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the student, desk, purse, backpack, book bag, locker, etc., contains materials that pose a threat to the health, welfare and safety of students or staff in the school, these items may be searched without prior warning. (22 PA Code 12.14 Searches) 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 below). For further information on school searches refer to the Student Disciplinary Code of Conduct.

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 use the intercom to contact the office and to notify the administrative personnel of the reason for a visit before being admitted into the secured vestibule. Once inside, visitors will 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. If one has an appointment or wishes to speak to an administrator, one will be escorted into the office to meet you. Following a meeting, visitors will be escorted back to the office area to sign out.

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.

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 the public record. High School students/personnel need to consider their profiles and how they may look to future colleges or potential employers.

SPECIAL EDUCATION

The Intermediate Unit cooperates with the Lakeview School District by providing instruction for those students that require special education. Teachers should consult the principal or guidance counselor about students who have persistent learning or behavior problems. These students may profit from such help.

SPECIAL SERVICES

Complying with the state and federal law, The Lakeview School District is committed to providing a quality education to children with disabilities. Children with disabilities are entitled to a free appropriate public education, which involves the provision of any and all related aids, services, or accommodations, without discrimination or cost to the student or family. These are needed to provide equal opportunity to participate in school activities, including after-school programs and extracurricular activities. The Lakeview School District strives to educate all identified students in the least restrictive environment, meaning that identified students are included with non-disabled peers to the maximum extent based on their individual needs.

If you believe that your school-age child may need Special Education Services and related programs, or your young child (age 3 to school-age) may need early intervention, you may request an evaluation at any time. Any child residing in the district is eligible for an evaluation, regardless of whether the child is enrolled in the District.

Throughout the year, the District carries out ongoing activities to identify students who may be eligible for Special Education or related programs. These include scheduled universal screenings, as well as regular progress monitoring to measure a student's response to interventions. School staff teams meet regularly to assess student progress and to adjust interventions as needed. If a persistent lack of progress is observed despite intensive information, the team may seek to refer the student for a full Multidisciplinary Evaluation, to determine if the student is eligible and in need of special education services. Parent consent will be obtained and an evaluation will be conducted within 60 days of parental consent.

As part of the Multidisciplinary Evaluation (MDE), information will be recorded from the student's parents/guardians, persons familiar with the student's educational experience and performance, and the school psychologist. This evaluation will be used to determine if the child qualifies and demonstrates the need for special education services, using the 2-prong eligibility. The first prong is eligibility, meaning that the student meets criteria for at least one of the thirteen disability categories as outlined in the Individuals with Disabilities Education Act (IDEA), adopted in Chapter 14 of the PA Code. The second prong is that the student demonstrates a significant need that requires specially designed instruction. Students must meet both prongs to be considered for special education services. If a student is determined to be eligible for special education services, an Individual Education Plan (IEP) will be developed that details services required. Those who suspect that their child is exceptional may request a Multidisciplinary Evaluation for their child any time throughout the calendar year.

Gifted Support

To meet the special needs of gifted students, the District has provided gifted support services for eligible students in grades K-12. The Gifted Support program provides enrichment activities and acceleration opportunities that enhance and extend the regular curriculum. Students are given the opportunity to participate in enrichment activities to expand their knowledge base and to strengthen their creative thinking skills in an environment that encourages the pursuit of individual interests and knowledge.

Recommendations for Gifted Support Services come through the school staff team, testing data, teacher recommendation or parent referral. Those who suspect that their child is exceptional may request a Gifted Evaluation for their child any time throughout the calendar year. A gifted screener is conducted annually with all second grade students, as well as any student thought to be eligible for gifted services.

Students who demonstrate a nonverbal ability index in the superior range on the gifted screening,

represented by a standard score of 130 or higher, are referred for a full Gifted Evaluation. Students who score in the range of 125-129 are reviewed by the team for potential referral for a full Gifted Evaluation. The data-analysis team reviews student performance on the Gifted Screening, in addition to performance on summative, diagnostic, and formative assessments.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) has been developed at Lakeview Middle-High School 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 (the 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 COUNCIL (Grades 6-8)

The purpose of the Middle School Student Council is to be an opportunity for students to improve the school environment, promote positivity, and provide students with leadership experiences. Each grade level will elect between 3-5 students to serve on the council. Elections will be held in the first four weeks of the school year. Cabinet positions including president, vice president, etc will be elected by the members of the current student council.

STUDENT COUNCIL (Grades 9-12)

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative and self-control among its members. Rules for elections, number of members, etc. will be set by the Student Council.

STUDENTS FOR CHARITY

Through this organization we will be able to promote student involvement in the community, develop the positive practice of good citizenship, promote positive relationships throughout the entire school, promote the general welfare of the school and community, provide students the opportunity for developing leadership skills, and promote student and community interaction. It will also allow students the opportunity to oversee and plan fundraising activities and review grant proposals and award monies.

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 should be quiet and conducive to good study habits. **ALL STUDY HALLS ARE “QUIET” STUDY TIMES.**

Students must always report to their assigned Study Hall first.

- 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 include but are 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 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. A copy of this policy is available for inspection in the superintendent's office.

STUDENT WELLNESS

The Lakeview School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. A copy of the student wellness policy is available for review.

STUDY SKILLS

The following are student guidelines for achieving good study habits:

- A. Come to class prepared with pencil, paper, and other necessary materials.
- B. Be an active participant in class. Listen well and take part in class.
- C. Ask questions to clarify problems.
- D. Plan your day and schedule a time for homework.
- E. Use what is learned and apply it to new situations.
- F. Strive to do the very best work possible – “Aspire, Aim, Achieve.”

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 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 terrorist 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 DRAFT 42 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 Lakeview School District.. 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.

UNIVERSAL SCREENING TOOLS

The district utilizes a variety of universal screening tools to measure the impact of core instruction, and to identify students who may be in need of additional support. Universal screenings are conducted 2-3 times annually to measure academic skills (Acadience, NWEA MAP) and social-emotional skills (BIMAS-2). All students participate in the screenings, regardless of their current support services. If you feel that your child should be exempted from these screenings, you can make your request in writing to the superintendent of schools.

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.

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.

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.

WEIGHTED GRADING SYSTEM

The philosophy of grade weighting is based on the premise that a grade in a more academically challenging upper level course should carry more point value than the same grade given in a less challenging course. The primary reason for grade weighting is to determine a student's rank in his/her particular class. The amount of weight that will be assigned to a course will be based on the academic difficulty of the course as determined by a committee of faculty, guidance, and administrative personnel.

Courses have been divided into three levels. A point value of 1.0 has been established for courses in Level I. This level would include our basic or entry level classes. A point value of 1.05 has been established for courses in Level II. This level would include our more advanced courses. A point value of 1.1 has been established for courses in Level III. This level would include our most advanced and primarily senior level courses. Note: NO weighting will be applied to failing grades.

The following is a list of courses for Level II and Level III:

LEVEL II (Weight = 1.05)

- Honors Algebra II
- Honors Geometry
- Advanced Math
- Chemistry 1 with Lab

LEVEL III (Weight = 1.1)

- Advanced Biology with Lab/Prep for Biology CHS (College in High School)
- Adv Chem/General Chemistry CHS (College in High School) with Lab
- American Politics CHS (College in High School) - offered every other year
- International Politics CHS (College in High School) - offered every other year
- Calculus - CHS (College in High School)
- Calculus 2 AP (Advanced Placement)
- English Language and Composition AP (Advanced Placement)
- English Literature and Composition AP (Advanced Placement)
- French IV CHS (College in High School)
- Honors Biology
- Honors English 9, 10, 11 (AP Lit) & 12
- Human Anatomy CHS (College in High School) with Lab
- Physics
- Psychology CHS (College in High School)
- Precalculus CHS (College in High School)
- Spanish IV AP (Advanced Placement)

Procedure for changes

A faculty member from any curriculum area can bring to the Academic Committee a request for consideration of weighted grades to a specific course or series of courses. A faculty member can also request consideration that existing courses be dropped. A recommendation from this committee will be made to the Board of Education.

LAKEVIEW SCHOOL DISTRICT

POLICIES AND GUIDELINES

* Click the title for a link to the Board approved policy

[Acceptable Use of Computer Networks/Internet](#)

[Chromebook/I-Pad Acceptable Use](#)

[Bullying/Cyberbullying](#)

[Student Records Controlled](#)

[Substances/Paraphernalia](#)

[Electronic Devices](#)

[Hazing](#)

[Possession/Use of Asthma Inhalers/Epinephrine](#)

[Auto-Injectors](#)

[Special Education](#)

[Unlawful Harassment](#)

[Weapons](#)