MT. LEBANON HIGH SCHOOL

STUDENT AND PARENT HANDBOOK 2025-2026

MT. LEBANON HIGH SCHOOL NATIONAL, STATE AND LOCAL AWARDS

2024 U.S. NEWS & WORLD REPORT BEST HIGH SCHOOLS RANKING

U.S. News & World Report ranked Mt. Lebanon High School among the top 4% out of all high schools across the nation.

2025 BEST COMMUNITY FOR MUSIC EDUCATION

For the 18th consecutive year, Mt. Lebanon School District was named among the Best 100 Communities for Music Education (BCME) in 2025 by the NAMM Foundation.

2025 NICHE.COM BEST HIGH SCHOOLS IN THE PITTSBURGH REGION

In the 2025 Niche.com Best High Schools in the Pittsburgh Region, Mt. Lebanon High School ranked #2 in the Region.

ACCREDITATION BY THE MIDDLE STATES ASSOCIATION THROUGH THE 2030-2031 SCHOOL YEAR

All ten of Mt. Lebanon's schools have earned accreditation by the Middle States Association Commissions on Elementary and Secondary Schools, a worldwide leader in accreditation and continuous school improvement.

MT. LEBANON SCHOOL DISTRICT EST. 1912

SAFE SAY SOMETHING

Mt. Lebanon High School
155 Cochran Road
Pittsburgh, Pennsylvania 15228
412.344.2000
www.mtlsd.org

Student & Parent Handbook

2025-2026

Dr. Joel G. Thompson, Principal

Dr. Theresa Mitchell, Unit I Principal

Mr. Vincent Bauters, Unit II Principal

Ms. Hanna Mincemoyer, Unit III Principal

ALMA MATER

'Neath cedars stately, midst hills so bold,
Stands our Mt. Leb'non, realm of blue and gold;
Radiant with splendor, valor, virtue, and truth.
Moulder of our destiny, guardian of our youth,
Ever our praises shall ring,
Alma Mater to thee.

Charles Ruch '32

NOTE

This handbook is provided as a general summary of current statutes and district policies, guidelines, rules, regulations and practices applicable to school affairs. It is not intended to be inclusive of all circumstances pertaining to the educational process and is subject to change. If further guidance or reference is desired, consult your school principal.

Mt. Lebanon School District does not discriminate on the basis of race, age, color, creed, religion, sex, gender, sexual orientation, national origin, ancestry, marital status, genetic information, pregnancy, or handicap or disability in the administration of any of its educational programs, services or activities, or with respect to employment. The District adheres to the nondiscrimination provisions of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972. Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Pennsylvania Human Relations Act, and all other applicable federal, state and local laws, regulations and ordinances. Inquiries concerning Section 504 of the Rehabilitation Act should be directed to the Director of Human Resources, Mt. Lebanon School District, 7 Horsman Drive, Pittsburgh, PA 15228, 412.344.2080. Inquiries concerning Title IX and the ADA should be directed to the Director of Human Resources, Mt. Lebanon School District, 7 Horsman Drive, Pittsburgh, PA 15228, 412.344.2080.

Dear Student:

Welcome to Mt. Lebanon High School and best wishes for a great 2025-2026 academic year! On behalf of the faculty and staff at Mt. Lebanon High School and the entire Mt. Lebanon School District, we are proud and excited to have you as a student. Whether you are a returning 10th, 11th, or 12th grader, or a new student or 9th grader attending for the first time, we look forward to a successful year together.

We hope that you will view your high school experience not just as a time for attending required classes, but as a time during which you prepare yourself for life beyond Mt. Lebanon High School. We strongly encourage you to take advantage of the many programs and activities that are offered in addition to the rigorous curriculum to help broaden your horizons and explore new areas of interest.

This handbook should be used as a reference to many of the school district's policies, practices, procedures, guidelines, rules and services that apply in the high school. Please read it thoroughly and share it with your family. We recommend that you file it in a convenient location for easy reference. The information contained in this Handbook is also available on our web site at www.mtlsd.org, select the Schools tab, then High School, select About, and finally select the Student Handbook tab along the left side of the page.

Once again, welcome to Mt. Lebanon High School for the 2025-2026 academic year. You are an important part of the traditions of excellence that exist at Mt. Lebanon High School, and we look forward to a successful year.

Sincerely,

Joel G. Thompson, Ed.D.
Principal

Important School Telephone Numbers

Voicemail for teachers: 412.344.2000; please follow the prompts.

Principal	Dr. Joel G. Thompson, Principal	344.2003
	Mrs. Dana Martin, Administrative Assistant	344.2003
	Mrs. Laurie Cerci, Clerk	344.2067
Attendance	Ms. Suzanne Spilsbury, Attendance Clerk	344.2040
Unit 1 Principal	Dr. Theresa Mitchell	344.2050
Unit 2 Principal	Mr. Vincent Bauters	344.2050
Unit 3 Principal	Ms. Hanna Mincemoyer	344.2050
Unit Principals' Office	Ms. Angela Mack, Secretary	344.2050
Unit Principals' Office	Mrs. Jamie Rosnick, Secretary	344.2050
Counselors	Mr. Casey Bowles	344.2066
	Mrs. Rachel Jackson	344.2056
	Mr. Chad Johnston	344.2054
	Mrs. Tara Leja	344.2065
	Mrs. Rachel D'Alessandro	344.2055
	Mrs. Shelly Saba	344.2059
	TBA	344.2063
	Mrs. Marie-Ann Demchak, Secretary	344.2005
	Mrs. Lisa Shuster O'Malley, Secretary	344.2053
Department Chairs	English/Library – Ms. Dawn Davenport	344.2000
	Fine Arts – Mr. Ethan LaPlaca	344.2000
	Health/PE – Mr. Mark DeBernardis	344.2000
	Math – TBA	344.2000
	Practical Arts – Mr. Larry Johnson	344.2000
	School Counseling – Mrs. Paige Liggett	344.2000
	Science – Mrs. Nicole Jouver	344.2000
	Social Studies – Mrs. Julianne Slogick	344.2000
	Special Education – Mr. Thomas Gray	344.2120
	World Languages – Mr. Joshua Baringer	344.2000
Activities Director & Community Service	Mrs. Brittany Tonkavich	344.2105
Athletic Director	Mr. John Grogan	344.2006
Athletics-Tickets	Mr. Brian Kattan	344.2008

Attendance Office	344.2040	Library	344.2029
Continuing Educ.	344.2020	Special Education	344.2044
District Rentals	344.2052	Student Support Services	344.2011
Food Services	344.2014	Summer School	344.2020
Health Office/Nurse	344.2031	Tickets-Fine Arts	344.2067

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SAFE2SAY SOMETHING INFORMATION

The Mt. Lebanon School District is committed to creating and sustaining a comprehensive, coordinated effort to improve the overall safety and well-being of our students, educators and administrators. In December 2019, the State of Pennsylvania enacted Act 44, a comprehensive school safety law that mandates every school district in the state use the state's new school safety app called **Safe2Say Something** (S2SS).

We encourage you to download the **Safe2Say Something** anonymous reporting app that was launched by the Pennsylvania Attorney General's Office at **https://www.safe2saypa.org/.**

The **Safe2Say Something** program allows users to submit an anonymous tip via mobile app, website, or by calling the 24/7 Crisis Center in the PA Attorney General's office. The information will be shared with local law enforcement and our schools for follow up. **Please be reminded that any emergency should be reported directly to 9-1-1.**

Please visit our website at www.mtlsd.org/safe2say or go directly to https://www.safe2saypa.org/ for more information.

TALK TO SOMEONE NOW…988

If you are thinking about suicide or worried about a friend or loved one or would like emotional support, the Lifeline Network is available 24/7 across the United States. Just dial or text 988! Remember your call is confidential and free. Please visit their website at https://988lifeline.org/ for more information.

CASEL's Integrated framework for Social and Emotional (SEL) Competencies

Social and emotional learning (SEL) enhances students' capacity to integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges. Like many similar frameworks, CASEL's integrated framework promotes intrapersonal, interpersonal, and cognitive competence. There are five core competencies that can be taught in many ways across many settings: Self-Awareness, Self- Management, Social Awareness, Relationship Skills, and Responsible Decision Making. To learn more about SEL, visit casel.org.

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In case of emergency...

In partnership with community emergency responders, the Mt. Lebanon School District engages in emergency preparedness on an ongoing basis. Although it is impossible to anticipate every type of crisis that might occur, the district has developed many detailed procedures for use by employees in response to critical incidents. Planning includes:

- Procedures and equipment for emergency internal and external communications;
- Directions for the specific roles and responsibilities of all employees during a crisis;
- Procedures for delayed dismissals, in-place sheltering and internal lock downs;
- Procedures for partial and total building evacuations, including the arrangement of alternate sites to shelter students until the end of the school day.

All necessary procedures are detailed in the *Mt. Lebanon School District Safety & Security Plan* for use by administrators and the crisis response teams. In addition, every employee has a summary of emergency procedures in the *Critical Incident Plan* that is kept at their work station.

... parents are asked to:

- Access the district website at www.mtlsd.org, the Mt. Lebanon School District cable channels 19 (Comcast) or 33 (Verizon), or the municipal cable channel 7 for accurate information about the situation. Do not rely on word-of-mouth information or radio and TV news reports which may be inaccurate. The district will communicate with parents through the website, cable TV, the automated phone system and PTSA.

- Remember typically, that students will NOT be dismissed from school before the end of the school day. However, for special situations that will prohibit regular classes for the remainder of the school day, the school will acquire parent permission to release students. School personnel and community emergency correspondents will protect the students in the school setting or safely transfer them to a pre-arranged alternate site until the end of the school day.

- Refrain from coming to school to get your child unless directed to do so by the district on the website and cable channels or automated phone system. Do not call the school for information. These actions interfere with the ability of district personnel to manage the situation and disrupt our communication with the fire and police departments and emergency management services.

- Refrain from calling your child's cell phone. The use of cell phones can seriously limit communication with emergency personnel and greatly threatens the school's efforts to maintain the calm environment that is essential for student safety during a crisis.

I. INTRODUCTION FOR PARENTS

Contacting Teachers - e-mail & voice-mail
Parents are encouraged to contact their child's teachers by e-mail or voice-mail when they have a concern about the child's school performance or wish to share information about the child with the teacher. To establish telephone contact with a teacher through voice-mail, call 412.344.2000, press 9, press 1, press 8, press 1, enter 5-digit extension. If you don't know the extension you can dial by last name - press 8 and enter the first few letters of the last name. Links to teachers' e-mail addresses are available within each department on the high school web page at www.mtlsd.org or through your parent Dashboard.

Definition of "Parent"
Throughout this handbook, the term "parent" is used to designate the student's parent(s) or, in the absence of parents, the student's legal guardian(s).

Open House
Open House will allow the opportunity for parents to learn more about their student's classes. Open House does not provide an opportunity for parents to discuss specific concerns about their child with teachers. Parents wishing to speak with teachers should call 412.344.2000 to leave a voice-mail message with the teacher.

Parent Conferences
As necessary, parents may call the school to arrange a conference with a teacher, counselor or principal. Call 412.344.2000 to access voice-mailboxes or refer to page 5 (five) for telephone extensions.

Parents and their 9th grade child are encouraged to attend the Individualized Guidance Planning (IGP) Conference to discuss a plan for the student's high school career with the counselor. In the fall, parents and their 11th grade student(s) are scheduled to meet with the counselor to update the student's IGP and discuss plans for the student's post-secondary transition.

Parent Involvement
The Mt. Lebanon community endorses a team approach to education and views parents as an important part of that team. There is no more important time for parents to demonstrate care and concern for their child's academic career than during the teen years. Students whose parents participate in volunteer opportunities, PTSA, advisory committees, Band Builders, support groups or other school-related activities tend to perform better academically. Also, the students whose parents are involved in school activities tend to experience fewer social problems such as substance abuse, peer conflicts and inappropriate behavior.

Parent Responsibilities
This handbook is provided so that parents may be familiar with all aspects of the Mt. Lebanon

High School Program and assist their children in fulfilling their responsibilities as students. Although school personnel communicate pertinent information to students through as many avenues as possible, it remains the responsibility of parents to review the information in this handbook with their children.

To have the maximum positive impact on their children's education parents should:

- Read all sections of the *Parent-Student Handbook*; know all school rules and regulations and ensure that their children understand the rules and regulations and the reasons for them.

- Become familiar with and share in planning their children's high school curriculum.

- Convey to their children that learning is the primary purpose of attending school and encourage their children to conduct themselves in a manner that promotes teaching and learning.

- Encourage and support their children to participate in their academic, athletic and/or extracurricular activities.

- Treat teachers, counselors, principals, coaches, administrators and other students with courtesy, fairness and respect. In the event of a problem, use the steps described later in this section under "Resolution of Conflicts."

Parent-Teacher-Student Association (PTSA)
Mt. Lebanon High School recognizes, values, and encourages parental involvement. PTSA provides a strong voice for parents and a support system for students and the high school program. The Mt. Lebanon High School PTSA is one of the largest in secondary schools in Pennsylvania and serves as an important means of acquainting the public with the philosophy and objectives of the high school. The PTSA follows the guidelines set by the National PTA in its mission statement:

- To support and speak on behalf of children and youth in the schools, in the community and before governmental agencies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

High school students need parents' involvement in their lives and in their school. It is through shared responsibility and a strong working partnership with the high school that the success of our young people can be assured. Parents find that PTSA is a community within the high school that welcomes everyone and encourages sharing ideas, concepts and concerns. Membership is open to parents, teachers, students and administrators throughout the year.

For further information, contact the membership chairperson listed on the high school page of

the *Mt. Lebanon School Activities Calendar* or the President of PTSA.

Resolution of Conflicts
The Mt. Lebanon School District endorses a team approach towards education. Each student is a part of a team that includes their parents, teachers, school counselor and administrative staff. Together, all work to aid in the student's achievement of the student's goals. When a concern arises, every attempt is made to make the student's high school experience run smoothly; the student should first talk with their teacher. If the concern continues, parent(s) should call the teacher or make an appointment to discuss the concern with the teacher. If this does not bring resolution, the parent should contact either the child's school counselor for a schedule or social issue, the child's unit principal for a discipline or attendance issue, or the department chair for a curricular question. Only after these steps have been taken should the parent contact the building principal.

Separated/Divorced Parents
Mt. Lebanon School District recognizes the wide responsibilities parents have with respect to the education of their children. In instances of separation and divorce, the following procedures govern communication practices with parents:

- The person who enrolls the child in school shall be assumed to be the custodial parent. It will be further assumed that there are no restrictions on the other parent's right to be kept informed of the child's school progress and activities.

- Unless there are court-imposed restrictions, the noncustodial parent may request and receive copies of all progress reports, scholastic records and any other information provided to the custodial parent. Noncustodial parents wishing to receive such materials should contact their child's Unit Principal.

- Should a court order curtail the right of the noncustodial parent, the custodial parent must provide the principal with a certified copy of the court order. If a parent falsely claims restriction of the other parent's rights concerning the child, the non-custodial parent may file with the principal a certified copy of the most recent court order on the matter. At all times, the school system abides by the most recent court order.

- Unless there are court-imposed restrictions, the noncustodial parent is entitled to participate in all school activities to which the custodial parent is invited, but only the parent who has been awarded legal custody by the court has the right to be involved in decisions regarding the education of the child.

- When the court has awarded legal custody to both parents on a shared basis and when no legal custody arrangements have been awarded by the courts to either parent of a disabled child enrolled in special education, both parents are encouraged and permitted to be involved in all educational decisions affecting the child.

- The noncustodial parent may not visit the child during school hours, nor will the child be released to a noncustodial parent unless such visits or releases are

specifically permitted by court order and a certified copy of the order is on file with the principal.

Visitors to the School

Parents should note that students are **not** permitted to bring visitors to school during the school day.

Web Pages

The Mt. Lebanon School District website provides extensive information about many high school programs. Please visit www.mtlsd.org for additional information.

II. ACADEMICS & COUNSELING

Academic Integrity
A high standard of honesty is expected of students in all phases of academic work at MLHS, including college admissions tests. Academic dishonesty in any form is an offense against the integrity of the entire school community and a threat to the standards of the school and the standing of every student. Students are expected to refrain personally from acts of academic dishonesty and to report to a faculty member any knowledge they have of such acts of others.

In cases where academic dishonesty has been confirmed by the teacher, the student will receive zero (0) points for the assignment with no option for a makeup assignment and notification to the National Honor Society. For any subsequent offense, the student will receive zero (0) points for the assignment and may receive additional disciplinary consequences such as detention, suspension, and/or course failure.

In general, academic integrity requires that all work submitted be one's own unless the teacher has granted permission for group work. Specific examples of academic dishonesty that students should avoid are:

- Copying someone's work (homework, lab report, writing assignment, etc.) and submitting it as one's own
- Using generative AI (e.g. ChatGPT) to create or generate ideas or text that is used and passed off as original work
- Allowing someone to copy one's work to submit as their own
- Obtaining help on assignments from others that exceeds proper limits
- Copying from someone during a quiz, test or exam
- Allowing another student to copy answers
- Looking at notes or other sources during a quiz, test or exam
- Using electronic devices to store test information
- Arranging to give or receive answers by signals
- Asking/giving someone for a test answer
- Passing test questions or answers from an earlier class to a later class
- Obtaining a copy of a test in advance
- Using an “illegal” copy of a test to study
- Exchanging exams so that neighbors have identical test forms
- Not reporting to school on a due date or exam date without a legitimate reason
- Writing a report or computer program for someone
- Plagiarizing
- Using phantom quotations (fabricated evidence or unverifiable sources), which mislead readers and violates the principles of ethical writing

Merriam Webster's Collegiate Dictionary, 10th Edition, defines plagiarize as “to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.” Examples of plagiarism include copying passages or visual downloads from the Internet or other texts; using generative AI (e.g. ChatGPT) to write sentences, paragraphs, or any parts of an essay or other written work with the intent of presenting content as original; not documenting written or oral sources such as teachers, other students, critics; fabricating or manipulating a quotation or source and using free or purchased papers from the Internet or

other sources. Students receive instruction about plagiarism in English and other classes and are responsible to discuss their questions and uncertainties with their teachers.

Statement on the School's Philosophy about Safe and Ethical Generative AI Use

Mt. Lebanon High School believes in embracing the powerful capabilities of generative artificial intelligence (AI) tools in a manner that is ethical, safe, and aligned with our educational values. As students at Mt. Lebanon High School, we recognize that generative AI has the potential to augment human intelligence and creativity in remarkable ways. However, we also understand the risks of misuse, including the potential for generating misinformation, violating intellectual property rights, and amplifying societal biases and harms. Students recognize that generative AI tools like language models and image generators can be powerful aids for learning across all disciplines.

However, it's important to use these tools ethically and safely. When using AI, be mindful that outputs can contain inaccurate information, biases, or inappropriate content. As a result, when using AI all students should:

- Defer to their classroom teacher's directions about appropriate use of AI.
- Double-check important facts from authoritative sources.
- Never use AI tools to produce hate speech, misinformation, or to violate others' intellectual property rights or privacy.
- Attribute any text or images derived from AI appropriately.
- Use critical thinking when interacting with AI, and do not blindly trust all information AI generates.
- Do not anthropomorphize AI by attributing human behaviors or characteristics to it.
- Follow the "Ground Rules for Using AI" document.

Ultimately, you are responsible for the ethical use of these tools and the integrity of your work. Students who violate the acceptable use policy or rules specific to plagiarism will be subject to disciplinary consequences. If you have any concerns, consult a teacher or trusted adult for guidance.

Accreditation
Mt. Lebanon High School is accredited by the Middle States Commission on Secondary Schools. It is an institutional member of the National and Pennsylvania Associations of College Admissions Counselors, the College Entrance Examination Board and the College Scholarship Service.

Alternative Education Programs
Some students and/or their parents may wish to explore an alternative educational setting for their child due to academic, behavioral, social, and/or other concerns. The student and parent should meet with their school counselor or unit principal to explore District approved alternative education options.

Auditing Courses
Students may apply to audit courses when they wish to attend a course without receiving a grade or credit. To audit a course, a student must (1) be taking five (5) courses for credit, (2) secure the teacher's permission, (3) declare their intention prior to enrollment in the course and (4) complete the permission form available in the School Counseling Office. See the *Course Catalog* for more information.

Awards Evening
The high school hosts an awards program in the spring of each year for those students receiving local, state and national academic awards. Students receiving the awards, and their families, receive a written invitation to the program.

Quality Point Average (QPA)
The QPA is calculated at the end of each semester and is derived by dividing the total number of quality points (numerical values assigned to grades to determine a numerical average) earned by the total number of eligible credits taken at MLHS. For the non-weighted QPA, all grades receive the same number of quality points regardless of the course level. The 4 point scale is used (A=4, B=3, C=2, D=1 and E=0). Non-weighted QPA is used for honor roll designation. For the weighted QPA, grades receive quality points based upon the level of the course as described in the following chart. When QPA is included on transcripts, the transcript reflects both the weighted and non-weighted QPA. Grades earned in pass/fail courses, physical education, and work study are not included in the computation of QPA.

Commencing with the Class of 2028, student grades are correlated to the following Quality Points to create an Average (QPA):

Class of 2028

GRADE	AP	HONORS	ACADEMIC
A	5.5	5.0	4.0
B	4.5	4.0	3.0
C	3.5	3.0	2.0
D	1.0	1.0	1.0
E	0	0	0

Class of 2025-2027

GRADE	AP	HONORS	ACADEMIC
A	5.5	5.0	4.0
B	4.5	4.0	3.0
C	2.0	2.0	2.0
D	1.0	1.0	1.0
E	0	0	0

A value of .05 is added to the weighted QPA of a student during each semester they complete the full course load of 6 credits for grades at MLHS. Therefore, students are encouraged to complete a minimum of 6 credits per semester. A value of .01 is added to the weighted QPA each semester a student enrolls in and receives credit for Honors Advanced Pre-calculus.

Grading System

Grades are to reflect the student's average of achievement in a particular course. Behavior comments are recorded separately on the report card. Achievement points cannot be lowered as a means of punishment for behavior. As indicated in the Secondary Grading Practices, student grades will be assigned as follows:
90-100 = “A”;
80-89 = “B”;
70-79 = “C”;
60-69 = “D”;
59 or below = Failure.

College Admissions Tests

Mt. Lebanon High School is a test center for most testing dates of the College Board SAT Program, a program of the College Entrance Examination Board (CEEB) and Educational Testing Service (ETS).

The *SAT Reasoning Test* is administered seven (7) times yearly, and the S*AT Subject Tests are* administered six (6) times yearly. The *Preliminary Scholastic Assessment Test (PSAT)* is administered in October to interested sophomores and juniors. The junior year *PSAT* is also used as the National Merit Scholarship Qualifying Test.

Although not currently offered at Mt. Lebanon High School, the *American College Test (ACT)* is administered six (6) times yearly at nearby test centers.

Registration for all college admissions tests is the responsibility of the individual student. Test dates, sample tests, registration forms and fee information are available in the Counseling Office. Students may also register for SAT and ACT test administrations online at www.collegeboard.com and www.act.org. A summary of pertinent information about college entrance tests is mailed to all parents in August.

Computer Network/Internet Use
The district's computer network may be used by students only in support of education and research consistent with the educational objectives of the district. Supervision by instructors and the electronic filter used by the district minimize students' opportunities to use the network inappropriately; however, the district reserves the right to suspend or cancel a student's network privileges following any improper use of the network. The term "Network" shall be interpreted to include any and all District owned computers, servers, and hardware or software, the District's local area network (LAN), municipal area network (MAN), all wireless access points, the Internet, the District Intranet, self contained electronic mail systems, and any other elements of the District's computer, telecommunications or electronic communication/information systems. Please refer to Appendix H regarding Network/Internet Use.

Parents who object to their child's use of the district computer network for instructional activities must notify the principal in writing at the beginning of each school year. All students are required to sign the network agreement before accessing district technology.

Course Levels
Mt. Lebanon High School is a comprehensive high school which offers a demanding college preparatory program supplemented with strong offerings in several elective areas. The three course levels are Academic, Honors and Advanced Placement. The courses within each of these categories meet specific criteria, consistent with high school graduation requirements prescribed by the Pennsylvania Department of Education. Students, therefore, have the opportunity to select courses consistent with their abilities, achievements and interests. Please consult the *Course Catalog* for descriptions, prerequisite courses and screening procedures.

Academic

Academic courses are demanding college preparatory courses that require average to above-average analytical reading skills. Students can expect regular homework which reinforces concepts developed in class and some material which is challenging at high cognitive levels.

Honors

Honors courses are rigorous courses which demand a high level of analytical reading ability and often lead to Advanced Placement studies. Students are required to spend a significant amount of time outside of class on course work and may have summer assignments.

Advanced Placement

AP courses are first year college level courses that follow the College Entrance Examination Board syllabus and prepare students for the AP examinations given in early May. Some colleges will grant credit for high scores on AP tests. AP courses are the most rigorous course offerings and require a significant amount of time outside of class on course work and may have summer assignments.

Course Screening and Overrides
Honors and AP courses are screened. Students wishing to enroll in these courses must apply through the course selection process. To enroll in Honors and Advanced Placement courses, a

student must be recommended by a screening committee which considers: 1) criteria for the course, 2) the student's scholastic ability, 3) achievement and performance. 4) evidence of maturity, motivation, interest and industry and 5) previous teachers' recommendations. Parents who wish to override a faculty screening recommendation must do so through completion of a "Parental Override for Student Placement" form. This form may be obtained in the Counseling Office and should be returned by the deadline date, typically mid March. Parental overrides received after the deadline date will only be honored if class size permits an additional student placement.

Course Selection
Students select their courses for the following academic year by completing the on-line course selections form in late January. If changes to course selections are required, written parental requests must be submitted to the student's school counselor by the deadline date indicated. Course selection changes after this date must be approved by the Schedule Change Committee, on a space available basis.

Course planning is individualized, according to each student's interests and goals. Parents are encouraged to participate in their child's course planning by attending the Individualized Guidance Planning (IGP) conferences that are held in both 9th and 11th grades. Additionally, parents should review the child's annual course selections via Dashboard and contact the child's school counselor with questions at any time. Information about required courses and sample schedules may be found in the *Course Catalog*.

Credit Deficiencies
Students may resolve credit deficiencies resulting from course failure as follows:

1. Repeat the course the following year.
2. Repeat the course in an approved summer school program.
3. Repeat the course in an approved correspondence program.

Cum Laude Society
The Cum Laude Society is an international organization founded in 1906 with the purpose of according recognition for scholastic achievement at the secondary school level. The Cum Laude society was modeled after the college honor society, Phi Beta Kappa. The eligibility requirements for seniors for the MLHS Chapter are as follows:

1. Students must have earned a minimum of 3.9 quality point average (WQPA), including points added for special circumstances, based on all As and Bs and no more than one C and no grade below a C in any subject on which the WQPA is based. The WQPA for entrance may be higher than 3.9 if the maximum per year allowed by the Cum Laude Charter is reached (20% of the senior class). A group of students with the same WQPA will not be inducted if the number in that group brings the cumulative total of eligible students above 20% of the senior class. For example, in a class of 350 students, where no more than 70 students can be admitted, if 65 eligible students have a QPA of 4.4 and above and 10 eligible students share a QPA of 4.3, the cutoff will be 4.4. **Students must attend induction to be a member of Cum Laude.**

2. Students new to MLHS must have spent at least the full first semester of the senior year at MLHS and must have met the credit and quality point requirements prescribed above during the time spent in MLHS as well as in grades 9, 10, and 11 in any previous schools.

Early Admission/Dual Enrollment in College

For the senior year, an exceptionally able student may attend an approved college on a full-time basis and earn credit toward graduation from MLHS. The student must (1) request approval from their school counselor by completing the Application for Early Admission, available in the School Counseling Office; (2) be accepted on a full-time basis in a program granting college credit toward a degree; and (3) provide to MLHS a college transcript to document successful completion of the first year of college. All Mt. Lebanon High School graduation requirements must be met before a Mt. Lebanon diploma can be issued. The student is responsible for all costs of external courses provided by an approved college or university.

Exemption from Specific Instructional Activities

District policy provides parents the right to have their child excused from specific instruction which conflicts with their religious beliefs, upon receipt by the school district of a written request from the parents. Parents have the right to have their child excluded from any research studies or surveys conducted by entities other than the school district unless prior written consent has been obtained. Parents have the right to have their child excluded from instruction regarding the prevention of human immunodeficiency virus (HIV/acquired immunodeficiency syndrome (AIDS) and other life threatening and communicable diseases when the instruction conflicts with the parent's religious beliefs or principles, upon receipt by the school district of a written request for exemption.

According to Act 88, students have the right to decline to participate in an education project involving harmful or destructive use of animals (i.e., dissection, vivisection, incubation, capture, etc.). To be exempted, the student must submit to the teacher a written request from the parent at least one (1) day prior to the activity. A student who chooses to refrain from participation in such an activity will be offered an alternative education project for the purpose of providing the student an avenue for obtaining the factual knowledge, information or experience required by the course of study. If tests require harmful or destructive use of animals, students will be offered alternative tests. Students will not be discriminated against for their decision to exercise this right.

External Courses for Acceleration

Students wishing to accelerate through the required sequence of courses at MLHS may do so by completing one of the many college courses offered for high school students, primarily during the summer. The student must receive prior approval from the subject department chair. Credit toward graduation is not granted for completion of such courses. External transcripts should be provided to the student’s school counselor for college admission purposes.

External Courses for Graduation Credit

Students may earn a maximum of two (2) credits toward graduation through external courses while enrolled at MLHS. The district is unlikely to approve external credit for those science

courses which, when completed at the high school, include a sixth period laboratory experience. Grades earned through external courses are not computed for class rank or QPA. The student is responsible for all costs of external courses and providing the school counselor with an external transcript as verification of completion and for inclusion on the student's permanent record card. The student must receive permission from their school counselor prior to beginning a course to ensure the credits will be acceptable for graduation.

Correspondence Courses
To earn external credit through correspondence courses, the student must obtain prior approval from their school counselor and the appropriate content area department chair. The correspondence course must be accredited.

Internet Courses
To earn external credit through internet courses, the student must obtain prior approval from their school counselor and the appropriate content area department chair. The internet course must be accredited.

Final Examinations
Final examinations are scheduled at the end of each semester in certain subject areas and account for 15% to 25% of the student's semester grade. Classes are not held on days that final examinations are scheduled, and students are responsible to report for the exam at the scheduled time. When a student must be absent on a final examination day, the parent must call the Attendance office on the morning of the exam to report the student's absence. Without parent verification of an excused absence, the student will not be permitted to schedule a makeup exam and a failing grade will be issued.

Graduation Honors
Graduation honors are computed following the first semester of the senior year, and are based on weighted semester quality point averages for grades 9 through 12.

Highest Honors	4.2 and above
High Honors	3.8 to 4.1
Honors	3.3 to 3.7

Graduation Requirements & Commencement Ceremony
Graduation is based on the successful completion of 43.6 credits and must include the following:

SUBJECT AREA	CREDITS	SUBJECT AREA	CREDITS
English	8	Arts/Humanities	4
Mathematics	6	Physical Education	1.6
Science	6	Health	1
Social Studies	6	Electives	10
Practical Arts	1	Total	43.6

For specific subject area graduation requirements and examples of courses within each subject area, consult the *Course Catalog.*

Keystone Exams
In order to be eligible for graduation, a student must demonstrate mastery on the Keystone Exams: Algebra 1, English Literature, and Biology. The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject area. This requirement will be considered a stand-alone graduation requirement and as such, will not be calculated into the final course grade.

The statewide graduation requirement outlined in Act 6 and Act 158 requires that students take the Keystone Exams for purposes of federal accountability. After the initial exam administration, students who do not pass the respective Keystone Exam (Algebra 1, Biology, or English Literature) will be provided with optional remediation. Additionally, students who do not pass an exam will take the respective exam one additional time, minimally. Act 158 of 2018 has provided students alternative pathways to demonstrate readiness for postsecondary success. More information regarding Keystone Exam Alternate Pathways Information can be found in Appendix A of the Course Catalog.

- Students who opt out of one or more Keystone Exams must still meet state and local graduation requirements.
- A student with a disability who satisfactorily completes a special education program developed by an individualized education program team under the Individuals with Disabilities Education Act and 22 Pa. Code Ch. 14 (relating to special education services and programs) that does not otherwise meet the requirements outlined herein shall be granted and issued a regular high school diploma.
- The performance level demonstrated by a student on the associated Keystone Exam will not be included on a student's transcript.

Students must also fulfill a graduation project requirement through successful completion of a personal health project in the health course. Students who take health during summer school will begin the project in the summer program and submit it to a health education faculty member for evaluation by the fifth day of the fall semester. Individual arrangements will be made by the school counselor for students who have taken the required health course at another high school before enrolling in MLHS.

In order to participate in the commencement ceremony, a student must have fulfilled all academic requirements for graduation prior to the commencement ceremony. **No exceptions are made.** In addition, students must have met all outstanding delinquent obligations. Senior students who have not met graduation requirements on time may still earn the current year's diploma if they fulfill graduation requirements by August 31. Senior students who complete their graduation requirements after August 31 will only be eligible for the following year's diploma.

School Counseling Homeroom Bulletin
The School Counseling Department publishes a monthly bulletin for posting in each homeroom. It includes information about college entrance test dates, scholarships, visits from college, university, and vocational school representatives, and summer and community

educational programs. The bulletin is available on the school web page, as well as through email.

School Counseling Program
A school counselor is assigned to each student at the beginning of freshman year and remains that student's counselor throughout high school. See the high school web page for information on school counseling topics.

Honor Roll
Honor Roll is based upon non-weighted grades (4.0 System). The levels of the Honor Roll are:

Highest Honors	All A's
High Honors	Minimum of 3.5, with no grade below a B
Honors	Minimum of 3.0, with no grade below a C

Incomplete Grades
At the end of a grading period, a student's grade will be reported as earned to date with a comment that the student is expected to make up missing assignments/tests for the grading period within two (2) weeks. A final grade, for the grading period, will be recorded at the conclusion of this two (2) week period.

Independent Study
Independent study may be applied for by a 12th grade student as a sixth or seventh full-time course. Grades are issued and appear on the transcript but are NOT included in the QPA or for .05 add-on purposes. The student must design a plan of study on a topic that is an extension of, or an addition to, the regular curriculum, secure a Mt. Lebanon High School faculty advisor, and submit an application, available in the School Counseling Office, prior to the semester in which the independent study is initiated. One (1) credit may be earned for each semester of independent study. Final approval for independent study is at the discretion of the content area department chair. Refer to the *Course Catalog* for more specific information.

National Honor Society
Sponsored and supervised by the National Association of Secondary School Principals, the National Honor Society (NHS) recognizes students who demonstrate outstanding accomplishment in the areas of scholarship, character, leadership and service. The by-laws and operation of the Mt. Lebanon Chapter of NHS are drawn from the NHS Constitution.

Student membership in NHS is offered to those students selected by a five-member faculty council which is appointed by the principal. To be considered for NHS, a student must have completed five (5) semesters of high school, at least one (1) of which is at MLHS, have a weighted QPA of 3.8 or higher and meet criteria for leadership, community service and character.

In February of each year, juniors and seniors who meet the scholarship requirement (3.8 QPA) are invited via letter to apply to Mt. Lebanon High School's chapter of National Honor Society.

The electronic application verifies the student's participation in school activities, leadership qualities and ongoing service to our school and community. Applications remain anonymous to ensure objectivity. The five-member faculty council reviews each application, and students are notified by mail of their acceptance. Students are officially inducted into NHS in an evening ceremony in April. Once inducted, members are expected to maintain the four pillars of NHS throughout their tenure at Mt. Lebanon High School. To learn more about the MTLHS chapter of National Honor Society, please visit the National Honor Society web page which is located under "Activities" on the main High School page.

Parkway West CTC (Career and Technology Center)
Parkway West Area Vocational-Technical School serves students in the southwestern section of Allegheny County. Students are eligible to attend Parkway for half-day vocational or technical programs. Refer to the *Course Catalog* and *Parkway West Career and Technology Center Course Description Guide* for specific information about courses.

The Parkway bus departs from MLHS at 7:00 a.m. and returns at 10:40 a.m. School cancellations and delays at Parkway are announced on radio, television and the Parkway all-call system. Students enrolled in Parkway should always follow the Parkway schedule.

Pass/Fail Courses
Students wishing to explore a curriculum area without earning a specific grade may apply in writing to take a course on a pass/fail basis. The student must submit the application within the first four (4) weeks of the course. Courses that may be taken pass/fail are specified in the *Course Catalog.*

Physical Education Course Grading
The grading system in PE is comprehensive in nature; possible grades earned include A, B, C, D, E. Grades are based on student attendance, effort, attitude, and quizzes.

Grading Scale-
A = 100-90, B= 89–80, C= 79-70, D= 69-60, E= 59 and below.

PE grades are calculated into the student grade point average.

Students are required to participate in every PE class unless they have an excuse from medical personnel, an excused absence from school, or a school-sanctioned absence from the class. School sanctioned absences include field trips, athletic competitions and other school-sponsored activities. Students who miss a class because they are in the health office but subsequently do not go home due to illness are responsible to make up the class by making an appointment with the teacher.

Students are expected to dress appropriately for PE classes. Students who forget to bring appropriate clothing will be expected to participate in the class activity. If the teacher determines that clothing or shoes are unsafe, the student will not be permitted to participate and will receive an unexcused absence for the class. To avoid this situation, students should always keep a set of gym clothes in their locker. (See Section V ATTENDANCE for information

on Physical Education Attendance Requirements and Section VII HEALTH & MEDICAL INFORMATION for information on Physical Education Medical Excuses.)

Quality Point Average (QPA)
See the section on QPA earlier in this section.

Report Cards and Student Progress
Report cards are posted on Dashboard four times during the school year - at the midpoint and end of each of the two semesters. (Parents may request a hard copy of their child's report card by calling the Unit Principals' Office.) Only the end-of-semester grades (January and June) are recorded on the student's transcript. The marking system in MLHS represents five levels of achievement and ability to master the concepts presented in the course, as compared with that of others studying the same subject matter. The letter grade at the end of each semester is the result of the effort of each teacher to reach a reliable measure of the student's achievement based on assignments, class participation, projects/activities, daily class work and the semester examination grade. Student's current grades are available on Dashboard.

Schedule Changes & Withdrawal from Courses
Course selections are made each January for the next school year and students may make changes to their course requests through mid-March (space permitting). To request a schedule change after mid-March, the student must complete a Schedule Change Request Form, obtain parental permission and submit the form to the counselor for review by the Schedule Change Committee which uses clearly defined criteria for approving any schedule changes.

Courses may not be added after the first two (2) weeks of the course. A student carrying five (5) full-time courses may not withdraw from a course at any time unless the student enrolls in another course. A sixth course may not be dropped unless there are extenuating circumstances. A student carrying six (6) full-time courses may apply to the Schedule Change Committee to withdraw from one course. Students withdrawing from courses during the first nine (9) weeks of the semester receive the grade of "W." Those withdrawing during the second nine (9) weeks receive the failing grade of "E." Students may not request a transfer from Honors Chemistry to Academic Chemistry, Honors Biology to Academic Biology, from AP Environmental Geoscience to Academic Environmental Geoscience, Honors Pre-Calculus to Application of Functions and Trigonometry, Honors Advanced Pre-Calculus to Honors Pre-Calculus, AP US History to academic US History, or from AP Statistics to academic statistics or vice versa after the first four (4) weeks of the first semester. These courses do not follow the same scope and sequence. Students may not request a change from an honors level 4 world language course to an academic level 4 world language course after the first nine (9) weeks. Students may not request a change from an Advanced Placement World Language course to an academic or honors level world language course after the first nine (9) weeks.

If a student withdraws from a course because the level of material is determined to be inappropriate, and enrolls in a different level of the same course, this is considered to be a "change of level," rather than withdrawal from a course. The level change procedure may be initiated by a student, parent or teacher and must be arranged through the school counselor.

Application to the Schedule Change Committee is not necessary.

Students may only add a new or additional course to their schedule during the first two weeks of the course.

Standardized Testing
An educational testing program is approved by the School Board annually. The results of these tests provide a continuing record of each student's progress and are an aid to teachers in diagnosing individual strengths and weaknesses in order to provide more effective instruction and recommendations for course selection. Scores on standardized tests are maintained in each student's confidential school record. These records are maintained for a two-year period following graduation. Each year, specific dates for administration of standardized tests are listed in the *Mt. Lebanon School Activities Calendar*.

III. ACTIVITIES

Activities Office
Located on the fourth floor above Center Court, the Student Activities Center is the hub of many social and extra-curricular activities at MLHS. The center is staffed by a full-time director and clerk. Seniors may schedule time in the Student Activities Center during their study halls, as approved by the Activities Director. The Student Activities Center telephone number is 412.344.2105 or 412.344.2057. Participation in Activities is a privilege and not an entitlement; therefore a student's participation in any of the activities can be denied due to academic, attendance, or behavioral problems and issues.

Clubs & Activities
Activities and clubs provide many meaningful ways for students to participate in the life of the school beyond the classroom. Students are encouraged to learn about and join clubs and organizations during the Activities Day that is held in Center Court at the beginning of the fall semester. A list of clubs and activities is also available in the Student Activities Center and on the high school web site.

More than 60 activities are organized and sponsored by the Activities Department and the instructional staff. School-sponsored activities operate under the direction, control and leadership of a sponsor employed by the district and includes programs such as Academic Games, Model United Nations, Principal's Advisory Council for Students, Student Council, MTLSN Productions and the student newspaper and yearbook.

Co-curricular clubs, such as the art, environmental, history and world language clubs operate under the auspices of faculty members and support instructional activities in specific courses.

Extra-curricular clubs, also endorsed and supported by the school, include Lebo Stars, photography, ski club, Odyssey of the Mind, and many other clubs.

Student-initiated clubs are initiated, directed and led by students. These clubs are devoted to subject matter not directly related to the school's curriculum or programs.

They are subject to the supervision of the high school, but do not operate under the auspices of an endorsed activity of the high school. Students may obtain guidelines and application forms for student-initiated clubs from the Activities Director.

Class Rings
Students may purchase a MLHS class ring at any time by obtaining an order form in the Student Activities Center.

Dances/Senior Boat Ride/Prom
The Homecoming Dance in the fall and the Snowball Dance at the beginning of February are school-wide dances held at the high school and are open to each student and their guest. Students attending the dances must be present within the first hour of the dance. Students should make necessary arrival arrangements accordingly. Students that arrive after the first hour of the dance will not be admitted without previous arrangements. **Students must be in grades 9 through 12 or no older than 20**. The Senior Boat Ride, held at an off-campus location in September, is open to current senior students only. The prom, held at an off-campus location in late May or early June, is open to each senior and their guest. Only students age 20 and under can attend the prom. The rules for student conduct described in the Student Conduct section of this handbook apply to all dances, boat rides, and the prom. The completion of a "Dance Agreement" form by the student, the student's guest, and parent is required prior to the purchase of dance tickets. Students must comply with all expectations related to school dances, including but not limited to dance behavior. Students who do not comply with expectations for dances may not be permitted to attend future dances during their tenure at Mt. Lebanon High School.

Executive Council
Executive Council is comprised of the four class councils - one for each of the freshman, sophomore, junior and senior classes. Each class council is comprised of a faculty sponsor and any interested students from that particular grade. The student body elects eight (8) students each spring to serve as Student Body officers. The Freshman, Sophomore and Junior Class Councils elect a president, vice president, secretary and treasurer in September from the membership of their respective class council. The Executive Council for each class meets weekly before school to plan activities for the class. Any student can participate in Executive Council at any time during the year.

Fundraising
According to the School Board Policy, students may engage in fund raising activities on behalf of their approved student organizations only after the need for funds has been determined and the principal has approved the request. The Student Activities Center maintains a master calendar, and all fund raising activities must be approved by Student Council and added to the calendar. ***Students may not engage in fundraising activities during school hours*.**

Homeroom Representatives
Each semester, every homeroom elects two (2) student representatives to act as liaisons between Student Council and their homerooms. Responsibilities of homeroom representatives include attendance at monthly Student Council meetings, reading the minutes of Student

Council meetings to the homeroom, bringing homeroom ideas to Student Council meetings and assuming responsibilities for homeroom projects.

Musical Organizations

Band includes concert, marching, jazz bands, and wind ensemble, and requires that students be skilled in playing an instrument. Concert Band and Wind Ensemble are credited, scheduled courses; marching and jazz bands meet only after regular school hours. All members of concert band and wind ensemble must participate in marching band. All ensembles require a time commitment outside of the school day. Physical examinations are required for marching band.

Marching Band & Auxiliary Programs ***"Pay to Participate" Fee***

An annual $75 flat fee is required for a student to participate in the Marching Band & Auxiliary Programs. A completed physical examination form is required for participation in Marching Band and/or the Auxiliary Programs. Also, "Pay to Participate" fees will be capped at $150/family; this cap includes any participation in interscholastic sports as well. However, the cap does NOT include participating in the high school intramural program. (See **"Pay to Participate"** in the **Athletics** section of this handbook for more information.)

As a general principle, fees will not be refunded for students who quit a team, program, or activity; minimally attend practices, events, or games; become ineligible for any reason; or for issues related to playing time. Should a student be cut from the program prior to participation, have a severe illness, injury, or unexpected family situation arise during participation that makes further participation unlikely, discussion can occur with the respective building administrator asking for consideration of a refund.

Chorus includes *Concert Choir* which is available for any student who enjoys singing and wishes to develop solo and part-singing skills. Concert Choir is a credited, scheduled course. Triple Trio (females), The Men's Ensemble, and the mixed Chamber Choir are auditioned groups for students wishing to receive further vocal instruction in a more advanced setting. These ensembles meet only before or after regular school hours. All choral ensembles require a time commitment outside of the school day.

Although no previous singing experience is required for Concert Choir, experienced musicians are encouraged to register. Students will: learn the fundamentals of singing in a group, expand their knowledge of choral repertoire (classical, sacred, secular & pop, alike), engage in part-singing and sight-reading, and continue their development of musicianship skills through the exploration of beginner and intermediate level music theory. This ensemble is a performance-based class. Students are provided with the opportunity to perform at school and exchange concerts, festivals, competitions and/or special events. Light choreography and memorization *may* be implemented into various performances. There are a *minimum* of three required performances throughout the school year, which include: the fall and spring choral concert and the annual Cabaret.

Orchestra is comprised of students who are proficient in the instruments of a symphonic orchestra. Orchestra is a credited, scheduled course; however, the wind and percussion players are selected by audition.

Percussion Ensemble is a segment of the band which performs concert percussion. Audition is required. It requires a time commitment outside of the school day.

Dance Company is a credited, scheduled course entered through audition. The Dance Company studies, choreographs and presents public performances. It requires a time commitment outside of the school day.

The *All-School Musical* is a yearly presentation of the Fine Arts Department. Auditions are held several months prior to the musical performances. Any student that is interested in participating must attend the mandatory audition meeting, with a parent or guardian.

Principal's Advisory Council for Students (PACS)
PACS is a representative group of students that meets with the principal several times a year to discuss school concerns. Each year, there are a limited number of positions to be filled at each grade level, and students may apply by writing a one-page letter to the principal indicating the reasons they would like to take an active role in school.

Publications
Three publications offer students many opportunities for experience in writing, editing, photography and layout. The *Devil's Advocate* is the school newspaper that is published several times throughout the year. To participate in the Devil's Advocate, students must be enrolled in the Journalism Production class (Journalism 1 is a prerequisite). Journalism Production is a credited, scheduled course. *Lebanon Log* is the yearbook published in the spring of each year. There is no prerequisite for the Lebanon Log. *PULSE*, the literary magazine that is published annually, includes student writings, photography and art work. Students are encouraged to contribute to all of these publications and to participate in their development, publication and distribution. *PULSE* requires a time commitment outside of the school day.

Restriction from School Activities: (RSA)
Participation in co-curricular activities, extra-curricular activities, sports and ceremonial events is a privilege and not a right. Activities include, but are not limited to, athletic contests, musical and dramatic performances, school clubs and ceremonial events such as dances, the prom and commencement exercises. These activities may be restricted when a student violates a Mt. Lebanon High School's rule(s), procedure(s), school board policy, or the law.

Restriction from participation and attendance at school activities may be assigned by the high school administration. Nothing in this rule shall negate prescribed disciplinary actions such as suspension, detention, the filing of charges with law enforcement officials or other appropriate sanctions. A student and their parent(s) or guardian(s) shall be notified by the administration that restriction will be applied. Upon request by the parent, the assigning principal will meet informally to review the issue and afford appropriate due process.

Student Council
Student Council, comprised of the four Executive Councils, homeroom representatives, club representatives and class sponsors, meets monthly to plan school-wide activities, to publicize school events and to promote school spirit. The student body elects the officers of Student

Council and the Senior Class each spring, and these senior elected officers govern Student Council according to its Constitution. Any student who is not already involved in Student Council may participate on a Student Council Committee or place an item on the agenda of a monthly Student Council meeting by contacting the Activities Director.

Student Curriculum Advisory Council
The Student Curriculum Advisory Council is a small group of about 35 students that meets with school administrators to discuss the academic program. During their monthly discussions, Department Chairs/Supervisor of the specific subject areas inform students about upcoming changes in the program and listen to students' concerns, suggestions and ideas. Interested students may apply for membership by signing up at Activities Day or by contacting the Counseling Office.

IV. Athletics

Athletic Office
Located in Room A107, the Athletic Office is open from 7:15 a.m. to 3:30 p.m. The telephone number is 412.344.2008. For tickets, call 412.344.2008.

Athletic Philosophy
Mt. Lebanon School District believes that a dynamic program of student activities is vital to the educational development of the student. The athletic program of MLHS provides a variety of experiences to aid students in the development of favorable habits and attitudes that will prepare them for adult life in a democratic society. The athletic program functions as an integral part of the total curriculum and offers student's opportunities to serve the school, to assist in the development of fellowship and good will, to promote self-realization and all-around growth and to encourage the qualities of good citizenship.

Athletic Awards
Certificates of participation and letters are awarded to eligible Mt. Lebanon athletes at the end of each season of interscholastic competition according to the criteria established for each sport.

Attendance
Students who are tardy or absent from school are not permitted to participate in athletic events, including practice, that day, with the exception of absence due to school-sanctioned events such as field trips, pre-approved absences, or absences due to an emergency or medical situation with prior administrative approval. Students arriving late for medical reasons must provide a valid medical excuse from a doctor in order to participate in athletic events.

Class Absences
In order for students to be excused from classes during the school day for athletic events, they must be present in school from the beginning of the school day. Exact times for athletic early dismissals are established by the athletic office, and students may not leave school before the designated time. Teachers are informed of the dismissal time and names of students to be dismissed through the daily attendance list and update on Power School. These are

considered school-sanctioned absences. Students are responsible to make-up all work missed during the absence.

Conduct of Spectators at Athletic Events
Students and all other spectators are expected to demonstrate good sportsmanship and appropriate social behavior during all school athletic events, both at home and away. All rules for student conduct described in the Student Conduct section of this Handbook apply to all Mt. Lebanon High School athletic events.

The Mt. Lebanon School District prohibits spectators from entering the high school stadium with any cups, bottles, glass, cans, or thermos containers during an athletic event.

Eligibility for Interscholastic Sports
Any student who wishes to compete for a position on any athletic team should report to the coach of that team at the beginning of the season. A student must submit a completed permission and release form signed by a parent and must have passed a physical examination. **All "Pay to Participate" fees must be paid. (See "Pay to Participate" section for details regarding fee structure and associated requirements.)**

To be eligible for a team, a student must fulfill the requirements of the Mt. Lebanon School District as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA). The PIAA and school have established eligibility requirements related to curriculum and academic performance, age, attendance and conduct.

Eligibility requirements are summarized below; more specific information is available through the Athletic Director.

Curriculum and Academic Eligibility

1. A student must pursue a curriculum defined and approved by the principal as a full-time curriculum and must maintain an acceptable grade in the curriculum, as certified by the principal. Eligibility is cumulative from the beginning of a grading period, and is reported on a weekly basis. The student must be passing four (4) full credit subjects to be eligible for the following week.

2. The student must have passed at least four (4) full-credit subjects, or the equivalent, during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.

3. In cases where a student's work in any preceding grading period does not meet the standards described above, the student shall be ineligible to participate in interscholastic athletics for the first 15 school days of the next grading period.

4. New students must meet eligibility requirements of the curriculum. Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding grading period or previous year shall be obtained from the records of the last school which the student has attended.

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

Age Eligibility

A student shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years. If the age of 19 is attained on or after July 1, the student shall be eligible by age to compete through that school year.

Attendance Eligibility

A student who has been absent from school during a semester for a total of 20 or more school days shall not be eligible to participate in any athletic contest until the student has been in attendance for a total of 45 school days following their 20th day of absence. Exceptions are made when there is a consecutive absence of five (5) or more school days due to confining injury or other state-approved reasons for school absence. (See Attendance Section of this handbook.)

Student Conduct Eligibility

A student may, at any time, be withdrawn from competition if their citizenship is such as to make them an unworthy representative of MLHS. Expectations and consequences regarding student conduct are described in the Student Conduct chapter of this Handbook.

Equipment

Every student participating in interscholastic athletics receives the proper equipment, including uniforms. When they join an athletic team, students assume full responsibility for the proper care and timely return of all equipment that has been issued. When a student fails to return equipment, they will not be permitted to participate in another sport, the coach will issue a Delinquent Obligation Notice to the school office and school records (including report cards) will be withheld until the student returns the equipment or pays for its replacement. Students with delinquent obligations will not be permitted to graduate.

Insurance

The district maintains a special $1,000 deductible excess accident policy. If a student receives medical services for a sports related injury, the parent must submit all claims to their personal insurance carrier for payment. Costs in excess of the family's insurance plan that are paid by the family and exceed $1,000 should be submitted to the plan carried by the district. The claim form to submit these costs can be obtained in the Principal's Office and must be submitted to the insurance carrier within 90 days from the date of injury.

Interscholastic Sports

MLHS is regularly represented by varsity, junior varsity and 9th grade teams in various sports in interscholastic competition. The school is a member of the Western Pennsylvania Interscholastic Athletic Association and the Pennsylvania Interscholastic Athletic Association.

Fall Sports

Cheerleading
Crew (Club)
Boys Cross Country
Girls Cross Country
Girls Field Hockey
Girls Volleyball
Boys Golf
Girls Golf
Boys Soccer
Girls Soccer
Girls Tennis
Football

Winter Sports

Cheerleading
Boys Basketball
Girls Basketball
Ice Hockey (Club)
Boys Swimming/Diving
Girls Swimming/Diving
Rifle
Winter Track
Wrestling

Spring Sports

Baseball
Crew (Club)
Boys Lacrosse
Girls Lacrosse
Softball
Boys Tennis
Boys Track
Girls Track

Intramural Sports
A variety of intramural sports programs are available for students. Some of these are flag football, basketball, softball, golf, kayak, weight training and volleyball. Other sports may be organized according to student interests. All students are eligible to participate in intramural sports except the members of the interscholastic squads of the same sport. Students receive information about intramural schedules through homeroom announcements and flyers sent to homerooms. **During the 2025-26 school year, students who wish to participate will be required to pay a fee. The fee will be determined by the cost to run each intramural sport and may vary from sport to sport.**

Pay to Participate
There is a “pay to participate” fee for those involved in middle school and high school athletics, marching band and its auxiliary programs, and high school intramurals.

The fee structure is as follows:

High School Athletics
An annual $75 flat fee allowing a student to participate in each and/or every sports season.

For high school athletics, fee payment can be made through an online system, “FamilyID”, available on the Athletic Department and/or respective middle/high schools’ websites. **Please be advised that students will not be eligible for participation until this requirement is met.** If a family is experiencing economic hardship and is unable to pay the fee, this can be

indicated in the online system for the administration to review. Also, for all families the fee will be capped at $150/family (including Marching Band/Auxiliary Programs); this cap, however, does not include participating in the high school intramural program.

As a general principle, fees will not be refunded for students who quit a team, program, or activity; minimally attend practices, events, or games; become ineligible for any reason; or issues related to playing time. Should a student be cut from the program prior to participation, have a severe illness, injury, or unexpected family situation arise during participation that makes further participation unlikely, discussion can occur with the respective building administrator asking for consideration of a refund.

Additionally, the online system, "FamilyID", will permit each student to complete participation forms which will be available online, using an electronic signature feature. Physicals, which require a doctor's signature, will continue to be submitted in paper form.

Physical Examinations and Re-certifications
To be eligible to represent MLHS in any interscholastic athletic contest, a student must be examined (on or after June 1) by a licensed physician of medicine or osteopathy or a certified registered nurse practitioner before their first sports season of the academic year. The parent is responsible for this examination, and the student **must submit to the Athletic Office a report of the examination** on the Comprehensive Initial Pre-Participation Physical Evaluation.

Any students that (a) suffers an illness or injury which renders the student unable to participate in 25% or more of the regular season contests in the immediately preceding sport season and/or (b) suffers an illness or injury which results in absence from school for ten or more days and/or which requires surgery, must, prior to participation in the next sport season, complete and turn in to that student's principal the PIAA Comprehensive Pre-participation Physical Re-Evaluation and Re-certification by authorized medical examiner form.

Restrictions During Suspension from School
Students under suspension from school are also suspended from participation in all extra-curricular activities, including sports, on the dates of suspension, including weekends and breaks within the suspension. Students are prohibited from attending any school activities on or off school property.

Steroids and Other Drugs
School Board policy prohibits students involved in school-related athletics from using anabolic steroids, except for a valid medical purpose. Body building, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability are not considered valid medical purposes. School Board policy also prohibits students from distributing, dispensing, possessing, using or being under the influence of any controlled substance, the definition of which includes anabolic steroids. See Appendix B in this handbook for more information.

Student Managers
Student managers for each team are chosen from a list of students who have made application through the coach, the athletic director or the Student Activities Center. Managers receive the same number of activities points as the participants in the sport, and letters are awarded to those who have served satisfactorily for two (2) seasons.

Tickets for Athletic Events
Tickets for home football games may be purchased in advance of the games for a reduced price within the athletic office. All tickets at the gates are general admission price. There are no student tickets sold at the gates.

Travel Release Procedures
Under certain circumstances, athletes may be excused from riding school transportation to or from an athletic event. To arrange this, students/parents must obtain a Travel Release Form from the Athletic Office and submit the completed form to the athletic director in advance. The athletic director will sign the form and provide a copy to the parent/student. The athlete will be released to the parent or designated adult by the coach upon presentation of a copy of the approved travel release form at the event. Should a parent approach a coach at an away event and request that the child ride home with him/her, the coach shall agree upon receiving written release of responsibility for the athlete by the parent. In no case will an athlete be permitted to ride home with another student.

V. ATTENDANCE

The following procedures regarding attendance are in accordance with Mt. Lebanon School Board Policy JED (revised October 2021).

ATTENDANCE OFFICE
Phone: 412-344-2040

To determine a student's unit, use the grade and section number.	Unit Principal	Unit Principals' Secretaries	Attendance Clerk
Unit 1 – Sections 101-107	Dr. Theresa Mitchell 412.344.2050	Ms. Angie Mack 412.344.2023 Mrs. Jamie Rosnick 412.344.2050	Ms. Suzanne Spilsbury 412.344.2040
Unit 2 – Sections 201-207	Mr. Vincent Bauters 412.344.2050		
Unit 3 – Sections 301-306	Ms. Hanna Mincemoyer 412.344.2050		

When a student is absent from or tardy to school, the Attendance Office places a recorded telephone message to the home. This call is informational for the parent. If the parent has questions about the information, they should call the Attendance Office. Parents are not required to call the school to report a student's absence. In order for a student to receive a full day's credit for attendance at school, the student must be present a minimum of five (5) periods. Half day attendance will be awarded for students who are present four (4) or fewer class periods.

Absence from School/Excuses
All absences from school, including late entry and early dismissal, fall into one of four categories:

1. excused
2. school-sanctioned
3. unexcused/unlawful (class cut)
4. excused due to suspension

According to state compulsory attendance laws and school board attendance policy JED, absence from school may be excused for personal illness, medical or dental appointments, district approved tutorial programs not offered by the district, quarantine, death in the immediate family, traditionally recognized religious holidays, religious instruction (as defined later in this section), pre-approved educational travel (as defined later in this section), approved 4-H/FFA/FHA participation in authorized Pennsylvania agricultural fairs, court appearances, school-sanctioned absences, and other urgent reasons as approved by the district.

When a student is absent (excluding pre-approved and school-sanctioned absences), a parent/guardian's written excuse or other appropriate verification note (including but not limited to certification by a licensed health care provider of medical reasons for the absence where deemed appropriate by the Principal/Unit Principal) must be submitted electronically through PowerSchool within three (3) school days. If the excuse is not presented by the third day after the return, the absence will be considered unexcused. Only parent or legal guardian written or electronically submitted excuses will be accepted with the exception of a legally emancipated minor. If the reason for the absence does not comply with state laws and school board policy, the absence is considered unexcused. Students who have been absent for five (5) or more consecutive days must report to the Health Office before homeroom period on the day of their return to school, where the Re-admittance Form will be completed by the school nurse. When a student's absences are excessive, certification by a health care provider of medical reasons may be requested by the school.

Absence for Final Examinations

When a student must be absent on a final examination day, the parent must call the Unit Principals' Office on the morning of the exam to report the student's absence. Unless the parent reports the student's absence, the student will not be permitted to schedule a makeup examination.

Attendance Hearings

Presence and participation in the classroom are essential elements of the learning process. According to school board policy JED, students absent ten (10) or more days (or their equivalent) in a semester and/or missing ten or more classes (or their equivalent) in a given course, excused or unexcused, in a semester may be denied credit for a course or courses. School sanctioned activities, pre-approved absences, and traditionally-recognized religious holidays may be considered permissible excused absences.

In courses that meet less than five days per week, a student must attend a minimum of 90% of their classes in each semester of a course to receive credit. As a courtesy, the Unit Principals' Office provides written notice to the parent when the student has reached five (5) and ten (10) days of absence from school in a semester.

For any student who exceeds the allowable number of absences (generally [9] nine) in a semester, the Attendance Review Committee(s) will screen attendance records. Following the initial review, the Committee(s) may determine that denial of credit may be warranted, in which case an Attendance Hearing will be automatically scheduled. Generally, if a student's absences are excused, and the reasons for the absences have been documented, a hearing is not held, and credit will not be denied, if the student meets the academic requirements of the course or courses. If the student has one or more unexcused absences that are not due to suspension, nor due to mitigating circumstances, or if the Attendance Review Committee or classroom teacher(s) have questions or concerns about the nature and/or pattern of the absences, an Attendance Hearing will be scheduled.

For students for whom an Attendance Hearing will be scheduled, a Notice of Attendance Hearing will be sent to the student. Also, a copy of the notice will be sent to the parent/guardian via email and/or mail. The student is required to attend the hearing and will be

given an opportunity to justify/explain why credit should not be denied. The student may submit information the student deems helpful to aid the Committee in rendering a decision. If a student does not attend the hearing, credit will be denied. Attendance Hearings will typically be held near the end of a semester, but may be held at any time required by the Principal/Unit Principal.

If credit is denied due to failure to meet the attendance requirement of a course, the student will receive a failing grade which will be reflected on the student's transcript. No credit will be given for the course and a 0 (zero) quality point will be assigned to the failing grade. The grade will be included in the determination of quality point average.

A student and/or the student's parent/guardian have the right to appeal the decision of the Attendance Review Committee to the Principal. Appeals to the Principal must be made in writing and received in the Principal's office no later than three school days after post-hearing notification has been made to the student. The decision of the Principal shall be final.

**Please note that school-sanctioned absences are not calculated in determining the total number of student absences pursuant to this policy.

College Meetings
Junior and senior students may attend up to five (5) college meetings during the school day each year, pending signed approval by the classroom teacher on the pass that the student obtains through the homeroom teacher.

Early Dismissal
The reasons for excused early dismissal are the same as for excused absences. Students may not use early dismissals for absences resulting from drivers testing, college testing or family trips. These types of class absences must be pre-approved. A student may receive authorization for early dismissal by completing an Early Excuse Permit in the Attendance Office before homeroom period on the day of the early dismissal. The following documentation is required prior to the dismissal:

1. The parent must complete the online attendance form or present a written request from the parent (or medical appointment card) that includes dismissal time and reason for the early dismissal AND the parent must call the Attendance Office to confirm the dismissal. If the request is submitted electronically, no phone call is required.
2. Further, failure to check in and out of the office properly can result in disciplinary action. Parents are encouraged to schedule student's medical appointments before or after school hours.

Homebound Instruction
When a student is going to be absent for health reasons for more than ten (10) school days, the parent may apply for homebound instruction. See School Board Policy IHBF Homebound Instruction for more information. Please note that homebound instruction may be unavailable if the School District is unable to hire or has difficulty locating qualified applicants for homebound instruction positions. Refer to the section on Health & Medical Information in this handbook for details on homebound instruction.

Hospitalization
When a student is in the hospital or inpatient rehabilitation program for an extended period of time, the parent should inform the Unit Principal of the hospitalization and request that the student's homework is provided to the parent or the hospital staff. When the student is ready to return to school, the parent should notify:

- the Unit Principal or the School Counselor in advance, and a meeting can be scheduled with the parent and student to plan the student's reentry into school
- the School Nurse for medical updates and necessary accommodations

Homework for Prolonged Absence
In most cases, Schoology should be checked to determine missed assignments during a student's absence. Schoology can be found on the District homepage at www.mtlsd.org. In unusual circumstances or during prolonged (minimum of 3 days) absences, the parent or student may request homework assignments by calling the Unit Principals' Office. The homework will be available to be picked up after 3:05 p.m. on the day following the request. When the absence is longer than one week, it works best if the parent returns the student's completed work for the first week and then requests additional work.

Make-up of Assignments, Quizzes, and Tests
Students who are absent from school or are attending a school-sanctioned activity are required to make-up the work missed in each class. It is the student's responsibility to make-up work and pursue the successful completion of all class work missed. Please note the following guidelines:

1. Classroom teachers establish guidelines for making up assignments, quizzes, and tests due to absences. Generally, students are expected to make up work within the number of days equaling the number of days of excused absences.
2. It is the student's responsibility to know each teacher's policy for make-up work.
3. For school-sanctioned and pre-approved absences, the student is expected to obtain assignments in advance, submit completed work on time and be prepared to take quizzes and tests on the regularly scheduled date, unless special arrangements have been made with the teacher.
4. Students who miss quizzes and tests during periods of illness should arrange to make up the quiz or test before or after school as soon as possible. For quizzes/tests administered on the day of an absence, students should be prepared to take the quiz/test immediately upon their return. An alternate test may be given.
5. Make-up work is not permitted if an absence is unexcused or unlawful.
6. An opportunity to make up work is provided to the student in cases of out-of-school suspension.

Participation in Evening Activities
Students who are tardy or absent from school are not permitted to participate in evening activities that day, with the exception of absence due to school-sanctioned events such as field trips, pre-approved absences, or absences due to an emergency situation with prior administrative approval. In order for students to be excused from classes during the school day for participation in an extra-curricular or co-curricular activity, they must be present in

school from the beginning of the school day.

Physical Education Attendance Requirements
The District requires 1.6 credits of Physical Education for graduation (.4 per semester). A passing grade in physical education (PE) is determined by the student's attendance as well as active participation with focus on achieving PE goals and objectives.

Students are required to participate in every PE class unless they have an excuse from medical personnel, an excused absence from school, or a school-sanctioned absence from the class. School sanctioned absences include field trips, athletic competitions and other school-sponsored activities. The grade for the day will be a zero (0) when a student has an unexcused absence. Students who miss a class because they are in the health office but subsequently do not go home due to illness are responsible to make up the class by making an appointment with the teacher; until the missed class is made-up, a zero (0) will be entered.

Students are expected to dress appropriately for PE classes. Students who forget to bring appropriate clothing will be expected to participate in the class activity. If the teacher determines that clothing or shoes are unsafe, the student will not be permitted to participate and will receive an unexcused absence for the class (two unexcused absences equates to a failing grade). To avoid this situation, students should always keep a set of gym clothes in their locker.

Students that miss five (5) PE classes for ANY reason within a nine week grading period are potentially subject to an attendance hearing.

Students with nine (9) or more absences of any kind, excused or not excused in a semester, will NOT receive a passing grade as reflected on the transcript as a "NO GRADE" (NG). This grade means that the student will not earn credit for the semester and will have to make up the PE credit via elective PE courses. Absences due to suspension from school are not counted in this category.

Students with two (2) unexcused absences will receive a failing grade in the course and will be required to make up the PE credit. Parents will be informed that the student is in danger of failing after the first unexcused absence.

In accordance with general school rules, students who are late to class three (3) times are charged with one unexcused absence. Two unexcused absences equates to a failing grade.

Students that are medically excused from PE for more than 60% of the semester due to a **"Temporary Long Term Injury"** are required to make up the time missed in order to earn credit.

Students that have a **"Temporary Short-Term Injury"** are able to participate in PE activities after the corresponding Medical Doctor completes a "Modified PE Checklist." This checklist indicates activities in which students are able to safely participate.

Pre-Approved Absences

According to School Board Policy JED, the District recognizes that students may need to travel with parents for valid educational or family reasons. In such cases, pre-approval is required. Students requesting permission for such travel with parents must complete a Pre-Approved Absence Request Form at least five (5) days in advance of the proposed trip. All trips must have some educational or family value for the student as predetermined by the Principal/Unit Principal in order to be counted as an excused absence.

Up to five (5) days of pre-approved absence may be granted to each student per year for the reasons above. The parent must request approval in advance using the form that is available at https://hs.mtlsd.org/about/pre-approvedabsence. The form must be completed by a parent/guardian; an excuse is not required. Pre-approved absences are considered excused absences. The student is responsible for work missed. Upon returning from a pre-approved absence, the student should have all the work that was assigned completed and be prepared to makeup any quiz or exam that was given during the absence. The student should also be prepared to take any test or quiz which the teacher indicated in advance would be given upon the student's return.

Pre-approved absences are generally not granted for days of standardized testing and semester examinations. If the Principal approves an absence on an examination date, the student must make arrangements with the classroom teacher to complete the missed exam.

Additional days of pre-approved absence may be approved at the discretion of the Principal/Unit Principal on a limited basis when the student is absent from school for educational purposes and has been absent less than ten (10) school days during a semester.

A Principal/Unit Principal may deny requests for pre-approved absences where the Principal/Unit Principal determines, with input from professional staff, that the student's grades and/or attendance or disciplinary record indicate that the request to miss class for the pre-approved absence should not be granted.

**Please note that college visits must be pre-approved.

Reduced Schedule

When a student is recovering from a serious illness, it may be appropriate to establish a reduced schedule, e.g., partial day attendance or attendance every other day. Arrangements for a reduced schedule should be made with the Unit Principal.

Release Time for Religious Instruction

According to Section 1546 of the *Pennsylvania School Code*, students may be released from school for up to 36 hours per year to attend classes for religious instruction. In advance, the parent or a person acting in loco parentis (usually the director of the religious education program) must identify and describe the instruction and the dates and hours for which the

release time is requested. The parent must, following each such absence, furnish in writing to the superintendent, a statement attesting that the child did in fact attend the instruction and the dates and hours upon which such attendance took place. Release time for religious instruction is considered an absence. The student is responsible for making up the work, quizzes, or test missed during the release time.

School-Sanctioned Absences (Field Trips, Sports, etc.)
Students may be released from school for approved participation in school-sponsored field trips, performances, co-curricular or extra-curricular activities. The student is responsible for making up the work, quizzes, and/or tests during the released time. Students who, with approval, are participating in school sponsored activities are considered present for the purposes of the procedures described in the section on Class Attendance Requirements and Attendance Hearings. A Principal/Unit Principal may deny requests to attend school sanctioned activities where the Principal/Unit Principal, with input of the professional staff, determines that the student's grades and/or attendance record indicate that the request to miss class for the activity should not be granted.

Students are expected to obtain assignments in advance and submit completed work on time. If a student or parent is concerned about the academic impact of school-sanctioned absences, they should discuss this with school personnel. Class attendance and academic performance should be the student's first priority.

For field trips, performances, and extra-curricular activities (not athletics), students must have Form 2A, School Sanctioned Absence Form (Form 143), signed by appropriate teachers and submitted to the sponsoring teacher in advance of the trip. Blank copies of Form 2A are available in the Attendance Office. Students who fail to follow procedures for school-sanctioned absences will either (1) be denied the opportunity to participate in the activity or (2) accumulate unexcused absences in the missed classes.

Study Hall Attendance
Students absent from assigned study halls without excuse are reported to the Unit Principal and may be issued detention for each study hall cut. Students who plan to be excused from study halls on a regular basis should submit a written request to the School Counseling Office for a schedule change. Students must follow the procedures described in the General Information section of this handbook to be excused from a study hall to go to the library, the Medical Office, etc.

Tardiness to Class
If a student arrives late to class without excuse and is absent for more than half of the class period, an unexcused class absence is recorded. With any unexcused absence, students are not eligible to make up assignments administered earlier in the class period but are responsible for the content discussed. Three (3) unexcused tardies to a class results in the teacher contacting the parent and assigning detention. Subsequent tardies to class will be handled by the unit principal and could result in detention, Saturday detention, out-of-school suspension, and possible course failure.

Tardiness to School
A student who enters school after the homeroom period has ended must report to the Attendance Clerk at entrance C20 and complete a tardy form for admittance to school. The reasons for excused and unexcused tardiness are the same as for excused and unexcused absences, and a written or an electronically submitted excuse from the parent is required at the time of entry or the tardy will be automatically considered unexcused. However, a valid written or electronically submitted excuse will be accepted by the third (3rd) day of the student's return to school or the tardiness will be considered permanently unexcused. Tardiness is treated as a disciplinary matter, and may result in academic and/or disciplinary consequences including but not limited to loss of credit, loss of parking privilege, denial of grade level advancement, truancy proceedings, detention, Saturday detention, suspension, expulsion, or any other penalties associated with absenteeism.

Unexcused Class Absences (Class Cuts)
All unexcused absences that are not due to suspension are considered class cuts. When a student accumulates three (3) class cuts in a semester, they fail to meet the attendance requirements of the course and could be withdrawn from the class.
Class cuts occur when a student:

1. is present in the building, but does not attend class,
2. is absent from school without excuse,
3. is tardy to school without excuse and misses class(es),
4. has an unexcused early dismissal from school and misses class(es),
5. leaves school early without authorization and misses class(es),
6. leaves a class early without permission of the teacher,
7. is late to class without excuse, and more than half of the class is missed,
8. is late to class without excuse three (3) times, when the lateness is less than half of the class period, (three [3] times tardy to class = 1 class cut),
9. fails to follow procedures for school-sanctioned or pre-approved absences
10. is absent without excuse as determined according to the discretion of the teacher and Principal/Unit Principal
11. fails to follow proper check-in procedures to school

Please refer to the section Attendance Hearings for additional details.

Unlawful Absences-Truancy
First Offense – After the student has accumulated three (3) days of unlawful absence, the Unit Principal, as the Superintendent's designee/attendance officer, sends the first notice entitled "Official Notice of Unlawful Absences to Parent/Guardian", containing the information described in Policy JED "Student Absences, Tardiness, and Excuses."

Second Offense and Subsequent Offenses – After the student has accumulated 6 days of unlawful absence the student is considered habitually truant. The district must hold a "Student Attendance Improvement Conference" before filing a citation with the local magistrate. The Principal will refer students with repeated unlawful absences to the Student Assistance Program.

A student shall be removed from the active roll if the student has accumulated ten (10) consecutive unexcused absences unless there is evidence that the absences may be excused, or unless compulsory attendance proceedings have been initiated. The parent/guardian will be notified by certified mail of this action. If a student wishes to reenroll, the student must contact the Principal and may, with District approval, reenroll at the beginning of the next semester.

Withdrawal from School

A student who is withdrawing from MLHS is asked to obtain and complete the Withdrawal Form that is available in the Attendance Office. The student should obtain the parent's signature, the signatures of all current teachers and the signatures of other school personnel listed on the form. The completed form is to be returned to the Attendance Office prior to the date of withdrawal.

VI. GENERAL SCHOOL PROCEDURES

Admission of Resident and Non-Resident Students
Children who are residents of Mt. Lebanon are eligible to attend the Mt. Lebanon School District. A child is considered a resident of the school district in which their parents or legal guardian reside. A child whose parents are separated or divorced must reside with the parent who lives in Mt. Lebanon to be eligible to attend the Mt. Lebanon School District. When a resident of the school district keeps in their home a child of school age, not their own, supporting the child gratis as if it were their own, such child is entitled to all free school privileges accorded to resident school children of the district, including the right to attend MLHS. Before accepting such child as a student, the Mt. Lebanon School Board requires such resident to file with the secretary of the Board a sworn statement that the student (1) is a resident of the district, (2) is supporting the child gratis, (3) will assume all personal obligations for the child relative to school requirements and (4) intends to so keep and support the child continuously and not merely through the school term. Children placed by the court in the home of a resident or an association, agency, or institution having the care of neglected and dependent children, are considered residents of the district.

A high school junior or senior who has attended Mt. Lebanon High School as a resident (non tuition) student for at least one full semester immediately before such student's parents/guardians move from the District during the student's junior or senior year may elect to complete their high school career (so long as they remain in compliance with laws, school rules and policies that apply to resident students), and upon successful completion, graduate from Mt. Lebanon High School as follows:

a. As a tuition student if the move occurs during the junior year or the first semester of the senior year. Families may refer to Board Policy 201 - Admission of Students and Board Policy 202 - Eligibility of Nonresident Students for additional information.
b. Tuition free if the move occurs during the second semester of the senior year.

Non-resident students may be admitted to the high school as described in Board policy. Contact the Superintendent's Office for specific criteria.

The district will honor and continue to impose all unfinished suspensions and/or expulsions that were imposed by other school districts on any new entrant into the district.

Announcements (P.A. System)
Student announcements are made daily during homeroom period. Announcements include important information about academic, extra-curricular and athletic activities. Dates and times for testing, college admissions visits and sign-ups for clubs and athletic programs are some of the topics covered. Students are expected to be quiet and listen to all announcements.

Automobile Parking & Driving
Students must register vehicles, obtain a district permit and display the permit on the vehicle's rear view mirror in order to park in the student parking lot during the school day. Permits are issued only to seniors and juniors with a valid driver's license and a completed application. A lottery will be utilized when the number of applications exceeds the number of available spaces. Students must apply for a new permit at the beginning of each year. Student parking

permits cost $100 for the school year. The application of a student who has delinquent obligations for lost or damaged school property, will not be considered complete until all obligations are satisfied. At registration, students must present a driver's license, a copy of the vehicle registration certificate and proof of insurance for the car(s) they will be driving and their student schedule. Only one permit will be issued per student. If the student will be driving different family vehicles, each vehicle must be registered with the district and the student will be expected to transfer the parking permit for display in the vehicle in use for the day.

Parking permits are non-transferable to other students. Only the student owning the permit may use it. Students who give their permit to others or use another student's permit will be subject to discipline which may include temporary or permanent loss of the permit.

Students may only park in the designated student parking areas which currently include the students' section of the South Lot, the Commissioners' Lot (designated School District spaces only), the Dixon Lot, and any other lot the District may provide for student parking. Students may not park in the staff parking lot, designated visitor parking areas, or any other reserved spaces on school property. Violation of district and municipal parking regulations will result in the issuance of a Mt. Lebanon Municipal parking fine. Parking tickets, once issued, will not be adjusted by the district. Any appeals must be made to the District Magistrate's Office.

Student vehicles parked on District property or in parking lots provided by the District for student use that are located on property owned by others, including the students' section of the South Lot, the Commissioners' Lot, the Dixon Lot, and any other lot the District may provide for student parking, shall be subject to reasonable searches by the District and/or law enforcement authorities at any time for any reason, with or without notice. General and random searches (including canine sniff searches) are authorized. Students should have no expectation of privacy as to vehicles on District property or in parking lots provided by the district as stated above. Parking is a privilege, not a right, and student parking permits will be issued only where students and/or parents consent to such searches. Refusal to cooperate in such searches may result in loss of parking privileges as well as disciplinary action.

Students are not permitted to leave school to go to the parking lot or their cars during the school day. All traffic signs must be obeyed. The 15 MPH speed limit in the parking lot and on Horsman and Stadium Drives must be followed and is strictly enforced. The district will rescind permits from students who violate or abuse parking privileges and/or traffic regulations. Students attending Parkway West CTC and CCBC Aviation Academy are not permitted to drive without the principal's approval.

Bus Safety

Student safety on school buses is a priority. To help ensure safety of all bus riders and drivers, video camera(s) and audio recording equipment may be installed at random throughout the school district fleet of school buses and may be found on school buses contracted from an outside provider. The District may use the videotapes and audio recordings for investigatory purposes. For more information on the use of audio/video equipment please see School Board Policy EECAF.

Lunch
Students have a full class period for lunch during periods 4, 5 or 6. All students must remain on school grounds during lunch unless permission to leave the grounds is granted by the unit principal or principal. A lunch pass may be issued to students wishing to go home for lunch at the request of parents who live within the area bounded by Cedar Boulevard, Washington Road and Mayfair Drive.

All students are required to remain in their designated eating area, typically Center Court, during their lunch period. Students wishing to use the library or another resource area after eating lunch must present a signed pass to the lunch supervisor to be excused from Center Court. Students who are outside of their designated eating area without authorization during their lunch period will be subject to disciplinary action.

Students are responsible for the cleanliness and behavior exhibited at the table at which they sit. Directives from any staff member must be followed by all students in Center Court during lunch. This includes, but is not limited to, cleaning an area and/or providing information related to behavior. Failure to comply with directives will result in disciplinary action, including extended cleaning in Center Court.

Cell Phones/Smartphone/Any Earbuds/Headphones

The use of cell phones/smartphones/and/or any earbuds or headphones during the school day (8:00 a.m. – 3:03 p.m.) is strictly prohibited in academic areas and/or during instructional time, including but not limited to, classrooms, study hall rooms, auditoriums, gymnasiums, library, and other areas used for instruction as determined by faculty/staff/administration, unless:

- The staff member provides explicit directions to use a cell phone and/or earbuds or headphones for a specific lesson/task.
- It has been pre-approved by the administration for medical needs or language translation or as a modification or accommodation under the IDEA or Section 504 as concluded by the IEP Team or 504 Team.

Cell phones/smartphones/any earbuds or headphones that are visible or go off in class (ring or vibrate) will be confiscated.

Students are permitted to use their cell phone/smartphone/any earbuds/headphones in hallways between classes, in Center Court, and in the Student Activities Office to:

- text or access appropriate social media
- make a phone call, and/or
- to listen to music, etc (only with the use earphones/headphones).

For the safety of all students, students must immediately remove their earphones/headphones, end a phone call or text message, and/or stop using their phone in general, when directed to do so by any faculty/staff member for any reason.

Use of a cell phone/smartphone/any earbuds or headphones by students under these guidelines may never be used to violate any other rules, policies, procedures, etc. contained in

this handbook or School District Policies (examples include, but are not limited to harassment policy, bullying policy, network use policy, cheating and plagiarism policy, etc.).

Cellphones/smartphones/any earbuds or headphones must remain in silent mode at all times when on school grounds or attending a school-sanctioned event off school grounds. Students violating these guidelines will be subject to disciplinary action up to and including expulsion.

The district is not responsible for lost, stolen, or damaged items.

Change of Address and Telephone Number
Students and/or parents should enter in the Dashboard system any change in the home address or home and work telephone numbers.

Classroom Visitation
In the absence of a court denying unsupervised visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their child's classes. All requests for classroom visitation shall be made in writing to the principal of the building in which the child's classes are located at least three days prior to the scheduled visit. The principal will consult with the teacher(s) involved and may grant the request or suggest a more convenient time for a visit. Requests by parents to visit classes may be denied by the principal if the principal determines that the visit would result in disruption to the learning process. The District reserves the right to determine when the visitation will be scheduled based upon the best interests of the District and its students. The District also reserves the right to cancel a visit in the event of an unforeseen circumstance. The principal or another administrator designated by the principal shall be present during all classroom visitations.

No more than two people shall be permitted to visit the child's classrooms at any time. A parent or guardian may designate an advocate or other professional to observe the child's classroom. Any parent seeking to bring a non-parent visitor to observe the student shall notify the District of that request and shall identify any non-parent visitor at least three days prior to the scheduled visit.

In the event that the District has made a recommendation that a child be transferred to another classroom, the child's parent and/or a non-parent advocate or professional shall be permitted to observe the other classroom prior to the transfer.

All visitors to the classroom shall follow the rules set forth herein:
1. *Time*. The maximum length of visitation shall be two hours. At its discretion, the District may grant an extension of time for a visit if the circumstances warrant.
2. *Number of Visits per year.* Classroom visitation shall be limited to one visit per semester for each child unless the District, at its discretion, determines that more frequent classroom visits are in the best interests of the student and the District.
3. Interaction with teacher or students. Visitors to the classroom shall have no interaction during class with the teacher or with any students, including the child who is being observed. It is vital that teachers are able to provide instruction to their students without disruption. The teacher or principal shall have the right to terminate any classroom visit in the event that the

teacher or the principal determines that the visit has become disruptive to the educational process.

4. Non-parent professional visitors. If an advocate or other non-parent professional makes a classroom visit, that professional shall meet with District personnel after the visit in order to discuss the professional's observations. Additionally, any notes or reports generated from the advocate's/ professional's observations (not otherwise privileged by law) shall be shared with the District.

5. Confidentiality. All visitors, whether parents, guardians or non-parent professionals, must maintain the confidentiality of any information that they learn or observe during a classroom visitation that relates to any other students, including but not limited to the identity of other students in the class.

Any person who visits the school pursuant to this policy shall also be subject to the Policy KK ("Visitors to the Schools") and any related Administrative Procedures developed by the District.

Closed Campus - Leaving School Property/Building

Students are permitted to leave school campus only with an early dismissal permit. All others must remain on campus. Refer to "Early Dismissal" in the Attendance Section of this Handbook for specific directions. Disciplinary action will be taken against students who are outside the building and/or leave school property without authorization during the school day.

Copies of Student Schedules

The most current copy of a student's schedule is located on Dashboard. Dashboard is turned off for the summer but is reopened in August to permit students and families access. If a student would like a printed copy of their schedule they can visit the library and ask for assistance.

Dashboard/Email

You can access teachers' and staff email through your PowerSchool account or through our website www.mtlsd.org.

Delinquent Obligation Notice

Students will be issued a delinquent obligation notice for any unpaid library fines, fines for lost textbooks and/or athletic equipment. Any unserved detentions or suspensions will also result in a delinquent obligation. Students' report cards and/or diplomas will not be released until all delinquent obligations have been satisfied and cleared. These records are kept in the Unit Principals' Office.

Electronics

Use of any electronic device that is not directly related to the educational curriculum without pre-approval from a faculty/staff member or administrator is strictly prohibited in academic areas and/or during instructional time, including but not limited to, classrooms, study hall rooms, auditoriums, gymnasiums, library, and other areas used for instruction as determined by faculty/staff/administration.

Examples of electronic devices include, but are not limited to cell phones/smartphones, i-pods, iPads, and laptops. The use of universal remote control devices and laser pointers is

prohibited.

Students are permitted to use their cell phone/smartphone **in hallways between classes, in the cafeterias**, **and in the Student Activity Center** to 1) text or access appropriate social media, 2) make a phone call, and/or 3) to listen to music, etc. (only with the use earphones/headphones). For the safety of all students, students must immediately remove their earphones/headphones, end a phone call or text message, and/or stop using their phone (or other electronic device) in general, when directed to do so by any faculty/staff member for any reason.

Use of a cell phone/smartphone and other electronic devices by students under this policy may never be used to violate any other rules, policies, procedures, etc. contained in this handbook or School District Policies, (examples include, but are not limited to, harassment policy, bullying policy, network use policy, cheating and plagiarism policy, etc.). **Cellphones/Smartphones and other electronic devices must remain in silent mode at all times when on school grounds or attending a school sanctioned event off school grounds.**

Picture taking and/or videotaping is not permitted at any time.

Students violating this policy will be subject to disciplinary action up to and including expulsion.

(See "Cell Phones/Smartphones/Any Earbuds/Headphones" section for additional information.)

Elevator Use
Only authorized students with physical limitations may use the school elevator. Students with a doctor's excuse should report to the Health Office, Room F304 to be issued elevator privileges. A $10 delinquent obligation will be assessed for elevator cards/lanyards that are not returned on their due date.

Emergency Closing of School
When emergencies such as weather conditions or power failures require the delay or closing of school, notice is given as early as possible on most major TV and radio stations(e.g., KDKA, WPXI, WTAE, etc.), cable television (Channels 33 and 98), the District website, the District Twitter account, and the automated phone system. Students should rise early on days with predicted bad weather to listen for an announcement. Calling the school is discouraged. Normally, when school is canceled, athletic practices or other student activities are not conducted at the high school, and Mt. Lebanon teams do not travel to away games. Cancellation of continuing education programs, South Hills/Pitt classes, Carnegie Travel Films series, etc. are announced by school personnel by 1:00 p.m. Parkway West CTC cancellations and delays are announced on radio, television, also posted on the Center's web site..

Field Trips
Parent permission is required for students to participate in school-sponsored field trips. Field trips are considered school-sanctioned absences, and students must follow all procedures for School Sanctioned Absences described in the attendance section of this handbook. Parents have the option to withhold permission for a field trip and may choose to do so if the student

has had many absences from school and should, in the judgment of the parent, attend classes rather than the field trip. It is the teacher's responsibility to check the parent permission form for emergency medication and ensure that the student has the necessary medication on them prior to the field trip.

Fire Alarm/Drills
Ten (10) drills are held each year to acquaint students with emergency procedures. An evacuation plan is posted in each room; students should be familiar with these plans. Under teacher supervision, in the event of an evacuation, students must leave and re-enter the building in a quick, orderly, quiet fashion. On the signal to return, all will follow the same route and return to their classrooms.

During fire drills, students with disabilities will leave the room at the first sound of the fire alarm and go to the designated spot on each floor (the north stairwell in "B" building). ("B" building is the front building that parallels Cochran Road; the north stairwell is the one closest to Lebanon Road.) The students are to remain at the stairwell until their class returns from the fire drill.

Severe weather drills are held as needed. HB 1448 requires one drill to be a school safety drill within the first 90 days of the school year.

Food and Beverages in School
Students must consume all food and beverages in their designated eating area, typically Center Court, including food or beverages from home. Food or beverages that are dropped or spilled in the building create serious litter and health problems. **Students are not permitted to order food and have it delivered to the school.**

Free and Reduced Lunch Program
Families may qualify for free or reduced price school lunches through the MLSD Lunch Program. Applications may be obtained in the Unit Principals' Office or on the food service link at www.mtlsd.org.

Hall Passes and Classroom/Study Hall Sign-out
Students must obtain a hall pass to be excused from any class. A student who, during a study hall, wishes to work in the library, study center, writing lab, etc., must obtain a pass before school in order to be released from study hall. Students report to the assigned study hall, sign out with the pass and remain in the special area for the entire period. Students may also be excused from study hall if they present the study hall teacher with an authorized pass from a school staff member.

Homeroom Period
Students are assigned alphabetically to the same homeroom for all four years. Students are to be in their homeroom by 8:00 a.m. for opening exercises, announcements, homeroom business and daily attendance. Teachers may assign seating.

Library
The high school library is a community space where students are welcome to read, study, meet with a group, do homework or host an activity. Its mission is to provide students with the

resources and strategies to acquire, assess, and utilize information and technology effectively and responsibly, to teach and promote good digital citizenship, and to engage students with literature in all of its genres and formats.

The library is available to students throughout the school day. Its hours are 7:15 AM-3:45 PM Monday through Thursday and 7:15 AM to 3:00 PM on Friday. Any student may come to the library during their study hall or after eating lunch in Center Court.

The library collection includes over 15,000 titles in print, audio and eBook formats. There are over twenty specialized databases that are accessible both in school and remotely as well as an online reference page that houses materials for students assigned by their teachers for various school projects. Please visit the HS Library webpage (www.mtlsd.org/LeboHSLibrary) to view all that our library has to offer.

In addition to these resources, the library houses a computer lab of PC terminals, individual work stations comprised of both Macs and PCs, as well as Chromebooks and iPads for student check-out. There is no limit to the amount of materials that students may check out at one time. Any overdue items and/or fines to the library are communicated through student email, and deficiencies are listed in PowerSchool January and June of each school year.

Over 1,000 classes visit the library yearly. Students who accompany their teachers for a research project receive instruction in the following areas: beginner through advanced research strategies, evaluation of online resources for credibility, note taking, using search engines effectively and responsibly, copyright and source citation. Students also receive instruction and guidance for any type of software or applications that may be used for the assigned project, as well as specific lessons on maintaining online safety and good digital citizenship.

Lockers – School or P.E., and Searches

Each student in the high school is provided with the use of a locker. Lockers are assigned by the Unit Principals' Office and a confidential record of locker number assignments is maintained by the Unit Principals' Office. Students are not permitted to use any locker other than their own, and no student should change lockers without receiving permission from the unit principal. Students are to report any locker problems to the homeroom teacher or unit principal immediately. Students are responsible for keeping their lockers clean and locked at all times.

Students can purchase locks for $9, and will be charged $9 through their individual Pay Schools Central account. These purchased locks may be used by individual students during their tenure at Mt. Lebanon High School and kept by them after graduation. For safety and security reasons, only school district issued locks are permitted on lockers. Any individually purchased, non-district locks will be immediately removed from the locker and discarded without consultation with the student or parent.

Physical Education lockers are used by students in the gym areas. For PE classes only, students may bring their own lock to secure the locker during their PE class period. Students may also leave valuables with their physical education teacher to be locked in the office.

Refer to the Student Conduct section of this handbook for information on the school administration's right to search student lockers.

Loss or Damage of School Property
Students who lose or damage any school property (including books, athletic equipment, uniforms, etc.) will be held financially responsible for replacement or repair. Students are notified of their debts to the district through receipt of a Delinquent Obligation Notice. A copy of these notices is maintained in the Unit Principals' Office should the student or parent require details about the debt. Students with outstanding obligations will have their school records (including report card and transcript) held until payment is made. Students with outstanding obligations will not be permitted to graduate or apply for a parking permit. Students must pay the full price for a lost school-owned book that is not more than two (2) years old. Students may pay for lost books at the Unit Principals' Office only.

Lost and Found
Students should check the Lost and Found area in the Student Activities Office for missing items. Although the school is not responsible for student property that is lost or stolen in the building, students should report lost or stolen items to the Unit Principals' Office. All lost property should be sent to the Student Activities Office.

Photographs and Videotapes of Students
The instructional staff, audiovisual department, TV Production students and Video Club members photograph and videotape numerous school activities throughout the school year. Parents who do not wish to have their child photographed or videotaped should notify the principal, in writing, of this request at the beginning of each school year.

School Hours
The student day begins at 8:00 a.m. and concludes at 3:03 p.m. Students may not enter the building before 7:15 a.m. unless admission is approved by a teacher or administrator. All students are expected to remain in school until 3:03. No student is permitted to leave the building at any time without an early dismissal permit. Students are expected to leave the building by 3:30 p.m. (on regular school days) or 25 minutes after the dismissal bell (on early dismissal days) unless they are under the direct supervision of a staff member. For safety and security reasons, loitering on school grounds is not permitted.

Student Identification Numbers
Each student receives a student identification number. It is imperative that students memorize their student identification number. This number may be obtained from a student's schedule, report card, the Counseling Office or the Unit Principals' Office. This number is required information on many forms including early dismissals, sports applications and medical office permits, and for library usage.

Student Photographs and Senior Pictures

Photographs of all students in grades 9, 10 and 11 are taken in the school each year for optional student purchase. Seniors who wish to have their photograph included in the yearbook must follow the procedures (photographer, deadlines, etc.) described to them at the end of their junior year. Because ample time is available in the summer for the taking of senior pictures, students are not excused from school for this activity.

Study Halls
Students are expected to come prepared to assigned study halls to engage in academic work and to comply with general school behavior guidelines.

Telephone Messages and Use
Students cannot be called to the telephone during the school day, but emergency messages from parents will be taken in the Unit Principals' Office and conveyed to the student as soon as possible.

Visitors
All adult visitors must enter entrances C20 or B9 before entering the high school during the school day. Students are not permitted to bring visitors to school.

Work Permit
Once employment is secured, every student under the age of 18 who has not graduated must obtain a work permit. Apply for a work permit in the Principal's Office (C20) during the school year and the School Counseling Office during the summer months.

VII. HEALTH & MEDICAL INFORMATION

Office	Location	Nurses	Health Services Clerk
Grades 9, 10, 11, 12	Room F304 in Building F	Mrs. Janet McGeough jmcgeough@mtlsd.net Mrs. Melanie Muehlbauer mmuehlbauer@mtlsd.net 412.344.2031 (P) 412.325.8204 (F)	Ms. Cynthia Roche croche@mtlsd.net 412.344.2031 (P) 412.325.8204 (F)

The function of the health office is to perform state-mandated procedures, to provide first-aid and to serve as a teaching/learning site.

Child Abuse
The Child Protective Services Law in Pennsylvania requires all school employees to report suspected child abuse. It is not the responsibility of school officials to determine if there has been abuse or neglect. The principal may permit authorized personnel from the Department of Public Welfare or Child Protective Services to interview the student at school without parental consent if the suspected abuser is unknown or may be the parents. If the student has suffered injuries so severe that immediate medical attention is needed, the principal will call the police and/or paramedics to take the child to the hospital and will notify the parent.

Emergency Information for Sudden Illness or Injury
The health office maintains Emergency Contact Information for each student. This information facilitates the care of the ill or injured student. Only those persons indicated will be contacted and can give permission for the student to leave the building. It is essential that parents keep this Dashboard information current. If a parent's routine is permanently or temporarily changed, please update the emergency contact information promptly in Dashboard so that the health office has current and accurate information as to where the parent can be reached. Facilities are available for temporary care only. Parents should develop a plan that would allow their child to be picked up from school within a half hour of notification of an illness or an injury.

Updated Emergency Contact Information is requested via the Dashboard system, annually. Non-Completion of this document will add a deficiency to the student's account until it is completed.

There are 5 AEDs (Automated External Defibrillators) available for use in the high school complex. AED's are available to be used by trained staff in the following areas:

1. On the wall at the end of the hallway near the main entrance to the South Gym
2. On the wall beside the ticket window opposite the Auditorium entrance
3. On the wall beside the ticket window outside the Fine Arts Theatre
4. On the wall outside of the Nurse's Office, F304
5. On the wall outside of the Central Administration office on the 4th floor of Building B

Narcan (Naloxone) Nasal Spray is a medication that is indicated for the reversal of an opioid overdose. Narcan is available to be used by **trained staff** in the following areas:

1. Attached to the nurse's orange First Aid Bag, kept in the nurse's office, F304
2. In the yellow box that contains the Epi Pen adjacent to the AED, located in the hallway outside of the South Gym in the Athletic Building

Food and Environmental Allergies
Because of the increasing number of children with nut allergies, parents who are providing snacks/treats for school should provide foods that do not contain nuts or peanuts. A health and safety procedure is established for all students with life threatening allergies. Foods sold in the cafeterias are clearly labeled. Students are responsible for choosing their food purchases.

In the event of a life threatening allergic reaction, **Epi Pens**, (Epinephrine Auto-Injectors) are available to **trained staff** throughout the high school Complex in the following areas:

1. Cafeteria/Center Court in the yellow box attached to the wall to the left of the food service doors, boldly marked with an orange sign
2. In the yellow box adjacent to the AED, located in the hallway outside the South Gym in the Athletic Building
3. In the nurse's First Aid Bag
4. Students that self-carry their own Epinephrine Auto Injectors should have them on their person at all times.

Head Lice
All cases of head lice should be reported to the school nurse so that the required examination procedures may begin. The student is not permitted to return to the classroom until the proper treatment has been completed and the student has been checked by a member of the health office staff. Any student found to have nits after treatment will be excluded from school until found to be nit free. The positive action of reporting to the school an incidence of head lice cannot be overstated. Parents who treat their child for lice, yet do not report it to the school, risk the infestation of others and/or the re-infestation of their own child. All reports are kept confidential and when classes are checked by the health office staff, no student is singled out.

Health Insurance
If your child does not have health insurance, free or low cost coverage is available through Pennsylvania's Children's Health Insurance Program, (CHIP). CHIP is administered by the Pennsylvania Insurance Department, but the coverage is for quality medical services through regular health insurance companies. Applications for CHIP are available in all the school health offices or you may call 1-800-986-KIDS.

Health Office Location and Hours
The Health Office is located in Building F, Room 304, adjacent to the Unit Principals' Office.

The Health Office is closed daily during 8th period with the exception of emergencies being treated.

Hospitalization
When a student is in a hospital or inpatient rehabilitation program for an extended period of time, the parent should inform the Unit Principal and the Health Office of the hospitalization and request that the student's schoolwork is provided to the parent or the hospital staff. When a student is ready to return to school, the parent should notify:

- the Unit Principal or the School Counselor in advance and a meeting will be scheduled with the parent and student to plan the student's reentry into school
- the School Nurse for medical updates and necessary accommodations

Re-Admittance After Five (5) Days of Absence
After five (5) or more days of absence, students are required to re-enter school through the health office. The nurse will obtain information pertinent to the student's Pennsylvania Health Record and will submit the completed readmission form to the attendance office. A parent's written statement for a school absence related to illness is generally all that is required, however, in special circumstances; a physician's statement may be requested. Parents are encouraged to notify the nurse of any illness or injury which results in a long absence from school. Currently, students missing 10 or more days a semester may not receive credit for their classes.

Homebound Instruction
When lengthy illness (more than 10 days) prevents a student from attending school, homebound instruction may be requested by the parent. The parent must obtain a written statement from a physician describing the need for homebound instruction. When approved, the school arranges for certified teachers to instruct a student at home or in the hospital for five (5) hours per week. During homebound instruction, the student is considered present in school for attendance purposes. Forms to request instruction are available in the principal's office. Homebound instruction is intended for short term absences of a month or less. Absences exceeding three months must be reviewed and the application for homebound instruction must be updated.

Illness or Injury
Basic health care (first aid) is available in the health office for any illness or injury that occurs during the school day hours. The nurse cannot address injuries that occur at home. Parents are notified for an illness or injury as the case warrants. Students who have a temperature equal or greater than 100 degrees, vomiting or diarrhea, will be sent home and should remain at home until symptom free for 24 hours. By law, a nurse is not permitted to make a diagnosis or prescribe treatment. Students who have a suspected contagious disease/rash will be sent home with a diagnostic referral. The diagnostic referral must be completed and the student cleared for re-admittance to school by a physician prior to the student returning to school. The student then must be signed in through the health office for re-admittance to school. The school district follows Allegheny County Health Department Guidelines/direction for re-admittance to school following an illness or contagious disease referral.

The District is not equipped to provide advanced emergency care. Students needing urgent medical attention will be transported to an emergency care facility by a local ambulance service. **Please notify the school nurse if your child has any health concerns that could result in the need for emergency services, or that need to be communicated to emergency personnel.**

The district maintains a policy of Universal or Standard Precautions (procedures that are designed to reduce the risk of transmission of blood borne pathogens) to insure the health, safety and welfare of our students and staff. Students are taught about possible disease transmission through exposure to blood/body fluids. Students are to report any blood or body fluid spill to a teacher and are never to touch or clean-up another person's blood/body fluid.

Immunizations

ALLEGHENY COUNTY SCHOOL IMMUNIZATION REQUIREMENT

28 Pa. Code, Chapter 23, Subchapter C requires that all children, kindergarten through 12th, including all public, private, parochial, intermediate unit and home schooled students, show written proof of immunization before they can attend school in the Commonwealth. Your child will not be permitted to attend school until proof of immunizations have been submitted and approved by the Certified School Nurse.

Students who are entering school are required to have the following properly spaced vaccines:

4 doses of tetanus, diphtheria and acellular pertussis
- 1 dose on or after 4th birthday; 3 doses if series started after 7 years of age

4 doses of polio
- 4th dose on or after 4th birthday or 3 doses if last one is after 4th birthday with proper spacing

2 doses of measles, mumps, rubella (usually given as MMR)

3 doses of Hepatitis B with proper spacing

2 doses of varicella (chickenpox) vaccine
- first one on or after first birthday
- or written statement from physician/designee indicating month and year of disease
- or serologic proof of immunity

Students entering GRADE 7 are required to have the following vaccines in addition to the above vaccines:
- 1 doses of tetanus/diphtheria/pertussis (Tdap)
- 1 dose of meningitis (MCV4)

Students entering GRADE 12 are required to have the following vaccine in addition to the above vaccines:
- 2nd dose of meningitis (MCV4)

A child entering school on the first day must have had at least one dose of the above vaccinations or risk exclusion.

- If the child does not have all the doses listed above, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion.
- If the next dose is not the final dose of the series, the child must also provide a medical plan, (red and white card),signed by a physician, for obtaining the required immunizations within the first five days of school or risk exclusion.
- If the child does not have all the doses listed above and the next dose is not medically appropriate, the child must provide a medical plan (red and white card), signed by a physician, within the first five days of school for obtaining the required immunizations or risk exclusion.

The Allegheny County Health Department (412.578.8060) will provide school required vaccines to children if they are uninsured, have Medicaid, or are an American Indian or Alaskan Native.

MEDICAL EXEMPTIONS

Only licensed medical doctors, doctors of osteopathy, and designated Health Department personnel can sign for medical exemptions. Chiropractors' certifications for medical exemptions are not acceptable. A medical exemption for a specific antigen(s) should be documented in the statement of exemption. All other immunizations are still required.

RELIGIOUS EXEMPTIONS

Statements of religious or strong moral or ethical conviction opposing immunization must be submitted in writing and signed by a parent or the guardian.

If a child is exempt from immunizations they may be removed from school during a disease outbreak.

Mandated Procedures

Pennsylvania law mandates the following screenings:

- Vision - Grades K to 12, annually
- Hearing - Grades K to 3, 7 and 11. Also parent or teacher referrals and students with known hearing loss
- Height, weight, and BMI% - Grades K to 12, annually
- Scoliosis screening- Grades 6 and 7.

Pennsylvania law mandates the following examinations:

- Physical - Grades K, 6, and 11.
- Dental Exam - Grades K, 3, and 7.
- All new students with incomplete health records must submit a report of physical and dental examination conducted by a private physician or arrange for an examination by the school physician and/or dentist.

Parents are encouraged to have the physical/dental examinations performed by their child's health care provider since they are aware of their child's health history and status. These

examinations are to be submitted on Form 435 (Private Physician Report of Physical Exam) and Form 412 (Family Dental Report), which can be obtained from the health office or downloaded from the Health Services link on the district web site: www.mtlsd.org. These exams are at the parent's expense. If preferred and consent of the parent or guardian is provided, the school physician or dentist will complete these examinations during the school year at the expense of the district.

A **Delinquent Obligation to the School** is issued when a student does not meet the above mandated health requirements.

Medication at School (prescription and non-prescription)
The administration of student medication, both prescription and non prescription, during school hours is strongly discouraged as there are safety concerns about students forgetting to take the medication, having a reaction to the medication or other students taking the medication. If a physician deems it medically necessary for a student to take a FDA approved medication, either prescription or non-prescription during the school day, the following information needs to be completed and turned into the health office prior to the medication being given:

1. Authorization for Medications and Authorization for Release of Medical Information Form (Form 440), signed by the parent and completed by the physician.
2. The medication must be in a pharmacy labeled container or unopened original over the counter container and brought to the health office by a parent/adult/guardian.

A new medication form is required for each medication change, dose change, time change and for each school year. It is the responsibility of the student to report to the health office for their medication. Please remember your child may not receive their medication if these procedures are not followed. These procedures apply to all medications, including inhalers for asthma, Epinephrine auto injectors, and over-the-counter medication.

Please be aware it is a violation of the district's drug and alcohol policy to self-carry any medication with the only exceptions being: inhalers, Epi-Pens and insulin pumps/pens.
In order for students to self- carry the above mentioned emergency medications the following must be submitted:

1. a health care provider's written order and permission, (form #440)
2. a parent/guardian signed Permission to Self-Carry, (form 440-F) and
3. after the certified school nurse has completed an assessment of the student's ability to carry and use the medication in a safe manner

Mt. Lebanon School District reserves the right to withdraw permission to self-carry and administer said medication, if at any time; the student is unable to demonstrate responsible behavior in carrying and/or taking the medication.

The Authorization for Medication Form, #440, and the Permission to Self-Carry and Administer, Form, #440-F can be obtained from the health office or downloaded from the district website: www.mtlsd.org under the Health Services link.

Pass to Health Office
If students become ill or suffer an injury at school, **they must obtain a Medical Service Permit from their teacher or cafeteria monitor, if they are in lunch, and report to the health office. Between classes, students must obtain a permit from the teacher of the class to which they are going**. When possible, students should go to the health office at the beginning of a class period, rather than at the end. When the student leaves the health office, the nurse will give him/her a copy of the Medical Service Permit which should be kept as verification of having been seen in the health office. If the nurse determines that further treatment is necessary or that the student should leave school due to illness/injury, the nurse contacts a parent or other authorized contact, as previously provided in Dashboard, under Emergency Contact/Medical, to make arrangements for the student to leave school.
Eighteen year old students may not leave the building through the Health Office without parent permission either by phone or by confirmed written permission on file in the permanent health record.

Under no circumstance are students to make their own decision to call a parent or leave school because they feel ill or are injured. Students are not permitted to report to a location other than the health office when ill or injured. If a student leaves class or school without following these procedures, they will be subject to the penalty for unexcused class absence.

Physical Education Medical Excuses
Physical education classes are mandatory and excuses from physical education are only accepted from an M.D.; D.O.; P.T.; C.R.N.P.; P.A.; and the school district athletic trainer. Students should submit a gym excuse to the school nurse who will inform the Physical Education Department of the nature of the excuse. **Once a Pennsylvania approved medical personnel removes a student from gym, a medical clearance note (from the approved medical personnel) is required before the student can return to gym.** If the student has a lengthy gym excuse from physical education, a request for assignment to a study hall will be forwarded to the student's school counselor. A student with a disability that requires a permanent excuse from physical education must submit a physician's statement at the beginning of each school year. Adaptive physical education will be considered for such a student. All physical education excuses are accepted for the current school year only.

Special Medical Conditions
Parents and guardians are encouraged to report any health problem to the school nurse. Medical information may be shared with other staff members when the nurse deems it necessary for the health and safety of the student.

Student Support Services
A psychologist, an emotional support counselor and a consulting psychiatrist are employed by the district to provide service to our students.

VIII. STUDENT CONDUCT

STUDENT RESPONSIBILITIES

According to the policy of the Mt. Lebanon School District, the following acts on school premises or activities are punishable by withdrawal of privileges including but not limited to extracurricular activities and other disciplinary action and by suspension and/or possible expulsion from school. In addition, students are prohibited from engaging in any conduct or activity contrary to, or in violation of, the Pennsylvania Crimes Code, the School Code, ordinances of Mt. Lebanon, published policies or regulations of the School District, or any other applicable statutes, regulations, ordinances, policies or rules.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Provide information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

BEHAVIOR GUIDELINES

According to the policy JIC of the Mt. Lebanon School District Board of Directors, the following acts on school premises or in relation to school premises or activities are punishable by withdrawal of privileges and other disciplinary action and by suspension and/or possible expulsion from school. Students are prohibited from engaging in any conduct or activity contrary to, or in violation of the Pennsylvania Crimes Code, the School Code, ordinances of Mt. Lebanon or published regulations of the School District, or any other applicable statutes, regulations, ordinances, policies, or rules.

Abuse/Bullying/Harassment
Students are prohibited from engaging in violent, aggressive or abusive behavior, physically abusing an individual, or harassment of an individual, including sexual harassment through conduct or communications. Students are prohibited from intimidation or bullying, including physical or verbal behavior. Incidents of bullying shall be reported by students, school personnel and parents to a school official. Individuals can also make a report of bullying using the Mt. Lebanon School District Online Bullying Report form located on the high school website. The principal or designee shall interview students or others involved, undertake an investigation, and then contact parents. If the investigation results in a substantiated finding of bullying, the principal will administer disciplinary actions which may include but is not limited to: mediation, referral to counseling services, detention, suspension and/or recommendation for expulsion.

Bomb Threat/Fire Alarm
Students are prohibited from turning in a bomb claim, false fire alarm, or any other false safety-related claim or report, or otherwise improperly causing or risking panic, injury, damage to property or disruption of school activities. State and federal laws could result in expulsion and/or criminal prosecution.

Dances/Senior Boat Ride/Prom
The Homecoming Dance in the fall and the Snowball Dance in mid-February are school-wide dances held at the high school that are open to each student and their guest. Students attending the dances must be present within the first hour of the dance. Students should make necessary arrival arrangements accordingly. Students that arrive after the first hour of the dance will not be admitted without previous arrangements. **Students must be in grades 9 through 12 or no older than 20**. The Senior Boat Ride, held at an off-campus location in September, is open to current senior students only. The prom, held at an off-campus location in late May or early June, is open to each senior and their guest. Only students age 20 and under can attend the prom. The rules for student conduct described in the Student Conduct section of this handbook apply to all dances, boat rides, and the prom. The completion of a “Dance Agreement” form signed by both student and parent is required prior to the purchase of dance tickets. Students must comply with all expectations related to school dances, including but not limited to dance behavior. Students who do not comply with expectations for dances may not be permitted to attend future dances during their tenure at Mt. Lebanon High School.

Defacement/Destruction/Theft of School or Private Property
Students are prohibited from littering, defacing school property, causing or attempting to cause willful destruction of school or private property, vandalism or attempted vandalism, theft or attempted theft of school or private property on school grounds.

Drug & Alcohol Use
Students are prohibited from distributing, dispensing, possessing, using or being under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacturing, distributing, dispensing, possessing or using or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, either before, during or after school hours in any school building or on any school premises, on any school-owned vehicle or in any other

school-approved vehicle used to transport students to and from school or school activities, off school property at any school sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district. Students who fail to follow proper procedures for possession/use of medications are subject to discipline under Appendix B. See Appendix B of this Handbook for a more complete summary of district policies and guidelines.

Off-Campus, Non-School Related Drug and Alcohol Offense
Students will be restricted from School Activities for a prescribed period of time for any of the following conduct that is confirmed to have occurred off-campus at a non-school related function: Use, possession, sale, distribution, or procurement of any amount of alcohol, drugs, other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled substances (other than legally prescribed medications). Confirmation of such conduct may originate through information lawfully received by the district from law enforcement or judicial sources, such as notice of the issuance of a citation, through the student's own admission, or the student's parent(s)/guardian(s) through acknowledgment. This policy is applicable to all School Activities.

This policy is in addition to, and not in lieu of, any School District policies, codes of conduct, student handbooks, or other rules concerning discipline and restriction from School Activities for drug and alcohol offenses occurring on School District property or at school related events. This policy shall not apply to religious events or ceremonies or circumstances where the student's use, possession or consumption of alcohol or drugs is not in violation of the law.

Fire/Explosion
Students are prohibited from carrying or possessing explosives, or from intentionally starting a fire or causing an explosion and thereby recklessly placing a person in danger of death or bodily harm, or intentionally frightening persons, or with the intention to destroy or damage property. Consequences include 10 days out-of-school suspension, police contact, and possible expulsion hearing.

Food/Beverages
Students are prohibited from consuming food or beverages outside of Center Court or from taking food or beverages from the Center Court area.

Gambling
Students are prohibited from gambling on school property, including betting pools, card playing, pitching coins, etc.

Hazing
Students are prohibited from organizing, soliciting, aiding, or participating in any type of hazing for any class, school-sponsored club, activity, or athletic team. "Hazing", is defined as any activity or conduct, whether physical, verbal or electronically communicated, that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any District organization. Any hazing activity, whether by an individual or a

group, shall be presumed to be a forced activity, even if a student willingly participates. Students are required to report any known or suspected form of hazing to a principal immediately. Disciplinary action including, but not limited to, permanent removal from the class, club, activity, or athletic team, may be taken against any students who organize, participate in, and/or fail to report a hazing rite.

Insolence/Disrespect
Students are prohibited from showing insolence or callous disrespect, including indecent or obscene language to a member of the faculty, staff or other school district employee, guest of the school district, or other persons with whom the student has contact in connection with a school-related event. The consequence would result in out-of-school suspension.

Insubordination/Defiance
Students are prohibited from insubordination or defiance relating to directions from faculty, staff or other school district employee, guest of the school district, or other persons designated to be in a position of authority for school-related events.

Leaving School Grounds
Students are prohibited from leaving school grounds during the school day without administrative approval.

Loitering
Students are prohibited from loitering in the restrooms, halls or stairwells at any time during the school day, including the lunch periods.

Slurs
Students are prohibited from racial, ethnic, religious, sexual orientation, gender, disability, or national origin slurs or other such comments that are insulting, disparaging or derogatory, whether made directly or by innuendo, regarding a person's race, ethnic origin or religion.

Stalking
Students are prohibited from stalking or persistently following, contacting, watching or any other such threatening actions that compromise peace of mind or personal safety.

Threats
Students are prohibited from engaging in conduct constituting a terroristic threat or terroristic Act. See Appendix F for more information.

Tobacco Use and Possession
Students are prohibited from smoking (including e-cigarettes) or the use of smokeless tobacco (pen vaporizers or vapes) in any form before, during or after school hours at school or in any other school district location or during activities under the direct supervision of the school district. School district location means in any school building or on any school premises, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities. Possession of a cigarette, cigar, pipe, smokeless tobacco, vapes, or smoking equipment is also prohibited. The consequence would result in out-of-school suspension. Any student found using, or in possession of tobacco or any

e-cigarette, tobacco product, including smokeless tobacco in any form, shall be subject to prosecution pursuant to 18 Pa. C.S. '6306.1.

Unexcused Absence/Tardiness
Students are prohibited from incurring an excessive number of unexcused absences or of late attendance which shall include failure to report to assigned classes, study halls, or homeroom on time and as scheduled. Consequences would include detention, Saturday detention, out-of-school suspension, loss of parking privileges, and possible course failure.

Vehicle Searches
Student vehicles parked on District property or in parking lots provided by the District for student use that are located on property owned by others, including the Mt. Lebanon High School South Student lot, the Commissioners' Lot, the Dixon Lot and any other lot the District may provide for student parking, shall be subject to reasonable searches by the District and/or law enforcement authorities at any time, with or without notice, to protect and maintain the property of the District, the health and safety of its students, or whenever necessary to aid in the basic responsibility of the District regarding discipline and maintenance of an educational atmosphere. General and random searches (including canine sniff searches) are authorized. Specific vehicle searches are also authorized. Students should have no expectation of privacy as to vehicles on District property or in parking lots provided by the District as stated above. Parking is a privilege, not a right, and student parking permits will be issued only where students and/or parents consent to such searches. Refusal to cooperate in such searches may result in loss of parking privileges as well as disciplinary action.

Weapons
It is the policy of the School Board that possession of a weapon by students is prohibited in any Mt. Lebanon School District building, on any grounds of the district, by a student on their way to or from school, in any vehicle providing authorized transportation to or from any Mt. Lebanon School District building or district sponsored function, activity or event and at any school function, activity or event whether or not held on Mt. Lebanon School District grounds. See Appendix D of this handbook for more information.

NOTE: Students are prohibited from aiding or abetting any of the foregoing, and/or impeding an investigation by the administration of any of the foregoing.

GENERAL SCHOOL RULES

Delivery of food to school is prohibited unless under the supervision of a staff member. Students are not permitted to sell food in school unless the sale is part of an administratively approved fund-raising activity.

Skateboarding, rollerblading and bike riding on school property, including sidewalks, roadways, parking lots and building interiors, is prohibited 24 hours a day. Skateboards that are held by employees may be returned only to a responsible adult. Students who use skateboards on school property may be cited by the Mt. Lebanon Police Department for defiant trespassing.

Students shall identify themselves properly and courteously when requested to do so by school personnel on school grounds or at any school sponsored activity.

Throwing snowballs on school grounds is prohibited.

Keys belonging to teachers or other school staff may not be in the possession of students. Students who find themselves in possession of a staff member's keys must return them to the principal immediately.

Public displays of affection are not appropriate in the school setting.

CHEATING AND PLAGIARISM

Refer to the section on Academic Integrity in Chapter II. Academic & Counseling.

COMPUTER NETWORK/INTERNET

The district's electronic communications system (network) is available for instructional use by students under the supervision of instructors. Access to the network is a privilege and not a right. Users of the network are responsible for their behavior and communications over the network and may not use the network for obscene, pornographic or offensive matter; vulgarity, harassment, or misrepresenting one's identity; use for commercial or illegal purposes or any other use deemed inappropriate by the district. In addition to suspension or cancellation of network privileges, inappropriate use of the network may result in disciplinary action up to and including suspension or expulsion.

Any and all material or information placed in any file on the network becomes district property. The district reserves the right to review, monitor, record or log network use. In order to protect the network, users may not use outside discs or programs on the network or transfer files, programs, shareware or software from information services, electronic bulletin boards, or any other external source without permission of the network supervisor. Please refer to Appendix F for additional information.

Administrative Procedures for Network and Computer Usage

For the purposes of these procedures, “Network” shall be interpreted to include any and all District owned computers, servers, any hardware or software, printers, SMART Boards, the District’s local area network (LAN), wide area network (WAN), regional wide area network (RWAN), all wireless access points, the Internet, District Intranets, self-contained electronic mail systems and any other elements of the District’s computer, telecommunications or electronic communication/information systems.

Expectations for Network Usage

The Network should only be used to support the functions of the Mt. Lebanon School District, its curriculum, the educational community, projects between schools, and communication and research for school district administrators, teachers and students.

Use of Computer Labs

Each individual computer lab, including the library, has specific requirements for gaining admission. It is the responsibility of the student to become familiar with each lab's procedures. In order for study hall students to use a computer lab in the high school, students must obtain a pass from the computer lab teacher in advance. It is the student's responsibility to check in with their study hall teacher for the purpose of attendance.

Expectations for computer use:

1. The network may not be used to engage in or to facilitate illegal activities.
2. The network may not be used to engage in or to facilitate behavior that violates Mt. Lebanon's standards of academic integrity.
3. Food and drink are not permitted near district computers.
4. Intentionally altering the files or desktop settings on the district network computers or copying district software is prohibited.
5. Installing software or files, uploading, creating, or intentionally transmitting viruses is prohibited.
6. Gaining unauthorized access to resources, databases or other users' files is prohibited.
7. Vandalizing hardware, software, data, files, or email of another user is prohibited.
8. Sending, saving, displaying, or copying offensive or inappropriate messages or pictures is prohibited.
9. Harassing, insulting or attacking others, or using obscene language is prohibited.
10. The network may not be used for fraudulent copying, communications, or modifications of materials in violation of copyright.
11. Students may not use the network to disrupt the work of others.
12. Any student who receives threatening or unwelcome communications shall immediately bring information to a staff member.
13. Students who bring their own devices into school must adhere to classroom teacher requirements for the use of technology while in class, as well as all school district policies.
14. The use of the network for any purpose not related to the mission of the Mt. Lebanon School District is prohibited.

Consequences for Violation of Prohibited Activities:

Failure to follow District policy or procedures established by individual labs may result in loss of network privileges. Other appropriate disciplinary procedures may take place, as needed.

Writing Lab Procedures

In addition to all District policies, the following procedures apply in the Writing Lab, Room 521:

1. Spaces are limited by the number of computers available. English classes have first priority in using the lab. Students should sign in using the lab QR code before the period they want to use the lab.

2. When students come to the writing lab, they must sign in, indicating where they have come from.
3. When students finish their work, they may go back to their study halls.
4. Students may not save on the hard drives. They may save on the Google drive or on memory sticks.

CORPORAL PUNISHMENT & USE OF REASONABLE FORCE

Corporal punishment, namely physically punishing a student for an offense, is prohibited in the Mt. Lebanon School District. Administrators and teachers may use reasonable force to quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense or for the protection of persons or property.

FREEDOM OF EXPRESSION

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights.

Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

Students wishing to post signs or announcements in the building must first have the written or stamped approval of the building principal. Signs must be no larger than 8.5 x 11 inches and may only be posted on the Student News Bulletin Boards. The following are prohibited:

1. Signage deemed to be in poor taste (profanity, obscenity, insult, double meanings, etc.);
2. Signs advertising outside fund-raising events;
3. Signs promoting profit-making events of agencies;
4. Signs advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco, alcohol, or illegal drugs;
5. Signs designed to incite violence, advocate the use or force or threaten serious harm to the school or community.

LOITERING ON COCHRAN ROAD AND LEBANON AVENUE

Student safety is often jeopardized by the manner in which students cross Cochran Road before and after school. Some students ignore the crosswalk and cross in the middle of the block. They also congregate on the corner of Cochran Road and Lebanon Avenue, blocking the sidewalk, spilling into the street and congesting the entire area. The school receives numerous complaints from residents in the area and from parents who drive through the area while transporting their children to and from school. The Mt. Lebanon police consider this a

serious problem area and issue students citations for jaywalking and loitering. Both before and after school, students are encouraged to use school grounds to meet with friends, rather than congregating on the corner of Cochran Road and Lebanon Avenue.

PERSONAL APPEARANCE & DRESS GUIDELINES

Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health or obscenity laws, or affect the welfare of the student or their classmates. Specific dress rules include the following:

1. Clothing is prohibited which makes reference to the following: profanity, violence, drugs, weapons, alcohol, tobacco, or sexual activity.
2. Low-cut tops and abbreviated tops that expose any area of the torso, back and/or display décolletage are prohibited. These may include:
    - Revealing undershirts that expose the back or midriff area
    - Halter tops, tube tops, and spaghetti straps
    - Any top that exposes underwear or undergarments
3. Low-cut pants or pants with holes, either of which expose any area of the torso or underwear, are prohibited.
4. Shorts and skirts should be at least mid-thigh length as indicated by the tip of one's fingertips when standing upright with arms down at sides.
5. The wearing of wallet chains or spikes on wrist bands or collars are prohibited due to their potential use as weapons.
6. Masks or any type of full-face covering are not permitted. This applies to school events both on and off-campus. Masks used for medical reasons as designated by a physician or school safety regulations are permitted.

Students are required to wear specific types of clothing for physical education classes. They may also be required to wear certain types of clothing while participating in labs, extra-curricular activities or other situations where special attire may be required to ensure the health or safety of the student.

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

PLEDGE OF ALLEGIANCE

As part of the opening exercises of the school day, all students are requested to participate in the Pledge of Allegiance or to stand quietly while the pledge is presented. Participation is voluntary.

SCHOOL VIOLENCE, TERRORISTIC THREATS AND TERRORISTIC ACTS

The District is committed to providing education in a safe, secure and caring environment and therefore strictly prohibits Terrorist threats and terrorist acts, as well as violent, aggressive or abusive conduct because such conduct is known to lead to and/or is likely to cause physical attacks resulting in serious physical injury and even death.

Frequently, terrorist threats or acts are preceded by warning signs or rumors which, if promptly reported, investigated and addressed, may result in avoidance of tragedy. Accordingly, staff members and students are required to immediately inform the building principal regarding any knowledge relevant to an actual, potential or rumored terrorist threat or terrorist act, or any prohibited act of violence or violent, aggressive behavior.

See Appendix F of this handbook for additional important information about school violence, terrorist threats, and terrorist acts.

SEARCHES

School lockers and other storage spaces are school property. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings.

Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials. Random, periodic or sweeping searches of all lockers may be conducted by school officials without regard to any individualized suspicion.

Students are responsible for the contents of the locker assigned to them. It is essential that students keep their lockers locked and not give other students access to their locker. The school does not assume responsibility for the loss or theft of personal items stored in lockers.

Students can purchase locks for $9, and will be charged $9 through their individual Pay Schools Central account. These purchased locks may be used by individual students during their tenure at Mt. Lebanon High School and kept by them after graduation. For safety and security reasons, only school district issued locks are permitted on lockers. Any individually purchased, non-district locks will be immediately removed from the locker and discarded without consultation with the student or parent.

Student vehicles parked on District property or in parking lots provided by the District for student use that are located on property owned by others, including the Mt. Lebanon High School South Student lot, the Commissioners' Lot, the Dixon Lot and any other lot the District may provide for student parking, shall be subject to reasonable searches by the District and/or law enforcement authorities at any time, with or without notice, to protect and maintain the property of the District, the health and safety of its students, or whenever necessary to aid in

the basic responsibility of the District regarding discipline and maintenance of an educational atmosphere. General and random searches (including canine sniff searches) are authorized. Specific vehicle searches are also authorized. Students should have no expectation of privacy as to vehicles on District property or in parking lots provided by the District as stated above. Parking is a privilege, not a right, and student parking permits will be issued only where students and/or parents consent to such searches. Refusal to cooperate in such searches may result in loss of parking privileges as well as disciplinary action.

SEXUAL HARASSMENT OF OR BY STUDENTS

The District is committed to safeguarding the right of all students/ employees within the District to an education and work environment that is free from all forms of sexual harassment and sexual abuse, including sexual harassment of or by students. The District strictly prohibits all unwelcome behavior of a sexual nature including, in particular, unwelcome conduct of a sexual nature which is either designed to extort sexual favors from a student or employee as a term or condition of education or employment or which has the purpose or effect of creating a hostile, intimidating or offensive educational or work environment. Sexual harassment may occur from student to student, staff to student, student to staff, male to female, female to male, male to male or female to female. Examples of prohibited conduct of a sexual nature which may constitute prohibited sexual harassment include: unwelcome touching of an individual's body or clothing in a sexual way; unwelcome leering, staring, sexual flirtation, propositions or pressure for sexual activity; unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; unwelcome graphic verbal comments about an individual's body or overly personal conversation; unwelcome sexual jokes, stories, drawings, pictures or gestures; unwelcome spreading of sexual rumors; cornering or blocking an individual's normal movement in a sexual way; displaying sexually explicit materials or suggestive objects in the educational environment; and repeated remarks to a person with sexual or demeaning implications. The District also condemns and prohibits any retaliatory behavior against any complainants or witnesses of such prohibited sexual misconduct. The District further prohibits intimate or sexual relations between any and all District employees and students. This specifically includes intimate or sexual relations between an administrator, teacher, counselor, coach, advisor, program director or any District staff member and a student. Any student who believes that they have been subjected to sexual harassment should immediately report the incident to any principal, unit principal, school counselor, teacher, school nurse or psychologist, and an investigation by trained district staff members will be conducted. Students who are found to have engaged in sexual harassment of others will be subject to discipline. See Appendix E of this Handbook for additional important information about sexual harassment of or by students.

CONSEQUENCES FOR STUDENT MISCONDUCT

One or more of the following consequences may be issued to students for violation of school board policy, administrative guidelines or general school rules. Although some consequences are prescribed for specific actions, disciplinary consequences are determined on an individual basis consistent with the student's past behavior, special needs, etc.

Warning or Verbal Reprimand
A teacher or principal may issue a verbal warning or reprimand to a student for misconduct.

Notification to Parent
The teacher, counselor, principal or other school official may contact the parent to report inappropriate student conduct. A meeting with the parent may be requested.

Loss of Privileges
A student may lose certain privileges, e.g., parking permit, hall pass, library pass. A student may also be restricted from participation in extra-curricular or co-curricular activities.

Detention
Detention is time a student is required to spend in school, beyond the regular school day, for disciplinary reasons. Teachers may assign a student detention for violation of a classroom rule. Teacher-assigned detention is served in the teacher's classroom; the amount of time is determined by the teacher. A student who fails to report for teacher-assigned detention is referred to the unit principal for further disciplinary action. For violation of school rules and regulations, students may be assigned by principals to the school-based detention program. The detention program is the assignment of a student to a quiet, supervised area in the school for a specific amount of time beyond the regular school day. When assigned to detention, students are expected to report on time, bring materials, sit in the seat assigned by the supervisor, refrain from eating, drinking, sleeping and talking with others, and remain in the detention room for the duration of the assigned detention. Failure to serve detention as assigned will result in further disciplinary action and may include suspension from school.

Administrative Intervention
Students may be required to participate in a disciplinary conference with school officials. Behavior management plans, contracts for student conduct, or other appropriate interventions may result from such conferences.

Restorative Intervention
Students may be required to participate in after school sessions for disciplinary reasons, which focus on repairing harm, resolving issues, re-establishing trust after conflict, and fostering a positive school culture.

Community Service
Students may be required to complete a specific number of hours of community service as a consequence for misconduct. School personnel will offer students suggestions for community service activities and a form on which the community service can be verified.

Suspension
Suspension is the exclusion of a student from school and all school-related activities and functions for a period of one (1) to 10 days. When the suspension is three (3) days or less, the student is given an opportunity to respond to the reasons for the suspension, unless it is clear that the health, safety or welfare of the school community is threatened. The parent is informed of the suspension in writing. When the suspension exceeds three (3) days, the parent is informed of the suspension in writing, and the student and parent are given an opportunity to attend an informal hearing with the principal. At this hearing, school personnel explain the reason for the suspension, and the student is given an opportunity to respond to the accusation of misconduct. (See Restrictions during Suspension/Expulsion from School.)

Cumulative Suspension Program
After a student has been suspended for six (6) days in a given school year, the student and their parent may be required to meet with an administrative committee. The administrative committee will then make appropriate recommendations so that the student may modify their behavior. If a student has been suspended for nine (9) or more days in a school year and has not complied with the recommendations of the administrative committee, the student and their parent(s) may be required to have a formal hearing with the Superintendent.

Expulsion
Expulsion is exclusion from school for a serious offense or a series of offenses for a period exceeding 10 school days. Expulsion may be permanent. If a student is to be excluded from school for a period exceeding 10 days, they are entitled to a formal hearing before the School Board before any action is taken.

Restrictions during Suspension/Expulsion from School
Any student who is suspended from school may not attend or participate in any school sponsored activity including athletic practices or competitions and are not permitted on school grounds for the duration of the suspension, including weekends and breaks within the suspension.

Restriction from School Activities: (RSA)
Participation in co-curricular activities, extra-curricular activities, sports and ceremonial events is a privilege and not a right. Activities include, but are not limited to, athletic contests, musical and dramatic performances, school clubs and ceremonial events such as dances, the prom and commencement exercises. These activities may be restricted when a student violates a Mt. Lebanon High School's rule(s), procedure(s), school board policy or the law.

Restriction from participation and attendance at school activities may be assigned by the high school administration. Nothing in this rule shall negate prescribed disciplinary actions such as suspension, detention, the filing of charges with law enforcement officials or other appropriate sanctions. A student and their parent(s) or guardian(s) shall be notified in writing by the administration that restriction will be applied. Upon request by the parent, the assigning principal will meet informally to review the issue and afford appropriate due process.

Restitution

Students who deface, willfully destroy, vandalize or steal school property shall be required to provide restitution for damages and/or non-recovered stolen property including the current replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property. The parent/guardian may be held liable for any and all damages to school property and/or any and all non-recovered stolen property for which the student himself/herself does not provide restitution.

Referral to Alternate Education Program

Students with severe attendance, behavior or academic problems may be recommended for placement at a District approved Alternative Education program where they may earn credits toward graduation.

Referral to Mt. Lebanon Police Department

Under the Crimes Code, school officials are required to report violations of law and certain other serious offenses to the Mt. Lebanon Police Department. When it is necessary for police officers to interview a student or to take a student into custody during school hours, school officials follow established procedures to protect the rights and interests of students and to assist police in the performance of their duties. School officials make every attempt to notify the parent or legal guardian of the situation, except in matters involving allegations of child abuse when the parent is the alleged offender.

IX. STUDENT SUPPORT SERVICES

Meeting the Needs of All Students

Mt. Lebanon School District provides support for students with a broad range of educational needs. The majority of students are educated without any modifications to the regular education program. A small percentage of students may need minor accommodations to enable them to progress in the regular classroom. Other students may need more extensive support offered through a special education program. For additional information, contact the appropriate Unit Principal, 412.344.2050, or the Director of Special Education, 412.344.2044.

Student Support Services

School Counseling Department

School counselors are available to assist students with course planning which is individualized according to each student's interest and goals. Parents are encouraged to participate in their child's course planning by attending Individualized Guidance Planning (IGP) conferences held in the ninth and eleventh grade. Counselors also assist students as they transition to college, post-secondary training, employment, or military service.

Student Assistance Team

This program is designed to identify high risk students who are experiencing learning difficulty due to problems such as alcohol or drug use, mental health problems or other concerns. The Student Assistant Team (SAT) is comprised of trained school professionals who receive referrals from parents, teachers, students, and other school staff. After gathering information to assess the nature and extent of the concern, the SAT develops an action plan which may include meeting with parents and/or the student and referral to school or community support services, if appropriate. For more information, contact School Counseling Department Chair, 412.344.2053.

School-based Mental Health

School-based mental health services provide individualized age-appropriate therapy, support for teen concerns, and group therapy for students with shared experiences such as grief and loss. These services help address mental health issues early, reduce stigma, and ultimately foster resilience.

Social Worker Services

The social worker provides crisis intervention, individual and group counseling to help students with emotional/social needs, mediation services, skill building, and support for students with adjustment difficulties. The social worker also collaborates with community resources and families to promote student well-being and academic success.

Psycho-educational Evaluations

School psychologists conduct psycho-educational evaluations according to state and federal requirements for students to determine need for special education services. Standardized

testing, state mandated testing, group achievement and ability testing is also coordinated through school psychologists.

Health Services
The Health Office maintains emergency information on each student. It is the parents/guardian responsibility to annually enter and maintain current emergency contact information on Dashboard.

Crisis Intervention
Professional school personnel are trained and available to provide short-term counseling and support to students, parents and school staff in the event of a crisis.

Special Education Services
Special education consists of services and programs designed to meet the educational needs of students who meet state and federal eligibility criteria. The district secures parental permission to conduct a multi-disciplinary evaluation. Parent(s) may request their child be evaluated by contacting the building principal. Parent(s) input is secured and included in the evaluation report. To qualify for special education services, students must demonstrate mental giftedness and/or the presence of a disability and also demonstrate the need for specially designed instruction. Appropriate school staff and parent(s) use the evaluation report to develop a program to address the student's needs. Students are included in the general education curriculum to fullest extent appropriate. Modifications and adaptations to the curriculum are provided according to each student's individual needs.

Mentally Gifted Program
The High School offers mentally gifted students appropriate educational opportunities within the regular education curriculum. A student may qualify for the mentally gifted program based on established group ability and/or achievement test scores. When a student qualifies for gifted programming, school staff and parent(s) develop a program to address the student's needs. The team, assisted by the gifted coordinator, work together to provide the student with differentiated instruction, enrichment, acceleration, special academic events, independent study, and advanced topical study to address the student's needs.

Emotional Support Program
The Emotional Support program is designed to meet the needs of students with social, emotional, and behavioral needs that have an adverse impact on their learning. Direct instruction in social skills is provided according to individual student need. Academic support and/or direct instruction in content areas are also provided as needed.

Learning Support Program
Learning support services are provided to students who demonstrate a disorder in understanding or in using language (spoken or written), reading, writing, and/or mathematics. Accommodations and modifications may be provided in the regular education classroom and/or the student may receive direct instruction and/or academic support within the learning support program.

Life Skills Support Program
The life skills support program provides specially designed instruction to students who may need a functional academic curriculum, self-care skills, social skills, language and communication, and perceptual motor skills.

Speech and Language Support
Students attending the high school who demonstrate a need in articulation, fluency, language and auditory processing development, and voice receive speech and language support. Students are scheduled for individual and/or small group sessions according to age as well as the type and severity of the disorder.

Occupational Therapy
Occupational therapy focuses on the functional performance of the student in educationally relevant activities, such as self-help, sensory, fine motor and postural skills. Individual and/or small group therapy sessions as well as consultative services are provided according to student need.

Physical Therapy
Physical therapy focuses on the natural opportunities for the students to develop motor competence in routine educational activities.

Adapted Physical Education
Adapted physical education is small group instruction designed to meet the special needs of students. The physical education teacher screens all primary children, new enrollees, and physically handicapped, and former participants early each year in the areas of ball skills (throwing, catching, dribbling), locomotion (skipping, hopping, running), eye-hand and eye-foot coordination, and abdominal, arm, and leg strength. Adaptive physical education is offered in addition to or in place of the regular physical education class. For students whose physical condition prohibits safe and meaningful participation in physical education, adaptive physical education is available.

Protected Handicapped Students
The district provides protected handicapped students an equal opportunity to participate in and benefit from the school program and extracurricular activities, to the maximum extent appropriate to the students' abilities, by offering the services and accommodations they need. In order to qualify as a protected handicapped student, a child must be of school age and have a physical or mental disability which substantially limits or prohibits the student's participation in or access to a part of the school program. These related aids are provided without discrimination or cost to the students or their families.

X. STUDENT SUPPORT

Accommodations for Students with Disabilities
When a student has a disability that substantially limits or prohibits participation in or access to an aspect of the school program, but is not eligible for or in need of special education, the district provides those related aids, services or accommodations that are needed to afford the child equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities without discrimination and to the maximum extent appropriate to the student's abilities. To ensure that an eligible student has full access to the educational program at MLHS, school personnel cooperate with parents to develop a service agreement that describes the necessary accommodations, aids and supports. For more information, contact Director of Special Education at 412.344.2044.

Accommodations for Students with Physical Impairment
Special arrangements can be made for a student with a physical injury or condition that impairs mobility. The student may obtain an elevator key in Room 405. Teachers will be alerted that the student may be arriving to class late or may need to leave class early to travel safely to the next class. To plan arrangements, contact the student's unit principal.

Adaptive Physical Education
For students whose physical condition prohibits safe and meaningful participation in physical education, adaptive physical education is available. A certified physical education teacher provides individually designed physical education in a small group setting. For more information, contact the student's school counselor.

Community Service
Information regarding opportunities for community service in the school, community, and broader region are located in the Student Activities Center. Students may also take advantage of a reporting system that records the amount and type of service they perform. Such information is then available when school personnel are writing employment and college recommendations for students. Throughout the year, students may volunteer to participate in a variety of community service activities that are coordinated through the school. For more information about community service call 412.344.2114.

Educational Support Groups
Throughout the year, staff from the Counseling and Student Support Services Departments provides education support experiences for small groups of students. The groups can be preventive, dealing with adjustment and transition issues for students at risk; interventive, such as drug and alcohol aftercare sessions or topic-specific, on areas such as grief and loss, parental divorce, etc. The groups have an educational and interactional focus. For information, contact School Counseling Department Chair, 412.344.2053.

English as a Second Language (ESL)
ESL instruction is available to students with limited proficiency in speaking, listening to, reading or writing English due to their status as immigrants, refugees, foreign exchange students or American born children from non-English speaking homes. Parents of children who may require ESL instruction should alert the school counselor when enrolling the child in the high

school. The counselor will refer the student for an ESL evaluation and, if eligible, the student will be scheduled into the program. For further information, contact the Jefferson Middle School Assistant Principal at 412.344.2034.

Homeless Students

Homeless children have the right to a free, appropriate public education.
McKinney-Vento Homeless Education Assistance Improvements Act of 2001

Who is considered homeless?

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes children or youth:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Does residency have to be proven?

No, because homeless families are unable to establish a “home” on a permanent basis, a school cannot require proof of residency that might prevent or delay the enrollment of school-age children.

What choice of schools do homeless students have?

The law indicates that the local education agency shall, according to the child’s best interest:

(i) continue the child’s or youth’s education in the school of origin for the duration of homelessness (I) in any case in which a family becomes homeless between academic years or during an academic year;

OR

(ii) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or (II) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

Is there any reason to delay enrolling a homeless child?

No. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The terms “enroll” and “enrollment” are defined to include attending classes and participating fully in school activities. The enrolling school must immediately contact the last school the child or youth attended to obtain relevant academic and other records. Immunization records can be transferred over the phone from the school nurse of the sending school to the school nurse of the receiving school.

What supports can school districts provide to homeless students?

Homeless students are eligible for supports and services to remove barriers to educational success. Details about academic supports can be found on the District’s website: www.mtlsd.org/families/homeless.

The District will support families with accessibility to health-related resources and referrals to physical/mental health providers, not limited to access to a physician, dentist, and other specialty doctors. The District may assist with transportation for access to medical providers as well as assist with overcoming barriers related to insurance.

The District shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district. If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

Information regarding the Free Lunch program available to homeless students can be found on the District’s website: www.mtlsd.org/families/homess

Additionally, supports may include clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations, and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process

If at any time there is a disagreement about homeless status or best interest for school placement, the District will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services.

At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Additional details can be found on the District’s website: www.mtlsd.org/families/homeless

Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school

they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party disagrees with the determination, they can elevate the dispute to the state coordinator.

Family Engagement

Families are a valued member of our community and an essential part of a child's success. Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year. If you need assistance to participate, please contact your building principal.

Community Partnerships

The District partners with community agencies to support families through collaboration. Additional details can be found on the District's website: www.mtlsd.org/families/homeless

Where can you call for assistance?

The Education for Children and Youth Experiencing Homelessness Program exists to help homeless children with a wide variety of services. We can assist homeless children during this time of change and stress. If you are homeless with school-age children or you are a school, agency or shelter employee, please contact one of the persons listed below.

1) Mt. Lebanon School District Homeless Liaison:

   Dr. Ronald P. Davis, Assistant Superintendent of Secondary Education
   412-344-2039

2) If you require further assistance, please contact:

   Storm Carmara, State Coordinator Education for Children and Youth Experiencing Homelessness Program
   Pennsylvania Department of Education
   333 Market Street, 5th Floor
   Harrisburg, PA 17126-0333
   (717) 772-2066

Link Crew

Link Crew is a program to increase freshmen successes in high school and make them feel a part of the school and culture from the start of the school year. Members of the junior and senior class are trained to be Link Leaders who act as positive role models, motivators, mentors, and teachers helping guide the freshmen to discover what it takes to be successful during the transition to high school.

Link Crew begins with a powerful orientation day primarily facilitated by the junior and senior Link Leaders, then continues throughout the school year to help facilitate a smooth transition

both socially and academically by providing a variety of academic, community service, and social follow up activities.

Using a series of social, academic and leader-initiated interactions, the Link Leaders maintain contact with their freshmen groups and mentor them throughout the year. Link Crew aims to provide Mt. Lebanon High School with a structure in which students make real connections with each other so students learn that people at school care about them and their success. Link Crew is also designed to increase attendance, decrease discipline referrals, and improve academic performance at the high school level.

Math Lab
The Math Lab provides enrichment opportunities and tutorial services. Staffed by a mathematics teacher, the Lab is open daily. Students may get help from the teacher or use the technology available to reinforce their learning. Direct questions about the Math Lab should be directed to the Mathematics Department Chair, at 412.344.2003.

Student Staffing
When a student is experiencing academic, social or emotional difficulties in school, the parent, teacher, counselor or principal may request that a staffing be scheduled. Held before or after school at the convenience of the parent, the staffing allows all involved with the student to share information and plan interventions to facilitate the student's improved school performance. To request a staffing, the parent should call the student's school counselor.

Study Center
The Study Center is a resource center for students assigned through the school counseling department. The Study Center is located in Room B510 and is open during the school day.

Suicide Assessment/Prevention
Occasionally, a student may experience feelings so intense that the student considers suicide. When students, parents or faculty members indicate concern about a student in this regard, an immediate pre-assessment of risk is performed by a counseling or Student Support Services professional. The parent is contacted and the student is then referred to a facility equipped to more thoroughly assess the degree of risk and provide treatment. The student is also referred for follow-up by the Student Assistance Team. For more information, contact the School Counseling Department Chair, 412.344.2053.

Writing Lab
The Writing Lab is a full-service, computerized writing center providing writing-across-the-curriculum activities for students and faculty. Staffed by a full-time writing clinician, the lab provides classroom instruction and individual tutoring in any aspect of the writing process - from brainstorming and pre-writing exercises to polishing papers for publication. Along with classes, students use the lab on an individual basis for assignments, personal writing and conferences with the writing clinician. Students also schedule appointments for assistance with college essays, college applications, scholarship applications and writing contest submissions. The Writing Lab is open before school, after school, throughout the school day and during most lunch periods. For more information, contact English Department Chair, at 412.344.2023.

APPENDIX A
School Board Policy 216 - Student Records

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and information and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information generally.

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request.

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

Confidential information - Personally Identifiable Information regarding a student, excluding Directory Information but not otherwise considered to be an Education Record under FERPA or this policy, that is only known to an employee or volunteer due to their position with the district.

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by

the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information, including information contained in education records, by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record or information.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.

Personally identifiable information - includes, but is not limited to:

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the students' date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.

Guidelines

The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.
3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.
7. Determining the types of personally identifiable information designated as directory information.
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.
9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records, except for disclosures to parents, school officials, a party with consent, a party requesting directory information, or pursuant to a subpoena with prior notice to the parent.
11. Ensuring appropriate review, retention, disposal and protection of student records.
12. Transferring education records and appropriate disciplinary records to other school districts.

Student Recruitment
Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.

Missing Child Registration
A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.

In the event the district receives a request for information from the school records of a missing child, the district shall:

1. Attempt to obtain information on the identity of the requester.
2. Contact the appropriate law enforcement agency to coordinate a response. No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

Violations/Disclosures
An employee who violates this policy by disclosing education records or confidential information may be subject to professional discipline. A volunteer who violates this policy may be prohibited from serving as a volunteer in the future.

APPENDIX B
Drugs and Alcohol Policy

Alcohol and Other Drugs - Policies & Guidelines

Mt. Lebanon School District is committed to the maintenance of an academic environment free from all forms of drug and alcohol abuse and has prescribed various educational and counseling programs and disciplinary action to implement achievement of this goal.

The Board believes that although final authority must rest with parents or guardians of students, school personnel at all levels with the best interest of the students in mind-- should make every effort through education, counseling and/or referral to prevent or abate abuse of controlled substances.

Summary of Board Policy on Drug and Alcohol Curriculum and Program

It is the policy of the Board that a comprehensive, coordinated, preventive drug and alcohol education program will be provided to all students of the District. A program of early intervention by identification and referral for treatment will be provided for students. A support program will be provided to assist returning dependent students in making maximum use of the educational setting. The District shall support appropriate community efforts directed toward solving problems connected with student misuse of drugs and alcohol.

Summary of Board Policy on Student Drug and Alcohol Offenses

It is the policy of the Board that this Drug and Alcohol Policy and administrative procedures will be disseminated so that students will realize the consequences of their behavior.

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, or use or be under the influence, except for a valid medical purpose, of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined by law, before, during or after school hours at school or in any other school district location. School district location means in any school building or on any school premises, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district. The above prohibition also applies to drug paraphernalia, see Policy JICH.

A student who violates the terms of this policy may be disciplined, suspended or expelled from school, at the discretion of the School Board in accordance with prescribed school policies, guidelines and regulations applicable to student offenses.

In addition to all other prescribed disciplinary action by the school district, a student who violates the terms of this policy may be directed to satisfactorily participate in a drug abuse assistance or rehabilitation program. If such student fails to satisfactorily participate in such program, the student may be suspended or expelled from school, at the discretion of the board.

Summary of Board Policy on Use of Steroids

Any student involved in school-related athletics is prohibited from the use of anabolic steroids, except for a valid medical purpose. Body building, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability is not a valid medical purpose. See Situation IX for more information.

Administrative Guidelines

The following guidelines have been established to provide a consistent means for effectively responding to drug related situations that may occur at school or school-sponsored events or during travel time to and from the same. Professional judgment shall be used by all school personnel when responding to drug related situations. The potential and current use, possession or distribution of drugs may include the withdrawal of privileges and other disciplinary actions, suspension and/or expulsion from school, as well as referral to the appropriate law enforcement agencies. The Board reserves the right to use any additional measure deemed necessary to control drug abuse.

Definition of Terms

The following definitions will apply throughout this policy and these guidelines unless the context otherwise requires:

Drug

Any alcoholic beverage, including malt beverages, and/or any controlled substances including but not limited to narcotics, hallucinogenic drugs, inhalants, amphetamines, barbiturates, marijuana and derivatives thereof, and any prescription medication not used by the patient as intended by the prescribing physician, and any other intoxicant or any other controlled substance as now or hereinafter defined by the Controlled Substance, Drug, Device and Cosmetic Act and similar laws.

Distribution

The delivering, selling, soliciting, passing, sharing, giving, transferring, offering, or procuring of any substance prohibited by this policy.

Paraphernalia

All equipment, products, and material of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing the human body to any substance prohibited by this policy.

Police
Includes any appropriate law enforcement agency or office.

SAT
The Student Assistance Team is a team of professionals within the school who are trained to provide assistance and support for students who are experiencing or thought to be experiencing drug and alcohol and/or mental health problems.

SAT File
A confidential file on students referred to SAT due to drug/alcohol or mental health problems.

SITUATION I

The possible use of drugs by a student is indicated, but there is no obvious evidence of violation of law or school regulation. This situation may involve:

a. the student who is suspected of using drugs but does not show extreme behavior changes and is not found in possession of drugs,
b. the student who contacts a teacher in regard to the drug use of a friend or another student, or
c. the student who volunteers information about personal drug use.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - A teacher may approach the student in regard to behavior, classroom performance or general health.

Investigation - The student should not be accused of drug use, possession or distribution. If possible, an attempt should be made by a pupil services staff member or administrator to discuss the situation in a positive manner. The student will be referred to the SAT.

Notification of Parents - A parent may be contacted at the discretion of the principal or the student's designee. Any contact will concern the student's actual behavior, not suspicion of drug use, possession or distribution.

Confidentiality - Information will be limited to the appropriate staff member or administrator involved, pupil services staff member, SAT and parents, if necessary. In those cases that may require notification of parent, a conference with the principal will be held. The principal has the option of inviting other involved school personnel.

Disposition of Substance - Not applicable.

Hearing - Not applicable.
Discipline - None is mandated.
Notification of Police - Not applicable.

SITUATION II

A student demonstrates symptoms of possible drug use (including, but not limited to, staggering, slurred speech, dazed appearance, incoherence, inability to respond). This situation shall be handled as a health problem and potential emergency.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - The teacher will escort the student to the nurse's office or, if not possible, summon the nurse immediately. The principal will be contacted immediately. The nurse will make a determination, based upon physical examination, of the necessity of immediate hospitalization.

Investigation - Investigation may include examination by nurse or doctor. The principal or their designee will question the student and will request that the student empty their pockets and/or purse and volunteer all drug-like substances. A witness will be present. The student's locker, desk and all personal property will be searched according to policy. The student will not be left alone; SAT will be notified.

Notification of Parents - The principal or their designee will notify a parent immediately of appropriate action recommended. The parent will be informed of police involvement and the right to be present during police questioning.

Confidentiality - Information will be limited to the appropriate staff member and administrator involved, pupil services staff member, SAT, parents and appropriate law enforcement authorities if necessary. An anecdotal record will be placed in the SAT file.

Disposition of Substance - Substances will be sealed, documented and turned over to the appropriate agency by the principal or their designee with a request for analysis and possible use in further proceedings.

Discipline - Action taken will depend on evidence and symptoms. For additional disciplinary action, refer to the appropriate situation below.

Notification of Police - The police will be notified if necessary.

SITUATION III

A student is discovered possessing and/or using drugs for the first time and is cooperative with the investigation.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - The staff member discovering the violation will summon the principal or escort the student to the principal's office.

Investigation - The principal or their designee will question the student and will request that the student empty their pockets and/or purse and volunteer all drug-like substances. A witness will be present. The student's locker, desk and all personal property will be searched according to policy. The student will not be left alone. SAT will be notified.

Notification of Parents - A parent will be contacted, the situation will be described completely and an immediate conference will be arranged. The parent will be informed of police involvement and the right to be present during police questioning.

Confidentiality - Information will be limited to the parents, appropriate staff members, pupil services staff member, principal and appropriate law enforcement authorities. An anecdotal SAT record will be placed in the SAT file.

Disposition of Substance - Substances will be sealed, documented and turned over to the appropriate agency by the principal or their designee with a request for analysis and possible use in further proceedings.

Hearing - The student will be offered the opportunity for an informal hearing with the principal or their designee within the first five (5) days of the suspension.

Discipline - Any student found to be in violation will be suspended for a minimum of ten (10) school days. Proof of assessment and establishment of a treatment plan by a certified drug and alcohol agency or licensed individual will be required. The treatment plan may include counseling and/or an educational program, and drug testing by a certified drug and alcohol agency or licensed individual. In addition, the student will be on Restriction from School Activities (RSA) for a minimum of 30 calendar days.

Notification of Police - The police will be notified.

COMMENT - The use of these procedures depends upon the cooperation of the student including, but not limited to, giving statements and information about the involvement of others.

The superintendent, in their sole discretion, shall determine whether the student has been cooperative for purposes of this section.

SITUATION IV

A student is discovered possessing and/or using drugs for the first time and is uncooperative with the investigation.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - The staff member will summon the principal or escort the student to the principal's office.

Investigation - The principal or their designee will question the student and will request that the student empty their pockets and/or purse and volunteer all drug-like substances. A witness will be present. The student's locker, desk and all personal property will be searched according to policy. The student will not be left alone. The SAT will be notified.

Notification of Parents - A parent will be contacted, the situation will be described completely and an immediate conference will be arranged. The parent will be informed of police involvement and the right to be present during police questioning.

Confidentiality - Information will be limited to the parents, appropriate staff member, principal, superintendent, pupil services staff member, SAT and appropriate law enforcement authorities. An anecdotal record will be placed in the SAT file.

Disposition of Substance - Substance will be sealed, documented and turned over to the appropriate agency by the principal or their designee with a request for analysis and possible use in further proceedings.

Hearing - The student will be offered the opportunity for an informal hearing with the principal or their designee within the first five (5) days of the suspension.

Discipline - any student found to be in violation will be suspended for ten (10) days and the superintendent will recommend expulsion to the Mt. Lebanon School Board. If the student, at any time in the future, is permitted to attend any school within the Mt. Lebanon School District, proof of assessment and establishment of a treatment plan by a certified drug and alcohol agency or licensed individual will be required. The treatment plan may include counseling and/or an educational program, and drug testing by a certified drug and alcohol agency or licensed individual. In addition, the student will be subject to Restriction from School Activities (RSA) as determined by the high school principal.

Notification of Police - The police will be notified.

SITUATION V

A student is discovered again possessing and/or using drugs and/or alcohol.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - The staff member will summon the principal or escort the student to the principal's office.

Investigation - The principal or their designee will question the student and will request that the student empty their pockets or purse and volunteer all drug-like substances. A witness will be present. The student's locker, desk and all personal property will be searched according to policy. The student will not be left alone. SAT will be notified.

Notification of Parents - A parent will be contacted, the situation described completely and an immediate conference will be arranged. The parent will be informed of police involvement and of the right to be present during police questioning.

Confidentiality - Information will be limited to the parents, appropriate staff members, principal, superintendent, pupil services staff members and appropriate law enforcement authorities. An anecdotal record will be placed in the SAT file.

Disposition of Substance - Substance will be sealed, documented and turned over to the appropriate agency by the principal or their designee with a request for analysis and possible use in further proceedings.

Hearing - The student will be offered the opportunity for an informal hearing with the principal or their designee within the first five (5) days of the suspension. A formal hearing before the School Board or a committee thereof will be held where expulsion is considered.

Discipline - Any student found to be in violation will be suspended for ten (10) days and the superintendent will recommend expulsion to the Mt. Lebanon School Board. If the student, at any time in the future, is permitted to attend any school within the Mt. Lebanon School District, proof of assessment and establishment of a treatment plan by a certified drug and alcohol agency or licensed individual will be required. The treatment plan may include counseling and/or an educational program, and drug testing by a certified drug and alcohol agency or licensed individual. In addition, the student will be subject to Restriction from School Activities (RSA) as determined by the high school principal.

Notification of Police - the police will be notified.

SITUATION VI

A student is discovered distributing drugs.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - The teacher will summon the principal or escort the student to the principal's office.

Investigation - The principal or their designee will question the student and will request that the student empty their pockets or purse and volunteer all drug-like substances. A witness will be present. The student's locker, desk and all personal property will be searched according to policy. The student will not be left alone. SAT will be notified.

Notification of Parents - A parent will be contacted, the situation will be described completely and an immediate conference will be arranged. The parent will be informed of police involvement and of the right to be present during police questioning.

Confidentiality - Information will be limited to the parents, appropriate staff members, administrator, pupil services staff member, SAT and appropriate law enforcement authorities. An anecdotal record will be placed in the SAT file.

Disposition of Substance - Substance will be sealed, documented and turned over to the appropriate agency by the principal or their designee with a request for analysis and possible use in further proceedings.

Discipline - Any student found to be in violation will be suspended for ten (10) days and the superintendent will recommend expulsion to the Mt. Lebanon School Board. If the student, at any time in the future, is permitted to attend any school within the Mt. Lebanon School District, proof of assessment and establishment of a treatment plan by a certified drug and alcohol agency or licensed individual will be required. The treatment plan may include counseling and/or an educational program, and drug testing by a certified drug and alcohol agency or licensed individual. In addition, the student will be subject to Restriction from School Activities (RSA) as determined by the high school principal.

Hearing - The student will be offered the opportunity for an informal hearing with the principal or their designee within the first five (5) days of the suspension. A formal hearing before the School Board or a committee thereof will be held where expulsion is considered.

Notification of Police - the police will be notified.

SITUATION VII

A student is discovered in possession of paraphernalia.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - School personnel will confiscate the paraphernalia and deliver it to the principal.

Investigation - The principal or their designee will summon the student to the office. The student will empty their pockets or purse and volunteer all drug-like substances. A witness will be present. The student's locker, desk and all personal property will be searched according to the policy. The student will not be left alone. SAT will be notified.

Notification of Parents - A parent will be contacted, the situation will be described completely and an immediate conference will be arranged. The parent will be informed of police involvement and the right of parent to be present when questioning occurs.

Confidentiality - Information will be limited to the parents, appropriate staff members, administrator, superintendent, pupil services staff member, SAT and appropriate law enforcement authorities. An anecdotal record will be placed in the SAT file.

Hearing - The student will be offered the opportunity for an informal hearing with the principal or their designee within the first five (5) days of the suspension. A formal hearing before the School Board or a committee thereof will be held where expulsion is considered.

Disposition of Substance - Paraphernalia will be turned over to the appropriate agency by the principal or their designee and tested for drug residue and possible use in further proceedings.

Discipline - If drug residue is found, discipline from the appropriate category will occur. If no residue of drugs is found, the student will be suspended for a minimum of five (5) days. In addition, the student will be on Restriction from School Activities (RSA) for a minimum of 15 calendar days.
Notification of Police - Police will be notified.

SITUATION VIII

A student is found to be in possession of and/or using drugs when attending any non-classroom school sponsored function.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - The chaperone will summon the group advisor or accompanying administrator.

Investigation - The administrator or their designee will request that the student empty their pockets or purse and volunteer all drug-like substances. A witness will be present. All of the student's property will be searched according to policy. The student will not be left alone. SAT will be notified.

Notification of Parents - A parent will be contacted immediately and the situation described. The parent will be notified of the immediate action taken against the student, of the involvement of police and of the right to be present during police questioning.

Confidentiality - Information will be limited to the parents, appropriate staff member, administrator, superintendent, pupil services staff, SAT and appropriate law enforcement authorities. An anecdotal record will be placed in the SAT file.

Disposition of Substance - Substance will be sealed, documented and turned over to the appropriate agency by the principal or their designee with a request for analysis and possible use in further proceedings.

Hearing - The student will be offered the opportunity for an informal hearing with the principal or their designee within the first 5 (five) days of the suspension.

Discipline - Out of the local area, the student can be sent home immediately at the parent's expense if the group supervisor or accompanying administrator finds this to be an appropriate action. In the local area, the student will be sent home. They will be detained at the function until the parent can accompany the student. If this cannot be arranged, the police may be asked to assist with the situation. Subsequently, the student will be disciplined as provided in this Policy.

Notification of Police - The police will be notified.

SITUATION IX

A student involved in an interscholastic sport is discovered or suspected of possessing/using anabolic androgynous steroids.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may

occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - The staff member/coach will summon the principal/athletic director or escort the student to the principal's office.

Investigation - The principal or their designee will request that the student empty their pockets or purse and volunteer all steroid-like substances. A witness will be present. The student's locker, desk and all personal property will be searched according to policy. The student will not be left alone.

Notification of Parent - A parent/guardian will be contacted, the situation described completely and an immediate conference will be arranged. If it is determined that an anabolic androgynous steroid is being taken for medical reasons, an official document (prescription and medical reason for which the drug is prescribed) must be submitted to the principal/principal designee. If this is not possible, the parent will be informed of police involvement and the right to be present during police questioning.

Confidentiality - Information will be limited to the parents, appropriate staff member, principal, superintendent, pupil services members and appropriate law enforcement authorities.

Disposition of Substance - If substance is available, it will be sealed, documented and turned over to the appropriate agency by the principal or their designee, with a request for analysis and possible use in further proceedings.

Hearing - The student will be offered the opportunity for an informal hearing with the principal or their designee within the first five (5) days of the suspension.

Discipline - The following minimum penalties will be enforced for any student in violation of this policy, which may be concurrent or cumulative with any disciplinary action imposed by violation of this or other policies, rules and regulations of the school district.

a. for a first violation, suspension from school athletics for the remainder of the season;
b. for a second violation, suspension from school athletics for the remainder of the season and for the following season;
c. for a third violation, permanent suspension from school athletics.

The student shall remain ineligible to participate in school athletics unless there has been a medical determination that no residual evidence of a steroid exists. Participation in a drug counseling rehabilitation, testing or other program as a condition of reinstatement into a school athletic program may be required.

Notification of Police - The police will be notified.

APPENDIX C
Non-school Related Drug and Alcohol Violations

Background

The Mt. Lebanon School District recognizes the value of interscholastic athletics and extracurricular activities as an integral part of the total school experience for all students and as a conduit for community involvement. The District believes that high standards of conduct and citizenship are essential for students and considers participation in extracurricular/interscholastic activities, which include but are not limited to interscholastic, club and intramural athletics, student organizations, attendance at school functions such as sporting events, dances, musical and theatrical performances, Student Activities Center, and participation in commencement ceremonies ("School Activities") to be a privilege and not a right. The District recognizes the importance of students making healthy and safe choices, when in a position to make a decision about risky social behaviors. The Mt. Lebanon School District has the right to adopt and enforce reasonable rules and regulations regarding participation in extracurricular/interscholastic activities.

Objective

It is the objective of this policy to establish fair, reasonable and nondiscriminatory rules and regulations regarding off-campus, non-school related conduct for all students and provide the student and their parent/guardian with notice that such off-campus, non-school related conduct will be subject to discipline by the School District in the form of restrictions from School Activities.

Policy

Students will be restricted from School Activities for a prescribed period of time for any of the following conduct that is confirmed to have occurred off-campus at a non-school related function: Use, possession, sale, distribution, or procurement of any amount of alcohol, drugs, other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled substances (other than legally prescribed medications). Confirmation of such conduct may originate through information lawfully received by the district from law enforcement or judicial sources, such as notice of the issuance of a citation, through the student's own admission, or the student's parent(s)/guardian(s) through acknowledgment. This policy is applicable to all School Activities.

This policy is in addition to, and not in lieu of, any School District policies, codes of conduct, student handbooks, or other rules concerning discipline and restriction from School Activities for drug and alcohol offenses occurring on School District property or at school related events. This policy shall not apply to religious events or ceremonies or circumstances where the student's use, possession or consumption of alcohol or drugs is not in violation of the law.

First Offense

1. Use, possession, sale, distribution, or procurement of any amount of alcohol, drugs, other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled

substances (other than legally prescribed medications) by a student off-campus at a non-school related function results in a restriction from School Activities for 30 calendar days.

2. The balance of the consequence will be rescinded for the first offense ONLY if the student undergoes a drug and alcohol evaluation by a licensed drug and alcohol counselor, which shall not be at the District's expense.

    a. Upon written confirmation that the drug and alcohol evaluation was completed and satisfactory evidence is provided that the student has complied/will comply with all recommendations contained within the evaluation, the student can resume participation in extra-curricular activities and events.

    b. Satisfactory evidence from the licensed drug and alcohol counselor must indicate that the student has complied with and/or made arrangements to comply with all treatment recommendations resulting from the assessment (i.e., counseling sessions, inpatient treatment, etc.).

3. Prior to rescinding the restriction from school activities, the student will need to complete a minimum 3 hour community service project as determined by the coach/club sponsor (if applicable) and the Principal, or their designee.

Second Offense

1. Use, possession, sale, distribution, or procurement of any amount of alcohol, drugs, other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled substances (other than legally prescribed medications) by a student off-campus at a non-school related function results in a restriction from School Activities for 30 calendar days.

Subsequent Offenses

Use, possession, sale, distribution, or procurement of any amount of alcohol, drugs, other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled substances (other than legally prescribed medications) by a student off-campus at a non-school related function results in a restriction from school activities for 60 calendar days excluding summer break.

Procedures

1. Timely, factual communication between the sponsors (where applicable) and school administration is critical. If a coach, club sponsor, activities/athletic director, or administrator is informed of a drug and/or alcohol offense, they will inform the Principal, or their designee. If the information is provided to the Principal or their designee, the administrator will inform other involved parties (unit principal, athletic/activities director, coach, club sponsor).
2. The Principal or their designee will schedule a meeting with the parent(s)/guardian(s) and student to discuss the consequence(s) as it relates to the offense and afford the appropriate due process as reasonable determined by the Principal or their designee.

APPENDIX D
Weapons Policy & Guidelines

It is the policy of the Board that possession of a weapon by students, employees or visitors is prohibited in any Mt. Lebanon School District building, on any grounds of the district, by a student on their way to or from school, in any vehicle providing authorized transportation to or from any Mt. Lebanon School District building or district sponsored function, activity or event and at any school function, activity or event whether or not held on Mt. Lebanon School District grounds. This policy does not apply to police and licensed and approved security personnel in the performance of their duties, weapons possessed and/or used in conjunction with a lawful supervised school activity or course, instruments or implements possessed and used by authorized maintenance and construction personnel in conjunction with performance of their duties, or weapons possessed and/or used with appropriate permission in connection with ceremonial events occurring on school property.

Further, in accord with Act 26 of 1995, it is the policy of the district that in the event any student is determined to have possessed a weapon on any school property, at any school-sponsored activity or on any public conveyance providing transportation to or from school or a school-sponsored activity, the student shall be expelled from school for not less than one year, provided that the superintendent may recommend discipline short of such expulsion on a case-by-case basis. In the case involving an exceptional student, the superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act. Any student determined to have possessed a weapon on any school property, at any school-sponsored activity or on any public conveyance providing transportation to or from a school or school-sponsored activity shall be referred to the appropriate criminal justice or juvenile delinquency system.

The term “weapon” shall include, but not be limited to, any knife, razor, razor blade or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, tazer, shocker or stun gun, any explosive or incendiary device, firearm (including pellet guns and B.B. guns), gun, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. The term “weapon” shall include weapon look-alikes, including any instrument or implement designed to look like a weapon.

“Possess” and “possession” shall mean being at any time on the person of any student, employee or visitor or in a person's motor vehicle, locker, or otherwise under their control.

Administrative Guidelines

The following guidelines have been established to provide for effectively responding to the possession of weapons by students and to weapon-related situations described above. These guidelines have been written with due consideration for the legal rights and responsibilities of school personnel, students and parents who may find themselves involved in such situations.

The district reserves the right to use any additional measures deemed necessary under the circumstances to control the presence of weapons on school property or at school-related events.

SITUATION I

The school district has reason to believe that a student is in possession of, threatens to use and/or uses a weapon or weapon-like instrument in school.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - The staff member in possession of the information will summon the principal or escort the suspected student to the principal's office.

Investigation - The principal or designee will question the student and request that the student empty their pockets and/or purse and volunteer all weapons or weapon-like instruments. A witness will be present. The student's locker, desk and all personal property will be searched in compliance with district guidelines. The student will not be left alone while the investigation is conducted.

Notification of Parents - An immediate attempt will be made to notify a parent and arrange a conference. The parent will be informed of any involvement by police and of the right to be present during police questioning.

Confidentiality - Information will be limited to the parents, principal, other staff members on a need-to-know basis and the police. An anecdotal record will be placed in the student's file.

Disposition of Weapon or Weapon-like Instrument - The weapon or instrument will be confiscated, sealed, documented and turned over to the police by the principal or designee.

Hearing - The student will be offered the opportunity for an informal hearing with the principal or designee within five (5) days of the violation.

Discipline - Any student found to be in violation of this policy will be expelled according to Act 26 and district policy as described above.

Notification of Police - The police will be notified as appropriate.

SITUATION II

A student is found to be in possession of, threatens to use and/or uses a weapon or weapon-like instrument when attending any non-classroom, school-sponsored function.

The procedures detailed under each situation assume certain conditions including availability of certain staff members or administrators. However, given that a violation of this policy may occur before or after school hours, at another district location, off campus, out of town, etc., school administrators and staff have, in their sole professional judgment, the flexibility to modify the procedures below as necessary.

Immediate Action - The teacher, chaperone or staff member in charge will notify the group advisor or accompanying administrator and contact the police immediately.

Investigation - The administrator or designee will instruct the student to empty their pockets or purse. All of the student's property will be searched in compliance with district guidelines. A witness will be present. The student will not be left alone during the investigation.

Notification of Parents - An immediate attempt will be made to contact a parent to describe the situation. The parent will be notified of the action taken against the student, of the involvement of police and of the right to be present during police questioning.

Confidentiality - Information will be limited to the parents, principal, other staff members on a need-to-know basis and the police. An anecdotal record will be placed in the student's file.

Disposition of Weapon or Weapon-like Instrument - The weapon or instrument will be confiscated, sealed, documented and turned over to the police.

Discipline - Out of the local area, the student may be sent with the police or may be sent home immediately at the parent's expense if the group supervisor or accompanying administrator finds this to be an appropriate action. In the local area, the student will be sent with the police or sent home. If sent home, they will be detained at the function until the parent can accompany the student. Subsequently, the student will be disciplined as provided in this policy.

Hearing - Refer to appropriate guidelines.

Notification of Police - The police will be notified as appropriate.

APPENDIX E
Sexual Harassment of or by Students

Mt. Lebanon School District is committed to safeguarding the right of all students and employees within the District to an education and work environment that is free from all forms of sexual harassment and sexual abuse, including sexual harassment of or by students.

The District strictly prohibits all unwelcome behavior of a sexual nature including, in particular, unwelcome conduct of a sexual nature which is either designed to extort sexual favors from a student or employee as a term or condition of education or employment or which has the purpose or effect of creating a hostile, intimidating or offensive educational or work environment. The District also condemns and prohibits any retaliatory behavior against any complainants or witnesses of such prohibited sexual misconduct.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and/or verbal, visual or physical conduct of a sexual nature (including electronically communicated conduct) when:

1. Submission to the unwelcome conduct is explicitly or implicitly made a term or condition of a student's academic status or progress;
2. Submission to or rejection of the unwelcome conduct by a student is used as a basis for any academic decision affecting the student;
3. Submission to or rejection of the unwelcome conduct by a student is used as a basis for any decision affecting the student regarding benefits and services, honors, programs or activities available at or through the District; or
4. The unwelcome conduct is sufficiently severe, persistent or pervasive that is has the purpose or effect of substantially interfering with academic or work performance or creates an intimidating, hostile or offensive learning or working environment.

Sexual harassment may occur from student to student, staff to student, student to staff, male to female, female to male, male to male or female to female. Examples of prohibited conduct of a sexual nature which may constitute prohibited sexual harassment include, but are not limited to:

1. Unwelcome touching of an individual's body or clothing;
2. Unwelcome sexual advances, propositions, flirtations, requests or pressure for sexual favors or activity;
3. Unwelcome leering or staring;
4. Graphic or suggestive comments about an individual's dress or body, or overly personal conversation;
5. Vulgar statements, sexual innuendoes or references to sexual activities;
6. Sexual slurs, epithets, sexually degrading words to describe an individual, verbal abuse or derogatory comments, including by electronic means;
7. Unwelcome sexual jokes, stories, drawings, photographs, pictures, or gestures;
8. Displaying or circulating (including by electronic means) sexually explicit materials or suggestive objects;

9. Spreading or circulating sexual rumors; and/or
10. Cornering or blocking an individual's normal movement in a sexual way.

Any student who believes that they have been subjected to sexual harassment should immediately report the incident to any principal, assistant principal, school counselor, psychologist, teacher or school nurse. The student will be asked to prepare a statement, in their own words, describing the alleged incident of sexual harassment. If the student declines to prepare a statement, the person receiving the report of the incident will prepare a report. Upon receipt of a student's statement alleging sexual misconduct or a report of alleged sexual misconduct, trained district personnel will conduct a prompt, thorough and impartial investigation in a manner that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances. The nature and extent of the investigation will vary by case according to the circumstances involved, the nature and severity of the alleged conduct, the existence and number of witnesses and the existence of disputed facts.

Any parent or guardian who believes that their child may have been subjected to sexual harassment should immediately report the incident to the principal.

The initiation of a complaint of alleged sexual harassment or reporting an incident of alleged sexual harassment will not reflect negatively on the student who initiates the complaint or makes a report nor will it affect the student's academic standing, rights or privileges.

Occurrences of prohibited and/or inappropriate conduct of a sexual nature which are not within the legal definition of sexual harassment, or otherwise do not rise to the level of and/or constitute sexual harassment, will be addressed pursuant to applicable consequences for student misconduct.

Whenever it is found that a student has engaged in sexual harassment of another individual during or relative to school and school sponsored activities, the student will be subject to disciplinary action including but not limited to suspension or expulsion.

False allegations of sexual harassment will result in disciplinary action.

APPENDIX F
School Board Policy 249 - Bullying/Cyberbullying

The Mt. Lebanon School District's goal is to establish a secure school climate, conducive to teaching and student learning that is free from threat, harassment, and any type of bullying behavior for any reason including membership in any protected class including, but not limited to, race, color, age, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, national origin, familial status, language, genetic information, pregnancy, or handicap or disability. One of the District's core values calls for each member of our learning community to demonstrate respect toward others.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at a student or students, which occurs in a school setting and/or outside a school setting, that is severe, or persistent or pervasive and has the effect of doing any of the following:

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

Bullying, as defined in this policy, includes cyberbullying.

Bullying can occur in person, via electronic communications (e.g., text messages, emails or telephonic) or via the internet, including social media. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can be verbal and may include teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm. Bullying can be social or relational and involve harming someone's reputation or relationships and can include leaving someone out on purpose, telling others not to be friendly with someone, spreading rumors about or embarrassing someone. Bullying can be physical and involve hurting a person's body or possessions and includes hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's belongings and making mean or rude hand gestures.

"Cyber-Bullying" includes any form of verbal or psychological bullying that may occur on the internet, including through social media or other electronic or digital communication, including texting and email. Cyber-bullying includes, but is not limited to, the following misuses of technology: disparaging statements or opinions about physical characteristics, sexuality,

sexual activity or mental or physical health or condition or a threat to inflict harm. It also includes harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings including any social networking accounts, for example, blogs. All forms of cyber-bullying are unacceptable and, to the extent that such actions relate to the school setting and are disruptive of the education process of the District, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings

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

Students are encouraged to use the district's report form, available from each building's website to put the complaint in writing; however, oral complaints shall be accepted and documented. Please refer to District Policy 249 for further details.

Prevention - The Administration is authorized to develop prevention, intervention, and education programs to reduce and prevent bullying using evidence-based practices and resources.

Investigation Procedures - Student. Upon learning about a bullying incident, the building principal or their designee shall conduct an investigation which may include interviewing the students or others involved in the matter, contacting the parents of the students, and undertaking a more thorough investigation. This investigation may include interviews with students, parents and school employees, and a review of school records.

Response - Student. Any students who bully others shall be subject to discipline designed to stop the behavior, including, but not limited to specific disciplinary consequences as will be developed by the District, as well as counseling and parental conferences. Bullying is also a violation of the District policy on Student Conduct (Policy JIC); as a result, consequences for students who bully others may include not only counseling or a parent conference, but also discipline such as detention, suspension and/or expulsion. In addition and when appropriate, restorative practices will be employed by the District. This includes supportive measures for the victim. Any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Investigation Procedures/Response - Employee. Where a District employee has been accused of bullying, the Human Resource Director, or their designee, shall undertake an investigation. Any investigation and discipline will be consistent with federal and state law, Mt. Lebanon School District Policy 249 including the Pennsylvania Public School Code of 1949, as amended, and with any applicable collective bargaining agreement.

Discrimination/Unlawful Harassment/Title IX Sexual Harassment - Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws and policies against discrimination, including harassment and Title IX sexual harassment, shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Title IX Coordinator/Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator/Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination, including harassment and Title IX sexual harassment, as well as the incidents of alleged bullying.

APPENDIX G
School Violence, Terrorist Threats and Acts

Mt. Lebanon School District recognizes that physical safety of students, employees and visitors is essential to the proper operation of the school and for the establishment of a positive learning environment that develops the qualities of self-esteem and a respect for self and others. The District is committed to providing education in a safe, secure and caring environment and therefore strictly prohibits all employees and students from communicating terrorist threats or committing terrorist acts or engaging in conduct constituting violent, aggressive or abusive behavior, whether such conduct occurs in an individual or group setting. The District further strictly prohibits students and staff from aiding, abetting or encouraging others to engage in improper prohibited conduct. Terrorist threat means a threat to commit violence communicated with the intent to terrorize another person, to cause evacuation of a building, place of assembly or facility of transportation, or cause serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience. Terrorist act means an offense against another person or property, or involving danger to another person. Examples of prohibited violent, aggressive or abusive conduct which may constitute a terrorist threat or act or which may lead to or result in a terrorist threat or act include, but are not limited to:

Possession of, threat with or use of a weapon as defined in Policy GBGB/JICI. See Appendix C

Physical assault. Physical assault is the act of striking or touching a person or that person's property with a part of the anatomy or any object, with the intent of causing injury or harm.

Verbal Abuse and Harassment. Verbal abuse and harassment shall include but are not limited to swearing, screaming, obscene gestures; racial, ethnic or religious slurs; or threats when directed in a threatening or intimidating way intended to frighten the recipient. Such threatening or intimidating communication may be either orally, including by telephone, or in writing and includes communications directed at an individual, their family or a group.

Intimidation. Intimidation is an act intended to frighten or coerce someone into submission or obedience.

Extortion. Extortion is the use of verbal or physical coercion in order to obtain financial or material gain from others.

Bullying. Bullying is the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.

Gang Activity. Gang activity is behavior exhibited by groups of youths who share common beliefs, attitudes and/or attire and who associate with each other for unlawful purposes for mutual protection and/or profit.

Any act similar to any of the foregoing categories of prohibited conduct which violates any applicable law, ordinance, regulation, policy or rule concerning actual or threatened harm to persons or property.

Staff members and students are required to immediately inform the building principal regarding any knowledge relevant to an actual, potential or rumored terrorist threat or terrorist act, or any prohibited act of violence or violent, aggressive or abusive behavior.

Parents are strongly encouraged to promptly report to the building principal or superintendent any information they receive regarding any actual, potential or rumored terrorist threat or act or prohibited violent, aggressive or abusive behavior.

Because such incidents and/or reports of actual or potential terrorist threats, terrorist acts, or violent aggressive behavior frequently arise under emergency situations, the building principal shall have discretion to make an initial assessment of the situation and act immediately to diffuse/de-escalate the situation, preserve or restore peace and to preserve the safety of students and staff.

Where appropriate, the building principal may act immediately to exclude the involved or suspected students from school either for their own safety or the safety of others. The parents/guardians of the students will be contacted and advised to pick up the students. Such exclusion for purposes of safety shall not be deemed as a suspension and will not be so reflected on the student's record unless investigation later reveals that the excluded student engaged in prohibited activities.

In addition, the building principal may immediately suspend the student. Based on further investigation, as may be necessary, the building principal and/or superintendent may report the student to law enforcement officials, as may be appropriate. If the incident involves a weapon, law enforcement officials will be contacted immediately. The building principal, superintendent or designee, shall undertake an investigation of the incident as may be necessary and impose appropriate disciplinary measures which may include notification of parents/guardians, counseling, detention, suspension or recommendation for expulsion.

If a student is suspended or expelled for violation of this policy, the Board may require, prior to readmission, that the student be evaluated by one or more of a school counselor, the building principal, a Mt. Lebanon police officer, school psychologist or other designated administrator or consultant to determine whether the student is experiencing psychological, emotional or substance abuse problems and whether the student poses a risk of harm to others. If it is determined that counseling, training or substance abuse treatment is needed, the student and their parent must agree to the counseling, training or treatment at parental expense before the student is permitted to return to class.

A student suspended or expelled for violation of this policy who is permitted to return to school shall be subject to random searches.

APPENDIX H
Network/Internet Use Policy

Background

The Mt. Lebanon School Board recognizes that telecommunications and other new technologies have changed the ways through which information may be accessed, communicated, transferred and exchanged by members of society. Those changes will also affect student instruction and learning. The Board is committed to the effective use of technology as a tool to advance the District's educational program and curriculum and to enhance the quality of student learning, as well as to promote the efficiency of District operations. The District's electronic communications system ("Network") will provide unprecedented opportunities for students and staff to communicate, learn, access, exchange and publish information. The resources available through this Network, and the electronic communication and information research skills that students will develop using it, are of significant and growing importance in the learning process and preparation of students for success in the future. The Network includes the Internet, which is a global information and communication network that provides a tremendous opportunity to bring previously unimaginable education and information opportunities to our students. The Internet is, however, a public space. As is true with all public spaces, there is a potential that students may come in contact with potentially harmful or inappropriate material or people through the Internet. Therefore, use of the Internet by students necessarily raises concerns about student safety and security. The District will provide guidance to help students learn to use the Internet in a safe and responsible manner. The Board believes that the advantages to students and staff from access to the valuable information and interaction available on the Network (including the Internet) outweigh the risk that users may misuse the Network for purposes which are inconsistent with the curriculum and educational goals of the District. The Board further believes that these risks can be reduced through the adoption of this policy and related procedures.

Definitions

The term "Network" shall be interpreted to include any and all District owned computers, servers, any hardware or software, the District's local area network (LAN), Regional Wide Area Network (RWAN) all wireless access points, the Internet, Internet 2, the District Intranet, self-contained electronic mail systems, and any other elements of the District's computer, telecommunications or electronic communication/information systems. "Network" shall include District issued Google accounts to students, teachers and administrators (Drive, Gmail, Docs, Sites, Apps, Chromebooks and Courseware), and other similar collaborative programs and software adopted by the District.

Objective

To provide for and establish a reasonable and equitable policy for use of the Network by students and staff and for development of applicable rules and regulations regarding the acceptable use of the Network as a tool to support and advance the District's educational program, curriculum and internal operations and, at the same time, to promote a policy of Internet safety.

Acceptable Network Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff and students (and/or the students' parents, depending upon the age of the student as specified by administrative procedures) who wish to use the Network must sign one or more Network agreements whenever requested by the District. Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws, and all materials on the Network should be presumed to be copyrighted. Staff or students who claim that this policy is denying them access to material that is not within the prohibitions of this policy shall direct their claim, in writing, to the District's Director of Technology or their designee, who shall review the matter and respond promptly.

Inappropriate Use and Activities

The District reserves the absolute right to define inappropriate behavior or improper use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes inappropriate use of the Network, and determine the consequence of such inappropriate use. Inappropriate network use shall include (but not be limited to) obscene, pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of another; damage or waste of property; use of another's password or misrepresenting one's identity; "hacking" and other illegal online activity; unauthorized disclosure, use, and dissemination of personal information regarding minors; use for commercial purposes or illegal purposes, or any other use deemed inappropriate by the District, or in violation of any other District policy, administrative procedure, law, regulation or code of conduct. Inappropriate use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, inappropriate use of the Network may be referred to law enforcement authorities. When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

Protection and Filtering

The District shall employ appropriate technology protection measures with respect to use of the Internet by students. The District will use software programs and select online servers that are designed to block or filter access to visual depictions that are (among other inappropriate things) obscene, pornographic or harmful to minors. In addition, the filtering equipment will be used to ensure that the Network may not be used to access, use, disclose or disseminate personal identification information regarding students or staff as well as to screen out inappropriate text. The District will endeavor to keep the blocking and filtering technology up-to-date, but it is not possible to guarantee that all inappropriate content will be successfully blocked or filtered.

The District shall educate students and employees about appropriate/inappropriate online behavior, including interacting with other individuals on social networking websites and chat clients as well as cyber-bullying awareness.

Bring Your Own Technology/District-Issued Devices (Laptop/iPad/Digital Notebook/Tablet)

Bring Your Own Technology or District-Issued Chromebook devices may be used for learning purposes within the classroom at the direction of each individual teacher. If a student chooses to bring a personal technology device to school to use for learning purposes, they are solely responsible for the security and maintenance of their device.

When such student-owned technology is in use during the school day, students are required to access the Internet via the District's wireless network and not through a cellular network or non-District "hotspot." The use of student-owned technology devices to access the Internet shall be subject to all of the regulations contained in these guidelines.

In addition, users may not use personal software programs on the Network or transfer files, programs, shareware or software from information services, third-party Networks or websites, or any other external source without the written permission of the Director of Technology. Data discs, memory sticks, and other temporary file storage devices may be used with District computers for the sole purpose of transferring user data files for appropriate school-related work.

Ownership and Retention

Any and all material or information placed in any file on the Network becomes District property. The District reserves the right to indefinitely store and access any such material or information on the Network, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The District further reserves the right to monitor online activities and review, record or log Network use. The District also reserves the right to limit content of District websites to District-approved information related to District curriculum and programs.

APPENDIX I
Ground Rules for Using AI

1. **Understand AI's Role**: AI is a tool to assist in learning, not a replacement for critical thinking or personal effort. Students should use AI to enhance their learning process and not rely on it to do their work for them.

2. **Respect Academic Integrity**: AI should not be used to cheat, plagiarize, or produce work that students pass off as their own. Students must always give credit when AI assists in generating content or ideas.

3. **Be Transparent**: If students use AI in any part of their schoolwork, they should disclose how they used it. This includes specifying if AI was used for brainstorming, writing, problem-solving, or any other assistance.

4. **Maintain Privacy**: Avoid sharing personal, sensitive, or identifiable information with AI tools, as these tools may not guarantee data privacy.

5. **Verify Information**: AI-generated content should be fact-checked and verified against reliable sources. Students should develop the habit of questioning and validating the information AI provides.

6. **Use Age-Appropriate Tools**: Ensure that the AI tools used are suitable for educational purposes and appropriate for the students' age group. Always follow age restrictions and link your @mtlstudents.net account to AI tools for official school work.

7. **Use AI Ethically**: Know that there are many ethical implications of AI, including biases, limitations, and the overall impact of AI on society. Any issues that you encounter while interacting with an AI tool should be brought to the attention of your teacher, counselor, or unit principal.

8. **Follow School Policies**: Adhere to the Acceptable Use Policy regarding the use of technology and AI in the classroom.

9. **Follow Classroom Policies:** Each teacher has the freedom to set rules around the use of AI in their classroom. These rules will vary from assignment to assignment and from teacher to teacher. If students are uncertain about how to use AI appropriately or if its use is acceptable, they should ask their teacher for clarification.

10. **Do Not Anthropomorphize:** Remember, AI and Chatbots are not humans; they do not have feelings, consciousness, or desires. Do not attribute human characteristics to AI systems. In addition, avoid emotional attribution and be mindful of the relationships formed with them.

Disciplinary Responses to Student Misconduct

Mt. Lebanon High School administrators and teachers use these guidelines, where appropriate, to issue consequences for student misconduct. Each disciplinary decision is made individually and is based on the pupil's behavioral history, response to previous interventions and individual needs as well as the impact of the misconduct on other students and the school community. Administrative judgment, including factors identified above, will be used for inappropriate student conduct not identified below.

Offense	Step 1	Step 2	Step 3
Abuse/Harassment	Warning to detention, possible referral to school counseling services, parent contact	Detention to 1-5 day(s) suspension, parent contact, Student Assistance Team referral	Multi-day suspension, possible expulsion and/or alternative placement
Bomb Threat/Fire Alarm	Suspension, parent conference, recommendation for expulsion, police contact		
Bullying/Cyber-bullying	Warning to Saturday detention, possible referral to school counseling services, parent contact	Detention to multi-day suspension, referral to school counseling services, parent contact	One day suspension to possible referral for expulsion, referral to Student Assistance Team, parent contact, possible police contact
Cafeteria Misconduct	Warning by cafeteria monitor	Assigned seat in cafeteria, detention, possible parent contact	Temporary removal from cafeteria, 1-3 day(s) suspension, parent contact
Cheating on Evaluative Instrument	Failing grade (zero) on evaluative instrument, parent contacted by teacher	Failing grade (zero), detention, parent contact, Student Assistance Team referral	Failing grade (zero) on evaluated instrument, parent conference, suspension, possible course failure
Classroom Disruption	Teacher conference with student and contact of parent	Warning, temporary removal from class, teacher detention, parent contact	Parent conference, administrative detention to 1-3 day(s) suspension, Student Assistance Team referral
Computer Misuse	Warning, temporary removal of computer privileges, possible police contact	Detention, possible removal of computer privileges for semester, possible police contact	Possible permanent removal of computer privileges, 1-3 day(s) suspension, parent conference, police contact
Cut (Unexcused Absences from) Class	No credit for missed work, -teacher contacts parent, teacher detention	No credit for missed work, teacher contacts parents, administrative detention	No credit for missed work, teacher contacts parents, Saturday detention, contract/possible course failure

Defacement/Destruction of Personal & School Property	Restitution, 1-3 day(s) suspension, parent contact, police contact	Restitution, community service to school, 3-5 day(s) suspension, parent conference, police contact	Restitution, police contact, recommend expulsion
Dress Code Violations	Change clothing, warning, reported to unit principal	Change clothing, parent contact, detention	Change clothing, parent contact, Saturday detention
Drug & Alcohol Use	Parent conference, minimum of 10 day suspension, assessment, service to school or community, and/or other recommendation of administrator, referral to Student Assistance Team	See *MLSD Policy & Guidelines for Alcohol and Other Drugs including on-campus and off-campus violations*.	
Electronic Devices - Unauthorized Use (cell phone/smartphone, headphones/wireless headphones,IPod/IPad, etc.)	Warning; the device will be confiscated by the teacher/staff member and given back at the end of the period	Detention; the device will be confiscated by the teacher/staff member and given back at the end of the period or the device will be sent to the Unit Principals' Office for the student to pick up after the conclusion of the school day	Saturday detention; the device will be sent to the Unit Principals' Office for parents/guardians to pick up after the conclusion of the school day; parent contact/suspension for repeated offenses
Failure to Serve Detention	Reassigned detention + additional detention, parent contact	Reassigned detention + Saturday detention, parent contact	1-3 day (s) out-of-school suspension, parent conference
Fighting	1-3 day(s) suspension, parent conference, police contact	3-5 day(s) suspension, parent conference, police contact, referral to school counseling services	Recommendation for expulsion and/or alternative placement, parent conference, police contact
Fire Starting/Explosions	10 day suspension, parent conference, recommendation for expulsion, police contact		
Food/Beverages Outside Cafeteria & Delivery/Sale of Food	Warning	Detention	Saturday detention, parent contact
Gambling	Parent contact, Saturday detention	Parent conference, 1-5 day(s) suspension	5 day suspension
Insolence/Disrespect/ Use of Profanity	Detention to 1-3 day(s) suspension, parent contact/conference	1-3 day(s) suspension, parent conference, Student Assistance Team referral	3-5 day(s) suspension, disciplinary hearing with principal

Leaving School Grounds	Detention to Saturday detention, temporary loss of parking permit, no credit for missed schoolwork	1 day suspension, temporary loss of parking permit, parent contact	1-3 day(s) suspension, permanent loss of parking, parent conference
Littering School Property/Grounds	Warning, clean-up of litter	Detention, clean-up of litter, service to school or community	1-3 day(s) suspension, clean-up of litter, service to school or community, parent contact
Loitering in Restrooms, Halls, Stairwells	Warning	Detention	1 day suspension, parent contact
Skateboarding/ Rollerblading on School Property	Temporary confiscation, warning	Confiscation, detention	Police contact (citation to magistrate), 1 day suspension, parent contact
Theft/Possession/Sale of Stolen Property	Restitution, parent contact, detention to 1 day suspension, police contact	Restitution, parent conference, 3 days suspension, referral to school counseling services, police contact	Restitution, parent conference, 5 days suspension to possible expulsion, referral to Student Assistance Team, police contact
Tobacco/Nicotine Products/Vape Possession/Use	1 day suspension, parent contact, citation to Magistrate (fine)	1-3 day(s) suspension, parent contact, citation to Magistrate (increased fine)	1-3 day(s) suspension, parent conference, citation to Magistrate (increased fine)
Truancy	See Attendance Policy - formal notice to parent	See Attendance Policy- citation to Magistrate, referral to Student Assistance Team	See Attendance Policy- citation to Magistrate
Unexcused Tardiness to Class	3 unexcused tardies to class = teacher contacts parent/teacher assigns detention 4th unexcused tardy to class = referral to administration – administrative detention	6th unexcused tardy to class = Saturday detention, parent contact	9 unexcused tardies to class = 1-3 day(s) out-of-school suspension, parent contact
Unexcused Tardiness to School	No credit for missed schoolwork, 3 tardies = warning/detention	6 tardies = detention to Saturday detention, parent contact, temporary loss of parking privilege	9 tardies = 1-3 day(s) out-of-school suspension, parent conference, permanent loss of parking privilege, possible referral to Magistrate (9 tardies = 3 unexcused absences from school)

Student/Parent Handbook Acknowledgement

During the initial week of school, students will review rules for appropriate school behavior, procedures, and district policies during homeroom. Students are also encouraged to individually review the contents of the Mt. Lebanon Student/Parent Handbook. Electronic access to the handbook is available on the district web site, and hard copies of the handbook are available in the Unit Principals' Office.

Students are expected to complete the sign-off form by August 29, 2025, indicating their understanding of the handbook and acknowledging the following:

- I have reviewed the 2025-2026 Mt. Lebanon Student/Parent Handbook and have been given the opportunity to ask questions about its contents. I will be responsible for acting in accordance with school rules and regulations and agree to abide by the handbook.

- I have reviewed the Mt. Lebanon School District Network/Internet Use Policy as well as the Mt. Lebanon High School Network Procedures and have been given the opportunity to ask questions about its contents. I will be responsible for acting in accordance with all procedures and regulations related to these policies.

BELL SCHEDULES

Regular Bell Schedule

Period	Start	End	Length
Homeroom	08:00 am	08:10 am	10 mins
Period 1	08:16 am	09:02 am	46 mins
Period 2	09:08 am	09:54 am	46 mins
Period 3	10:00 am	10:46 am	46 mins
Period 4	10:52 am	11:37 am	45 mins
Period 5	11:43 am	12:28 pm	45 mins
Period 6	12:34 pm	01:19 pm	45 mins
Period 7	01:25 pm	02:11 pm	46 mins
Period 8	02:17 pm	03:03 pm	46 mins

2 hour delay/10:00am Start

Period	Start	End	Length
Homeroom	10:00 am	10:10 am	10 mins
Period 1	10:16 am	10:47 am	31 mins
Period 2	10:53 am	11:24 am	31 mins
Period 3	11:30 am	12:01 pm	31 mins
Period 4	12:07 pm	12:37 pm	30 mins
Period 5	12:43 pm	01:13 pm	30 mins
Period 6	01:19 pm	01:49 pm	30 mins
Period 7	01:55 pm	02:26 pm	31 mins
Period 8	02:32 pm	03:03 pm	31 mins

2:00 pm Dismissal

Period	Start	End	Length
Homeroom	08:00 am	08:10 am	10 mins
Period 1	08:16 am	08:54 am	38 mins
Period 2	09:00 am	09:38 am	38 mins
Period 3	09:44 am	10:22 am	38 mins
Period 4	10:28 am	11:05 am	37 mins
Period 5	11:11 am	11:48 am	37 mins
Period 6	11:54 am	12:32 pm	38 mins
Period 7	12:38 pm	01:16 pm	38 mins
Period 8	01:22 pm	02:00 pm	38 mins

US History/Blue Books

Period	Start	End	Length
Homeroom	08:00 am	09:25 am	85 mins
Period 1	09:31 am	10:08 am	37 mins
Period 2	10:14 am	10:51 am	37 mins
Period 3	10:57 am	11:34 am	37 mins
Period 4	11:40 am	12:15 pm	35 mins
Period 5	12:21 pm	12:56 pm	35 mins
Period 6	01:02 pm	01:37 pm	35 mins
Period 7	01:43 pm	02:20 pm	37 mins
Period 8	02:26 pm	03:03 pm	37 mins

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