Lewisburg Area High School

2019-2020 Student Handbook

“Working together for student success”
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ANNUAL ANNOUNCEMENT REGARDING NON-DISCRIMINATION PRACTICES AND POLICIES

The Lewisburg Area School District's programs are open and available to all students. The district does not discriminate or prohibit students from participation because of race, color, national origin, religion, sex, handicap, or political affiliations.

The school district's hiring practices are also non-discriminatory. The school district is an equal opportunity employer. In the activities related to employee recruitment and screening, hiring, promotion, demotion, transfer and furlough the non-discrimination policy stated above extends to include age and veteran status. Inquiries or complaints concerning possible discrimination are to be directed to Cathy Moser, who serves as the Title IX and Section 504 officer for the school district. She will also provide information regarding services, activities and facilities that are accessible and usable by handicapped persons. Please call 523-3220, Ext. 3255 for additional information. Publication of this announcement is in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitative Act of 1973 and Title VI of the Civil Rights Act.

LEWISBURG AREA SCHOOL DISTRICT
VISION STATEMENT

In the pursuit of equity and excellence, the Lewisburg Area School District is an inclusive learning community that supports students as they realize lives of purpose and fulfillment in our diverse global society.

DAILY MISSION STATEMENT

The Lewisburg Area School District is committed to developing successful, active, informed citizens by providing each student with a personally relevant, intellectually stimulating, innovative educational program supported by caring relationships in a physically and emotionally safe learning environment.
Parents and Students of Lewisburg Area High School:

We welcome the Class of 2023 to Lewisburg Area High School and hope that you will find the 2019-2020 school year an exciting, challenging and rewarding experience. To our returning upper-classmen and to our new transfer students, we hope that you have a profitable and successful first full academic year in the building.

Over the years, Lewisburg Area High School has been highly regarded for its academic excellence and its successes in extra-curricular programs. We charge you with the task of maintaining these high standards. More specifically, we would like you to focus on reaching your full potential.

This handbook contains schedules and calendars for the current school year as well as detailed information regarding school policies and regulations. Please read the handbook carefully and familiarize yourself with its contents. Should you have questions regarding any information included in the handbook, please ask a teacher, counselor, administrator, or student council representative for assistance or clarification.

Our faculty and staff are excited to have you back, and we hope you have a satisfying and productive experience this school year.

**The High School Day begins at 7:50 and ends at 2:41.**

**Quick Reference List**

Website: [www.lasd.us](http://www.lasd.us)

To contact a staff member via e-mail, use the following address:
Teacher’s last name_first initial@lasd.us
For example: [wheeland_d@lasd.us](mailto:wheeland_d@lasd.us)

Athletic Department: 570-522-3233

Attendance Line: 570-522-3285

Food Service Director: 570-522-3216

Health Suite: 570-522-3228

Guidance: 570-522-3225
High School Fax: 570-524-9484
High School Office: 570-522-3223
### FACULTY LIST

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<td>Emily O’Connor</td>
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**Career Counselor**
Brenda Zack

Please feel free to contact any faculty member via email. A complete listing of teacher email addresses is available by clicking on the staff link on the High School website: [http://highschool.lasd.us](http://highschool.lasd.us)
ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported to the supervisor or teacher in charge and to the school office.

ADDRESS CHANGE

The student or parent/guardian must report all changes of address and/or telephone numbers to the office. Students must also provide the office with information as to how to reach their parents/guardians in case of an emergency.

ATTENDANCE

Daily attendance is an integral part of academic success for every student at LAHS. To foster learning and achievement we encourage daily attendance. In the case of student absence from school, a parent should phone the high school attendance line (570-522-3285) by 8:30 a.m. to report the absence. We encourage you to use this service, as it is a convenience to you and to our efforts to keep accurate attendance records.

If the phoning procedure is not used, then a written and signed parent excuse is to be presented in the main office on the day the student returns to school. If the student does not submit a parent excuse after the third day following their absence, the day(s) of absence will be declared unexcused and the student could receive appropriate disciplinary sanctions. Students with chronic or extended absences will need to obtain a note from a medical professional in order for the absences to be excused.

Upon accumulation of two days of illegal absences, or following ten days of excused absences, the principal shall convene an Attendance Team to review the circumstances and develop an appropriate response. If it is determined that further action is required, the school shall coordinate a school/family conference to discuss the cause of the child’s excessive absence and to develop a School Attendance Improvement Plan (SAIP).

If after developing a SAIP and a child has had a subsequent unlawful absence, at any point in the school year, a notice will be sent to the parent/guardian that the SAIP has been violated and that a citation may be sent to the magisterial district judge as per Commonwealth attendance laws.

If a student fails to follow the SAIP, the building principal has the discretion to require a student to make up missed work for school credit. Such time may be made up through summer school, independent study, or other appropriate means as determined by the principal.

Students are excused from school for legitimate reasons such as those listed below:

- Illness
- Death in the immediate family
- Release for religious holidays
- Quarantine
- Medical appointments
Parents and students are requested to make dental and medical appointments when school is not in session if at all possible. Students with early dismissals should present a written parental note in the main office before school (7:35 – 7:50 am). At the appropriate dismissal time, students should report to the main office to sign out with their early dismissal note.

When returning to the high school after the appointment, the student should enter through the main entrance and "sign-in" in the office reception area. **The student must have a note from the doctor or dentist stating the time he/she left to return to school.** An appointment that lasts more than two hours will be counted as a half absence. Students who sign in after 10:00 am will be marked absent for the morning. Any student dismissed before 1:00 pm will be marked absent for the afternoon.

1. Students enrolled in an approved course at Bucknell University are permitted to leave the high school twenty (20) minutes prior to the start of the class and should return within 20 minutes of the end of the class. Students must sign out in the high school office and sign in again upon their return. Failure to comply with these guidelines will result in disciplinary action.

2. Students and parents are reminded that school absences & early dismissals for non-school related clubs, sports or activities are considered unexcused. Examples include “senior skip day” & attendance at the Bloomsburg Fair.

3. Parents wishing to receive pre-approval for an excused absence (i.e. attending state athletic contest), may contact the building principal by phone or in writing in advance of the planned absence. Approval is at the discretion of the principal after reviewing the student's academic, attendance, and disciplinary records.

4. **Students are expected to make up tests and class work missed due to any absence. All work should be made up in a timely manner.** Failure to do so may result in additional consequences. Teachers will outline their classroom procedures for make-up work.

5. **Only the school principal may excuse a student from attendance.** State law is specific on truancy. The law fines parents up to $300 and requires them to pay court costs or complete a parenting education program or perform community service. Other provisions allow the magisterial district judge to impose a fine on students or refer them to Juvenile Court for adjudication. **The law also penalizes truant students by revoking driving privileges or prohibiting them from applying for a learner’s permit for a certain time period.** In addition, the law grants to state, municipal, port authority, transit authority, house authority or school police officers the same arrest powers as attendance officers and home and school visitors.
6. **A letter requiring a doctor’s excuse for all subsequent absences for the remainder of the school year will follow after ten days of absence.** If there are extenuating circumstances regarding absences, we encourage you to contact the school.

7. **If a student chooses to skip school or cut a class, he/she will not be allowed to practice or participate in an extracurricular event that day and/or the next scheduled event.**

Potential Consequences for Excessive Absences
The Attendance Team may set consequences for inconsistent attendance patterns. Their actions may include but are not limited to the following list, and shall be based upon the severity of the situation.

1. Counseling
2. Reprimand
3. Detention
4. Parent conference
5. Requirement of excuse from a licensed health care provider
6. Report to child services agency
7. Suspension (In-school)
8. Enforced withdrawal from extra-curricular activities

The Commonwealth allows schools to remove a student from the rolls if they have been absent for ten or more consecutive days. Once a student has missed ten consecutive days without informing the school, the building principal will send a letter to the parents and student requesting to meet with them in an attempt to establish a plan that will meet the student’s educational needs. If there is no response to the principal’s request, the student may be removed from the rolls.

**TARDINESS**
Lewisburg Area High School maintains a tardiness record for every student who attends our school. The purpose of the system is to teach all students the importance of punctuality as a component of self-discipline and organizational skills. The following guidelines regarding tardiness are in effect for the school year:

**Tardiness to School**
Students who arrive late to school (after 7:50 a.m.) should enter the front door and report to the office reception area. **Students must sign in at the office reception area before going to class. Any student late to school without an acceptable excuse more than six times will receive detention. Successive tardies will result in additional disciplinary consequences.** Students who arrive to school on time but report late to first period will be referred to the office for repeated violations.

An appointment that lasts more than two hours will be counted as a half-day absence. Students who sign in after 10:00 am will be marked absent for the morning. Those who are dismissed before 1:00 pm and do not return to school will be marked absent for the afternoon.
Acceptable excuses shall include:

- Illness
- Required court attendance
- Death in the immediate family
- Approved family educational trips
- Release for religious holidays
- Approved school/class touring trips
- Quarantine
- Other “urgent” reasons if approved by the principal
- Medical appointments

Any student who accumulates six unexcused tardies to school, regardless of degree of lateness, shall be charged with one day of unexcused absence.

Tardiness to Class
Students have four minutes to pass from one class to the next. Tardiness to class has been a habitual problem in recent years. Therefore, teachers are monitoring the situation and have the discretion to conduct retraining sessions and/or assign detention with the individual teacher. Habitual tardiness on the part of a student will be referred to the office for disciplinary action.

BACKPACKS AND BAGS

The school district reserves the right to inspect any & all packages, backpacks, briefcases, satchels, rucksacks, sports bags, & duffel bags to insure the health safety & welfare of students, staff & community members alike. Packages, backpacks, brief cases, satchels, rucksacks, sports bags, and duffel bags may be brought to school but they must remain in the student’s locker during the school day. Purses of reasonable size are acceptable but may not be of such size as to carry books or create congested aisles in the classroom. Violation of this rule may result in disciplinary procedures, which are at the discretion of the principal.

BUS CONDUCT

The legal responsibility for each individual student on a school bus belongs to the bus driver. He/she can safely carry out this responsibility only if all students cooperate to the fullest extent. Any improper behavior on the part of a student while on a school bus may mean the loss of the privilege of bus transportation or other disciplinary consequence. The bus drivers are in charge of the vehicles and their word must be the governing rule. Parents will be informed of discipline problems occurring on the buses.

Bus Conduct Rules:
- Observe same conduct as in the classroom.
- Do not smoke, or make use of tobacco or e-cigarette products of any kind.
- Be courteous; no profane language.
- Do not be destructive.
- Do not eat or drink on the bus.
- Stay in your seat.
Keep the bus clean.
Keep head, hands and feet inside the bus.
Cooperate with the driver.
The bus driver is authorized to assign seats.

Consequences for violation of bus conduct rules:

First Offense: The pupil is to be reported to the school principal on the proper form. The pupil may be warned of the consequences of his/her acts by the principal. A note or a phone call may be placed to the home by the principal. Other disciplinary consequences may be assigned depending on the severity of the infraction.

Second Offense: The principal may suspend the pupil from riding the bus until there is some contact between the principal and the parent or guardian. If an offense is deemed to be extremely serious, a student may be suspended from riding the school bus immediately.

Third Offense: May result in a student losing bus-riding privileges for the remainder of the school year.

CAFETERIA INFORMATION

The cafeteria makes available breakfast and lunch for students. Students may also bring lunch from home. Snacks and ala carte items are available for purchase.

Students have an account in the point of sale system in the cafeteria, and their account number is their six-digit student ID number. Parents can add money to their student’s account by sending cash or a check to school made out to “LASD Cafeteria Fund”, or online through the www.ezschoolpay.com website. There is a transaction fee for online payments. Parents can use EZ School Pay to add funds, track purchases, and set low balance reminders for their student’s account.

Parents who believe their students should receive free or reduced price meals must apply each year online at www.ezmealapp.com to obtain free or reduced price meals.

If a student is in debt, they may not charge any ala carte items to their account, such as an extra milk or a snack. Parents should make a payment as soon as possible if their student owes money to their lunch account. Parents are encouraged to read school board policy 808 regarding lunch account debt, and make timely payments to keep their student’s lunch account balance positive. If a student has a low balance or owes money, reminders will be sent by email, postal mail, and/or telephone calls. Students may be prohibited from participation in extracurricular activities if they owe a lunch debt, and debts may be turned over to a collection agency.

Lunch prices can be found online at www.lasd.us, clicking the “Menu” button, and then clicking the “Menus” heading.
CELL PHONES

Cell phones have become an essential part of the lives of many adults and students. At Lewisburg Area High School, we recognize the benefits these devices can provide our students along with the distractions they can become during the school day. As a result we have adopted the following guidelines with the goal of teaching our students appropriate use of a cell phone while providing them with a privilege not experienced by many students in other schools.

- Students may carry cell phones in the silent mode only.
- Students may only check/respond to messages during non-academic time (during the changing of classes, study halls, and lunch).
- Students are not permitted to check messages in the hallways or restrooms during academic times.
- In an emergency, students may ask the classroom teacher for permission to use their cell phone.
- Students may only use their device to listen to music with permission from the classroom teacher.
- Students should refrain from playing games on their devices during the school day. They should be using their time to enhance their individual learning.
- Cell phones are not to be used during school hours to take pictures, video, or record audio in any way that would be in violation of other school board policies.
- Students are expected to follow the cell phone policy each teacher has created specifically for their classroom.

Consequences for violations of these guidelines:

**First Violation:** Confiscation of item by school personnel until conclusion of school day/event and a disciplinary referral will be written to document the first offense.

**Second Violation:** Confiscation of item by school personnel, item and disciplinary referral given to the office, and 1-3 days of detention may be assigned.

**Additional Violations:** Confiscation of item by school personnel, item and disciplinary referral given to the office, 1-3 days of detention assigned, and student may be required to turn item into the office upon arrival to school for a determined period of time.

DANCE GUIDELINES

1. Any student leaving the dance during the dance will sign out with the time noted and not be readmitted.
2. Students attending the dance must be in attendance within one hour of the starting time or will not be admitted. Students coming later than one hour must have secured administrative approval in advance.
3. Dances are for grades 9-12. Students below Grade 9 will not be admitted.
4. Students are expected to exhibit proper behavior while at the dance. Dancing that involves lewd or suggestive moves, or behavior that could be harmful to others will not be tolerated and offenders may be asked to leave the dance.
5. Guest Passes: Any student not a member of the Lewisburg High School must have a guest pass with signatures of the Lewisburg High School student and an administrator in advance of the dance.

6. School Dress Code Guidelines will be in effect during school dances.

DIRECTORY INFORMATION

The school district considers names, addresses, and phone numbers of enrolled students or their parents to be directory information. The school will release directory information to school-associated organizations that are recognized by the school district, such as PSA, PTSA, High School Post Prom Committee, Sports Boosters, Music Association, etc., to enable these organizations to support the school and student activities and athletics. Parents or students have the right to submit notification in writing to the school within 15 days from the receipt of this handbook that they do not want any or all of the directory information released.

EDUCATIONAL TRIPS (NOT SCHOOL SPONSORED)

The Board recognizes that some non-school sponsored educational trips/experiences for students may enhance and enrich the learning opportunities provided in the District’s schools. Therefore, students may be allowed to be absent from school during the designated school year for such educational trips/experiences provided that the following procedure is followed in requesting and granting permission for such trips/experiences.

Building Administration’s Responsibility

1. The building principal may approve requests for no more than three (3) educational experiences, which, in aggregate, total no more than five (5) school days per school year.

2. The building principal shall inform the superintendent that a request for an educational trip/experience has been approved.

3. No request will be approved for an educational trip/experience during the first and last week of each semester. Furthermore, no request will be approved for a student who is on academic probation or who is academically ineligible to participate in extracurricular activities.

4. No request shall be approved for a student who has been absent from school for more than five (5) school days in the academic year unless the student has experienced a documented extraordinary illness/injury or circumstance.

Parent’s Responsibility

A completed application (obtained from the school building office or the District website) must be received by the principal from the parent or guardian one (1) week prior to the anticipated absence.

Student’s Responsibility

1. Prior to the trip/experience, the student is responsible to initiate contact with his/her teachers to arrange for learning experiences, assignments, and/or examinations to be completed.

2. It shall remain the responsibility of the student to satisfactorily complete all required assignments within the time requirements designated by the teacher in consultation
with the student. This may include a project directly related to the trip/experience as assigned by a teacher.

Failure to follow the procedures outlined in this policy will result in an unexcused and/or illegal absence for each day absent in each subject/course.

ENTRANCES AND EXITS

When students arrive at school in the morning, they enter the building through the main entrance. The school will open by 7:20 each day. Once students arrive on school property, they are expected to enter the building. Students may have access to main corridor and cafeteria until they are dismissed to their 1st period class. Students should go to their lockers and then report to their first period class by 7:50 a.m. Those who wish to meet with a teacher prior to 7:40 a.m. must come in through the front office and identify the teacher they are meeting. During the school day, the only door of the building that will be open is the Office Entrance in the front of the school. When leaving school for an early dismissal, students will exit using the main entrance after signing-out in the office reception area. Appropriate exits are designated in the building evacuation plans in case of an emergency.

ESL

The Lewisburg Area School District provides an English as a Second Language (ESL) program for all students who qualify.

If you need information translated in your native language, please contact Michael Jones at the Lewisburg Area School District Central Office at 570-523-3220.

El Distrito Escolar del Área de Lewisburg ofrece un programa de inglés como segundo idioma (ESL) para todos los estudiantes que califican.

Si necesita información traducida a su idioma nativo, comuníquese con Michael Jones en la Oficina Central del Distrito Escolar del Área de Lewisburg al 570-523-3220.

Школьный округ Льюисбургской области предоставляет программу «Английский как второй язык» (ESL) для всех учащихся, которые соответствуют требованиям.

Если вам нужна информация, переведенная на ваш родной язык, пожалуйста, свяжитесь с Майклом Джонсом в центральном офисе школьного округа округа Льюисбург по телефону 570-523-3220.
Lewisburg地区學區為所有符合資格的學生提供英語作為第二語言（ESL）課程。

如果您需要以您的母語翻譯的信息，請聯繫Lewisburg地區學區中心辦公室的Michael Jones，電話：570-523-3220。

**EXPECTATIONS AND GUIDELINES**

**General Guidelines:**
Many of the following rules are the subject of specific School Board Policies, which are on file in the offices of the Superintendent and each Building Principal and can be viewed on-line: [www.lasd.us](http://www.lasd.us).

All students are expected to:

1. Assist in maintaining an attractive educational setting conducive to learning. This includes keeping the walls, lockers, and furniture free of graffiti, placing all trash in proper receptacles, and using a tray at lunch. Only closed drink containers are permitted in the hallways. Students may take water into the classrooms in plastic containers that can be closed to minimize accidents.

   **Consequence for Violation:** Retraining sessions, assisting with clean up, Detention, Suspension.

2. Learn and achieve in an educational climate that emphasizes academic integrity. We hold high expectations for honesty, individual merit and accomplishment for all students. **Students are expected to do their own work, properly cite all reference resources, and refrain from behaviors considered cheating (see handbook page 27-28).**

   **Consequence for Violation:** Suspension or detention and required to complete an alternative activity or assessment.

3. Be in a classroom or assigned area when the bell rings.

   **Consequence for Violation:** Detention/Retraining Sessions

4. Be courteous and respectful to other students, faculty, staff, and administrators at all times. Violence or threats of violence or any form of harassment including sexual orientation is prohibited! Vulgar or obscene language, racial remarks, and indifference or sarcasm are prohibited.

   **Consequence for Violation:** Retraining sessions, 1-3 Days Detention, In-school Suspension, Suspension from School, Expulsion.
5. Have a signed pass from the staff member they are going to see when moving through the hallways at any time other than the normal passing time between periods or going to the bathroom.

**Consequence for Violation:** Retraining sessions, 1-3 Days Detention, In-school Suspension.

6. Refrain from the possession or use of tobacco products on school premises. The term *tobacco* also includes any oral device that provides or is designed or intended to provide a vapor of nicotine and/or other substance(s). The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor. (LASD Policy #223).

**First Violation:** The student shall receive a warning against further infractions of policy and law, shall receive up to 3 days of “in-school” suspension, and may be fined up to $50 plus court costs.

**Second Violation:** The student shall receive up to 5 days of “in-school” suspension and may be fined up to $50 plus court costs.

**Third Violation:** The student shall receive up to 10 days of “in-school” suspension and may be fined up to $50 plus court costs. Any further violations could result in “Out of School Suspension” and/or referral to the Board for a Formal Hearing.

7. Refrain from excessive displays of affection during school hours.

**Consequence for Violation:** Retraining sessions, 1-3 Days Detention.

8. Follow the established procedure for early dismissals. Students are not permitted to leave the building without administrative permission. Students must “sign out” and “sign in” at the log sheets in the main office.

**Consequence for Violation:** Retraining sessions, 1-3 Days Detention or Suspension.

9. Keep weapons out of school. The bringing onto, the possession and/or storage of weapons on school premises, at school-sponsored activities, field trips or on school transportation is strictly prohibited and is a violation of law. (The term “weapon” includes but is not limited to any knife, cutting instrument, cutting tool; nunchaku stick; brass or metal knuckles; firearm including handgun, shotgun, rifle, bb or pellet gun; chemical agent; explosive device; any other tool, instrument or implement capable of inflicting serious bodily injury, weapon look-a-likes, and weapon replicas.) Students must inform the Administration or the Faculty if a possible explosive device or weapon is in school.

**Consequence for Violation:** Arrest by police, 10 day out-of-school suspension and possible expulsion (LASD Policy #218.1).

10. Wear appropriate clothing (see Dress Code/Student Appearance and Attire: page 19).
Consequence for Violation: Warning conferences and correction, 3-5 days detention, in-school suspension.

11. Refrain from drug and alcohol possession and use. The Lewisburg Area School District is a drug and alcohol free environment. School Board policy will be enforced. All illegal, prescription and over the counter drugs, medications to include look-alike drugs are included in our policies that cover all school sponsored activities and bus transportation. Police will become involved in any violation according to policy. No student in the district can disregard the School Board Policy without placing himself or herself in jeopardy of expulsion by the School Board (see LASD Policy 227-A).

Consequence for Violation: Up to 10 days out-of-school suspension, arrest by police and enforcement of School Board Drug and Alcohol Policy, which may result in permanent expulsion from school (LASD Policy #227). Additional consequences are outlined in Policy #122 – Appendix B.

12. Refrain from fighting on school property.

Consequence for Violation: Up to 10 days of in-school suspension, and out-of-school suspension, expulsion (depending on severity), and/or possible arrest of students.

13. Attend class. Cutting class will result in disciplinary sanctions.

Consequence for Violation: 1-3 day’s detention, in-school suspension, and required to complete all missed work and assignments. *Student may not be permitted to participate in the next extracurricular activity practice or event.

14. Exhibit appropriate conduct in the cafeteria.

Violation: Retraining, 1-3 day’s detention and/or lunch in ISS room, suspension

15. Refrain from vandalizing school property or equipment. Students are financially responsible for all textbooks and other instructional materials provided to them by the school. Care should be taken that books and other materials are returned in good condition. Students should not mark school furniture, walls, equipment, etc., or tamper with fire alarms, extinguishers or controls for lighting and/or heating. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of other students, will be referred to the proper law enforcement agency and required to pay replacement costs.

Violation: Arrest by police, replacement cost, 3-10 days out-of-school suspension, and possible expulsion.

16. Refrain from demonstrating disrespectful behavior toward a teacher or staff member including the use of inappropriate language.

Violation: 3-5 days detention, in-school suspension, or out-of-school suspension.
17. Comply with attendance guidelines. Truancy laws apply to all students. (Unexcused absence)

Violation: 1-3 day’s detention, suspension, required to complete all missed work and assignments. *Student may not be permitted to participate in the next extracurricular activity practice or event.

18. Use of cell phones to listen to music, text, record video or take pictures is permitted only with the permission of the classroom teacher. Taking of pictures or recording video at any other time in the school day is strictly prohibited.

Consequence for Violation: Confiscation of item by school personnel until conclusion of school day/event. Student may also receive in-school or out of school suspension.

18a. The use of cellphones or other electronic devices by students to record video or audio, or to take photographs is permitted only with the permission of the classroom teacher and the permission of all persons being photographed or recorded. Making any photograph or recording without the knowledge /permission of the person(s) is strictly prohibited.

19. Refrain from making a bomb threat or any form of terroristic threat. This includes pulling and/or setting off fire alarms.

Consequence for Violation: Out of school suspension, possible expulsion and arrest.

20. Refrain from behaving in an inappropriate and/or unreasonable manner.

Consequence for Violation: Retraining sessions, 1-3 Days Detention or in-school suspension.

21. Refrain from the possession or distribution of pictures and images of a lewd, sexual, or pornographic manner. Any student who receives an image of a lewd, sexual, or pornographic nature while in school or at a school-related event is required to report this incident to school personnel immediately. If a student is found to have received this image involuntarily, they will not be disciplined.

Consequence for Violation: Suspension, possible expulsion and arrest.

22. Refrain from possessing lighters, matches, other incendiary devices (fireworks), and/or tobacco paraphernalia including e-cigarettes.

Consequence for Violation: 1-3 Days in-school suspension or out of school suspension. Possible referral for expulsion.

23. Students are expected to pay for all food obtained in the cafeteria (students receiving a free or reduced lunch must also go through the checkout line).

Consequence for Violation: 3-5 Days of Lunch Detention or in-school suspension, student account will be charged for items taken, possible referral to police for theft
NOTE: The foregoing are guidelines. The school district specifically reserves the right to increase the penalty based upon the totality of the circumstances, which shall take into consideration the degree and risk of harm to others. In such circumstances where the Administration determines a violation to be severe, it can result in out-of-school suspension, referral to the Board for possible expulsion, and/or referral to the proper authorities for appropriate action.

**Senior Privileges:**
Senior students are given the opportunity to enjoy senior privileges, such as, use of the Senior Lounge for study halls and lunch. The senior privileges may change on a year-to-year basis as a result of student requests and discussion with the faculty. The school administration has the right to revoke senior privileges based on academics, attendance, and student behavior.

**Cafeteria Regulations:**
In order to make the cafeteria a safe and enjoyable place to eat during lunch period students are asked to adhere to the following procedures. Failure to comply with cafeteria regulations will result in referral to the office by the cafeteria supervisor.

1. **Keep the cafeteria free from litter.** Students who are found throwing paper or food or who leave their trays or scrap materials on the tables will be asked to clean the area. Persistent and willful violation of this rule will result in disciplinary sanctions.
2. Behave in a courteous manner. Students are expected to show respect toward one another, the faculty lunchroom monitors, and cafeteria personnel at all times.
3. Chairs are to be used for sitting, and tables are to be used for eating or working. Any other use of these tables and chairs is not acceptable (such as sitting on tables, putting feet on chairs, etc.)
4. Students must use a tray when eating any food. Vending machines in the cafeteria will not be operable during the lunch periods.
5. Students will be permitted to use the bathroom during lunch but not allowed to go to their locker. Any requests to go to the nurse, Guidance, or any other location should be made to the staff members on lunch duty and sign out procedures should be followed.
6. Students may purchase food from the cafeteria or pack their own lunch. Students may not bring food from outside restaurants into the cafeteria at lunchtime. Food that is brought in from outside restaurants (by parents or students returning from an appointment) must be consumed in the main office.

**Dress Code/Student Appearance and Attire** (LASD Policy 225 & 225AG):
The appearance of any student is primarily the responsibility of that individual and his/her parents. We realize that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents/guardians.

The school’s role is to provide the best possible educational climate for the understanding and development of good grooming habits. It is important for students to become self-disciplined, setting standards for themselves and living by those standards. By dressing appropriately in school students are demonstrating that they are self-disciplined. It is also our belief that schools should prepare students for real life roles. Just as employers expect students to dress by their
standards, our school guidelines for student dress should be seen as preparing students for their current and future roles.

Guidelines

1. Students have the right to govern the length or style of their hair including facial hair unless it is a disruption of the educational process or constitutes a health or safety hazard. The student may be required to wear hair covering recommended by the school professional in charge of the particular school area.

2. Students may be required to wear certain types of clothing while participating in physical education classes, applied technology classes, extracurricular activities, or other situations where special attire is needed to insure the safety of the students.

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

4. Chains other than jewelry may not be worn. Pocket chains and wallet chains are not permitted.

5. Hats, visors, caps, masks, and hoods covering the forehead or the entire head may not be worn in school between the arrival bell at the beginning of 1st period and the dismissal bell after 8th period. Religious head apparel may be worn.

6. Clothing that causes a distraction and/or disruption may not be worn while school is in session. Clothing must sufficiently conceal undergarments. See-through blouses or shirts, sleeveless underwear shirts, and mid-riff tops are not permitted.

7. Clothing that displays or suggests inappropriate messages or symbols, disruptive to the educational process, may not be worn while school is in session. Examples of messages or symbols that may be determined to disrupt the educational process include those involving tobacco, drug, or alcohol advertisements; substances prohibited on school property; profane language, vulgar statements, sexually suggestive statements, satanic or hate messages or symbols; racial, ethnic, sexual or religious intolerance; death, suicide, or violence; or clothing suggesting community specific gang activity is not acceptable school attire.

8. Clothing that presents a safety hazard, interferes with or disrupts the educational process is not appropriate. Halloween costumes/masks of any kind are prohibited. Clothing should be moderately fitting and in good taste.

9. Any outerwear is considered inappropriate for classroom dress. EXCEPTION: an individual classroom teacher may allow coats if that room is extremely cold.

10. Appropriate footwear must be worn at all times.

11. Sunglasses may not be worn during the school day.
Students and their parents/guardians shall be informed of these guidelines for student appearance and attire through this handbook and are urged to comply. When, in the judgment of a student’s teacher, counselor, or the principals, a student is in violation of these guidelines, he/she will be asked to comply. Students will be brought to the office and will be allowed to call home and arrangements made for a change of clothing. If the student does not cooperate, a parent/guardian conference will be arranged. Following this conference if the student fails to comply with the guidelines, appropriate disciplinary action will be taken. Progressive disciplinary sanctions will be followed including: conference, detention, in-school suspension, exclusion from participation in school events, parental conference before student can return to school.

**Expectations and Rules for Study Hall:**
1. Students who are assigned to study hall must have school assignments or reading material with them.
2. Students **MAY** be allowed to go to the Learning Commons if they have notified their study hall teacher and followed proper sign-in and sign-out procedures.
3. Students may be excused from study hall to meet with a teacher when the student has a pass signed by the requesting teacher and it is presented to the supervisor. The student must present the pass to the study hall teacher prior to being excused from study hall. The student is to return to the study hall with the pass counter-signed by the requesting teacher at the end of the conference, etc.
4. Students are expected to maintain an environment in study halls that is conducive to learning. Collaborative learning activities must be approved by the study hall monitor.
5. Grades are monitored each week and any student who is failing one or more subjects will go to Restricted Study Hall during their regularly scheduled study hall time.
6. In Restricted Study Hall cell phones are turned in to the teacher, there is no talking, and student completion of work will be closely monitored.

**Food and Drink:**
In both our Auditorium and Gymnasium food and drinks are not allowed. This holds true both during school hours and for events held in these locations after school hours.

**Bullying and Harassment:**
The Lewisburg Area High School will not tolerate bullying or harassment of any kind. We utilize the Olweus Bullying Prevention model to teach our students appropriate ways to handle conflict, personal disputes, and problem solving. Any student, who feels bullied or harassed, should immediately report their concerns to a parent, teacher, counselor, or school administrator. Parents who are aware of Bullying Issues are requested to contact the Building Principal or counselor immediately. Incidents will be handled in a prompt manner according to school policies #103 and 249.

**Commencement:**
Commencement is a time of great joy and celebration for both students and parents. Since this is a formal occasion, is important for every class member to respect the ceremony and help make it a positive and dignified activity. Please remember that commencement is a privilege, not a right. All students and guests are expected to follow a few simple rules of protocol.
Any behavior that is disrespectful to the ceremony or to the participants on stage will not be tolerated. Graduates and their guests must keep in mind that this ceremony is for all graduates, not for individual students. Students and guests who exhibit inappropriate behavior during the ceremony will be removed by security and charged with disorderly conduct. Inappropriate behaviors include but are not limited to:

- Crossing the stage in any way other than a dignified walk. (Rolls, moon-walking, skipping, running, or granny walking are strictly prohibited).
- Yelling things from the stage or from the audience to particular graduates as they cross the stage.
- Carrying any objects, signs, or other substances with you as you cross the stage.

All graduates must be fully clothed under their graduation gowns. Proper attire is as follows:

- Boys – Dress shirts (preferably light in color), dark tie, slacks, shoes and socks
- Girls – Dresses, skirts and blouses, dress slacks and blouses, shoes and stockings or socks.
- Make sure your cap and gown is ironed prior to the ceremony. (They become quite wrinkled in the package.)
- Wear your graduation cap so that the mortarboard is flat on the top of your head. Place the tassel on the right side. You will move it to the left as part of the ceremony.
- Signs and notes on graduation caps or gowns or any part of the body are not permitted. Remember this ceremony is for all the graduates and their families.
- All students will be subject to a final review of their attire prior to the ceremony.
- Students who are not appropriately attired will not be allowed to participate.

**GUIDELINES FOR ACADEMICS**

**Graduation Requirements:**
A total 27.25 credits will be required for graduation. Students must obtain credits in these areas:

<table>
<thead>
<tr>
<th>AREA</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0 (1 credit in each grade 9-12)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.0 (1 credit in each grade 9-12)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2.0 (.5 credit in each grade 9-12)</td>
</tr>
<tr>
<td>Science</td>
<td>4.0 (1 credit in each grade 9-12)</td>
</tr>
<tr>
<td>Math</td>
<td>4.0 (1 credit in each grade 9-12)</td>
</tr>
<tr>
<td>Arts and/or Humanities</td>
<td>1.5 (1.5 credits)</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
</tr>
<tr>
<td>Personal Finance &amp; Career Exploration</td>
<td>0.5 (9th grade)</td>
</tr>
<tr>
<td>Completion of Graduation Project</td>
<td>0.25</td>
</tr>
<tr>
<td>Electives</td>
<td>6.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27.25</strong></td>
</tr>
</tbody>
</table>

Students who attend SUNACTI their Senior year are only required to complete three credits in each of the core subjects. (Math, Language Arts, Science and Social Studies)

Arts – Visual Arts, Music, Dance, Theatre, Practical Arts and Crafts
Humanities – Subjects that embrace literature, languages, history, philosophy, or additional courses in English and Social Studies.

**Graduation Project:**
All students in Lewisburg Area High School must complete a Graduation Project in order to graduate from our high school. The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding. All students are required to complete a Graduation Project that will be composed of a written document summarizing their experience/research and an oral presentation that includes a visual component. Graduation Projects may include Career Exploration, Community Service or an Extension of Academic Learning. A minimum of 20 hours must be invested into the project. The project is worth .25 credits and graded P/F with an F recorded as 50%. Students choosing to complete a Career Exploration or Community Service Project must complete the requirement by the date set aside for Parent/Teacher Conferences or a 50% will appear on their official records. Records for seniors are updated at the end of each semester.

**Early Graduation (Less than four years):**
Students planning to finish high school in less than four years must declare this in writing (letter to the Principal) and ask for a review of the credits they have earned and those needed to fulfill graduation requirements. This should be done during the registration period for 11th grade courses that takes place during the 10th grade registration period. In the event that early graduation is possible for an individual, that student is expected to attend Lewisburg High School Commencement with his/her graduating class.

**Credit Allowances:**
In general, a one semester course is worth .5 credit and a full year course is worth one credit. Exceptions are as follows:

- Band/Orchestra (full year) .5 Credit
- Choir Courses (full year) .5 Credit
- Physical Education (full year) .5 Credit
- Health Courses (semester) .5 Credit

**Class Rank:**
Class rank is a method used to compare each student's academic average with those of all his/her classmates. The cumulative averages of each member of a class are put in numerical order from highest to lowest. If a student's average is twelfth from the top, his/her rank would be twelve.

Points for clarification:

a. Each student's class rank is determined at the completion of grade eleven, after the first semester of the twelfth grade and finally, when the student has completed his/her high school education.

b. Grades in all courses taken in grades nine, ten, eleven and twelve are used in calculating the class rank.
Exceptions: Courses in which students receive a grade of Credit/No Credit or Pass/Fail are not part of the determination of class rank.

c. Grades are weighted according to the number of credits a student earns in a course. For example, the grade for a one-credit course would count twice as much as the grade for a half-credit course. Credit is assigned when the course is completed and the grade is submitted.

d. When a student repeats a course he/she has already successfully completed, he/she will not receive a second credit for the course to be counted as part of his/her graduation requirements. The second year of the course will be given credit, however, when class rank is determined. (Both grades and credits will be used in class rank). For the transcript and permanent record the credit will be given for the first time the course is taken.

e. Students who attend Lewisburg Area High School for a minimum of four semesters will be given an official class rank. Students who attend Lewisburg Area High School for less than four semesters will be given an estimated class rank.

Valedictorian/Salutatorian:

The final class rank will be used to determine Valedictorian/Salutatorian. Students with a weighted grade point average within 0.05 of each other will be considered tied for Valedictorian/Salutatorian. Only students with an official class ranking will be considered for Valedictorian/Salutatorian.

Criteria for Promotion:

Grade 9 to Grade 10
A ninth grader must pass at least two of the four core subjects (English 9 - American Cultures - Mathematics - Science) and have earned six and one-half credits.

Grade 10 to Grade 11
A tenth grader must pass at least two of the four core subjects (English 10 - World Cultures - Mathematics - Science) and have earned 13.5 credits.

Grade 11 to Grade 12
A student must have earned at least 20.5 credits in grades 9 - 11.

GRADING:
The high school offers a wide and diverse range of academic and elective courses designed to meet the individual and developmental needs of our students. Grading Practices at the high school level are designed to evaluate the students’ performance of course objectives and outcomes. An evaluation will be completed at the end of each nine-week period during the school year.

A written copy of the teacher’s grading and weighting procedures shall be provided to the students during the first week of the course. Certain projects, reports, etc., may be set up as a requirement to be met in order to pass a particular course. These requirements may be set up upon recommendation of the teacher and the approval of the Principal. These requirements must be announced to the class during the first six weeks of each course. There are several factors that may be used in calculating grades.
**Homework:**
Careful selection and assigning of appropriate homework for students is an integral part of the instructional program at Lewisburg Area High School. Because of the variety of subjects, grade levels taught, and the scope of individual differences among students, it is necessary for the nature, quality and quantity of homework to be left to the professional judgment of the teacher. Homework may be used as a factor in calculating student grades. Parents may request the Main Office to obtain homework assignments if the student will be absent for two or more days in succession. A phone call to the Main Office by 10:00 a.m. will initiate this process.

**Summer Assignments:**
High school students begin their academic studies for the next year during the last few days of the previous school year. Not only does this provide time for students to become acclimated to the next year’s schedule. A limited amount of summer assignments may be given. Students are expected to complete these assignments are reminded that these assignments will be part of their academic grade.

**Tests and Quizzes:**
Tests and quizzes provide an important means of assessing a student’s understanding of course concepts. Teachers utilize testing instruments that measure concepts and factual information learned in class. The use of written evaluations, such as essays, varies from class to class. The evaluation of written work can be based on content, evidence of critical thinking, organization, spelling, and grammar.

**Speaking:**
In some classes students are instructed on the techniques of public speaking. Speaking is graded only if it is taught and is included as part of previously explained expectations.

**Projects:**
Both individual and group projects can be assigned depending upon the course. Projects can be used to apply concepts learned in class. Individual projects can be used to assess knowledge/understanding in an alternate manner. Group projects can be used to foster cooperative learning. Grading for projects is determined by the teacher/student criteria, effort involved, and delivery of the finished work.

**Other Grading Considerations:**
Many teachers expect attendance and participation in their classes. A class participation grade may be used to determine the marking period grade. Extra credit is an option that is occasionally used by some teachers in certain situations. Each teacher will also determine if late work can be accepted and/or if it will be penalized.

**Grading Scale**

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
<td>Excellent Distinguished Honor Roll</td>
<td>Above 95.00%</td>
</tr>
<tr>
<td>83-91</td>
<td>B</td>
<td>Good Honor Roll</td>
<td>89.00-94.99%</td>
</tr>
<tr>
<td>74-82</td>
<td>C</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>65-73</td>
<td>D</td>
<td>Minimal Progress</td>
<td></td>
</tr>
<tr>
<td>64-0</td>
<td>F</td>
<td>Failing</td>
<td></td>
</tr>
</tbody>
</table>
A student **will not** be on the honor roll if they **receive a failing grade or an incomplete** in any class.

The actual grade earned in the final marking period of a course will be recorded. In all other marking periods, the lowest grade reported will be 56%.

**Course Weighting:**
Honors classes are weighted by a factor of 1.06 providing the student earns the equivalent grade of C or higher. AP course grades are multiplied by a factor of 1.12 providing the student earns the equivalent grade of C or higher.

**Additional Requirements**
1. To receive a passing grade in a full year course, at least half of the grades received must be passing.
2. To receive a passing grade in a semester course, the cumulative average of the two marking period grades must be passing.
3. **Incomplete:**
   a. Incompletes should only be given students in the case of prolonged illness. Failure to complete assignments on time should result in a failing grade. Students who have incompletes because of illness should be given an amount of time at least equal to the duration of their illness to make up work and tests missed. **As a general rule, incompletes become failing grades after 15 days into the next marking period.**
   b. No incompletes are to be reported on the grade reporting sheets unless the teacher has cleared this incomplete with the Principal or Assistant Principal.

**Retention:**
In extenuating circumstances, a student may be retained if in the opinion of the professional staff, the individual needs of the student would be best served by the repetition of the student’s current grade.

The parent/guardian shall be notified in writing in advance of the possibility of retention. The principal shall meet with the parent/guardian of any child that is being considered for retention prior to the final determination. The principal will provide a written recommendation to the parent/guardian of the student.

**Appeal Process** - The parent/guardian of the referred student may appeal the retention decision in writing to the Superintendent within 30 days of the presentation of the written recommendation by the principal.

**Course Acceleration:**
Students wishing to accelerate in their studies may do so under LASD Policy #215. An acceleration request form is available from the Guidance Counselors and principal for any student wishing to pursue this option.

**Report Cards:**
Report cards are given out every nine weeks to notify parents of student progress. They are distributed to students in homerooms and are to be taken home to parents.
**PowerSchool Grades:**
All students will meet with their academic advisors on a regular basis (at least bi-weekly) to review their academic progress. Parents may access their student’s grades online at: [https://powerschool.dragon.k12.pa.us/public/](https://powerschool.dragon.k12.pa.us/public/). All parents receive a letter with this login information prior to the start of the school year and may also contact Guidance for additional information.

**Obligations:**
Students are financially responsible for any lost or damaged equipment, books, or other instructional materials issued by the school. **Any obligations for lost or destroyed books will be assessed at replacement cost.** Report cards will not be withheld due to obligations however transcript requests will **not** be sent until all student obligations are fulfilled. Any obligations not met will result in the withholding of a student’s diploma until the financial obligations are met. In some cases, students may be assigned detentions or ISS until the obligation is resolved.

**ACADEMIC INTEGRITY**

The development of students as individuals and responsible citizens is an important goal of our high school. As students grow intellectually and socially, they must also develop a positive set of personal values to understand and respect others. Before they can understand others, students need to develop self-esteem; as they gain respect for themselves and their abilities, they can more readily perceive and deal with the challenges in their ever-changing world. In order for the school to help students achieve these goals, students need to see and feel a positive value in the learning process. This can best be done in an educational climate that emphasizes academic integrity. Wanting all students to learn and achieve, we hold expectations for honesty and individual merit and accomplishment.

**Behaviors that are Considered Cheating**
1. paraphrasing material from another source without acknowledging original author
2. copying material for course work from a source without acknowledgment
3. fabricating references or a bibliography
4. inventing data
5. altering data
6. ensuring the availability of books or journals in library by deliberately mis-shelving them so others can not find them
7. allowing own course work to be copied by another student
8. copying another student’s course work
9. doing another student’s coursework for them
10. submitting a piece of course work as an individual piece of work when it has actually been written jointly with another student
11. premeditated collusion between two or more students to communicate answers to each other during an examination
12. copying from another student’s examination
13. in a situation where students mark each other’s work, marking the work more generously than it merits
14. taking unauthorized material into an examination (crib notes)
15. illicitly gaining advance information about the contents of an examination
16. lying about medical or other circumstances to get an extended deadline or exemption from a piece of work
17. lying about medical or other circumstances to get special consideration by examiners
18. submitting course work from an outside source (student sells paper or essay to others)
19. stealing an examination
20. taking an exam from someone else or having someone take exam for you

Instructors may utilize web resources that allow students to peer edit, properly cite sources, and to develop good writing skills. These web resources will also inform students and teachers if students have inadvertently or intentionally plagiarized work.

Students violating Lewisburg Area High School academic integrity through cheating may be subject to the following sanctions at the teacher’s or administrator’s discretion: suspension or detention and required to complete an alternative activity or assessment. Students should be aware that suspensions from school are reported on the Common Application required by many post-secondary institutions and lack of academic integrity often has a detrimental effect on acceptance.

GUIDANCE/COUNSELING SERVICES

The school counseling staff is focused on the educational, social and emotional development of all students. The school counselors hope to assist each student in gaining a meaningful, rewarding educational experience. From orientation to the high school through post high school planning, the counselors are ready to help students achieve to their level of potential.

For purposes of scheduling and record keeping, students are assigned a counselor as follows: students whose last name begins with A – K: Mrs. O’Connor and L – Z: Mrs. Fennell. In addition, Dr. Zack is the district K-12 Career Counselor that works with all students. The Guidance Office has the use of two computer-based programs, Naviance and Career-Cruising, both of which are comprehensive college and career readiness programs that help districts and schools align student strengths and interests to postsecondary goals and connecting learning to life. In addition, career information, college catalogs and handbooks, military information, information about technical school, and financial aid handbooks are available for student use. We welcome all students to come anytime to make an appointment with a counselor!

Pupil Record Policy
As required by the Family Educational Rights and Privacy Act of 1974, as amended, the Lewisburg Area School District has a written policy regarding the control of data in student records. Policy #216 may be viewed on our website at www.lasd.us. Parents may request to review the records by scheduling an appointment through the guidance counselors. Parents have the right to inspect, review, copy and request correction of their child’s school records.

Transcripts
Requests for Student Records to be sent to colleges or prospective employers are to be made in the Guidance Office. Please allow two weeks for the processing of transcript requests. Transcript requests will not be sent until all student obligations are fulfilled.
Career Counselor
The Career Counselor provides career awareness and career development services across the K-12 program in the District, with a focused emphasis in serving students grades 6-12. Using developmentally appropriate national standards (ASCA) and state standards, the counselor works in collaboration with all school counselors to assist all school students in learning about work, and exploring employment and careers. Students will examine their own individual interests and aptitudes while developing and refining a personalized career development plan K-12. The Career Counselor works with stakeholders, including students and families, as well as counselors and faculty to deliver a comprehensive program within the school counselor framework.

HEALTH SERVICES

Students who become ill or injured during the school day must report to the health suite. If the nurse is not available, office staff will assist you. Once the school nurse or office staff has determined that a student’s illness or injury requires early dismissal from school, a parent/guardian or other contact listed on the emergency form will need to pick up the student at school or verbally authorize the student to go home. Students are not to call home to be dismissed for an injury or illness, nor are they to leave the school, without the prior approval of the school nurse or principal. All students must sign out in the office after receiving permission to leave.

Each student must submit both an emergency form and a health update form every year. Both forms must be completed and signed by the student’s parent/guardian by the end of the second week of school. In order to receive a standing order stocked medication while at school, the health update form must indicate the medications permitted by the student’s parent/guardian. These medications are not intended for continuous, frequent use and will be administered at the discretion of the school nurse. It is requested that parents make every effort to administer medications at home either before or after school to minimize classroom interruptions. Please talk to your physician about medication dosing schedules.

Any medication to be given during school hours must be delivered directly to the school nurse by the student’s parent(s) or guardian(s). All medication including over-the-counter, must be in the original labeled container. Medication in plastic bags, envelopes or other unlabeled containers will not be accepted. If your child needs to take medication other than those stocked in the health suite, the student’s parent or guardian must complete a medication authorization form. All medications, prescription and over the counter, require a signed physician’s order. (A complete order includes: student’s name, drug name, dosage, time of administration, route of administration, and dates to be administered). A faxed copy will be accepted when faxed directly from the prescribing physician’s office: LHS Fax @ 524-9484. Students may not medicate themselves without specific approval from the nurse. Violations of this School Board policy may result in out-of-school suspension and/or expulsion from the District. Students may carry inhalers, emergency allergy medications and diabetic treatment medications only with specific physician and parent authorization.

Parents and guardians are advised to keep their child home if he or she has an elevated temperature of 100 degrees or above, is vomiting, has diarrhea, or has been diagnosed with an infectious disease or illness. If you have any questions, please contact the school nurse at 522-.
For additional information, refer to policies 210 and 210.2 located at www.lasd.us under the School Board link.

HOMELESS STUDENTS

Policy 251: Homeless Students describes the district’s responsibilities in supporting homeless students. For more information regarding help for homeless students, please contact the school counselor, principal, or Assistant Superintendent.

INSURANCE

Student accident insurance is available to all students attending Lewisburg Area Schools. An information pamphlet/application form explaining benefits provided and procedures for purchasing the insurance will be available during the first week of school. This form should be completed by the parent/guardian of each interested student and returned to the office. Accidents covered by student accident insurance must be reported to the school office so that the proper form may be sent to the family for processing of claims.

LEARNING COMMONS

The Learning Commons is open to all students during the school day. Students are encouraged to come to the Learning Commons to study, read, perform research, work on a group project, get technology assistance, or just meet friends and relax and enjoy the atmosphere. There is also a MakerSpace where you can experiment and explore various technologies. You are encouraged to investigate and use your imagination!

You will need to have a pass to come to the Learning Commons. If you are coming to the Learning Commons from a study hall, please be sure to check in with your study hall proctor before you come to the Learning Commons. Students should remain in the Learning Commons for the duration of their study hall. If there is a class in the Learning Commons, please show the students and their teacher respect.

Students are expected to be respectful of the Learning Commons as well as everyone who is in the Learning Commons. Beverages are permitted if they are in a mug with a securely sealed lid. Open beverages are not permitted. There is a Keurig machine in the Learning Commons behind the circulation desk that you may use if you supply your own K-cups and mugs.

LOCKERS

Students should also make every effort to keep their personal property locked in their lockers. Lockers should be kept locked at all times. Students shall have only a limited expectation of privacy in their lockers.

1. Each student will be assigned a hall locker to use during the school year. Locker combinations will also be issued; lockers should be closed and locked at all times.
2. Students should never share lockers, allow others to place materials in your locker or share combinations.
3. If a locker is broken or the lock does not operate properly, the student should report this information to the office.

4. Lockers are the property of the school. Students should refrain from any actions that would cause damage to lockers. Students are not permitted to write on the outside or inside of their locker. Students are financially responsible for any damage to lockers caused by such actions. Items left in hall lockers and gym lockers at the end of the school year will be discarded.

5. Students will be assigned gym lockers and should keep all valuables, clothing, sneakers locked at all times.

**LOST & FOUND**

Every year, hundreds of items are lost during the school year. Students should assume personal responsibility for their own property. The school makes an effort to see that lost items are returned to their rightful owners. However, a countless number of items are left unclaimed each year in the lost and found box in the main office.

**NATIONAL HONOR SOCIETY**

The Mildred G. Pursley Chapter of the National Honor Society of Secondary Schools has been established to "create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of the Lewisburg Area High School."

Membership Selection Procedures

1. To be eligible for membership in the National Honor Society a student must be a second-semester junior or senior. The student must have attended Lewisburg Area High School the equivalent of one semester. A junior must have a cumulative GPA of 95% or higher at the end of the first quarter of his/her junior year; a senior must have a cumulative GPA of 95% or higher at the end of the first quarter of his/her senior year.

2. Students who are eligible scholastically will be notified, and told that for further consideration for selection to the National Honor Society Chapter they must complete the Student Activity Information Form. Students will complete the form that is provided by the National Honor Society of Secondary Schools.

3. A five-member faculty council, appointed annually by the principal, will review all student applications on the basis of service, leadership and character.

4. The faculty council may invite comments on candidates from the entire faculty however recommendation for selection will be made by the five appointed members of the faculty council.

5. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.

6. The principal will review the applications of all students not recommended for selection.
**Discipline of Existing Members**

Students falling below the academic standards set for admission to the National Honor Society will receive a warning and given five weeks to correct the deficiency. The Faculty Council may suspend or dismiss students from the National Honor Society who violate school rules or the law.

**Nondiscrimination in School and Classroom Practices**

Policy 103: Nondiscrimination in School and Classroom Practices is available for review on the district website. The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Any violation of this policy should be immediately reported to the building principal or district compliance officer (Assistant Superintendent).

**Nondiscrimination – Qualified Students With Disabilities**

Policy 103.1: Nondiscrimination - Qualified Students With Disabilities is available for review on the district website. The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. Any violation of this policy should be immediately reported to the Section 504 building administrator or Assistant Superintendent (Section 504 district administrator).

**Parking and Driving to School**

Students wanting to park in the school parking lot must complete the registration form that is available online or a paper copy that will be available in the main office. Students will then be issued a parking hangar to hang from their rearview mirror. There is no fee for the 2019-2020 school year unless the parking hangar is lost and a replacement hangar is needed. The replacement fee is $2.00.

Students who park in faculty, visitor, or another student’s parking space will be considered a violation, they will be asked to move their vehicles and consequences may be incurred such as detention or loss of parking privileges.

Any student who is repeatedly late to school (disciplinary referral for unexcused tardies) may have their parking privileges suspended for a period of time or revoked for the remainder of the school year. Cars may be towed at the discretion of the administration.

All local and state laws must be observed while driving to and from school. Violations will be reported to the proper authorities for action. A violation on the way to or from school may
result in the loss of driving privileges in the school zone regardless of other action taken by the authorities. A duplicate report of the violation will be made and sent to the parent or guardian.

PHYSICAL EDUCATION REQUIREMENTS

Physical education is required by state law and is to be taken by all students who are not excused for medical reasons. Only a medical excuse, issued by a health care professional, is accepted as a legitimate reason to be excused from Physical Education Class. All excuses should state a time when the student may be able to resume normal activities or state when the student will be reevaluated by the health care professional.

PUBLIC COMPLAINTS

The Lewisburg Area School District Board of Directors recognizes that any resident or community group of the Lewisburg Area School District has the right to present a request, suggestion or complaint concerning District personnel, the program or the operations of the District. However, at the same time, the Board has the duty to protect its staff from unwarranted, spiteful or negative criticism and complaints. It is the intent of LASD Policy #906 to provide a fair and impartial manner for making such requests, suggestions and/or complaints. Please refer to the district website at www.lasd.us.

STUDENT COMPLAINT PROCESS

The School board and administration recognize that students may need to state concerns over items that directly affect student participation in school programs. Such complaints should first be made to the staff member most closely involved, guidance counselor or principal. Other options available include contacting a student council representative or contact Mrs. Moser at Central Office if the concern is about discrimination.

STUDENT SCHEDULE CHANGE PROCEDURE

The selection of an appropriate schedule is an important consideration that deserves the careful attention of students and parents/guardians. Students should read the Curriculum Guide, consider carefully the courses that are available, and review the high school graduation requirements when planning a schedule. Please review the following scheduled change guidelines:

4. Schedule changes will not be made for convenience purposes or for a teacher change.
5. A Schedule Change Request Form must be submitted prior to June 30th.
6. Any changes after the second cycle of the first marking period, are strongly discouraged. All changes will require a parent/teacher conference. Any changes in the student schedule will result in a W/P (Withdraw Passing) or a W/F (Withdraw Failing) grade being recorded on their permanent record. W/F will affect Honor Roll for the marking period in which the change was made; a W/P or W/F will not affect grade point average.
7. Any course change between the midpoint of the first marking period & the 45th day (end of first marking period) will require the student’s marking period current grade to transfer to the new course.

8. After completing 45 days of a course (the first marking period), NO schedule changes will be made for the course. No year-long courses will be allowed to be added or dropped.

9. Students who elect to attend SUN Area Career & Technology Center (SUN Tech) must remain at SUN Tech for one complete cycle (6 days) prior to considering a change back to the home school. Withdrawals from SUN Tech will require a parent conference with guidance & administration at Lewisburg High School. All withdrawals must occur before the 20th day of school.

**STUDENT GOVERNMENT**

Each year a president, vice-president, secretary, and treasurer are elected for each class and for Student Council. Representatives to Student Council are also elected each year. It is the duty of these representatives to bring to the Council’s attention grievances and suggestions from their classmates and to report action of Student Council to homerooms.

**STUDENT SPECTATOR BEHAVIOR/SPORTSMANSHIP**

Lewisburg Area High School enjoys a winning sports tradition. The community, faculty and staff, coaches and players, and student body all take pride in our athletic accomplishments. The school’s reputation should not be placed in jeopardy because of un-sportsman-like behavior. Therefore, the following expectations for student behavior and sportsmanship will be in effect for this school year:

**General Expectations**

- Students in attendance at after-school events are expected to have fun by demonstrating positive enthusiasm without causing harm, harrassment, danger or embarrassment to others or to the school.
- Any student who is absent from school because of illness or unexcused reasons may not attend extracurricular activities on the day of the absence (excluding approved educational trips and college visits). To be eligible to attend extracurricular activities on any day, a student must be in attendance from 9:00 a.m. until the end of the school day.
- Students are to follow all rules that are in effect during the school day at after-school events. (Use of controlled substances, swearing, fighting, etc.)
- Students are to demonstrate respect toward fellow students, opponents, players, coaches and officials.
- Students are expected to police their own ranks. One person demonstrating poor behavior affects the entire group.
- Students are expected to demonstrate respect and pride for the school.

**Specific Expectations**

- During the National Anthem students are encouraged to stand. All students should remain quiet and respectful during announcements and until the end of the anthem.
- Proper language is to be used. Language that is offensive to others, disrespectful or deemed inappropriate will not be tolerated. High School events are a family activity. Individual
and group vulgarity is unacceptable, as is verbal harassment and booing of players, coaches, and officials.

- Obscene gestures are unacceptable.
- Dangerous and boisterous behavior, such as pushing, shoving or fighting and passing of students, is not acceptable.
- The throwing of objects, even toilet paper, at fellow spectators, band members, cheerleaders, officials, players, or onto the competition surface, is unacceptable, and could result in an injury or the team being penalized by the contest officials.
- Respect is the key to good sportsmanship. Opponents should be respected. They are not enemies, but fellow teenagers who happen to attend other schools.
- Be modest and humble in victory or defeat. It is easy to be a good winner and difficult to show class when you lose.
- Acknowledge good plays by both teams.
- Be concerned with anyone who is injured. Give concerned applause when an injured athlete is aided from the field.
- Work together with cheerleaders for positive chants and avoid obscene, degrading or elitist cheers – when you participate in an elitist cheer, you give support to an elitist image.
- At half-time, watch any performance or presentation if possible, acknowledge the hard work, preparation & performance of those involved, & do not in any way, detract from the performance.
- After the game, do not tease or belittle the opponent in any way and be pleasant and gracious to everyone.

Examples of Unacceptable Behavior

- Yelling or waving arms or objects during opponent’s free throw attempt.
- Disrespectful or derogatory cheers, chants, songs or gestures.
- Criticizing officials in any way; displays of temper with an official’s call.
- Cheers that antagonize opponents or visiting fans.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of contest on officials, coaches or participants.
- Name-calling to distract an opponent or cheers directed at specific players.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own cheers instead of following lead of cheerleaders.
- Wearing extreme or unusual clothing or excessive face or body painting, which detracts from the action on the playing surface. Only the school-approved mascot may appear in costume at games.

Consequence: A pattern of behavior or a single incident that causes or potentially causes harm to another, may result in being removed from the event, being banned from future events and/or result in detention, suspension or referral to the School Board for a formal hearing. The School district reserves the right to refer any matter/incident to the proper authorities for action.

**STUDENT DEBT AND ELIGIBILITY**

High School students who incur a financial obligation in excess of fifty dollars ($50.00), will be sent a letter from the Superintendent notifying his/her parent/guardian that his/her student will be placed on the extracurricular ineligibility list effective two (2) weeks from the date of the
Similar notification will be provided to the student by the High School Administration. Payment of the financial obligation or the establishment of and follow through with a mutually agreeable plan to eliminate the debt will result in the student immediately regaining his or her eligibility.

**TAPING AND PHOTOGRAPHING**

We have the responsibility to control the educational environment, to ensure quality instructional time, and protect the privacy rights of all persons. Events that can be taped or photographed include sporting events, plays, concerts, and special school functions. Please check with the principal and teacher for permission to tape or photograph other events. Students may be photographed during the school year for use in local newspapers, yearbooks, website, or school social media sites. **If you do not want your child photographed or videotaped for any reason, please notify the school office in writing.**

**TECHNOLOGY**

Lewisburg Area High School views the use of technology and digital resources as an important component of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. Each student enrolled full-time will be assigned a laptop computer for individual use during the school day. Students who return the signed permission forms and who have submitted any assigned fees may take the laptops off-site for home use. All students are expected to abide by the Acceptable Use Policy and the Student Laptop Guidelines at school and off-site. **The use of VPN clients and/or other means to bypass the school filter and network are strictly prohibited.**

**TELEPHONES**

The main office receives many telephone calls from parents, friends, employers, etc. requesting that a student be given a personal message. **In the case of an emergency students will be called out of class to receive a message.** Students are reminded that cellular phones may not be used during class or academic time (including flex). **Any use of a cellular phone (including texting) during academic time may result in disciplinary consequences.** Students are permitted to use their cellular phones during the change of classes, study hall and their lunch period.

**VISITORS**

Guests and visitors must register in the office. Student guests are permitted to visit for **one-half of a day** only under special circumstances with advance permission or approval from the principal. Graduates and past students of Lewisburg Area High School are considered visitors.
WELLNESS POLICY (#246)

Lewisburg Area School Board recognizes that student wellness and proper nutrition are related to a student’s physical well-being, growth and development, and the student’s ability to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. If you would like more information about this policy, triennial assessment, or how to become involved with the district Wellness Committee, please contact the Assistant Superintendent of schools.

DIABETES MANAGEMENT (209.2)

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities.

Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

WORKING PAPERS (PERMITS)

All working permits are to be secured through the main office.
Appendix A: SCHOOL BOARD POLICIES
Sections of important LASD policies referred to in this handbook are contained in this appendix. All School Board Policies are available in their entirety on the District Web Page at www.lasd.us.

Portions of the following policies are contained in this appendix:

103   Nondiscrimination in School and Classroom Practices
103.1  Nondiscrimination – Qualified Students with Disabilities
209.1  Food Allergy Management
209.2  Diabetes Management
210   Use of Medications
210.2  Use of Asthma Inhalers
218   Student Discipline
218.1  Weapons
220   Student Expression
223   Tobacco
226   Search and Seizure
227   Drug and Alcohol
235.1  Surveys
237   Electronic Devices
247   Hazing
249   Bullying/Cyberbullying
251   Homeless Students
808.1  Food Service Student Meal Accounts
815   Acceptable Computer Use
916   Volunteers
#103: NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

#103.1: NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

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

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.
#209.1: FOOD ALLERGY MANAGEMENT
The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in District schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

#209.2: DIABETES MANAGEMENT
The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.

Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulation.

#210: USE OF MEDICATIONS
The Lewisburg Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

The school nurse will be responsible for administering or supervising the self-administration of all medication. A medication log will be kept on any student receiving any medication, including but not limited to prescription, stocked, and prescribed non-stocked medication during school hours.

Any medication to be given during school hours must be delivered directly to the school nurse by the student's parent(s) or guardian(s). All medication must be brought to school in the original
container as purchased or in a pharmacy container. Each container shall include student identification, medication name, dose and dosing schedule, and, when applicable, the pharmacy name, pharmacy telephone number, and prescribing physician’s name. All medications are to be given to the school nurse or designee immediately upon arrival at school. All medications are to be accompanied by the school district medication authorization form, which has been signed by both the physician and the parent/guardian.

#210.2: POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTOR
The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy. Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner, or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner, or physician assistant that states:
   a. Name of the drug.
   b. Prescribed dosage.
   c. Times medication is to be taken.
   d. Length of time medication is prescribed.
   e. Diagnosis or reason medication is needed, unless confidential.
   f. Potential serious reaction or side effects of medication.
   g. Emergency response.
   h. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler or epinephrine auto-injector is intended for his/her use only and may not be shared with other students. The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector during the school day.

Violations of this policy by a student may result in loss of privileges to self-administer. The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler or epinephrine auto-injector by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.
#218: STUDENT DISCIPLINE
The Board recognizes that proper student conduct during school contributes to learning and is a shared responsibility between the students, the student’s families and the School District. However, when student misconduct interferes with educational programs, disciplinary measures appropriate to the infraction shall be assigned.
Types of discipline shall include retraining sessions, optional school service, detention, in-school suspension, out-of-school suspension, and expulsion. The student shall be informed of the reason for the discipline and communication to the parents/guardian shall follow the action taken by the school. All informal and formal hearings will be subject to due process requirements.

If in-school suspension exceeds three consecutive school days an informal hearing with the principal shall be offered to the student and student’s parents/guardian. A student removed from all classes during a school day shall not participate in or attend any school-sponsored extracurricular activity during that calendar day.

Out-of-school suspension is the removal of a student from school for up to ten days. The student is further prohibited from attending school and occupying school property, including scheduled classes, extra-curricular activities, and school events. If the suspension exceeds three days the parents and students will have the opportunity for an informal hearing with the principal.

Expulsion from school is removal from school by the Board for a period exceeding ten school days and may be permanent expulsion from the school rolls. A formal hearing before the Board will occur if possible during the period of suspension. Complete information concerning any and all suspensions shall become part of the file kept by the principal. If the principal decides to transfer information to a student’s cumulative record file, the parent/guardian shall be notified.

Behavior, conduct, and/or activities that may lead to exclusion from class or school, include possession, use, receiving or dispensing, or sale of scheduled or restricted drugs, look-alike drugs, and alcohol; threat of or actual physical assault; vandalism; theft; possession or use of tobacco products; possession or storage of weapons and look-a-like weapons or replicas; behavior or actions which endanger the safety of others; bomb threats, terroristic threats, behavior or actions which impinge on the rights of others; extortion; immoral or obscene acts; forgery; arson; participating or instigating a riot or disruption; leaving school premises during school hours without approval; disruptive behavior; violation of written school rules, regulations, PA School law, School Board policies, and/or building codes of student conduct; gambling; cheating; willful and deliberate refusal to follow reasonable instructions; disrespectful or improper actions toward any member of the school community; unexcused absence, truancy, and lateness to school; failure to comply with detention provisions, and any form of harassment or hazing. No offense involving weapons, alcohol, or drugs or the willful infliction of injury to another person or an act of violence shall be committed on school property (Act 26 of 1995).
Retraining Sessions

Retraining is the effort to identify the specific behavior that has not been learned and to teach that behavior under the direction of school personnel. The retraining session occurs during a student’s valued time and is a non-confrontational means of addressing the targeted behavior. It is repeated as needed until the desired behavior has been learned. Retraining does not require a warning; rather it directly pertains to the immediate circumstance. These retraining sessions will also be a part of the detention and suspension sanctions. Students can expect retraining sessions to be conducted before school, during lunch, or immediately after school at the teacher or administrator’s discretion.

#218.1: WEAPONS

The Board recognizes the importance of a safe school environment. Possession of weapons, weapon look-a-likes, and/or replicas of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. Weapon the term shall include but not be limited to any knife, cutting instrument, cutting tool; nunchaku stick; brass or metal knuckles; firearm including handgun, shotgun, rifle, bb or pellet gun; chemical agent; explosive device; and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Weapon Look-a-likes: Any instrument or implement designed to look like a weapon.
Replicas of Weapons: A reproduction or copy of a weapon and as such is a weapon.

Possession: Ownership, control, or the ability to exercise control over an item, e.g. an item is stored on the person of a student, in the student’s personal possessions, in a backpack, a vehicle, or in the student’s locker. This policy shall not apply to a tool, implement or instrument when such tool, implement or instrument is being used as part of a school-approved program by an individual who is participating in the program nor to a weapon in the possession of or under the control of law enforcement and/or armed services personnel.

The Board prohibits possession of weapons, weapon look-alikes and/or replicas of weapons in any school district building; on school property, at any school-sponsored activity, event, or function, regardless of location; in any public conveyance providing transportation to or from school or a school-sponsored activity, event, or function; or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who knowingly violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the district shall take all necessary steps to comply with the Individuals With Disabilities Act.

#220: STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

Procedures for student distribution of items and materials to other students and student’s rights regarding expression are contained in Policy #220, available for review online or in the school office.
#223: USE OF TOBACCO PRODUCTS
The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. For purposes of this policy, tobacco use shall be defined as use and/or possession of lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product, and smokeless tobacco in any form. The term tobacco also includes any oral device that provides or is designed or intended to provide a vapor of nicotine and/or other substance(s). The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor. The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits tobacco use and possession by students at school sponsored activities that are held off school property. Violation of this policy shall result in the implementation of the school discipline code. In addition, the school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy. Policy 707.1 prohibits the use of tobacco on school property by district employees and school visitors. This includes athletic and extra-curricular activities.

#226: SEARCHES
The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes. It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers. No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population. The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population. Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion of a threat to the health, welfare or safety of the school population, a search may be made without prior warning. The Principal or designee and another staff member shall be present whenever a student locker is inspected based on reasonable suspicion. The Principal or designee shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant. The Principal or designee shall be responsible for promptly recording in writing each locker inspection: such record shall include the reason(s) for the search, persons present, objects found and their disposition. The Principal or designee shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules. School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population. Students shall assume responsibility for maintaining the security of their lockers. Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

#227: DRUGS AND ALCOHOL
The Board prohibits any student from being under the influence, using, possessing, distributing or selling any drug, drug look-alike, drug paraphernalia, or any ordinary item used to mimic any drug or drug paraphernalia, on school property, on school vehicles (including any buses contracted by the LASD), at school activities, or at any school sponsored functions. Violation of the Drug and Alcohol Policy will result in discipline based on the individual circumstances. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school’s education, extracurricular, or athletic programs, from which a student has been excluded as a result of violations of this policy.

#235.1: SURVEYS
Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

Surveys conducted by school staff shall have a legitimate educational purpose and be aligned to standards within district-approved curriculum.

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.

Informal polling (on noncontroversial topics) for the purposes of instructional engagement, are not subject to prior approval by the building principal.

Surveys related to controversial topics (i.e protected information) shall be submitted to the building principal for review and approval in advance. The building principal may seek guidance from the Superintendent or designee at the principal's discretion.

All surveys conducted by school staff shall not include any identifying student information except in situations that have been approved in advance by the building principal (i.e. school newspaper, yearbook, etc.)

Results from any survey conducted by school staff shall be used for legitimate educational purposes.

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.

All instructional materials, including teachers’ manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.
Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent’s/guardian’s right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.

#237: ELECTRONIC DEVICES
In order to provide a safe, secure, and tranquil learning environment, the Board regulates the possession and use of all electronic devices. The Board prohibits use of electronic devices by students as described in the student handbook and approved by the Board annually. The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

The principal or designee has the authority to grant special permission to allow the use of personal electronic devices during the school day for educational purposes. The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student. For purposes of this policy, laser pointers shall be considered electronic devices. Students and parents/guardians shall be notified of the district’s electronic devices policy through the student handbook, district website, and/or other efficient methods. Exceptions to the regulations set forth in this policy may be made for health, safety, or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student’s individualized education program (IEP).

Cellular Telephones: The principal, or his/her designee, may withdraw the privilege of bringing a cellular telephone or other electronic devices to school if it is misused. Telephone Pagers and Beepers: The prohibition shall not apply in the following cases, provided that the building principal approves in advance the presence of a telephone pager:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for a telephone pager due to the medical condition of an immediate family member.

Laptop Computers/Personal Digital Assistants/Other Electronic Devices Laptop computers and personal digital assistants (PDA’s), and other electronic devices brought to school shall be restricted to classroom or instruction-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers, PDA’s, and other electronic devices. Use is subject to the discretion of the staff member in authority in that particular educational setting. Unauthorized or inappropriate use of personal electronic devices contrary to the provisions of this policy shall result in confiscation of the item by school personnel and may result in disciplinary action.
The Lewisburg Area School District Board desires to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

**Complaint Procedure**
A student shall report a complaint of harassment, orally or in writing, to the building principal or designee, who shall inform the student of his/her rights and of the complaint process. A counselor, nurse, administrator or other staff member may forward a report of a complaint to the building principal on behalf of a student. The building principal or designee shall conduct a timely, impartial, thorough and confidential evaluation of the complaint. The building principal or designee will determine if an investigation is warranted. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated. A record of the building administrator's evaluation shall be kept on file in the district office until one (1) year following the students' class graduation.
#249: Bullying/Cyberbullying
The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Transfer to another classroom or school bus.
- Reassignment to alternative educational setting.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Expulsion.
- Recommend counseling/therapy outside of school.
- Referral to law enforcement officials.

#251 HOMELESS STUDENTS
The Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.

The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.
The Board, authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths.

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.

**#808.1: FOOD SERVICE STUDENT MEAL ACCOUNTS**
The Lewisburg Area School District Board recognizes the importance of nutrition as a key to effective learning, and to help ensure that all students receive healthy meals authorizes the use of a point of sale debit system for the purchase of cafeteria meals. The point of sale system is designed to allow parents/guardians an easy method for paying for their child’s meals.

**Definitions**

Point of Sale System - A food service tracking system that records food purchases and all monetary exchange between the District’s food service operations and the student using his/her Student Account.

Student Account - Individual account assigned to each student in the District for accounting purposes for the purchase of meals and food items.

Notification – Parents/guardians may be notified in a variety of ways including text, email, phone call, and/or postal letter

The Lewisburg Area School District Board authorizes the Director of Administrative Services, Food Service Director, and the Superintendent to develop and implement procedures for the administration of the Point of Sale System, and to take the required actions to ensure the collection of outstanding balances. Students and parents/guardians are responsible to monitor the balance of the account and keep a positive balance. The Student Meal Account is a debit account, where funds are deposited into the account by the student or their parents/guardians in advance of purchasing meals. It is the responsibility of the Food Service Office to notify parents/guardians of a delinquent balance in the Student Meal Account. It is the responsibility of the Business Office to pursue the collection of Student Meal Accounts that are delinquent. The Business Office will turn over any Student Meal Account that is delinquent for more than 45 days to the appropriate authority for collection, unless the parent/guardian has made a financial arrangement with the District to address the deficiency. In such cases, the language of the agreement will prevail.

**#815: ACCEPTABLE USE OF COMPUTER NETWORKS (Summary)**
All students will be permitted to use the Internet. An Internet exemption form is available to parents/guardians who choose to prohibit access. All high school students will be given a school email account with the ability to read and send messages. If a parent wants their child to be exempted from having a school email account, they should send written notification to the district. The following guidelines shall govern the use of the district’s computer networking facilities. (LASD Policy #815)
General

The district shall not:

- Endorse any content accessible through the use of the network facilities.
- Guarantee the accuracy of information received via the various networks.
- Be responsible for any information that may be lost or damaged.
- Guarantee the availability of any information or on-line resource.

The school district shall not be responsible for any unauthorized charges or fees resulting from Internet use.

Within reason, freedom of speech and access to information will be honored. The district reserves the right to log network use and to monitor fileserver space utilization by district users. A building administrator shall have the authority to determine, for his/her building, what is appropriate and inappropriate use. His/her decision is final.

Students and staff have the responsibility to respect and protect the rights of other users both in the district and on the various networks.

Students should have no reasonable expectation of privacy in use of the system. The system, hardware, and/or software, is the property of the school and, as such, students have no reasonable expectation of privacy in regard to its use. Students, parents, & employees must be aware of the school’s right to monitor it’s network.

Specifically Prohibited Uses of Computer Networks:

- Facilitating any illegal activity.
- Commercial or for profit purposes.
- Non-work or non-school related work.
- Product advertisement or political lobbying.
- Bullying/cyberbullying, sending terroristic threats, hateful mail, harassing communications, making discriminatory remarks, and all other harassing, offensive, or inflammatory remarks.
- Accessing or distributing material of a profane, discriminatory, threatening (including hate mail), offensive, or inflammatory nature.
- Reproducing, distributing, communicating, installing, or modifying materials in violation of copyright laws or “fair use” guidelines.
- Access, obtain, or distribute materials, images, or photographs that are obscene, pornographic, lewd, constitute child pornography as defined herein, or are otherwise illegal.
- Infiltrating a computing system, tampering with network hardware or software (including viruses), gaining unauthorized access into password protected areas of the network, attempting to by-pass the district’s filtering software, intentionally obtaining, modifying, vandalizing or destroying network files or data belonging to or used by others, or other behavior that interferes with the functioning of the District network.
- Loading or using unauthorized games, program files, or other electronic media, pirated software, and peer-to-peer file-sharing software.
- Access and use of online “gaming” sites (except for approved educational purposes).
- Accessing or transmitting any form of gambling
- Access to “social networking” sites for non-curricular purposes
- Use of networks to intentionally obtain or modify files, passwords, and data belonging to other users.
- Impersonating another user, maintaining anonymity, using pseudonyms, or gaining or attempting to gain network access through fraudulent means.
- Use of networks to disrupt the work of other users.
- Access by users to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
- Connecting unauthorized devices to the network.
- Failing to comply with requests from teachers or administrators to discontinue activities that threaten the operation and integrity of the district systems or networking equipment.

**Consequences for Inappropriate Use**

1. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate, willful or negligent acts.
2. Illegal use of the network and equipment; deliberate deletion or damage to files of data belonging to others, intentional copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
3. General rules for behavior and communications apply when using the Internet. Loss of access to the network and equipment and other disciplinary actions may be consequences for inappropriate use.
4. Vandalism will result in cancellation of access privileges. Vandalism is any malicious attempt to harm or destroy the District’s computers, data, applications, and/or network functionality or the data, applications, or functionality of another user’s computer. This includes, but is not limited to, the uploading or creation of computer viruses. The District reserves the right to prosecute and hold liable any user whose activities in violation of this policy or acts of vandalism result in damage to the District’s systems.
5. The network administrator may at any time close an account of a user who is violating this policy or upon the request of a building administrator, faculty member, or staff member who is aware of a user who is violating this policy.

**#916: VOLUNTEERS**
The Lewisburg Area School District Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the district.

**Definitions**
Adult - an individual eighteen (18) years of age or older that is not a student in the district.

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.
Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.

Routine interaction - regular and repeated contact that is integral to a person’s volunteer responsibilities.

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy. Visitors have limited contact with children and are always under direct supervision of a staff member.

Guidelines
- Each volunteer shall complete and submit a volunteer application.
- The names of all volunteers shall be submitted for approval by the Board.
- Upon approval, volunteers shall be placed on the list of approved volunteers.
- Approval shall be required prior to beginning service as a volunteer.

Prior to approval, all volunteers shall submit the following information:
1. PA Child Abuse History Certification - which must be less than twelve(12) months old.
2. PA State Police Criminal History Record Information - which must be less than twelve (12) months old.
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.

If a volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the volunteer must also submit the following information:
1. Federal Criminal History Report – which must be less than twelve(12) months old.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer. Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Volunteers shall obtain and submit new certifications every sixty (60) months.

A student, eighteen (18) years of age or older, who is volunteering for an event or
activity sponsored by the school in which the student is enrolled and occurring on the school’s grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.

Volunteers shall report to the Superintendent or designee, in writing, within seventytwo (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

The Superintendent or designee shall immediately require a volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.
Appendix B:  

PENNSYLVANIA AND DISTRICT  
ACADEMIC ELIGIBILITY REQUIREMENTS  
(For Athletic Participation)

Lewisburg Area High School is a member school of the Pennsylvania Inter-scholastic Athletic Association (P.I.A.A.) and abides by all regulations and conditions set forth in its constitution. A copy of the P.I.A.A. Constitution is available in the Principal’s Office for review by any and all interested parties.

STUDENT PARTICIPATION IN  
EXTRACURRICULAR ACTIVITIES

The Board of School Directors of the Lewisburg Area School District recognizes that extracurricular activities are a vital part of our school district’s educational programs and adopts the following standards for student participation in these activities.

Administrative Guidelines

Definition

Extracurricular activities shall include all school-sponsored activities that are not a direct extension of the planned curriculum. Some examples of extracurricular activities are high school clubs, intramural sports, interscholastic sports, musicals, drama productions, student government, literary staffs, and school-related societies. Middle school exploratory clubs and activities are considered part of the planned curriculum and are not extracurricular activities.

Academic Eligibility

1. A student’s cumulative academic standing for the marking period as of 4:00 PM on Friday of each week will determine the student’s eligibility for participation in extracurricular activities from Sunday through Saturday of the following week. A student must not be failing more than one subject to remain eligible for extracurricular activities. If school is closed on a Friday, the principal will determine if the student meets the eligibility requirements of this section.

2. A student who is failing more than one planned course at the end of any one marking period will be ineligible for the next 15 school days. At the conclusion of this time period, a student’s progress will be examined, and, if he/she is not failing more than one course, the student will be readmitted into extracurricular activities. If a student is still failing more than one course, the student will remain ineligible for the balance of the marking period. A student whose eligibility is determined on the basis of final grades may correct academic deficiencies by successful completion of remedial work in an approved summer school program.
3. A student’s final grades at the conclusion of the school year will be used to determine his/her eligibility for the first marking period of the next school year. A student whose eligibility is determined on the basis of final grades may correct academic deficiencies by successful completion of remedial work in an approved summer school program.

4. A new student enrolled for the first time must comply with the above requirements. The student’s standing will be determined by the preceding grading period based on the records obtained from the school the pupil last attended.

**Attendance**
A student who is absent from school because of illness or unexcused reasons may not participate in extracurricular activities on the day of the absence.

To be eligible to participate in extracurricular activities on any day, a student must be in attendance from 9:00 a.m. until the end of the school day. The exception to this will be for excused early dismissal after 9:00 a.m. for reasons other than illness.

A student who has been absent from school during a semester for a total of twenty (20) or more school days shall not be eligible to participate in extracurricular activities until he/she has been in attendance for a total of sixty (60) school days following his/her twentieth day of absence. This may be waived for the following exceptions: consecutive absences of five (5) or more school days due to a confining illness, injury, death in the immediate family, court subpoena, or quarantine. Attendance at summer school does not count toward the sixty days (60) required.

**Citizenship**
As representatives of Lewisburg Area School District, participants in extra-curricular activities are expected to exhibit exemplary behavior that may be beyond that required of non-participants of extra-curricular activities. Failure to exhibit such behavior may result in suspension or dismissal from extra-curricular activities.

**Behavior**
A student may be removed from participation on the basis of behavior that is inconsistent with the objectives of the extra-curricular program. The school principal will decide on the removal of a student and the duration of the student’s non-participation. The student’s behavior during school and non-school hours, in and out of season, is subject to penalty under this policy.

No student will participate in an extra-curricular activity while serving a suspension from school. It is the intent of this statement to include both in-school and out-of-school suspensions.

Drinking of alcoholic beverages, use or possession of drugs (including tobacco), or other illegal substances, or committed a summary offense, misdemeanor, or felony that violates the spirit of Policy #122.

**First Offense:**
Any student who is determined to have used tobacco, smokeless tobacco, electronic cigarettes, alcohol and/or drugs, or committed a summary offense, misdemeanor, or felony that violates the spirit of this policy shall be ineligible for participation in any extracurricular activity or school-sponsored event for thirty (30) calendar days. In the event the violation occurs during the
summer vacation period, the thirty (30) calendar day ineligibility period begins with the first day of extracurricular activity.

Second Offense:
Any student who commits a second offense involving tobacco, smokeless tobacco, electronic cigarettes, alcohol and/or drugs, or is convicted of a summary offense, misdemeanor or felony that violates the spirit of this policy shall be ineligible for participation in any extracurricular activity or school-sponsored event for one (1) calendar year. The student may be afforded the opportunity for reinstatement after ninety (90) calendar days based on an individual plan developed by the building principal and reviewed and approved by the superintendent.

Third Offense:
Any student who commits a third offense involving tobacco, smokeless tobacco, electronic cigarettes, alcohol and/or drugs, or is convicted of a summary offense, misdemeanor or felony that violates the spirit of this policy shall be indefinitely ineligible for participation in any extracurricular activity or school-sponsored event without opportunity for reinstatement.

Responsibilities
The school shall notify a student of his/her eligibility. Each student involved in an extracurricular activity shall sign a form indicating that he/she is aware of and agrees to the provisions of this policy.

It is the responsibility of the teachers, coaches, advisors, and support staff to cooperate in the application of this policy both in its restrictive and supportive aspects.

DUE PROCESS PROCEDURES

In the event an athlete is accused of team rules:

1. The charges against the athlete will be clearly explained to the athlete by his/her coach.
2. The athlete will be afforded the opportunity to respond to the charges in writing.
3. Should it be determined by the coach that disciplinary action is to be taken, said action should be taken solely on the evidence presented in this matter and consistent with previously communicated team expectations, rules, and consequences.
4. Disciplinary action taken is to be communicated by the coach to the athlete’s parents, the athletic director, and building principal.
5. Disciplinary action may be appealed to the building principal.

In the event an athlete is accused of the use of tobacco, smokeless tobacco, electronic cigarettes, alcohol, drugs, or a violation of the law:

1. The charges against the athlete will be clearly explained to the athlete by the building principal or designee.
2. The athlete will be afforded the opportunity to respond to the charges in writing.
3. Should it be determined by the building principal or designee that disciplinary action is to be taken, said action should be taken solely on the evidence presented in this matter and consistent with Board of School Directors Policy #122.
4. Disciplinary action taken is to be communicated by the building principal or designee to the athlete’s parents, the athletic director, and superintendent.

5. Disciplinary action may be appealed to the building principal in the event the action was taken by his/her designee. If the action was taken by the building principal, the appeal is made to the superintendent whose decision will be considered final.

Any identifiable image, photo, or video that implies an athlete has used or been in the possession of alcohol or drugs or is the act of a crime shall be considered confirmation of a violation of the code of conduct. Since there is often no way to establish a timeframe when or location where an image was taken, it shall be a responsibility the athlete must assume. It is also understood that persons may attempt to implicate an athlete in a situation where he or she might be in violation of the code of conduct. This is further rationale for expecting athletes to not place themselves in the presence of illegal alcohol or drug use or criminal activity.

**Interscholastic Sports Insurance Program**

1. The Lewisburg Area School District Board of Education has approved the purchase of an Interscholastic Sports Insurance Program (Grades 7-12). The program covers all players, student coaches or managers, as well as band members, cheerleaders, and majorettes. Coverage is provided during games, practice sessions, and while traveling to and from the events.

2. The insurance does not provide "blanket coverage" and cannot be expected to pay all bills in full. Therefore, in the event of an accident/injury, the following steps should be taken:
   a. The injury should be reported to the athletic trainer and/or coach or supervisor immediately.
   b. After the Coach or Athletic Trainer, in conjunction with the school building secretary, completes an Accident Report Form, it will be forwarded to the parents/guardians. The parents/guardians should complete their section of the form and send it to the Insurance Agency designated.
   c. Parents/guardians should also file a claim with their own health insurance company in order to be assured of receiving as much coverage as possible.

3. Specific information regarding the Interscholastic Sports Insurance Program will be provided for parents and students prior to students' participation in any interscholastic sport.

**Travel To and From Contests**

All members of athletic teams are expected to travel to and from contests by means of school-arranged transportation. Part of the educational process of athletics is sharing the joy of victory and the agony of defeat after contests. This is part of team unity. When an athlete must go to or return from a contest by means other than that provided by the school, only the parent of the athlete may transport him/her after providing the coach with a written request.
Appendix C: Pesticide Application Notification Registry

The Lewisburg Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. We focus on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s Pesticide Notification Registry. If you would like to be placed on this registry, please notify each school that you have a child attending, by writing a note requesting placement on the Pesticide Notification Registry, that includes your name, child’s names, address, and telephone number where you can be reached. Please include your email address if you would like to be notified electronically. Each school year a new notification registry will be prepared. You will be required to notify the school each year if you wish to be included on the registry.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested to be placed on the registry. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

As the district’s Integrated Pest Management Coordinator, I will be happy to answer any questions you may have. I can be reached by calling 570 523 3220.

Delbert Gallegos
Director, Buildings and Grounds

Appendix D: Notifications

CHIP (Children’s Health Insurance Programs)-Applications for this program can be obtained in the school nurse’s office.
Annual Parental Notifications

- **Curriculum Review** - Annual Parent/guardian notification of the right to inspect instructional materials in accordance with district policy #105. However, this excludes inspection of blank classroom tests prior to being administered.

- **Invasive physical examinations & screenings** – Parent/guardian right to opt-out. Require annually (prior to administration) at beginning of school year.

- **Surveys**-Parent/guardian right to inspect surveys administered by school and right to opt-out. Prior written consent for 8 restricted topics. Required annually at beginning of school year.

- **Assessment Instruments and data** - Parent/guardian right to review state and national assessment instruments and data (except any data that includes personally identifiable info for any student other than the child of the individual) is required annually at the beginning of the school year.

- **Students attending Title I schools**-Parents/guardians have right to request qualifications of teachers or paraprofessionals performing instructional duties for student required annually at beginning of school year.

- **Violence and Drug Prevention efforts, programs, and activities** - Schools must make a reasonable effort to notify parents/guardians of programs and activities. The High School periodically schedules assemblies, multi-media programs, Red Ribbon Week, and other programs to promote healthy living. Parents wanting to opt-out of such programs must notify the school that they do not want their child to participate in writing within 15 days of receiving the handbook.

- **Military Access to Students** - NCLB (2001) requires schools to release the names of high school students, addresses, and phone numbers to military recruiters unless the parent notifies the school in writing that they do not want the information released. Parents or students have the right to submit notification in writing to the school within 15 days from the receipt of this handbook that they do not want any or all of the directory information released.

**Notification of IDEA**

Individuals with Disabilities Education Act

It is the intention of the Board that children with disabilities will be provided with quality special education services and programs. The district must adopt Federal regulations by incorporation by reference to satisfy the statutory requirements under the Individuals with Disabilities Education Act and to ensure that:

1. Children with disabilities have available to them a free appropriate public education which is designed to enable the student to participate fully and independently in the community, including preparation for employment or higher education.

2. The rights of children with disabilities and parents of these children are protected.
Special Education Services and Programs Notification

Lewisburg Area School District is committed to providing a free appropriate public education (FAPE) to students with disabilities. The District must annually provide notice to the public about special education services and procedures to identify, locate, and evaluate all students who may be eligible for and in need of special education.

In addition to public school students residing within the district, the Lewisburg Area School District considers all children with disabilities attending private school as well as children who are homeless, wards of the state, and those who are highly mobile such as migrant children.

Identification (Child Find) Activities:
Building level teams meet regularly at the elementary, intermediate, middle school, and high school levels to monitor concerns about student progress, to develop intervention strategies, and to identify students who may need multidisciplinary evaluations. The teams consider a variety of academic, behavioral, speech language, and motor development information.
Teachers within the district are trained in referral procedures. Guidance counselors, working in collaboration with their district colleagues at all levels are also important front line personnel in child find procedures.
Lewisburg Area School District has an assessment plan which specifies the type of evaluations that are administered at various grade levels. The analysis of assessment results is an important child find strategy, and students may be referred to the school psychologist for additional achievement screenings.

Potential Signs of Developmental Delays and Other Risk Factors for Disabilities
The Individuals with Disabilities Improvement Act (IDEIA) lists 13 disabilities categories. The following contains excerpts from the definitions.

1. **Autism** means a developmental disability significantly affecting verbal and nonverbal communication and social interaction usually evident before the age of three.
2. **Deaf-blindness** means concomitant hearing and visual impairments.
3. **Deafness** means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing with or without amplification.
4. **Emotional disturbance** is a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child’s educational performance 1). Inability to learn that cannot be explained by intellectual, sensory, or health factors 2). An inability to build or maintain satisfactory interpersonal relationships with peers and teachers 3). Inappropriate types of behavior or feelings under normal circumstances 4). A general pervasive mood of unhappiness or depression 5). A tendency to develop physical symptoms or fears associated with personal or school problems.
5. **Hearing Impairment** means a impairment in hearing whether permanent or fluctuating that adversely affects a child’s educational performance but that is not included in the definition of deafness.
6. **Mental Retardation** means a significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period.
7. **Multiple Disabilities** means concomitant impairments the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments.

8. **Orthopedic Impairment** means a severe orthopedic impairment that adversely affects a child’s educational performance.

9. **Other Health Impairment** means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli that results in limited alertness with respect to the educational environment that 1) is due to chronic or acute health problems 2) adversely affects a child’s educational performance.

10. **Specific Learning Disability** is a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to do mathematical calculations.

11. **Speech Language Impairment** means a communication disorder, such as stuttering, impaired articulation, language impairment, or a voice impairment that adversely affects a child’s educational performance.

12. **Traumatic Brain Injury** means an acquired injury to the brain caused by external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child’s educational performance.

13. **Visual Impairment including blindness** means an impairment in vision that even with correction adversely affects a child’s educational performance.

**Initiating an Evaluation**

Parents who have concerns about their child’s academic or developmental growth and believe that their child may have symptoms or characteristics similar to those noted above should contact the appropriate building principal, school guidance counselor, or the Special Education Office to request screening and/or evaluation. A parental request for a multidisciplinary evaluation should be made in writing. A form is available from the building principals or through the Special Education Office.

**Further information**

For more in-depth information regarding special education services please see the district’s website: [www.dragon.k12.pa.us](http://www.dragon.k12.pa.us) or notice as posted in the office at each school building. Parents can also obtain more information by calling the building principal or the Special Education Office at 522-3277.

**Gifted Support Services Notification**

The Lewisburg Area School District is committed to providing Gifted Support services to those students who are eligible and in need of these services.

Each school district shall conduct awareness activities to inform the public of gifted educational services and programs and the manner by which to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools and the parents of school age children not enrolled in the public schools.

The Lewisburg Area School District provides programming for students who are identified as Mentally Gifted. This term includes a person who has an IQ of 130 or higher or when multiple criteria as set forth in Chapter 16 regulations and in
Department Guidelines indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by testing, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally gifted must include an assessment by a certified school psychologist.

**Identification (Child Find) Activities:**
Building level teams meet regularly at the elementary, intermediate, middle school, and high school levels to monitor student progress, to develop intervention strategies, and to identify students who may need gifted services. The teams consider a variety of academic, behavioral, speech/language, and motor development information. Teachers within the district are trained in referral procedures. Guidance counselors, working in collaboration with their district colleagues at all levels, are also important front line personnel in child find procedures.

The Lewisburg Area School District has an assessment plan which specifies the type of evaluations that are administered at various grade levels. The analysis of assessment results is an important child find strategy, and students may be referred to the school guidance counselor and/or school psychologist for additional assessment.

**Initiating an Evaluation**
Parents who have questions about their child’s academic or developmental growth and believe that their child may be Mentally Gifted should contact the appropriate building principal, school guidance counselor, or the Gifted Coordinator to request screening and/or evaluation. A parental request for a gifted evaluation should be made in writing.

**Confidentiality of Student Records:**
If a screening procedure finds evidence of giftedness and a gifted evaluation is recommended, the district must issue a Permission to Evaluate form to parents or guardians. Written consent is required prior to conducting the evaluation. An evaluation report is prepared after the assessments are completed. The written record of the results is called an educational record and is maintained by the District. The record contains information that personally identifies a child’s name, name of parents or other family members, address, and other traceable information. The school district protects the confidentiality of personally identifiable information according to the district’s Student Records policy and FERPA (Federal Educational Rights and Privacy Act).

Further information about gifted education is available from building principals or Gifted Coordinator at 522-3277.

**Federal Programs Notification**

The Lewisburg Area School District conducts educational programming with the support of funds from the federal government including Title I (Remedial Reading) and English as a Second Language (ESL). These programs are designed to assist struggling readers and their families to improve literacy skills in order to meet the Pennsylvania Academic Standards for Reading, Writing, Listening and Speaking as well as the other academic standards.
contact your building principal or the Superintendent of Schools, P.O. Box 351, Lewisburg PA 17837, (570) 522-3205, FAX (570) 524-9313 for more information regarding these programs.

**Video Camera Notification:**

The school district uses cameras at certain areas of the buildings for security purposes. Rohrer Bus Service also has video cameras placed on school buses. The actions recorded by these devices may be used in disciplinary procedures.

**Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Lewisburg Area School District receives a request for access.

   Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational
interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**Personally Identifiable Information (PII)**

FERPA permits the disclosure of Personally Identifiable Information (PII) from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the
amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))