

“HOME OF THE LIONS”

# Lackawanna Trail Jr./Sr. High School

2014-2015 Student Handbook



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August, 2014

Dear Students,

Welcome to the 2014-15 school year at the Lackawanna Trail Junior-Senior High School. This is the approved Student Handbook for your information and use. Please review this document closely as it outlines the expectations that the administration, faculty, and staff, have for all students.

It is recommended that all students read and familiarize themselves with the entire Student Handbook. Parents should also take great care in reviewing the school policies and procedures in order to ensure a successful school year for their child. Please remember that this is a guide that the administration and faculty use to make decisions concerning academic expectations and student decorum. It also provides information about the many resources that are available to students. If I can answer any questions that you might have after you have read and reviewed the handbook, feel free to contact the main office.

**Signed handbook forms are due to the main office no later than Friday, September 5<sup>th</sup>, 2014.** You may mail them back to the high school, hand them in to the main office over the summer, or turn them in on the first few days of classes.

I am looking forward to a very successful school year and encourage each of you to make the most out of your high school experience at Lackawanna Trail. Your journey defines who “We Are.” Take every advantage of our rigorous coursework. Join our interscholastic athletic teams. Participate in the visual and performing arts. Volunteer your time with our variety of clubs. Make 2014-15 your best year yet!

Sincerely,

Dr. Mark P. Murphy  
Principal

## SECTION I

### HIGH SCHOOL POLICIES

#### ANNOUNCEMENTS

All morning announcements and postings must be approved by the administration.

#### ASSEMBLIES

At all times student behavior should be attentive and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Failure to follow these guidelines may result in disciplinary action.

#### ATTENDANCE GUIDELINES

It is mandatory under the Pennsylvania Compulsory Attendance Law that students attend school regularly. The administration of Lackawanna Trail is committed to complying with these regulations.

Lackawanna Trail Students may be excused from school for illness, visits to health professionals, court attendance, death in the family, religious holidays, impassable roads, and for a family emergency (upon administration approval). College visitations and family educational trips may also be excused, but need to be approved by the administration at least one (1) week in advance of the departure date. If the visit/trip is approved, the student will be responsible to request missed academic assignments during his/her absence. No more than five (5) days total will be approved. Please see the Educational Trip section for additional guidelines.

Following each absence a written excuse signed by the parent, guardian, physician, or other legal entity must be submitted to the attendance secretary within three (3) school days of the absence in order to be legally documented. Each written excuse must contain the first and last name of the student, dates of absence, and reason for the absence.

Parents may write excuses for their child for fifteen (15) days of absence. (First/Last name of student must be included on note. Students are responsible for obtaining and submitting their excuses to the main office. Excuses must include parent signature.) Thereafter, a physician's note is needed, or the absence will be considered unexcused. However, if a child has accumulated three (3) days of unexcused absences before the fifteen (15) day parent note limit is reached then ALL future absences will require a doctor's note.

Failure to turn in an excuse or failure to turn in an excuse meeting the criteria listed above will result in an unexcused absence.

When a student accumulates three (3) unexcused absences, the administration will send an "Unlawful Unexcused Absence Letter" to his/her parent/guardian which will include the dates of absences and a warning about future consequences. If an additional illegal absence should occur, (four (4) illegal total) legal action may be taken through our local magistrate against both the parent and student for violation of Pennsylvania's compulsory attendance laws (truancy). Students above compulsory attendance age who have accumulated more than eighteen (18) unexcused absences will be removed from the rolls at Lackawanna Trail School District.

Note: Disciplinary consequences for students who are truant from school but are not bound by compulsory attendance laws will be at the discretion of the administration and may include, but are not limited to, detention, removal of parking/driving privileges, restricted access to extracurricular participation, removal from field trips, dismissal from commencement exercises, etc.

Students are never to leave school while it is in session without written permission from the office. Departure prior to 11:15 AM will be considered 1/2 day PM absence. Arrival after 10:54 AM will be considered 1/2 day AM absence. For students to be excused before the normal end of the school day, they must present a written request from the parent or guardian to the office at the beginning of the school day. Suspicious notes will be verified by the office before the student will be permitted to leave. Forged student notes will warrant a Level II detention. Parents should sign students in/out when entering or leaving the building at times other than the normal start or dismissal times.

All students, regardless of their age, shall have excuses and school forms signed by their parents or guardian. Only those students emancipated by the court may sign their own excuses.

Any student, regardless of age, who is below 90% attendance and/or has accumulated three or more unexcused absences is subject to removal from field trips which are non-curricular (i.e. class trips).

**BACKPACKS AND OVERSIZED BAGS**

Backpacks are permitted for the transportation of books and school materials to and from school. Backpacks are not allowed during the school day (unless a medical excuse is on file with the nurse); the backpack should be stored in the student’s assigned locker during the school day. Bags for BYOD devices, such as laptops, must be used solely for the class and recitation specified by the teacher. Oversized bags must be checked in with the administration.

**BELL SCHEDULE**

**HIGH SCHOOL SCHEDULE**

Regular Schedule			Advisory Schedule		
Period 1	7:45 -8:32	Includes a 5 minute homeroom	Period 1	7:45-8:23	
Period 2	8:35-9:17		Period 2	8:26-9:04	
Period 3	9:20-10:02		Period 3	9:07-9:45	
Period 4	10:05-10:47		Period 4	9:48-10:26	
Period 5	10:50-11:25	1 <sup>st</sup> Lunch	Period 5	10:29-11:04	1 <sup>st</sup> Lunch
Period 6	11:28-11:31		Period 6	11:07-11:10	
Period 7	11:34-12:09	2 <sup>nd</sup> Lunch	Period 7	11:13-11:48	2 <sup>nd</sup> Lunch
Period 8	12:12-12:15		Period 8	11:51-11:54	
Period 9	12:18-12:53	3 <sup>rd</sup> Lunch	Period 9	11:57-12:32	3 <sup>rd</sup> Lunch
Period 10	12:56-1:38		Period 10	12:35-1:13	
Period 11	1:41-2:23		Period 11	1:16-1:54	
			Period 12	1:57-2:23	Academic Mentoring

**Late Arrival Schedule**

Schedule A (1 <sup>st</sup> Late Arrival Day, then every other late arrival)	Schedule B (2 <sup>nd</sup> Late Arrival Day, then every other late arrival)
Period 1- 9:45-10:17 Period 3- 10:20-10:50	Period 2- 9:45-10:17 Period 4- 10:20-10:50
Follow the remainder of the regular schedule day	Follow the remainder of the regular schedule day

**BOOKS**

Textbooks, calculators, classroom and library materials are the responsibility of the student to whom they are issued. Students will be charged the full replacement cost for lost materials.

## **BULLYING**

Lackawanna Trail High School is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. To that end, Lackawanna Trail High school has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment when they occur. The bullying policy is in effect while students are on property within jurisdiction of the school district; while on school-contracted or school-operated vehicles; and while attending or engaged in school-sponsored activities.

Any act (i.e. physical, verbal, etc.) which is investigated and determined to be in violation of the bullying policy shall be considered an infraction of the school's code of conduct, with discipline implemented by an administrator accordingly.

Lackawanna Trail encourages students who have been bullied to consistently and promptly report such incidents to the building principal or designee. Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against.

All bullying behavior that is a violation of the PA Crimes Code will be reported to the appropriate legal authorities.

## **BUS NOTES**

If a student is riding a different bus for the day, the student must present a note to the office containing the date, full name, emergency contact number and parent's full name. This note must be approved and logged in the main office in order for the student to change buses for a single day. Bus changes for longer than one day must be made through the Transportation Office.

## **BUS RULES-STUDENT RESPONSIBILITIES**

The bus rules are necessary to ensure safe transportation of students to and from school, and to and from school district sponsored activities. All students are expected to abide by these rules. Consequences for failure to comply with bus rules may result in disciplinary action and or removal from the bus.

- Students may not eat, drink, or chew gum on the bus.
- Students are responsible for sitting in their assigned seats.
- Students shall not put arms, feet, or heads out of the windows at any time or discard any items from the bus.
- The use or possession of tobacco, alcohol, or drugs on the bus is not permitted.
- Students shall move to the inside of the bus seat to provide room for three students per seat.
- The bus driver is in complete charge of his/her bus at all times and his/her directions to students must be obeyed.
- Any damage to the bus or its equipment resulting from vandalism will result in the parents/guardian of the student( s) involved being billed for the cost of repairing or replacing the damage. The student may be referred to legal authorities
- Students may only ride their assigned buses to and from school with pick-up and drop-off only at their designated stops. In the event of an emergency, parents may request an alternate bus or stop. However, prior approval by an authorized school administrator and the bus driver must be secured. Such a change will be permitted only if space is available on the alternate bus and the requested drop-off is at an approved stop. No requests will be granted for busses with 60 or more assigned passengers.
- Students may be suspended from riding a bus, for cause, only by a member of the administration. Bus riding privileges may not be suspended, except in an emergency situation, without prior notification to the suspended student's parents. This notification will be sent upon recommendation of the administration.
- Suspension of school bus privileges does not relieve the parents of their responsibility insofar as the compulsory attendance laws apply. Absence from school for the above reason shall be considered as an unexcused absence and an illegal absence for students under the age of 17.
- Items that can be held on the student's lap or between the knees (and not endangering the safety of other students) can be carried on the bus.
- Gym bags or any school project must not be placed in the aisle or areas near the entrance or exit doors.
- Live animals, firearms, knives, explosives, glass items, aquariums, snowboards, skateboards, skis/poles, and anything of dangerous or objectionable nature are not allowed on the bus.
- Individuals other than students or school personnel are not allowed to enter a school bus for any reason. (State law)
- Individual bus contractors may have additional rules which must be followed.



## **BUS RULES-PARENT RESPONSIBILITIES**

The safety of children is the number one priority of the School District. As a result, the following safety guidelines are for parents to review:

- Parents are encouraged to walk with their children to and from bus stops.
- Parents must ensure that their children arrive at their morning stop, five minutes before scheduled pick up.
- Parents are responsible for their children's safety and well-being on the way to and from and while at the bus stops.
- Parents are responsible for the proper conduct of their children on the way to and from and while at the bus stops.
- Parents are responsible for their children's conduct, along with district personnel while their children are on the school bus.
- Parents are expected to cooperate with school personnel regarding the effective and safe transport of their children.
- Parents are encouraged to contact the school district transportation department when they observe unsafe conditions.
- Every child should have a responsible adult to supervise him/her at school bus stops to ensure the child's safety.
- When parents are negligent in this area, the school district depends on citizens to report safety concerns such as children playing in the street or misbehaving at school bus stops.

## **BRING YOUR OWN DEVICE (BYOD)**

The Lackawanna Trail School District's Bring Your Own Device (BYOD) program will commence on November 3, 2014. After registering a personal device with the district, students are permitted to bring technological devices like smart phones, tablets and laptops to school to use for administrator/teacher led instructional purposes ONLY. The District shall not be liable or responsible for the loss, damage, misuse, or theft of any electronic devices. Some of the policies that guide this initiative are the following: #226 *Search and Seizure*, #237 *Electronic and Personal Communication Devices*, #249 *Bullying/Cyberbullying*, and #815 *Acceptable Use of Internet, Technology, Computers and Network Resources*.

## **COMPUTER AND INTERNET USE**

Lackawanna Trail High School provides computer use and Internet access for all students, faculty, and staff. The use of computers, the school network, and the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges. A student's activities while using computers or the Internet while in school must be in support of education and research, and consistent with the educational objectives of the Lackawanna Trail School District. In addition, a student accessing the Internet from a school site is responsible for all on-line activities that take place through the use of the school account when he/she is using it.

**Note:** Please see the school district web site at [www.ltsd.org](http://www.ltsd.org) for the most current Acceptable Use Policy.

Internet, Technology, Computer, and Network Resources shall include all technology owned and/or operated by the District. Users are expected to act in a reasonable, ethical and legal manner in accordance with federal and state law, District policy, accepted rules of network etiquette, and building rules when using the District's Internet, technology, computers and network resources. Examples of misconduct include, but are not limited to:

- Violating the law, facilitating illegal activity, or to encouraging others to do so;
- Violating any other District policy;
- Engaging in any intentional act which might threaten the health, safety, or welfare of any person or persons;
- Causing, or threatening to cause harm to others or damage to their property;
- Commercial purposes or for-profit purposes;
- Engaging in non-professional/non-academic Internet access (ex. Online shopping, travel reservations, gambling, unauthorized sites, etc.)
- Political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.);
- Tethering or otherwise connecting to a non-District owned device to access an unfiltered and/or unmonitored Internet connection;

- Bullying/Cyber-bullying, or communicating terroristic threats, discriminatory remarks, or hate;
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
- Communicating words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use;
- Creating, accessing, or to distributing obscene, profane,
- Lewd, vulgar, pornographic, harassing, or terroristic material;
- Attempting to interfere with or disrupt District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes;
- Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization;
- Attempting to physically harm or destroy the District’s Internet, technology, computers and network resources;
- Jeopardizing the security of the District’s Internet, technology, computers and network resources, or attempting to circumvent any system security measures;
- Concealing or attempting to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user;
- Intentionally obtaining or modifying files, passwords, and/or data belonging to other users or to the District;
- Sending any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District’s business or educational interests;
- Committing plagiarism or assisting others in committing plagiarism;
- Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff;
- Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto Internet, technology, computers and network resources;
- Copying District software without express authorization from a member of the District’s technology staff;
- Unauthorized access, interference, possession, or distribution of confidential or private information without authorization;
- Using proxies or other means to bypass or disable Internet content filters and monitoring;
- Accessing a restricted system or changing settings or access rights to a restricted system or account without authorization;
- Using encryption software that has not been previously approved by the District;
- Sending unsolicited mass-email messages, also known as spam;
- Scanning the District’s Internet, technology, computers and network resources for security vulnerabilities;
- Accessing material that is harmful to minors or is determined inappropriate for minors in accordance with laws, Board policy or building rules;
- Using inappropriate language or profanity;
- Transmitting material that is offensive or objectionable to recipients;
- Disrupting the work or other users;

### **DANCE GUIDELINES**

High School dances held at Lackawanna Trail or off-campus locations are for Lackawanna Trail students who are currently enrolled in grades 7 through 12 unless otherwise stated or advertised (e.g. Homecoming, Semi-Formal, Prom, are high school dances for grades 9-12; 7-8th grade Winter Semi-Formal is a jr. high dance for grades 7-9). Guests are not permitted from grades K-6.

Guests at Homecoming, semi-formal, and/or the prom, must comply with all school rules, should currently be enrolled in high school (grades 9-12) and/or must be approved by the administration in advance. If a guest is not currently enrolled in a high school, the building principal must give prior approval. If you intend to bring a guest who is not enrolled at Lackawanna Trail to any dance, see the administration prior to purchasing a ticket for the dance.

## **DRESS CODE**

Students have the right to govern the length or style of their hair unless there is evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard.

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 where there is evidence that the lack of cleanliness constitutes a health hazard.

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 health or safety of the student.

All articles of student dress must be appropriately sized to the student and worn properly. Clothing must not be excessively loose or tight. **STUDENTS MAY NOT ADD TO, NOR SUBTRACT FROM, THE APPROVED STUDENT DRESS POLICY.** Also, student clothing must be maintained in good condition, without holes, rips or tears, or additions.

### **The following guidelines apply:**

**Pants:** All pants must be solid color secured at the waist by a belt, snap, button, elastic, Velcro, zipper or the like. Cargo pants, excessively baggy or tight pants, extra-wide, long or full pants, military pants (fatigues), sweat pants, wind pants, yoga pants, and tight fitting athletic pants are not permitted \* Elementary students may wear sweatpants /wind pants on gym days only.

**Skirts, Skorts, and Dresses:** Skirt, skort, and dress lengths should range from 2 inches above the knee to lengths not longer than the ankle. These items are permissible in solids, stripes, plaids, and patterns. Dresses do not need to have a collar. (May be worn by female students only)

**Shorts:** All shorts may be a solid, stripes, plaids or patterns and of a formal/dress style. Shorts must be secured at the waist by a belt, snap, button, elastic, Velcro, zipper or the like and should be no shorter than two (2) inches above the knee. Gym shorts, spandex, jean shorts, fatigues or the like are not permitted. Cargo shorts are permitted. \*\*Elementary students may wear gym shorts on gym days only. \*\*

**Capris:** Solid color and must be of a formal/dress style. (May be worn by female students only)

**Shirts:** A collared, button-down shirt, dress or golf-style shirt is acceptable. All shirts must have a collar. Solids, stripes, plaids, and patterns are permissible. Shirt must have sleeves and long or short sleeves are acceptable. Shirts may not have more than two (2) buttons unbuttoned at the throat. A t-shirt, long sleeve t-shirt or turtleneck may be worn underneath an approved shirt. \*\*Elementary students may wear t-shirts (with no visible writing or pictures other than those defined in logo/spirit day sections) on gym days only. \*\*

**Sweaters:** Crew, turtleneck, V-neck sweaters or cardigan sweaters or sweater vests are acceptable. Solids, stripes, plaids, and patterns are permissible. A shirt or turtleneck may be worn underneath the sweater.

**Sweatshirts:** Crewneck sweatshirts may be worn. Solids, stripes, plaids, and patterns are permissible. No hooded sweatshirts are allowed. A shirt or turtleneck may be worn underneath the sweatshirt. Zip up sweatshirts must be zipped unless there is a collared shirt beneath the zip up (that conforms to shirt guidelines).

**Turtlenecks:** Turtlenecks may only be worn under a sweater or sweatshirt. Turtleneck sweaters may be worn independently.

\*\*All clothing must maintain modesty expectations. Any tops that expose a bare midriff, shoulders, back or chest are prohibited.

**Shoes:** Students shall wear dress shoes or sneakers. Flip-flops, rubber or plastic beach type shoes are not permitted. Any footwear that presents a safety issue will be prohibited. Socks must be worn if the style of the shoe is closed toe. Tights or nylons may be worn by females only. Shoes with wheels of any type are not permitted.

**Boys Formal Attire:** Men's or boy's suits or sport coats with solid pants, dress shoes, dress shirt and tie (in accordance with all other aspects of the dress policy).

**Girls' Formal Attire:** Women's or girl's dresses or suits (in accordance with all other aspects of the dress policy). A sweater or blazer can be added to formal attire to meet the modesty expectations of the dress policy. A blouse may be worn if it meets modesty expectations. (Without collar)

**Other:** Sunglasses, scarves, jackets, coats, head-coverings, bandanas and outerwear are not permitted during the school day. Headbands are permissible.

**Logos, Writing, or Pictures:** No clothing may have printing, sayings, scenes, or the like unless specifically permitted as described in this policy. Clothing may have "Lackawanna Trail" logos or any approved Trail affiliated logos. Manufacturer's logos that identify the manufacturer or brand present on these items at the time of purchase, 3" x 3" or smaller, are permitted. NO other self-made, manufactured or constructed logos are permitted.

**Spirit Days:** On Spirit Days, "Lackawanna Trail" logos are permitted on all items of student dress and are not limited in size. The item of clothing, however, may not contain any other advertisements (i.e., local businesses). **Spirit Days will be designated and communicated by administration.**

All articles of clothing must be worn neatly and sized appropriately for the student and be in accordance with this policy. Final determination of conformity to this dress policy shall be made by the administration and/or his/her designee(s) who at the time is immediately in charge. The administration reserves the right to make judgments when necessary regarding appropriate dress to ensure conformity and consistency.

Students who violate the student dress policy will be subject to the disciplinary consequences listed below.

#### **Discipline consequences:**

- 1st offense: Detention up to 1 day In-School Suspension
- 2nd offense: Detention up to 1 day In-School Suspension
- 3rd offense: Level II detention up to 3 day In-School Suspension

Note: Parental contact will be made for each violation.

A student suspended for a dress code infraction may return to class after an In-School or Out-of-School Suspension only after conforming to the student dress policy and attending a post-suspension meeting with a parent/guardian and a Principal or Assistant Principal.

#### **DRESS FOR GYM**

Students are required to dress appropriately for participation in gym class. Failure to do so will result in reduction in grade and a Level I detention. Gym shoes must be rubber-soled and street shoes cannot be used. No cleats, rubber or metal, are permitted on the gym floor. Soda, food and gum are not permitted in the gym. If a student needs to be excused from physical education for longer than one (1) day, a note from a physician is required.

#### **DRIVING RULES AND DRIVER REGISTRATION**

The following are general guidelines for students who are eligible to drive to school:

- Observe at all times the safety rules and regulations as established by State and Local authorities. All forms distributed by the school must be handed in for driving privileges to be issued. (i.e. emergency forms, health forms).
- All students must obtain a driving permit from the office prior to driving to school.
- The parking sticker must be visible on the passenger side front window at all times while parked in the school parking lot.
- Cars not properly registered in the school office are subject to being towed away at the vehicle owner's expense.
- Park only in designated areas in the right direction. This includes after school hours (move car for practices and games). The first two rows are reserved for staff parking.
- Careless driving at any time will result in suspension of driving privileges. This includes driving to and from school and to and from school sponsored activities or events.
- All general school rules apply to the parking lot. (Example: No smoking in cars.)
- Students arriving late to school as a result of using their own transportation will be issued an unexcused tardy. Three unexcused tardies will result in a detention. Subsequent removal of parking privileges could result for students who are habitually late/truant.
- Students may be charged a \$2.00 fee for lost stickers and/or registering more than one (1) vehicle.

- Even the slightest automotive accident on school grounds must be reported to the office at once before moving the car.

The administration reserves the right to take away the driving privileges of those who do not comply with the guidelines listed above. Further disciplinary action may be sought depending on the severity of the infraction.

### **DRUG AND ALCOHOL POLICY**

The abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. Lackawanna Trail High School shall strive to prevent the abuse of controlled substances. Controlled substances shall mean all dangerous controlled substances prohibited by law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, prescription, over-the-counter (i.e. cough medicine) or patent drugs, except those for which permission for use in school has been granted pursuant to school policy. Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, at any school sponsored event, and during the time traveling to and from school and school sponsored events.

Violation of Lackawanna Trail's drug and alcohol policy will constitute a mandatory Level IV offense, referral to the Superintendent, and involvement from local and/or State law enforcement.

For a complete version of the Lackawanna Trail drug and alcohol policy, please refer to the School Board Policy (#227).

### **EARLY DISMISSAL OF STUDENTS**

Early dismissals are limited to the following excuses: professional medical services, personal illness approved by the nurse/administrator, and emergencies or other reasons approved by the administration.

All requests for early dismissal are subject to the discretion of the Principal and must be preceded by a signed parental/guardian note that includes the phone number where the parent will be reached to confirm the early dismissal. If the parent is unavailable, the student will not be released. The note must include the reason for the request. Students leaving early and parents picking up a student must sign out.

### **EDUCATIONAL TRIPS**

In accordance with Board Policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and the law.

Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations. Such travel shall be at the expense of the parent/guardian and shall be subject to direction and supervision by a parent, grandparent, or legal guardian.

Approval of these trips shall be requested, in writing, on forms provided by the district. Requests must be submitted at least one (1) week before the date of departure and should be completed in detail. Forms shall not be accepted after the trip.

Submission of the form does not constitute approval. These requests will be evaluated on the following criteria:

- A. Length of trip-number school days the student will miss.
- B. Only five (5) days per year shall be considered. Trips will not be approved during the PSSA testing windows. In extreme circumstances, the Superintendent may approve an educational trip for a period longer than five (5) days. The formal request will indicate the justification for the educational trip and an explanation as to why the trip cannot be taken during a school vacation or during the summer break.
- C. The number of absences accumulated prior to the scheduled trip.
- D. The purpose, the itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.
- E. Approval will be contingent upon the student's academic progress, attendance record, discipline record, and on the student's responsibility for keeping up with the assignments during the trip.

The building principal shall review each request for compliance with the stated conditions.

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as an unlawful and/or unexcused absence. If approval is denied, the absence will be classified as an unlawful and/or unexcused absence unless a doctor's excuse is provided.

All students are responsible for making up school work and tests missed during an approved trip. Work that is not made up shall count as a failure. All work assigned prior to the trip must be returned the first day back or this will count as a failure.

Unapproved trips shall be treated as unexcused absences. As such, no work missed may be made up.

### **EMERGENCY SCHOOL CLOSING PROCEDURE**

School cancellations, delays, and early dismissals will be announced over local radio and television stations:

*Local Television Channels:*

WNEP - 16  
WBRE/WYOU - 28

*Local Radio Stations:*

WKRZ - 98.5 FM  
WICK - 104.9 FM  
WARM/WMGS - 92.9 FM  
WGBI/WILK - 103.1 FM  
WEMR - 1460 AM

High School Website- [www.ltsd.org](http://www.ltsd.org)

School hotline: 945-5186

### **EARLY DISMISSAL OF SCHOOL**

Scheduled early dismissals will take place at 10:50 AM. Students will attend periods 1 through 4 prior to dismissal.

### **TWO HOUR DELAY SCHEDULES A & B**

#### **Schedule A (1<sup>st</sup> Late Arrival Day, then every other late arrival)**

Period 1- 9:45-10:17

Period 3- 10:20-10:46

Follow the remainder of the regular schedule day

#### **Schedule B (2<sup>nd</sup> Late Arrival Day, then every other late arrival)**

Period 2- 9:45-10:17

Period 4- 10:20-10:46

Follow the remainder of the regular schedule day

### **EVACUATION DRILLS/EMERGENCY DRILLS**

In the interest of maintaining a safe school, students will participate in Evacuation/Emergency Drills. These drills are among the most important exercises that students must participate in. The following guidelines apply:

- Follow the directions of the administration and staff.
- If evacuating the building walk, do not run, double file to the designated exit.
- Refrain from talking during the drill.
- After evacuating, students will walk to the designated location until further directions are given.
- Students are to stay with their teacher; stay on the sidewalk; and follow the directions of the staff/emergency personnel.
- Teachers are to make every effort to close windows, turn lights out, and close the classroom door.

### **FUND RAISING**

All fundraising must be approved by the administration. Students involved in fund raising must follow the guidelines set by the administration and be in compliance with the district's Wellness Policy and other applicable school policies.

### **HALL PASSES**

Students must have a proper pass when in the hall during the school day. Failure to have a proper pass may result in disciplinary action.

### **LAVATORY REGULATIONS**

Students may use the restrooms before and after school, between class periods, during assigned lunch period, and during class with the teacher's permission. Students are not to loiter or smoke in the restrooms, write on the walls or damage the facilities in any way. If a student is ill, they must report to the nurse's office with a signed pass. Abuse of the lavatory in any way may require that the student be placed on a lavatory restriction pass.

## **LIBRARY**

Students are responsible for returning library book(s) on time and in good condition. Failure to do so will result in fines and/or disciplinary action. There is a fine of 10 cents per day for each overdue book. Money and books should be brought to the library. Additionally, students who owe books and/or fines at the end of each quarter will receive a Level II detention. Reminder overdue notices are sent out in the middle of every month. Lost books can be replaced by used copies of the exact same book. Used copies must be in good condition. At the end of the school year, unpaid fines become student obligations. Library fines still apply if the book or library materials are returned late.

## **LOCKERS**

Each student is assigned a locker for his/her use only. Sharing lockers or combinations is prohibited. Students are responsible for all materials within their lockers. If students have trouble with their locker they are to report this to the high school office. No student purchased locks are permitted. The student must assume the responsibility for all school issued materials. All lockers remain the property of Lackawanna Trail High School and the school reserves the right to search lockers as determined to be necessary to maintain the health and safety of the student body and to prevent the use of the lockers for unauthorized or illegal purposes; therefore, the school maintains the legal right to inspect any locker when there is a reasonable suspicion of misuse. No items may be placed on the outside of the lockers. Gym lockers are to be used during gym class only. If the lock is found to be broken on a student's locker and they have not reported it to the main office, the student may be subject to a \$12 lock replacement fee.

## **MAKING UP SCHOOL WORK AFTER AN ABSENCE**

Schoolwork missed because of **excused absences** can be made up.

1. The student is responsible for contacting the teacher for make-up work and assignments immediately upon return to school.
2. The classroom teacher should clearly define or designate a reasonable time limit to make up work or accept assignments (i.e. 3 days to make up 3 days absent).
3. Anytime a student is absent his/her parent may contact the guidance office to obtain homework. A twenty-four (24) hour notice is necessary in order for teachers to gather assignments.

**Note:** Schoolwork missed for **unexcused absences** cannot be made up.

## **MEDIATION**

Mediation is a voluntary process for resolving student conflicts and disputes with the help of a trained mediator. Mediators provide non-judgmental assistance while guiding disputants through conflict resolution steps. The goal of the mediator is to work out differences constructively, not to determine guilt or innocence.

## **MILITARY SERVICES**

By law, the school district must make available the names, addresses and telephone numbers of senior high school students to the United States Military Services and institutions of higher learning. Students have the right to exclude their names from this list by filling out a form in the guidance office. For more information, please contact the guidance office directly.

## **NURSE/HEALTH RECORDS/MEDICATION**

All health information forms are now located online at [www.ltsd.org/nurse](http://www.ltsd.org/nurse). Please print and complete the grade appropriate forms for your student and return to the nurse at the start of the school year. Health forms will also be mailed to parents/guardians during the summer. Forms must be returned during the first week of the school year. All medications must be dispensed by the school nurse. No student is allowed to carry, use, or dispense any type of medication at school. At no time is a student to provide any type of medication for another student to use.

A doctor's order must accompany any medication that must be taken during school hours and no medications will be dispensed without a doctor's note. Medication is defined as prescription, non-prescription (over the counter) drugs, and herbal preparation. The administration of any medication requires both a physician's written order and signed parental permission which must include:

- The name of the child.
- The name, address, and phone number of the physician.
- The name of the medication.
- The dosage of the medication.
- The frequency or the time that the medication is to be dispensed.

The following directions should be applied:

1. Prescribed medication must be brought to school in a pharmacy labeled container with the correct name, dose and time to be administered. The parent may want to ask the pharmacist for a second bottle in order to have one at home and one at school.
2. Medication must be transported to and from school in a safe manner.
3. The child's physician must complete the bottom section of the medical form on the reverse side. The parent is responsible for signing and dating the top portion. The completed physician's order and parental permission must be on file at school before any medication is administered.
4. If there is a change in medication, dose or frequency, it is the parent's responsibility to provide the school nurse with revised physician's instructions in order for the change to take effect; except as noted on the other side.
5. Unused medication shall either be picked up by the parent/guardian or destroyed at the end of the school year.
6. Lackawanna Trail School District may reject requests for administration of medicine.
7. The school nurse will only administer prescription analgesia medications (such as a narcotic) to a student with written documentation from the prescribing physician, stating that the student needs narcotic pain management while at school, and is cleared to return to school while receiving narcotic medications at home and during school hours.
8. The school nurse will assess the level of pain prior to administration of medication. The discernment to administer the medication will be at the discretion of the school nurse.

The doctor's order and medication should be taken directly to the nurse's office where they will be kept until the medication is finished or discontinued. An order from the doctor is needed to discontinue a long term daily medication. If the nurse is not available, the order and medication are to be given to the principal or vice principal until the nurse is available. Violation of this policy will result in a minimum of a suspension.

A child who must use an inhaler to control his/her asthma must have a doctor's order. The nurse should be informed if a student is using over the counter products for smoking cessation or dietary supplement.

Any student who has seen a physician and are diagnosed with a head injury MUST report to school nurse upon returning to school. Students must have documentation with written concussion diagnosis. While students are under treatment for concussion they may not drive to or from school, be permitted in the gym and/or attend practice until cleared by a physician and/or the school's Athletic Trainer. Students MUST be evaluated by a physician in order to return to athletic play.

### **PROCEDURAL RIGHTS AND RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend, slander or libel others.

To demonstrate responsibility, a student must:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them
- Be willing to volunteer information in disciplinary cases or school safety concerns and cooperate with school staff should they have knowledge of importance in relation to such cases
- Dress and groom so as to meet fair standards of safety, health and common standards of decency
- Know that until a rule is waived, altered or repealed, it is in full effect
- Assist the school staff in running a safe school for all students enrolled therein
- Comply with state and local laws
- Protect and care for school property, including textbooks
- Attend school daily, except when excused, and be on time to all classes and other school functions
- Make necessary arrangements for making up work when absent from school
- Avoid inaccuracies and obscenities in student newspapers and publications



- Avoid indecent or obscene language at any time on school property and at school-sponsored activities so as to affect a common standard of decency
- Meet financial obligations concerning equipment, textbooks, library books and supplies
- Meet all disciplinary obligations

### **SEARCH AND SEIZURE GUIDELINES**

In the interest of maintaining a safe school environment, the administration reserves the right to search students, personal possessions, lockers, and vehicles when reasonable suspicion of possession of contraband exists. An administrator may seize any evidence that the administrator may find as a result of a search of a student's property, clothed body, or areas designated for a student's use which indicates that a student is violating or has violated the law or a school rule if the search is both justified at its inception and reasonable in scope.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the Superintendent and School Board for an expulsion hearing.

### **STUDENT ACTIVITIES ACCOUNT**

A student activities account is maintained by the Principal for the convenience of high school organizations. All money collected by school organizations must be deposited in this account. Permission to raise money and withdraw money must be obtained from the Principal. All money collected must be documented and kept in the high school vault; at no time can a student or teacher keep money or take it home.

Deposit forms and purchase orders are available from the Principal's secretary. All payments for activities purchases are made by check. All withdrawals must include the signatures of the advisor and the student treasurer. Interest accrued on the checking account will be prorated among the organizations.

### **STUDENT SURVEYS**

From time to time the school administers third party anonymous surveys concerning topics such as alcohol and tobacco use among teens. For more information about such surveys please contact the administration.

### **STUDY HALL**

Study halls are organized to provide an opportunity to do school work under the supervision of a teacher. Students are required to bring books, paper, pencil, etc. to every study hall. A student may request permission to go to the library either for research or recreational reading. **No prohibited electronic devices may be used in study hall.** Any student wishing to see a teacher during study hall must get a pass from that teacher in advance.

### **TARDINESS**

Tardiness is defined as coming to school late. If a student arrives at school after 7:45 AM, and prior to 10:54 AM, they are considered "tardy." If a student attends less than four (4) periods during the school day, the tardy and/or early dismissal will be documented as a full day of absence. [Periods 5/6, 6/7, 7/8, 8/9 count as one period, not two] Tardies may be accumulated for prosecution under the compulsory attendance law. Three (3) unexcused tardies to class and/or school will result in a detention. A student who accumulates three (3) or more unexcused tardies to school will require a physician's excuse for future tardies to be considered excused. No more than three (3) parent notes will be accepted for excused tardiness (e.g. illness). Examples of unexcused reasons for tardiness include but are not limited to, missing the bus, "running late," and "oversleeping." Please see the discipline guidelines for further information.

**Tardiness and student driving:** Any student who drives to school must display responsibility through their prompt arrival. Students who are tardy to school will receive a warning letter after five (5) unexcused lates to school. Students late a total of seven (7) unexcused times may have their Lackawanna Trail parking permit and driving privileges revoked.

### **TELEPHONE**

Students may use the telephone in the main office with the administrative approval in emergency situations only. The phone mounted in the main entrance area may be used by students after school is dismissed and during extracurricular activities.

### **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Please be sure your name, grade and school year are written on a book label in case the book is misplaced. Students will be required to pay for lost or damaged books.

### **TOYS/ELECTRONIC DEVICES**

Toys or other such items like electronic gaming devices or consoles (including electronic and personal communication devices with a primary purpose of gaming) should not be brought to school. The school will not be responsible if these items are lost, stolen or damaged

### **VISITORS**

All Visitors must report to the high school office to sign in upon entrance to the building. Violators will be subject to the state law regarding trespassing in schools. Only people approved by the administration are allowed to enter the classroom.

### **WEAPONS**

Possession of weapons in the school/on school grounds at any time is prohibited by law. The definition of “weapon,” for purposes of this section, shall include, but not be limited to any knife, cutting instrument, cutting tool, instrument, firearm or implement capable of inflicting serious bodily harm. Look-alikes are included. Pieces, portions, and paraphernalia (e.g. gun sights, clips, shell casings, etc.) from weapons are also prohibited from school property.

### **WELLNESS POLICY**

In accordance with our Wellness Policy, the following guidelines apply:

- All celebrations during the school day must be approved by the administration and must directly relate to a cultural or educational experience.
- Food shall not be used as a reward or punishment.
- Candy sales and bake sales are not permitted during the school day.

Note: Please see the district policy (#246) for more details. Always check with administration first.

### **WORK PERMITS**

Work permits are available in the guidance office. A physical must be completed by a physician in order for the work permit to be complete.

## **SECTION II**

### **DISCIPLINE & STUDENT DECORUM**

#### **CONDUCT IN CAFETERIA**

Simple expectations of behavior, which are required in the cafeteria include, but are not limited to:

- Observing proper dining room standards, including language, manners, and behavior.
- Leaving table and surrounding area clean and orderly.
- Putting trash in proper containers.
- Returning trays as soon as you are finished eating so they can be cleaned and ready for the next lunch.
- Understand that food fights are not allowed and shall be considered an act of disorderly conduct, which is a Level III offense. The magistrate could impose a fine of \$300 for such actions.

Note: Additional expectations will be posted in the cafeteria and/or communicated to the student body at class meetings and reinforced by the cafeteria staff and lunch monitors. Failure to abide by the cafeteria guidelines may result in disciplinary action.

#### **CONDUCT AT EXTRACURRICULAR EVENTS**

Students are expected to be good ambassadors of the Lackawanna Trail School District when serving as members of a club or activity, athletic team, or spectator. Misbehaviors at after school events which are either on or off campus and reflect poorly on the team, organization, or school, may be subject to disciplinary action up to a Level III offense, and may include banning from future events.

## **DETENTION/SUSPENSION GUIDELINES**

Students who are assigned to serve detention or suspension must abide by specific guidelines set forth by the administration at the time of the student conference and in accordance with this handbook. Failure to serve a detention or suspension may result in additional disciplinary consequences. The administration also reserves the right to limit or restrict participation in extracurricular activities and/or field trips if a detention or suspension is not served in a timely manner.

**Detention:** All school rules (i.e. dress code, electronic devices, food/drink, etc.) will be enforced during detention. Students may complete homework, read approved materials, or study quietly during detention. Student should sit in assigned seats facing forward with their feet on the floor. If a student has a question, he or she should raise their hand and wait for the teacher to approach their desk so the question can be asked quietly. Misbehaviors of any sort will not be tolerated and may result in the student being dismissed from the detention. If a student is dismissed from a detention they will receive additional disciplinary consequence. If a student is dismissed they must leave the building.

Students who are unprepared to complete an approved assignment during detention will be issued a written assignment. Failure to comply with this expectation will result in an additional disciplinary consequence being assigned by the administration.

Students who arrive to their assigned detention late or leave their assigned detention early will not receive credit for serving that detention, thus resulting in the next level of discipline being assigned for a future date.

Any student involved in extra-curricular activities, (i.e. band, athletics, clubs) will not be allowed to play, practice, or participate in those events during those hours that they are scheduled for Saturday Detention, during a period of academic ineligibility, or during the period of a suspension.

**Example:** If a student is scheduled to play a sport on the day of their detention, they will report to the detention room instead of reporting to that sporting event. Students may participate in extra-curricular activities after serving their detention time at the discretion of the coach, director, or advisor. If any student participant does not report during their detention time, further disciplinary action will be taken against the student.

When a student is assigned a detention late in the academic year, and there are no scheduled detention sessions remaining, the administration will offer more than one option for the student to complete his/her detention. This may include but is not limited to an after school detention on a non-traditional day, a detention during the school day, or a detention prior to the school day. This will vary from year-to-year and will be based on administrative discretion.

**Academic Detention:** Students are referred for academic detention for the following reasons: unprepared for class, lack of participation in class, missing assignments, failing grades. When a student is assigned academic detention, the student will meet with the administration to discuss his/her academic progress. A detention date will be assigned. The student will be provided the opportunity to complete any required assignments. If the student completes the required assignments in an appropriate academic manner and timeframe, the administration reserves the right to cancel the detention. Failure to complete assignments during an assigned academic detention will result in dismissal from the detention and further disciplinary consequences. All guidelines, including extracurricular participation, apply to academic detention.

**Suspension:** When a student is suspended from school he/she is expected to complete all work assigned during the duration of the suspension. Teachers will send appropriate assignments to the guidance office when notified of a suspension and parents are expected to pick the assignments up during office hours. It is our hope that during a suspension, parents/guardians cooperate fully and provide appropriate punishment at home to reinforce our consequences. During the length of the suspension the student is not permitted on school (district) grounds or at school sponsored events, and shall not play, practice, or participate in extra-curricular activities. Before a student is re-admitted after a suspension, a mandatory meeting between the parent/guardian and the administration will be held.

## **DISCIPLINE STRUCTURE**

Disciplinary action will be at the discretion of the administration based on the findings of their investigation and in accordance with the discipline policy. The four tiered discipline structure seeks to provide structure to consequences that are assigned to student offenders in a fair and consistent manner.

There is a policy pertaining to disciplining special education students in accordance with Chapter 14 and IDEA '04 Regulations.

## **DETENTION & SUSPENSION**

**Level I offense** - student will be assigned either a detention during the week from 2:45 PM until 4:15 PM or Saturday detention from 9 AM until 10:30 AM. Failure to serve a Level I detention or arriving late or leaving early from a Level I detention will result in an automatic Level II detention being assigned by administration for the next detention date.

**Level II offense** - students will be assigned either two (2) Level I detentions on Tuesday from 2:45 PM until 4:15 PM or a Saturday detention from 9:00 a.m. - 12:00 p.m. Failure to serve a Level II detention or arriving late or leaving early from a Level II detention, will result in suspension. Please note that while serving a detention, all school rules & policies will apply (dress code, electronic devices, food/drink etc.)

**Level III offense- IN-SCHOOL SUSPENSION:** Students will receive an in-school suspension for more serious violations of school rules and/or an accumulation of offenses. A student who is serving and in-school suspension cannot attend any school events on the days of that suspension. A student receiving a suspension for not attending a Level II detention will not have to make up that particular detention. A parent conference is necessary as part of the student's Due Process Rights.

**Level III offense -OUT-OF-SCHOOL SUSPENSION:** Students will receive an out-of-school suspension for serious violations of school rules and/or an accumulation of offenses. A student suspended from school cannot attend school and/or attend any school events. A student cannot be on school (district) property during the term of his/her suspension. A parent conference is necessary as part of the student's Due Process Rights.

Students who accumulate multiple Level I, II, and III offenses may be referred to the Superintendent for possible expulsion.

**Level IV Offense -EXPULSION:** Repetition of any of the listed level IV offenses, a combination of offenses, or unanticipated violations of school policy may result in a formal expulsion hearing before the school board. A single offense, depending upon its seriousness, may be recommended for expulsion by the administration.

## **Examples of Infractions**

The offenses listed below are to be used as guidelines for behavior and student decorum. The lists are not intended to be all-inclusive, rather, the offenses are to serve as examples of common offenses and offer a rationale for disciplinary consequences. Further, there are instances in which students commit offenses that are not listed but nonetheless warrant disciplinary action. The administration reserves the right to assign a level offense to an unlisted infraction, or elevate the level of an offense, dependent upon its severity and/or repeated occurrences.

### **EXAMPLES OF LEVEL I OFFENSES**

- Bullying/Harassment
- Disruptive Behaviors/Classroom Disruption
- Driving to vo-tech without permission and/or missing vo-tech bus
- Dress Code Violation
- Failure to Register Vehicle in the Main Office
- Failure to Return Required Forms
- Food, Drink, and/or Littering in Class, Hall or on School Bus
- Horseplay, Unsafe Behavior, or Running in the Halls
- Leaving Classroom Without Permission/Cutting Class
- Lying to a Teacher or Administrator
- Parking in Unauthorized Area
- Public Display of Affection
- Reasonable Suspicion of Use of Tobacco or Tobacco Products on School Property
- Sleeping in Class
- Writing on Body/Clothing
- (3) Unexcused Tardies to school, class, vo-tech, co-op or the like, and additional tardies in increments of three
- Unprepared for class

### **DISCIPLINARY ACTION FOR LEVEL I OFFENSES**

Each violation of a Level I offense will require a level I detention (see detention, pg. 17). Failure to serve a Level I detention will result in an automatic Level II detention.

### **EXAMPLES OF LEVEL II OFFENSES**

- Bullying/Harassment
- Bring Your Own Device (BYOD) violation [confiscation of device/loss of privileges at the discretion of administration]
- Cheating/Assisting in Cheating-teachers have the option of assigning zeros in addition to the assigned detention
- Continued Class Disruption
- Cutting Class
- Dress Code Violation
- Failure to serve a Level I Detention
- Forging or submitting a forged note
- Insubordination
- Library books or outstanding fines
- Multiple Level I Offenses
- Offensive/Foul Language/Gestures
- Possession/Use/Distribution of Sexually Explicit/Suggestive Material Including Clothing
- Threatening Behavior/Aggressive Behavior
- Unsafe Driving Practices-On School Property or to/from school
- Use of Cell Phone or Other Prohibited Electronic Devices During School Hours

### **DISCIPLINARY ACTION FOR LEVEL II OFFENSES**

Each violation of a Level II offense will require a level II detention (see detention, pg. 17). Failure to serve a Level II detention will result in suspension for 1-3 days (see *Suspension*).

### **EXAMPLES OF LEVEL III OFFENSES**

- Bullying/Harassment
- Bring Your Own Device (BYOD) violation [confiscation of device/loss of privileges at the discretion of administration]
- Cheating/Assisting in Cheating-teachers have the option of assigning zeros in addition to the assigned detention
- Defacing or Damaging School or Personal Property
- Distribution/Possession/Use of Tobacco Products or Look-a-Like Products (i.e. E-Vaporizers) on School Property, on a School Bus, or at a School Sponsored Activity (may result in a referral to the magistrate)
- Disorderly Conduct (may result in fines plus court costs)
- Failure to Report Information Pertaining to the Safety of Students, Staff, or School Community
- Failure to Serve a Level II Detention
- Fighting (may result in fines plus court costs)
- Inappropriate Conduct at After School/Extracurricular Activities (may result in being banned from future after school/extracurricular activities)
- Leaving School Building or School Property without Permission
- Multiple Level II Offenses
- Offensive/Foul Language/Gestures Directed Toward Another Person
- Possession/Consumption/Distribution of Prescription or Over the Counter Medications or any Substance that contains Prescription or Over the Counter Medications
- Possession/Distribution of pieces or parts of weapons/explosives (e.g. spent shell casings, gun sights or clips, etc.)
- Possession of a Lighter, Matches, or Similar Devices
- Selling Items without Administrative Approval
- Tampering with Food
- Theft/Stealing or possession of another person's belongings
- Throwing Food
- Use/possession of performance enhancing/muscle building over-the-counter supplements.
- Violation of Internet Use/Computer Use Policy
- Violation of Dress Code—See Student Dress Policy

Note: Pupils violating the smoking policy will be automatically referred to the district magistrate. The magistrate may also require the student to attend a mandatory smoking clinic at the student's expense.

Before a student is re-admitted after a suspension, a mandatory conference between the parent/guardian and the administration will be held.

#### **DISCIPLINARY ACTION FOR LEVEL III OFFENSES**

Each violation of a Level III offense will require a suspension of one or more school days. Suspension days will be assigned by the administration and may be in-school or out-of-school depending on the infraction.

#### **EXAMPLES OF LEVEL IV OFFENSES**

- Assault
- Extortion
- False Alarms
- Possession/Consumption/Distribution of a Controlled Substance
- Possession/Consumption/Distribution of Alcohol
- Possession/Use/Distribution of Drug Paraphernalia
- Possession/Consumption/Distribution of a Look-a-Like Substance
- Possession/Use/Distribution of Weapons or Explosives
- Repeated Level III Offenses
- Sexual Abuse/Sexual Harassment
- Sexual Intercourse or Sexual Activity in School, on a School Bus, or at a School Sponsored Activity
- Terrorist Threats
- Under the Influence of a Controlled Substance
- Use/possession of anabolic steroids/HGH
- Vandalism/Destruction of School or Personal Property
- Violation of Board Policy
- Violation of Dress Code-See Student Dress Policy
- Violation of Local/State/Federal Law
- Violation of Pennsylvania Penal Codes

#### **DISCIPLINARY ACTION FOR LEVEL IV OFFENSES**

Each violation of a Level IV offense will require a mandatory three-day suspension from school at minimum and possible referral to the Superintendent and Board of Education for expulsion; therefore the disciplinary action for a level IV offense will involve the Superintendent and may range from suspension to expulsion.

#### **REFERRAL TO SUPERINTENDENT**

The building Principal will refer students, when necessary, to the Superintendent for any suspension in excess of ten (10) days and/or a possible expulsion hearing before the Board of Education.

#### **DISCIPLINE INVOLVING LAW ENFORCEMENT OFFICIALS**

It shall be the policy of the Lackawanna Trail School District to maintain a reasonable and cooperative relationship between the school system and law enforcement agencies. Officers of the law may be summoned in order to conduct an investigation of alleged criminal conduct on or near the school premises, during a school-sponsored activity, or at other times as when necessary to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent actual or threatened injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. In such instances, the school district's administrators shall, at all times, be responsible to protect and guarantee the rights of students.

#### **SCHOOL PROBATION OFFICER/LAW ENFORCEMENT LIAISON**

Lackawanna Trail High School has a school probation officer/law enforcement liaison to assist the school and students with matters pertaining to law enforcement. Please contact the high school main office if you would like to speak to the School Probation Officer.

#### **SPECIFIC VIOLATIONS OF SCHOOL POLICY**

#### **ANABOLIC STEROIDS/HGH/PERFORMANCE ENHANCING/MUSCLE BUILDING SUPPLEMENTS**

Use and/or possession of anabolic steroids, HGH or over the counter performance enhancing supplements is prohibited on school property or while in attendance of any school sponsored event unless said medication is prescribed by a licensed physician and a prescription is on file with the high school nurse's office. A violation of this policy will result in a Level IV offense.

### **ELECTRONIC DEVICES**

Electronic devices such as mp3 players, iPods, cell phones, tablets, notepads, digital cameras and CD players must be turned off and stored in student lockers during the school day. Use of these devices during school time is strictly prohibited and will warrant disciplinary action as described on page 18, as well as the following:

- First Offense-Item will be returned to student at the end of the school day.
- Second Offense-Item will be returned to parent/guardian at the end of the school day.
- Third Offense-Item will be returned to parent/guardian in one week.
- All subsequent offenses-Item will be returned to parent/guardian in 30 days.

**Note:** Electronic devices may be searched based upon reasonable suspicion by administration.

### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not appropriate school behavior and may result in disciplinary action.

### **SEXUAL/UNLAWFUL HARASSMENT**

The policy of the Lackawanna Trail School District is to maintain a learning and working environment that is free from sexual/unlawful harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communication of a sexual/unlawful nature. It shall also be a violation of this policy for students to harass other students and/or staff through conduct or communication of a sexual/unlawful nature.

Any reported cases of sexual/unlawful harassment shall be investigated under the guidelines of Policy #248, with the building principal being the first contact person.

### **TOBACCO/SMOKING**

For purposes of this policy, "smoking" shall include all uses and/or possession of tobacco and tobacco products, including cigars, cigarettes, pipe tobacco, and smokeless tobacco or any other nicotine product including look-a-like products and E-vaporizers.

In order to prevent students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits the possession of tobacco products and smoking, as defined above, by students in the school building; on school grounds; on school buses; and in any classroom, hallway or instructional area. Possession, distribution, and consumption of such products is strictly prohibited and will result in a mandatory level III disciplinary consequence.

The above will also apply to visitors in school buildings when they are in use for public assemblies, parent-teacher conferences, PTA meetings, adult education classes, auditorium, gymnasiums or other rooms in use for student presentations, athletics, etc.

Violation of this policy in reference to smoking is punishable by a civil fine of not more than \$50.00 plus court costs and is a level III violation of the discipline guidelines. State law requires mandatory referral to the magistrate when a student is caught smoking. Repeat offenses may result in increased disciplinary consequences.

## **SECTION III**

### **ACADEMICS**

#### **CLASS STANDING**

To be eligible to be listed as a sophomore, a student must earn a minimum of five and one-third (5 1/3) credits. To be eligible to be listed as a junior, a student must have earned a minimum of eleven and two-thirds (11 2/3) credits. To be eligible to be listed as a senior, a student must schedule the proper subjects to graduate at the end of the senior year.

## **GRADING SYSTEM**

A numerical grading system is used at the high school. The specific earned percentage will be reported to parents and students on the report card. The scale is:

93-100	Superior	A
85-92	Above Average	B
77-84	Average	C
70-76	Below Average	D
Below 70	Failure	F

A weighted grade may be calculated as being greater than 100% for GPA. Courses are weighted for all Honors and AP courses. Weighted grades are utilized in calculation of Grade Point Average and Class Rank only. (Specific information on weighted grades can be found in the curriculum guide.)

## **GRADUATION - ACADEMIC HONORS**

Top-ranked seniors in each department will be honored during graduation. The high school Principal will nominate up to three seniors to speak at graduation. Students with a four-year cumulative average of 95% or higher will receive a gold tassel with their graduation package.

## **GRADUATION - REQUIREMENTS**

To be eligible to graduate, a student must complete a minimum of 26.58 credits. Students are strongly encouraged to complete more than the minimum requirement. All programs require:

1. Four (4) units of English (Including one unit at each grade level)
2. Four (4) units of Mathematics
3. Three (3) units of Social Studies ( 2 units American History and 1 unit of World History)
4. Four (4) units of Science
5. One and one-third (1 1/3) units of Physical Education with one-third (1/3) attempted each school year.
6. One (1) unit of Health
7. One-quarter (1/4) unit of Consumer Science
8. One (1) unit of Computer Science
9. One (1) unit of Fine Art
10. Seven (7) electives to complete the required number of units indicated above.
11. Graduation Project-Pass/Fail

## **HOMEWORK GUIDELINES**

Teachers are encouraged to assign a reasonable amount of homework in each subject area each day. Homework should be primarily assigned to reinforce concepts, provide practice, and/or work/read ahead. The amount and form/style will vary in relation to teacher and content area. Homework should be designed to cover curricular content and academic standards.

The following characteristics are the staff's expectations for quality student work—the work is the student's own, it is neat, accurate, organized and complete, it is submitted on time, the work maximizes potential.

## **HOMEWORK ONLINE**

The high school utilizes a web portal through School Fusion which allows parents and students to access assignments and classwork, as well as safe interaction with students and teachers. Students receive log-in information during the first week of school. Parents may gain access to their student's Fusion Pages by creating an account. (Student ID number is necessary for parent access). Contact the high school main office if you have any problems with connectivity.

## **HONOR ROLL**

Honor roll will be issued at the conclusion of each marking period. The following guidelines apply:

- Students must have an 87 or higher average with no grade at or below a 76.
- Students may not have an incomplete in any subject. Incompletes must be made up within 2 weeks of the end of the marking period.
- Students will be awarded High Honors if they have a 93 or higher average in major subjects and meet additional guidelines, including no incomplete course grades.

*Note:* Students qualifying for the Honors Banquet must have an overall G.P.A. of 87 or higher with no failing or incomplete grades. Honors Banquet selection will be based on 1st, 2nd and 3rd marking period grades.



If a parent does not wish to have his/her child's name published as part of the Honor Roll, a written request should be submitted to the guidance office at the beginning of the school year. A new request is required each year.

### **MID TERM/ FINAL EXAMS/ REPORT CARDS**

Students will receive a report card each quarter. Major courses that run the entire year will be graded at 25% per quarter for a total of 100%. Mid-term and final exams will be calculated as part of the marking period average unless otherwise communicated by the teacher's syllabus and approved by the department chairperson and principal. Teachers may determine the level of comprehensiveness tested on the midterm and final exams. The course grade distribution is as follows:

#### **Grade Distribution**

- Quarter 1: 25%
- Quarter 2: 25%
- Quarter 3: 25%
- Quarter 4: 25%

**Note:** Courses may include a mid-term. All courses will have a final exam or final project. Teachers may determine the level of comprehensiveness for midterm and final exams.

### **NATIONAL HONOR SOCIETY MEMBERSHIP SELECTION**

National Honor Society (10, 11, 12th) and National Junior Honor Society (8,9<sup>th</sup>) memberships will be determined for students in 8<sup>th</sup> grade or higher who receives a 95 or higher overall GPA after the third marking period report card. A five person faculty committee will review each candidate's written qualifications in the other areas of NHS/NJHS: service, leadership and character.

GPA eligible students will be invited to apply for NHS/NJHS membership by a letter handed out in school. After a stated time period, written qualification essays will be collected and reviewed. It is the student's personal responsibility to return completed paperwork to the NHS/NJHS advisor on or before the deadline. Late or incomplete applications will not be considered. Fact sheets must be signed by a parent or guardian.

Students who meet all the NHS/NJHS qualifications will be notified and invited by letter to the formal induction programs to be held in May each year. Students who need to work on increasing their service, leadership or character will be given a letter encouraging them to work on those particular areas and apply again the following year.

After a student is inducted, they must continue to meet N.H.S. requirements; failure to do so may result in probation or dismissal. Membership in the National Junior Honor Society does not entitle the student to membership in the National Honor Society.

## **SECTION IV**

### **EXTRACURRICULAR ACTIVITIES**

The administration encourages all students to join a sport, club and/or activity. Students participating in extracurricular activities must comply with all rules and regulations provided by the coach/advisor and the school. Academic eligibility and attendance guidelines apply for ALL extracurricular activities (e.g. athletics, marching band, jazz band, spring musical, ski club, non-curricular trips, etc.).

### **LTHS ATTENDANCE ELIGIBILITY GUIDELINES**

1. Conform and abide by all applicable Lackawanna Trail School District attendance policies and procedures for the day of any absence which coincides with a game or performance, late arrival (aka "Tardy") or early dismissal.
2. The student must be in school for at least half of a day in order to participate in extracurricular activities; students absent from school, or students who come in after the beginning of fifth period on the day of the event (practice, game, play, concert, after school activity, etc.) OR on the day preceding a weekend event are not eligible to participate.

*Ex. Student is absent from school but wants to come to practice, watch, or participate: this is not permissible.*

**Note:** Excuses from a medical professional, or an excused absence (ex. field trip) must be approved by the administration prior to participating in the extracurricular activity.

### **LTHS ATHLETICS/EXTRACURRICULAR ACADEMIC ELIGIBILITY GUIDELINES**

1. Eligibility will be cumulative from the beginning to the end of each quarter and will be reported to coaches and advisers on a weekly basis.
2. A student must be passing at least four full-credit subjects while not failing more than 1 subject at all times in order to be considered academically eligible. For seniors, a non-passing grade in their senior graduation project will count as a course failure for eligibility. Transfer students will be evaluated based on their last school's records.
3. When a student is ineligible at the end of a quarter, this student will be ineligible for at least fifteen (15) school days of the next quarter beginning when the report cards are issued. When a student becomes ineligible during the quarter, the said student's eligibility will be determined on a week-to-week basis. Students deemed ineligible at the end of a week shall be ineligible from the immediately following Sunday through the next Saturday.
4. At the end of the school year, the student's final credits for the school year, not for the final quarter, will determine eligibility for the next school year. Students who attend summer school and correct their deficiencies will be eligible for the start of the next school year.

### **ADDITIONAL P.I.A.A. REGULATIONS FOR ATHLETICS ONLY**

1. Conform and abide by all applicable P.I.A.A. rules and regulations.
2. According to the P.I.A.A. rules, each student is required to have a physical prior to the start of each sport season.

### **ACTIVITY BUS**

The activity and athletic bus will run during sports seasons, departing at 5:30pm from the high school, and will stop in the towns of Factoryville, Nicholson, Fleetville, and Dalton

### **FIELD TRIPS**

Field trips are an important adjunct to classroom instruction and, as such, are planned by teachers. The field trip is an extension of the classroom, and all behavior will be judged in this light. Teachers may set additional academic or behavioral requirements for field trips. Further, students who have been truant from school (i.e. received certified mail for 3 or more unexcused absences, have an attendance percentage less than 90%, have been scheduled for a magistrate hearing), are identified by their classroom teachers as deficient in academic standing or school discipline, may not be allowed to participate in field trips.

Students are required to return permission slip, signed by a parent or guardian, to the teacher prior to any trip. Students who fail to do this will not be allowed to participate. Students should understand that they may be searched prior to any trip.

### **STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES**

In the interest of appropriately representing Lackawanna Trail, and practicing good character, students are required to conduct themselves appropriately at after school and extracurricular activities. Any student behaving inappropriately during an extracurricular activity/game on or off campus will be subject to disciplinary action. Additionally, administration reserves the right to restrict attendance and/or participation at extracurricular activities and events. See discipline policy for additional information and guidelines.

### **STUDENT COUNCIL**

The Student Council exists to develop attitudes and practices of good citizenship, promote harmonious relations throughout the school, provide a forum for student sessions, and help maintain the general welfare of the school. The Student Council consists of elected officers plus representatives from grades 7 through 12. Students desiring to be in Student Council must petition their classmates and teachers for membership and are then interviewed by student council officers. Selection for Student Council is based on leadership, scholarship, and service.

## SECTION V

### GUIDANCE & STUDENT RECORDS

#### CHANGE OF ADDRESS

If you move to another address in our district or change telephone numbers, or e-mail address, you are to report the change in writing to the guidance and attendance secretaries.

#### INDEPENDENT STUDY

The following circumstances may qualify a senior high student for independent study:

- A desire for enrichment
- Curriculum areas or courses not currently offered
- Scheduling difficulties

To qualify for taking a course as an independent study, a student must:

- Request permission from the guidance office
- Receive approval from the teacher, guidance counselor and principal
- Agree to requirements established by the teacher

**Note:** Final approval will be at the discretion of the administration.

Credit for all independent study coursework will be granted upon completion of the course requirements and the grade will be included in GPA calculation. The course must be completed prior to the end of the school year.

#### PROGRESS REPORTS / OPEN HOUSES / PARENT CONFERENCES

Progress reports will be sent on an “as needed” basis. Check the current school calendar or school website for dates of open houses which are normally scheduled at the conclusion of the first and third marking periods. The purpose of the progress report is to keep the parent informed of the student’s progress. Parents may contact classroom teachers directly to receive additional information on the progress of their child.

#### JUNIOR HIGH ACADEMIC REGULATIONS

- A student shall have a minimum course load of five (5) units of credit per year plus required minor subjects, for example, physical education. Only major subjects that meet every day will meet the requirements toward five (5) credits for the entire year.
- Any major subject that is failed must either be taken in an approved summer school or repeated the next school year.
- For eighth grade students, all major subjects must be satisfactorily completed before promotion to the next grade level.
- Any student failing 2 or more major subjects will be retained.

#### HONORS COURSE CRITERIA (GRADE 7)

Students in seventh grade are required to meet all the criteria listed below to be eligible for Honors Courses during the scheduling period (typically May of the 6th grade year).

##### Honors Algebra IA:

1. 93% average or better in math (grade 6)
2. Advanced score on the 5th Grade PSSA Test
3. Teacher Recommendation

##### Honors Language Arts, Honors Life Science, & Honors Civics and Government:

1. 93% average in respective subjects
2. Teacher Recommendation

**Note:** *THERE WILL BE NO PARENT WAIVERS FOR ANY STUDENT IN ANY GRADE*

## **SENIOR HIGH ACADEMIC REGULATIONS**

- A student shall have a minimum course load of six (6) credits per year plus required minor subjects, such as physical education.
  - Only major subjects that meet every day will meet the requirements toward six (6) credits for the entire year.
- A number of courses have prerequisites or recommendations listed in the course selection guide. These prerequisites or recommendations are designed to improve your chances of success.
- If a course is repeated to obtain a higher grade, although that course had not been failed, the student cannot count both courses for credit. The higher of the two grades, however, will count in the cumulative average in determining class rank.

For specific information on credits and courses please refer to the senior high curriculum guide and/or contact the guidance office.

## **ONLINE GRADE SYSTEM (MMS)**

The Lackawanna Trail Junior-Senior High School utilizes a data management program called Modular Management for Schools (MMS) to track student demographics, attendance, discipline, and grades. It is our hope that the MMS system can provide good feedback for you on your child's progress. Below are the steps parents/guardians need to take to access grades on MMS.

### **To begin, select the MMS Link on the high school webpage:**

1. On the parent sign on screen, click to create a new account.
  - a. You will only be able to create an account if you have provided the high school with an e-mail address.
2. The screen will ask for a First Name and Last Name of the Primary Parent, as well as their student's ID number which is the 5 digit number on student schedule.
3. Create a personal username and submit.
  - a. A temporary password will be sent to the email account provided.
4. Click to return to the log-in screen and enter the user name created and the temporary password.
  - a. After this step, the system will prompt you to change your password.
5. In MMS, a screen will show your child's name. Click on it to view course grades. You may select individual courses from this screen which will provide further information.

Although your child's schedule and current grade will be visible at this point, be mindful that your child's teacher can take up to seven days to grade and upload the grade into the MMS system. Daily assessments and minor projects with a weight of less than 10% of the quarterly grade will be reflected at the end of the marking period.

If you have problems accessing and using the MMS system, we ask for you to call the high school office number at 570.945.5181 between 2:35 p.m. and 3:30 p.m. Any contacts outside of this time will be addressed during the time window outlined. If you need feedback on an assessment, you can always call or email your child's teacher. Our hope is that the MMS system will be an effective tool for better communication between school and home, though it is not the only tool for communicating with the district and/or classroom teachers.

## **PSSA & KEYSTONE TESTING**

Students will be required to take the writing, reading, math and science PSSA/Keystone exams at various grade levels. After receiving the results of the exams, students who do not score at the proficient or advanced level will be required to complete remedial work before they are allowed to retake the test.

## **SCHEDULE CHANGES**

Course selections are serious choices which are thoughtfully made by students after careful consultations with parents, teachers, and counselors. Prior successes, failures, individual interests, aptitudes, and future college and career plans should be taken into consideration when a student plans a course of study.

Changes often are requested because of a student's preference for a certain teacher, desire for a reduction of course load, academic difficulties, outside employment, the desire to be placed with friends and/or change of mind as to personal preference for course content. These considerations should be weighed prior to the start of school. Course selections and subsequent changes should only be made for academic purposes and will only be honored prior to the completion of the first week of school.

It is important that requests are not made for insignificant reasons. If you feel that you have a valid request as previously outlined, the request must be made in writing and signed by the parents. The guidance department will review the request after consultation with the parents/guardian and student.

**Consequently, the only changes that will be considered are those that meet the following criteria:**

- The request is submitted because of the student's wish to add a subject or to select a more demanding elective.
- A change in a student's educational or career plan requires a change of elective for admission to a particular program.
- A student is in need of meeting credit requirements for graduation.
- The teacher and/or counselor determine that the student is placed in an inappropriate class.

**STUDENT ASSISTANCE PROGRAM (SAP)**

The student assistance team is an important component of the Student Assistance Program (SAP/TRUST) here at Lackawanna Trail Junior/Senior High School. Team members include teachers, staff, administrators, and community agency specialist - all who have been trained to help identify and refer "at-risk" students for appropriate in-school or community services. The team meets weekly in the Guidance Office where the behaviors of at-risk students are evaluated. A network system of school, home, and community agencies may then be initiated in order to encourage the student and/or his family to address the problem, and to benefit from non-disciplinary assistance.

"At-risk" concerns are not limited to drug/alcohol issues. Any mental or social health matter that interferes with a student's school performance or well-being may be referred to the team.

For additional information on the SAP team or information on how to make a referral, please contact the school nurse's office or the guidance department.

**SUMMER SCHOOL**

To be eligible to attend summer school for credit, a student must have attained a grade of 60% or higher in the course during the school year. If the grade is below 60%, the student must repeat the course the following year. The summer make-up course must be taken at an acceptable public or private summer school. Summer tutoring and taking correspondence courses are not permitted.

**TRANSFER STUDENTS**

Transfer students will be required to meet the Lackawanna Trail graduation requirements. The guidance counselor will be responsible for certifying the student's academic status. Transfer students who fail to meet the Lackawanna Trail graduation requirements because of course failures or incompletes will not be eligible for graduation. Should course failures or registration changes cause a student to fall short of an agreed-upon program of study (agreed upon by the counselor, student, and parent/guardian), graduation will not be permitted until the deficiency is rectified. Proof of immunization must be provided to the school nurse before a transfer student may begin classes as well as all applicable school records.

**WITHDRAWAL**

When the student moves from the district he/she should report to the guidance counselor's office at least one (1) day or more in advance of the last day of attendance with a note from his/her parents. Parents are required to fill out all necessary paperwork for the withdrawal and students are responsible for all student obligations. Leaving school without formally withdrawing will result in truancy proceedings. Transcripts will not be sent if the student leaves school without fulfilling all obligations.

Students discontinuing their education due to employment or age must visit the guidance office and complete the Student Withdrawal Form, which includes parent's signature.

**Note:** Additional meetings with the administration may be required.

**VOCATIONAL, CAREER, AND TECHNICAL EDUCATION**

Students are responsible for attending all Vo-Tech classes and all classes at Lackawanna Trail. When classes are not in session at the Vo-Tech, but are in session at Trail, the student is responsible to attend their classes at Trail.

Afternoon Vo-Tech students may leave early if the Vo-Tech is not in session. The student must provide his or her own transportation home. Morning Vo-Tech students may arrive late to Lackawanna Trail if the Vo-Tech is not in session.

Both morning and afternoon Vo-Tech students must report to the office when they arrive late or leave early from the high school.

A parent note must be provided by the student if he/she arrives late or goes home early on those occasions that Vo-Tech is not in session and Trail is in session. Students are required to ride school district transportation to and from Vo-tech as per board policy.

Students who have been issued a 3-day letter for truancy, have a magistrate hearing scheduled, or have been found guilty of truancy, will be required to be in attendance at LTHS on days that they do not have vo-tech.

## SECTION VI

### SCHOOL DISTRICT FORMS

#### List of No Child Left Behind Forms

- Access to student information by military or college recruiters.
- Notice to obtain written parental consent for military or college recruiters.
- FERPA: Annual notice of student education record privacy.
- FERPA: Annual notice for disclosure of school directory information.
- Protection of Pupil Rights Amendment. (PPRA) annual notice to parents.
- Protection of Pupil Rights Amendment. (PPRA) scheduled activities and surveys.
- Notice of Educational Services for Homeless Children and Youth.

#### List of District Forms

- Electronic Information Networks individual user access informed consent.
- Lackawanna Trail School District Home Language Survey (new students only).
- Student handbook acknowledgement form

#### **All forms are mailed home prior to school in the summer mailings**

If you did not receive a copy of these forms, please contact the Lackawanna Trail High School Guidance Office at 570-945-7202.

### **CHAPTER 12. STUDENTS AND STUDENT SERVICES**

#### **Student right and responsibilities**

Sec. 12

- 12.1. Free education and attendance.
- 12.2. Student responsibilities.
- 12.3. School rules.
- 12.4. Discrimination.
- 12.5. Corporal punishment.
- 12.6. Exclusions from school.
- 12.7. Exclusion from classes—in-school suspension.
- 12.8. Hearings.
- 12.9. Freedom of expression.
- 12.10. Flag Salute and the Pledge of Allegiance.
- 12.11. Hair and dress.
- 12.12. Confidential communications.
- 12.13. [Reserved].
- 12.14. Searches.
- 12.15. [Reserved].
- 12.16. Definitions.

#### **STUDENT RECORDS**

- 12.31. General requirements.
- 12.32. Elements of the plan.
- 12.33. [Reserved].

#### **SERVICES TO STUDENTS**

- 12.41. Student services.
- 12.42. Student assistance program.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **§ 12.1. Free education and attendance.**

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

(1) The student is married.

(2) The student is pregnant.

(3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).

The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

### **§ 12.2. Student responsibilities.**

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of fellow students.

It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

(3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

(4) Assist the school staff in operating a safe school for the students enrolled therein.

(5) Comply with Commonwealth and local laws.

(6) Exercise proper care when using public facilities and equipment.

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(7) Attend school daily and be on time at all classes and other school functions.

(8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

(10) Report accurately in student media.

Not use obscene language in student media or on school premises.

### **§ 12.3. School rules.**

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

### **§ 12.4. Discrimination.**

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

### **§ 12.5. Corporal punishment.**

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

(1) To quell a disturbance.

(2) To obtain possession of weapons or other dangerous objects.



- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

### **§ 12.6. Exclusions from school.**

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

### **§ 12.7. Exclusion from classes—in-school suspension.**

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

### **§ 12.8. Hearings.**

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions.

This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that

legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act (20 U.S.C.A. §§ 1400–1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

### **§ 12.9. Freedom of expression.**

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

#### **§ 12.10. Flag Salute and the Pledge of Allegiance.**

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

#### **§ 12.11. Hair and dress.**

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) 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.

#### **§ 12.12. Confidential communications.**

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.

See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

#### **§ 12.13. [Reserved].**

#### **§ 12.14. Searches.**

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

#### **§ 12.15. [Reserved].**

#### **§ 12.16. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

*Corporal punishment*—A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

*Governing board*—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter

school.

*Pre-kindergarten*—A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district’s entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

*School entity*—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

*Student assistance program*—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student’s learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

*Student services*—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14- 1401–14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

### **STUDENT RECORDS**

#### **§ 12.31. General requirements.**

(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records.

(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.

(c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

### **NOTICE**

#### **TO PARENTS OF CHILDREN WHO RESIDE IN LACKAWANNA TRAIL SCHOOL DISTRICT**

In compliance with state and federal law, notice is hereby given by the Lackawanna Trail School District that ongoing Child Find activities are conducted as part of the school programs for the purpose of identifying students who may be in need of special education and related services (*eligible students*). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- |                          |                                  |
|--------------------------|----------------------------------|
| 1. Autism                | 8. Other Health Impairment       |
| 2. Deafness              | 9. Serious Emotional Disturbance |
| 3. Deaf-blindness        | 10. Specific Learning Disability |
| 4. Hearing Impairment    | 11. Speech/Language Impairment   |
| 5. Mental Retardation    | 12. Traumatic Brain Injury       |
| 6. Multiple Disabilities | 13. Visual Impairment, Including |
| 7. Orthopedic Impairment | 14. Blindness                    |

If you believe that your school-age child may be in need of special education services and related programs, or your child (age 3 to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request.

You may request screening and evaluation at any time, whether or not your child is enrolled in the District’s public school program. Requests for evaluation and screening are to be made in writing to:

Director Special Education  
Lackawanna Trail School District  
PO Box 85, Factoryville, Pa 18419  
(570) 945-5184

In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify a protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or

prohibits participation in or access to an aspect of the school program. These services and protections for “protected hand-capped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children provision of services, evaluation and screening (including purpose, time and location), and the right to due process procedures, you may contact, in writing the person listed above or any building principal.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

**LACKAWANNA TRAIL SCHOOL DISTRICT - CONTACT INFORMATION**

MR. MATTHEW RAKAUSKAS, SUPERINTENDENT

District Offices – 570-945-5184

**HIGH SCHOOL**

DR. MARK MURPHY, PRINCIPAL

TBD, ASSISTANT PRINCIPAL

High School Offices – 570-945-5181

**ELEMENTARY SCHOOL**

TBD, PRINCIPAL

Elementary Offices – 570-945-5153

**DISTRICT-WIDE MAILING ADDRESS**

LACKAWANNA TRAIL SCHOOL DISTRICT

PO BOX 85

FACTORYVILLE, PA 18419

**DISTRICT WEBSITE: [WWW.LTSD.ORG](http://WWW.LTSD.ORG)**



**HIGH SCHOOL TELEPHONE EXTENSION LIST**

<b>EXT:</b>	<b>DEPARTMENT:</b>
0	Main Office
1	Nurse's Office
2	Guidance Office
3	Athletic Director
4	Food Service Director
5	Kitchen
7	Library
8	Maintenance/Transportation
9	Public Relations