

YOU CAN DO ANYTHING AS LONG AS YOU HAVE THE
PASSION, THE DRIVE, THE FOCUS, AND THE
SUPPORT--SABRINA BRYAN



18-20 Hookton Avenue

Phone 724.437.2865 Fax 724.437.8518

mike.rozgony@lhsd.org Principal

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Mission Statement

The mission of the Laurel Highlands School District, in partnership with students, families, and the community, is to provide a rigorous, meaningful, and relevant education which prepares students to become productive members of an ever-changing global society.



TABLE OF CONTENTS

Preface

From the Principal
Administration

Section One

PBIS Information
Student Responsibilities

Section Two

Arrival
Dismissal
Announcements
Bell Schedule "A"
Bell Schedule "B"
Bell Schedule "C"
Bell Schedule "D"
Late Arrive or Tardy
After School Regulations
School Delays and Closings
Gym Dress Requirements
Bus Regulations

Section Three

Cafeteria and Lunch
Guidance
Grading Scale
Internet Policy
Medication Policy
Student Assistant Program
English as a Second Language
Homeless Students Information

Section Four

Extra-Curricular Eligibility
Athletic Eligibility
Cheerleader Rules
Majorette Rules
Student Council Policy
National Honor Society

Section Five

Dress Code

Section Six

Attendance, Discipline and
Drug/Alcohol Policy
Philosophy
Attendance Policy
Student Control Policy
Drug and Alcohol Policy
Personal Electronics Policy

Appendix

Student/Parent Signature
School-Parent Compact
Staff Email List

A Letter from the Principal

Dear Parents and Students,

Welcome to Laurel Highlands Middle School. Our entire faculty and staff are looking forward to another year of successful, engaging educational experiences. Each year, we strive to improve our ever-changing programs. Our focus is to exceed our previous years' accomplishments in all academic subjects ensuring all of our students thrive. This year all students will receive a district issued chrome-book which will provide many twenty-first century learning opportunities. We value your input and look forward to a quality working relationship to grow and build upon our student successes. Our administration strives to build relationships with improved communication, approachable, accessible, and making fair decisions (in the best interest of our students.)

We will strive to achieve our school district goals. The first, demonstrate increased academic achievement and growth district-wide. Second, develop a district system to collect and evaluate student, staff, parent, and community feedback annually. Third, establish a system that ensures the district's resources effectively address instructional priorities aligned with the district's vision and mission. Fourth, prepare all students with the essential skills to be successful in their future.

Our school doors open at 7:30 am with breakfast being served each morning. In order to maximize our instructional program, all students must be in their assigned homeroom at 8:00 am. Dismissal will begin at 3:01 pm. We recommend all eligible students ride the bus to and from school each day. Our buses will be equipped with video monitoring and GPS for your child's safety. The bus area is located at the front of the school. Only buses are permitted in this area during drop off and pick up times. Students who are transported by car must be dropped off and picked up in the designated area located off the Hookton Avenue entrance. Please follow the designated drop-off/pick-up procedures to ensure our students' safety. These procedures are posted on our LHMS web-site, www.lhmsd.org.

We are looking forward to a wonderful year at LHMS. It takes a cohesive, well-tuned team to be successful. Let's make this the best year ever, by working together for our students.

Together in Education,

Michael Rozgony

Principal

Administration

Principal mike.rozgony@lhsd.org

Mr. Rozgony

Assistant Principal bobbi.downs@lhsd.org

Mrs. Downs

Guidance Counselor nicole.bota@lhsd.org

Mrs. Bota

Guidance Counselor brandi.fike@lhsd.org

Miss Fike

Guidance Counselor cathy.kania@lhsd.org

Mrs. Kania

Secretary michelle.malik@lhsd.org

Mrs. Malik

Secretary judy.ozanich@lhsd.org

Miss Ozanich

Responsibilities

Students are to:

1. Be honest and ethical. Use manners, be kind to classmates, and be ready to learn.
2. Put forth their best effort in the classroom to develop and improve their learning skills.
3. Contribute to making the school a better place in which to learn.
4. Assist in protecting the health, safety and welfare of the school community.
5. Protect school property.
6. Dress and groom to meet health and safety standards.
7. Be aware of the rules and policies of the school and follow them.
8. Bring books and pencils to class. Be Prepared!
9. Exercise proper care when using school equipment.
10. Attend school daily and report on time to all classes.
11. Make the necessary arrangements to make up work when absent from school.
12. Use complimentary language and avoid name calling.
13. May bring backpacks to school. However, students must have a clear backpack to carry throughout the school day.
14. Must follow school protocol for cell phone use while in the building. Cell phones **must be turned off and in their lockers.**
15. Students will contribute to making the school a better place in which to learn.
16. Take care of their Google Chromebooks. Do not use stickers on your chromebooks, and do not walk with your chromebook open.

Laurel Highlands Middle School

Mustangs Have “**PRIDE**”

LHMS has implemented the PBIS system, Positive Behavioral Interventions and Support system. Our mission is to provide a positive, safe, healthy, nurturing and respectful environment in which all students have the opportunity to become productive members for society. We will work towards our goals by:

1. Development of clearly defined and consistent student expectations and accountabilities which reflect our theme of *PRIDE*: **P**ositive, **R**espectful, **I**ntegrity, **D**iscipline, and **E**xcellence.
2. Maintenance of an open-ended flexible approach through the use of a data driven informational system.
3. Educationally sound methods that foster student character, safety, academic excellence and individual citizenship.
4. Students will receive a PRIDE ticket for exhibiting positive behavior, which will be exchanged to have their names proudly displayed on the Principal 200 Board. Once names of students connect 10 in a row, students will be called to the front lobby to receive positive reinforcement.

School Procedures

Car Drop-Off/Pick Up Procedures

Procedures will be sent out during the first week of school and can also be located on our District Website. www.lhsd.org
Please follow these procedures to keep our students and staff safe.

Arrival

Students should not be in the building before 7:30 a.m.
Students are to be dropped off at the Hookton Avenue entrance (lower end of building). Students are to report directly to the cafeteria until 7:45AM for breakfast.

Homeroom

Students are to report to homeroom at 7:45. Students must be in the homeroom by 8:00 to be marked present for the day. Technology is to be turned off and placed in the locker.

Dismissal

Car pick-up students will be dismissed at 3:01 p.m. Teachers monitor car pick-up. Please do not park in the bus lanes after 2:00 p.m.

Announcements

Announcements are made at 8:03 a.m. and afternoon announcements are at the beginning of ninth period.

Change of Address/Phone Number

Parents are asked to notify the office immediately of any change in the home address or home, cell and work telephone numbers.

Pledge of Allegiance

Each student, as a good citizen showing proper respect for our country and flag, will be directed in the Pledge of Allegiance at the beginning of the announcements.

Code of Conduct

The rules of conduct deal with acceptable behavior. The real goal of the school is to provide each student with a worthwhile educational experience. We want to provide each student with the educational skills that will be needed for success in school as well as in life. Here's a list of do's for all students that will lead towards the achievement of these goals:

1. Make wise use of your time in school.
2. Develop good study habits.
3. Make sure of homework assignments and complete homework assignments. Check your Google email daily and often.

Late Arrival or Tardy

Students should make every effort to report to school or class on time. Tardiness interrupts the educational process. Students who arrive late to school must report directly to the office with a note from parent/ guardian or doctor, dentist, etc. stating the reason the student was tardy. Those who are habitually late, with four tardies, will be issued detention.

After School Regulations

No student is to remain in the building beyond the dismissal time unless under the direct supervision of a staff member. All students must have a parent/ guardian permission slip to stay for after school athletic events and/ or tutoring.

School Delays and Closings

If school is delayed or closed due to inclement weather, announcement will be made over local radio stations, Pittsburgh TV stations, LHSD Twitter/Facebook and the Laurel Highlands School District app, available at the App Store and on Google Play. The district inclement weather recording can be accessed at 724-437-2821.

Gym Dress Requirements

1. Dress Requirements: Students must change into separate gym clothes.
2. Must follow district dress code
3. Tennis shoes - any style or color, but must be laced and tied.
4. Students may use a key/combination lock during gym class.

Bus Regulations

Riding a school bus is a privilege that children should enjoy. Concerns about safety and behavior are addressed as needed to maintain safety and behavior are addressed as needed to maintain a safe situation on the school buses. Children are expected to conduct themselves on buses in an orderly manner. Courtesy toward others and respect for the law and for others is expected. Warnings or suspension from riding the bus will be given to the students by the principal. Bus drivers alert the principal if inappropriate behavior occurs. If the unwanted behavior continues, the student may lose the privilege of riding the school bus. A loss of bus privileges does not legally excuse a child from school. Bus routes will be published in the local paper and on the district website (www.lhsd.org) the week before the start of school. All students must report to the designated bus stop prior to the pick-up time.

In order that we have a definite understanding as to the rules governing students who ride school busses owned and contracted by the Laurel Highlands School District, we present you with the following set of regulations:

1. The bus driver has the same authority on the bus as the teacher has in the classroom and it is the driver's duty personally, to report all misconduct to the principal in charge.
2. Student transportation is a service provided by the Board of School Directors and the State of Pennsylvania. This service can be denied to any student according to policies established by the Laurel Highlands School District.
3. **Students may be denied the privilege of being transported**

to and from school for the following reasons:

- a. Using foul language at any time.
 - b. Loud or boisterous noises that could distract the bus driver.
 - c. Throwing or shooting objects.
 - d. Smoking while traveling to and from school.
 - e. Marking or destroying any part of the school bus will result in suspension plus cost.
 - f. Striking or fighting any member of the traveling group.
 - g. Spitting or throwing any trash on the floor of the bus.
 - h. Refusing to sit in the seat assigned by the bus driver.
 - i. Pushing or disorderly rushing to the school bus while loading or unloading.
 - j. Placing arms or any part of the body outside the windows.
 - k. Throwing objects or materials from the bus.
 - l. Failure to remain in the seat while the bus is in motion.
 - m. Boisterous or annoying yells to the passing public.
 - n. Illegal use of the emergency door.
 - o. Violating the property of others.
 - p. Misconduct at the bus stop.
4. Students denied transportation must be present for each school session to prevent them from being marked illegally absent from school and subjecting to parents to arrest.
5. The above rules are established for safety and the concern of all children who ride the school busses.
6. The Elementary School Policy concerning bus misbehaviors will be as follows:

First Offense- Detention

Second Offense- 1-day bus suspension or detentions

Third Offense- 3- day bus suspension

Fourth Offense-5-day bus suspension

Fifth Offense- 10-day suspension

Sixth Offense- Bus Suspension for the remainder of the year.

7. The above are standard discipline measures, but the school principal has the right to adapt these based on the frequency and severity of the action.

8. If there are too many problems on a bus, all students may be given assigned seats on the bus.

Note: Laurel Highlands School District has purchased and uses a number of video cameras on their busses.

Bell Schedule "A" Regular

Homeroom	7:45 - 8:07
<i>Late Bell</i>	8:10
<i>First Period</i>	8:10 - 8:53
<i>Late Bell</i>	8:56
<i>Second Period</i>	8:56 - 9:39
Late Bell	9:42
Third Period	9:42 - 10:25
Late Bell	10:28
Fourth Period	10:28 - 11:11
Late Bell	11:14
Fifth Period	11:14 - 11:57
Late Bell	12:00
Sixth Period	12:00 - 12:43
Late Bell	12:46
Seventh Period	12:46 - 1:29
Late Bell	1:32
Eighth Period	1:32 - 2:15
Late Bell	2:20
Ninth Period	2:20 - 3:01
Dismissal	3:01 - 3:15
Teacher Dismissal	3:15

Café Begins

First Lunch Period	10:28 A/B
Second Lunch Period	11:14 A/B
Third Lunch Period	12:00 A/B

A/B denotes lunches will be separated into two groups

Bell Schedule "B"

Homeroom	7:45 - 8:07
Activity	8:07 - 9:07
<i>Late Bell</i>	9:10
<i>First Period</i>	9:10 - 9:46
<i>Late Bell</i>	9:49
<i>Second Period</i>	9:49 - 10:25
Late Bell	10:28
Third Period	10:28 - 11:04
Late Bell	11:07
Fourth Period	11:07 - 11:43
Late Bell	11:46
Fifth Period	11:47 - 12:22
Late Bell	12:25
Sixth Period	12:25 - 1:01
Late Bell	1:04
Seventh Period	1:04 - 1:40
Late Bell	1:43
Eighth Period	1:43 - 2:19
Late Bell	2:24
Ninth Period	2:24 - 3:01
Dismissal	3:01 - 3:15
Teacher Dismissal	3:15

Café Begins

First Lunch Period	11:07
Second Lunch Period	11:46
Third Lunch Period	12:00

Bell Schedule "C"

Winter Schedule

Delay	7:45 – 9:45
Homeroom	9:45 – 10:07
<i>Late Bell</i>	10:10
<i>First Period</i>	10:10 – 10:38
<i>Late Bell</i>	10:41
<i>Second Period</i>	10:41 – 11:09
Late Bell	11:12
Third Period	11:12 – 11:40
Late Bell	11:43
Fourth Period	11:43 - 12:16
Late Bell	12:19
Fifth Period	12:19 - 12:52
Late Bell	12:55
Sixth Period	12:55 – 1:28
Late Bell	1:31
Seventh Period	1:31 - 1:59
Late Bell	2:02
Eighth Period	2:02 - 2:30
Late Bell	2:35
Ninth Period	2:35– 3:01
Dismissal	3:01 – 3:15
Teacher Dismissal	3:15

Café Begins

First Lunch Period	11:43
Second Lunch Period	12:19
Third Lunch Period	12:55

Bell Schedule "D"

Activity Schedule

Homeroom	7:45 - 8:07
<i>Late Bell</i>	8:10
<i>First Period</i>	8:10 – 8:44
<i>Late Bell</i>	8:47
<i>Second Period</i>	8:47 - 9:21
Late Bell	9:23
Third Period	9:23- 9:57
Late Bell	10:00
Eighth Period	10:00– 10:34
Late Bell	10:37
Fourth Period	10:37 – 10:50
Late Bell	11:14
Fifth Period	11:14 – 11:48
Late Bell	11:51
Sixth Period	11:41 – 12:25
Late Bell	12:28
Seventh Period	12:28 – 1:02
Late Bell	1:07
Ninth Period	1:07 – 1:41
Late Bell/Activity Period	1:41
Activity Period	1:42 - 3:01
Dismissal	3:01 - 3:15
Teacher Dismissal	3:15

Café Begins	
First Lunch Period	10:37
Second Lunch Period	11:14
Third Lunch Period	11:51

section

3

Services

Cafeteria and Lunch

All students are assigned to the cafeteria for a lunch period. No student is to leave the building during lunch time. All students must eat their lunches in the cafeteria whether they purchase or bring all or part of their lunch. You may be sociable, but must listen to the directives of the cafeteria monitors.

Cafeteria Rules and Expectations

- All students are to report directly to the cafeteria and remain there throughout their assigned lunch period.
- Quiet conversation will be permitted. **Loud boisterous behavior will not be permitted.** If it gets too loud, the teachers may use a no talking rule.
- All students will remain seated with their lunch until directed by the facility cafeteria monitors. Students are not permitted to leave their seats without permission.
- Each student is responsible for cleaning their place at the lunch table and depositing trash and recyclables in the proper container and returning tray.
- All food and drink must be consumed in the cafeteria. **Students are not permitted to take any food or drink outside the cafeteria.**
- Cafeteria monitors are responsible for enforcing all cafeteria regulations. Seating arrangements and general cafeteria procedures will be implemented at the discretion of the faculty cafeteria monitors with the approval of the principal.
- Inappropriate behavior will result in the student's removal from the cafeteria. **Students will be orderly and quiet during dismissal.**

Free, Reduced and Paid Lunches

Cafeteria lunch forms for free and reduced lunches should be completed and returned the second day of school. A family is not approved until the form is received in our office. Until the form is received the student will pay the full price for the meals. Each family is required to submit a form even when income exceeds the amount needed to qualify for a free or reduced lunch. The collection of these forms helps the district receive additional income for educational programs for our children.

Cafeteria Prices

Cafeteria prices may change for the 2021-2022 school year and may vary from year to year.

Cafeteria-District Charge Policy

This policy is designed for the convenience of the parents and students. We know that we sometimes forget, so we allow a student to charge a school meal only up to a total amount of \$10.00 before action is taken. A la carte and snack selections are not allowed to be charged if a student does not have a positive lunch balance.

Cafeteria-Delinquent Student Payments Policy K-12

Any unpaid balances of \$50.00 or more will result in referral to the District Magistrate for payment. This procedure has been implemented to ensure that the lunch prices remain as reasonable as possible. By enforcing this procedure, we feel students that pay on time and keep their accounts up-to-date will not have to suffer as the result of others who abuse the program. Parents may advise the school cafeteria manager that they do not want their child to purchase snacks. This reminder will appear on the computer screen when your child goes through the cafeteria line and the child will not be permitted to spend money for snacks from their account. If at any time you need to know your child's account balance, please call the school or the Food Service Director at 724-437-2821, extension 1021.

Cafeteria Allergy/Peanut Free Food Preparation

Due to the hazards of peanut allergies; the Laurel Highlands School District will not offer and/or prepare any of its food offerings with peanuts and/or peanut butter.

If a child has a food allergy or special dietary need, please notify the School Nurse immediately. If a child cannot have milk or dairy products with their meal, please provide us with a note from your doctor specifying a substitute beverage or item. This note must be renewed each year.

jason.johns@lhhsd.org Food Service Director

Guidance

Guidance and counseling services are available to all students through the office of the school guidance counselor. The guidance counselor is available to assist students with both educational and personal problems that have a bearing upon academic performance. Through the Student Assistance Program (SAP) special counseling can also be arranged for such problems as chemical dependency, depression, peer difficulties, and family problems. When appropriate, referrals can also be made for outside school counseling.

The guidance counselor helps coordinate the school testing program, maintains and monitors the complete record of academic performance of all students.

All counseling services are governed by school district and state regulations regarding confidentiality

Grading Scale

Grading Scale:

Letter Percent
A 100 – 95%
A- 94 – 90%
B+ 89 – 87 %
B 86 – 83%
B- 82 – 80%
C+ 79 – 77%
C 76 – 73%
C- 72 – 70%
D 69 – 60%
F 59 – 0%
I Incomplete

Honor Roll:

Average by grade point for Honor Roll Recognition
Highest Honors 3.9 – Plus
High Honors 3.5 – 3.89
Honors 3.0 – 3.49
Students Receiving a “D”, “F”, or “I” in any course will not be eligible for the Honor Roll.

Guidance Counselors

bota.nicole@lhsd.org

Mrs. Bota

brandi.fike@lhsd.org

Ms. Fike

cathy.Kania@lhsd.org

Mrs. Kania

Laurel Highlands School District Internet Access and Network Resources Student Acceptable Use/ Internet Safety Policy

Purpose:

The Laurel Highlands School District will provide Internet Access and network resources to its students. The district's goal in providing these services is to promote educational excellence by facilitating sharing of information, innovation and communication that is consistent with the educational mission of the school district.

These computer and networked information resources are intended to be used for educational purposes and to carry out the legitimate business of the Laurel Highlands School District. They will be used to support the district's curriculum,

the education community, and research and communication for district staff and students.

With the Internet comes the availability of material that may not be considered appropriate in a school setting. The Laurel Highlands School District takes precautions, including Internet filtering to restrict access to this inappropriate material. The School District, however, cannot regulate and monitor all of the information received or sent by persons who use the Internet. In addition, the district cannot ensure that students who use the Internet will be prevented from accessing inappropriate materials. The School District believes, however, that the availability and value of the Internet far outweighs the possibility that users may access materials that are not consistent with the educational goals of the district.

Authority:

Monitoring – The Laurel Highlands School District reserves the right to log, monitor, and review all Internet and other network usage. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district's computer, by the use thereof, agrees and consents to such logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet or any other network usage. Network storage areas may be treated like school lockers. Network administrators may review student files and communications to maintain system integrity and to ensure that students are using the system only for appropriate purposes. Users

should expect that files stored on district servers or computers will not be private.

Filter – The Laurel Highlands School District will employ the use of an Internet filter as a technology protection measure pursuant to the Children’s Internet Protection Act. The filter may not be disabled for use by students or other minors for any reason.

Access Agreement – All students who use the Internet and other network facilities must agree to and abide by all conditions of this policy. Each user must sign this School District Internet and Network Access agreement, which is attached to this Policy. The student’s parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians.

Students may not use the School District’s computers for access to the Internet without the approval or supervision of a teacher or School District Staff member.

Acceptable Use Policy

Prohibitions – Use of the Internet and networking technology must be in support of the educational mission and curriculum of the Laurel Highlands School District. With regard to all users the following is prohibited.

- Use for inappropriate or illegal purposes, or to facilitate illegal activity.
- Use for commercial, private advertisement, or for-profit purposes.
- Use for lobbying or political purposes.
- Used to infiltrate or interfere with a computer system and /or damage the data, files, operations, and software or hardware components of a computer system.
- Hate mail, harassment, discriminatory remarks, threatening statements, or other antisocial communications on the network.
- The illegal installation, distribution, reproduction, or use of copyrighted software.
- Use to access, view, or obtain material that is pornography.
- Use to transmit material likely to be offensive or objectionable to recipients.
- The use to obtain, copy or modify files, passwords, data, or information belonging to other users.
- The use of another person’s account or password.
- To load or use unauthorized games, programs, files, music, or other electronic media.
- Use to disrupt the work of another person (the hardware or software of another person shall not be destroyed, modified, or abused in any way).
- Used to upload, create, or attempt to create a computer virus.
- The unauthorized disclosure, use, or dissemination of personal information regarding minors.
- Use for purposes of accessing, sending, creating or posting materials or communications that are abusive, sexually oriented, threatening, and contrary to the

- School District policy on harassment.
- Used to invade the privacy of others.
- The posting of anonymous messages.
- Any attempt to circumvent or disable the Internet filter or any security measure.
- Use inconsistent with Network etiquette and other generally accepted etiquette

Students – Student users (and any other minors) also:

- Shall not use the system to access inappropriate materials or materials that may be harmful to others.
- Shall not disclose, use, or disseminate any personal identification information of themselves or other students.

Etiquette – Users must abide by the generally accepted rules of network etiquette. They include but are not limited to the following:

- Be polite. Do not become abusive in messages to others. General School District rules and policies for behavior and communicating apply.
- Uses appropriate language. Do not swear or use vulgarities or other inappropriate language. Do not reveal the personal addresses or telephone numbers of others.
- Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status, or handicap.

Internet Safety – The Laurel Highlands School District will educate minors about appropriate online behavior. This will include but not be limited to interacting with other individuals on social networking websites and when in chat rooms. Additionally, the district will instruct students regarding the awareness, response and consequences of cyber bullying.

Security – Security on any computer system is a high priority, especially when the system involves multiple users. Each user is required to report any security problems to the System Administrator. The problem is not to be demonstrated to other users.

Consequences of Inappropriate Use:

The student shall be responsible for damages to equipment, systems or software that are a result of deliberate or willful acts. In addition to other appropriate disciplinary actions, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of access to the Internet and network. Illegal activity or use may be reported to the appropriate authorities for possible prosecution. The School district reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

The use of the Internet is a privilege, not a right. School district administrative staff, along with the network administrator, will deem what is appropriate and inappropriate use and their decision is final.

Other Issues:

Disclaimer – The School District makes no warranties of any kind, express or implied, for the service it is providing. The School District is not responsible and will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the School District's computers is at the user's risk. The School District disclaims responsibility for the accuracy or quality of information obtained through the Internet.

Charges – The School District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

List serves and Software – Subscription to list serves must be pre-approved by the School District. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks.

Health Services

Nurse's Office

School health services are coordinated by the school nurse. Prior to going to the nurse's office, students who need to see the nurse must obtain a pass from the student's classroom teacher. If the nurse is not available, students in need of health services should report to the office.

Parents or guardians will be responsible to inform the nurse of the student's health concerns and any changes in the student's health.

Students taking medication are to report to the nurse with a medication form from their physician. The nurse will keep the medication during the school day, and at the appropriate time, the student will report to the health room to take the medication.

Immunization

All students admitted to the Laurel Highlands Middle School must meet the current immunization requirements of the Commonwealth of Pennsylvania.

Medication Policy and Procedures

This communication is to establish guidelines for children who must take prescription medication while in school.

Prescription medication can be given on a daily basis at school by complying with the following policies and procedures:

1. Furnish a written authorization from the child's physician and parent or guardian. (Medical authorization forms are available at school.)
2. Send only those prescription medications which must be given during school hours. (Medications given three times per day should be given before and after school.)
3. **IMPORTANT:** Medication should be sent in the original prescription container.
4. Parents/Guardian must bring medication to the office. Do not send medication with your child on the school bus. Medication will be prohibited in desks, locker, or to be carried by students during the school day.
5. The child is to go to the nurse's office and request his/her medication at the scheduled time.
6. Over-the-counter medications **WILL NOT** be given at school without a doctor's authorization.

YOUR COOPERATION IS NECESSARY FOR THE SAFETY OF ALL CHILDREN AND CLARIFICATION OF POLICY FOR SCHOOL PERSONNEL. FAILURE TO COMPLY WITH ALL GUIDELINES WILL PREVENT SCHOOL PERSONNEL FROM HANDLING YOUR CHILD'S MEDICATION.

LAUREL HIGHLANDS SCHOOL BOARD ADOPTED POLICY

“NO PATENTED DRUG, PRESCRIPTION, MEDICINE OR OTHER CONTROLLED SUBSTANCE SHALL BE PERMITTED TO BE BROUGHT UPON THE SCHOOL PROPERTY OR INTO ANY SCHOOL BUILDING UNLESS PERMISSION IS FIRST GRANTED BY A SCHOOL NURSE AND FOLLOWING CONSULTATION WITH THE PRESCRIBING PHYSICIAN. CONDITIONS IMPOSED BY THE SCHOOL PHYSICIAN AND AUTHORIZED SCHOOL PERSONNEL SHALL BE STRICTLY FOLLOWED.”

Student Assistance Program

Laurel Highlands Middle School in response to its commitment to educational excellence has instituted a Student Assistance Program. Initial implementation of the Student Assistance Program began in April of the 1990-1991 school year. The core team is composed of interested and appropriately trained teachers, school nurse, guidance counselor and an administrator.

Many students are troubled by problems which interfere not only with their academic and curricular performance but also with their emotional, physical, mental and social development. The main goal of the Student Assistance Program is to systematically and professionally respond to student's problems as they are manifested in school. The Student Assistance Program will provide a structured, organized approach to offer assistance to students troubled by physical, emotional, student truancy, sexual, medical, family, or chemical use problems. It will also provide a structured, organized liaison between the school and outside agencies. This would include assisting in the adjustment of the student returning from outside placement.

1. This statement does not alter or replace existing administrative policy, disciplinary procedures, contractual agreements, or state law, but serves to assist in their utilization.
2. Students will be encouraged to seek assistance to determine if personal problems are causing unsatisfactory academic or curricular performance. If performance problems are corrected, no further action will be taken.
3. The team shall focus on educational concerns rather than attempting to resolve major social problems.
4. All records and discussion of personal problems will be handled in a confidential manner.

Parent consent is a requirement of the Student Assistance Program.

Laurel Highlands School District Annual Public Notice of Child Find Activities

The Laurel Highlands School District uses the following procedures for screening, identifying, and evaluating specific needs of school-aged students requiring special programs of service.

The district meets the health screening requirements as described in Section 1402 of the School Code. The district routinely conducts screenings of a child's hearing acuity in following grades:

Kindergarten, 1, 2, 3, 7, and 11, and other grades according to need. Visual acuity is screened in every grade. Height and weight data are collected yearly at every grade level and Body Mass (BMI) is calculated. Visual acuity, hearing acuity, height and weight screenings are conducted throughout the school year at the child's home school. School nurses work with the private schools (such as Montessori, New Directions, etc.) to provide required screenings. Dental exams are conducted in the spring of each school year in Kindergarten, grades 3 and 7 at the respective schools. Physical exams are conducted in the spring of each year. Physicals are conducted in Kindergarten, grades 6 and 11, as well as scoliosis screenings in grades 6 and 7.

Kindergarten registration is held in the spring of each year. Currently all school districts throughout Fayette County are holding kindergarten registration during the same week in order to take advantage of local media to inform parents of the need to register students who will attend kindergarten in the fall. Students are to accompany parents when registering for kindergarten. During the registration, kindergarten teachers will screen each student's readiness skills, speech/language therapists will screen the student's articulation and language abilities, and the nurse will review the student's health record including immunizations. Classroom teachers assess gross motor and fine motor skills, academic skills, and social-emotional skills on an on-going basis and referrals made for follow-up when needed.

Throughout the school year, the district will administer standardized tests to students, beginning in kindergarten. These tests may include the Group-Mathematics Assessment and Diagnostic Evaluation (GMADE) and Dynamic Indicators of Basic Early Literacy Skills (DIBELS) administered in K, 1, and 2. 4-Sight tests will be administered throughout the year in grades 3-8. Results of these tests are provided to the parent/guardian each year. In addition, elementary teachers will test students to see if they have learned the particular skill being taught. These tests are given throughout the year.

The Pennsylvania System of School Assessment (PSSA) is administered at the mandated grade levels each school year. Other testing occurs on the basis of individual need. Vocational interest tests may be given in the secondary schools. Report cards are issued quarterly. Any parent who has a question about the testing program should contact the Building Principal. The Pennsylvania Alternate School Assessment (PASA) is available for students who meet the eligibility for this assessment

If the student is experiencing academic, social, and/or behavioral issues that are impacting the student's education, then the student may be eligible for intervention to address the student's concerns. Every attempt will be made to maintain the student in his/her regular education environment prior to considering special education services. Screening information is utilized by a team consisting of the building principal, classroom teacher, guidance counselor, and school psychologist to determine if adjustments can be made in the child's current program and/or if a multidisciplinary evaluation is warranted. Once the student's needs are identified the team will discuss strategies to implement in the child's current program. If a student does not make progress, parents will be

asked to give written permission for a multidisciplinary evaluation.

Parents with concerns regarding their child may contact the building principal at any time to request a screening or evaluation. The request shall be in writing, if the request is made orally, the parent will be asked to make the request in writing and will be provided with the proper form. Communication with the parents and students shall be in English or their native language. For parents with a hearing impairment, the school district will provide a person to communicate in sign language.

After the multidisciplinary evaluation is completed, an Evaluation Report (ER) is compiled with parent input and includes recommendations for the types of intervention necessary to accommodate the child's specific needs. Parents are provided with a draft copy of the ER to review prior to the meeting where the results of the evaluation are explained and discussed. An Individualized Education Plan (IEP) is developed for those students qualifying for special education services. This plan includes demographic information regarding the student; his/her strengths and needs with goals and objectives that address needs, along with specially designed instruction and related services necessary to accomplish the goals and objectives. The IEP Team consists of the following: the parent, the building principal/LEA, a special education teacher and a regular education teacher. Other team members may include: the student when appropriate; the school psychologist, public agency representative, other teachers or specialists, other administrative staff, etc. Parents are an integral part of the IEP team and are encouraged to be physically present at the IEP meeting. The district makes every effort to ensure parent participation. The district notifies the parent in writing and makes documented phone calls to make parents aware of the IEP conference and the importance of parent participation. Parents are then presented with a Notice of recommended Educational Placement (NOREP) with which they may agree or disagree. If parents agree, the IEP is implemented. If parents disagree with the recommendation, the issue may be taken to mediation or to a due process hearing.

The Laurel Highlands School District operates a comprehensive continuum of services for special needs students. For the most part identified exceptional students are served in their home school. Types of services available include: Learning Support that is primarily for students with academic learning needs. Life Skills Support that focuses primarily on the need for independent living skills. Emotional Support which addresses social and emotional difficulties. Multiple Disabilities Support which is for students with more than one disability. Physical Support for students who need is the result of a physical disability. Autistic Support for those students diagnosed with Autism and/or Pervasive Development Disorder. Speech/Language Support that is for students who have articulation and/or expressive/receptive language difficulties. Hearing Support for students who are hearing impaired/deaf. Vision Support which is for students who are blind or visually impaired, and Gifted Support for those students identified as mentally gifted. The Laurel Highland School District works closely with neighboring school districts and Intermediate Unit # 1 to place students who cannot be served within the district. The small number of students whose needs can not be accommodated in the public school setting can receive services in an approved private school or other licensed facilities at school district expense. No such placement is made without an IEP meeting and parental agreement. Laurel Highlands intends to serve students at the home school or within the district before considering other placements. If a child does not qualify for special education services, he/she may still be considered a protected handicapped student and require services under Chapter 15. A protected handicapped student is a student who is school aged with a physical or mental disability that substantially limits or prohibits participation in or access to any aspect of the school program. The Laurel Highlands School District provides each protected handicapped student the aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. If you believe your child comes under this classification and is in need of a service to assist him/her in benefiting from his/her education, you should contact your building principal.

The Laurel Highlands School District recognized the need to protect the confidentiality of personally identifiable information in the education records of exceptional children. The Laurel Highlands School District Confidentiality Assurance Policy has been prepared as to insure the privacy rights of both the parents and the exceptional child in the collection, maintenance, release, and destruction of these records. The Laurel Highlands School District and its staff are required by Federal law and State and Federal Rules and Regulations to protect the rights of students. The foundation of these rights comes from Federal Legislation entitled the Family Educational rights and Privacy Act of

1974 – FERPA (also known as the Buckley Amendments). All students are protected by the State Regulations contained in Chapter 12 known as Student's Rights and Responsibilities. In addition, State Rules and regulations protect regular and special education students' rights and privacy.

School records are always open and available to parents and only to school officials who have legitimate "need to know" information about the child. Disclosure of information means to permit the release, transfer or other communication of education records to any part, by oral, written and /or electronic means. This means that information about a student can- not be shared in conversation without permission. This also applies to other personnel who do not have an educationally relevant reason to possess knowledge.

The parents of a student or eligible student have the right to inspect and/or challenge their child's or their own educational records, to receive copies of the records, and to have a school official explain the records if requested as outlined in the Laurel Highlands District Policy. The school district will disclose directory information which includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency of or institution attended by the student, and other similar information. Should the parent of a student or eligible student wish to refuse disclosure of this information, a written notice or refusal of disclosure of directory information must be sent to the Principal within twenty (20) days of this public notice. To inspect your child's or your records, contact the Building Principal.

The Laurel Highlands School District will release information from a student's education record without prior consent to officials of the other primary or secondary schools or school systems in which a student seeks or intends to enroll. Transcripts to post-secondary institutions in which a student seeks or intends to enroll will be sent upon request of parents of a student or eligible student. Parents, upon written request, may receive a copy of records that may be released by the school district. The parents have the right to request that their child's or their educational records be changed if they are inaccurate, misleading or violate student's rights, and to have a hearing if that request is refused.

A more detailed explanation of these rights, the procedure to follow, and the limitations on the release of records are presented in the school district's policy on the collection, maintenance and release of student records. You may obtain a copy of this policy by contacting the Building Principal.

Early Intervention

In Pennsylvania, a child between three years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above, will be identified as an "eligible young child." The parents of these children have the same rights described above.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available through the Child Alert Program operated by Intermediate Unit #1. To schedule an appointment for screening call Barbara Rothermel at 1.800.328.6481. For additional information, contact Lori DiCenzo at 724.437.2821

A developmental delay is determined by the results of a developmental evaluation. The results of one or more domain areas (adaptive, personal-social, communication, motor or cognitive) have to show at least a 25% delay or a score of 1.5 standard deviations below the mean (Standard Score of 77 or below). The delay results in the need for specially designed intervention/instruction (SDI) in order to participate in typical activities and routines.

Children with a developmental delay may show weaknesses in the following areas:

Adaptive – Pre-kindergarten aged children with a developmental delay may have difficulty dressing/undressing; using utensils to eat, removing shoes without assistance, distinguishing between nonfood/food

substances, or have difficulty with toileting needs. One may have difficulty moving independently around the house, understanding that hot is dangerous, putting away toys when asked, indicating an illness or ailment to an adult, or demonstrating caution and avoiding common dangers.

Personal-Social – Pre-kindergarten aged children with a developmental delay may have difficulty responding positively to adult praise, rewards or promise of rewards; greeting familiar adults spontaneously, enjoying simple stories read aloud, helping with simple house-hold tasks, initiating social interaction with familiar adults, expressing affection/liking for peers, playing cooperatively with peers, stating first name, last name, age, or whether he is a male/female; using objects in make-believe play, using 'I' or 'me' to refer to himself, or recognizing facial expressions of common emotions.

Communication - Pre-kindergarten aged children with a developmental delay may have difficulty following 2-step verbal commands, associating spoken words with pictures, recalling events from a story presented orally; engaging in extended and meaningful nonverbal exchanges with others, using words to get his/her needs met, responding to 'yes' and 'no' questions appropriately, or asking 'with' questions.

Motor - Pre-kindergarten aged children with a developmental delay may have difficulty running without falling, kicking a ball without falling, walking up and down stairs alternating feet without assistance, walking backward, imitating the bilateral movements of an adult, pointing with his index finger independent of the thumb and other fingers, scribbling linear and/or circular patterns spontaneously, using the pads of fingertips to grasp a pencil, holding a paper with one hand while drawing or writing with the other hand, fastening clothing without assistance, cutting with scissors, copying a circle, or imitating vertical and horizontal markings.

Cognitive - Pre-kindergarten aged children with a developmental delay may have difficulty attending to one activity for 3 or more minutes, reciting memorized lines from songs or TV shows, showing interest in age-appropriate books, matching/naming colors, responding to one and one more, giving three objects on request, matching shapes, identifying objects by their use, identifying items by size, identifying colors of familiar objects not in view, or identifying simple objects by touch.

Developmental disabilities are birth defects related to a problem with how a body part or body system works. They may also be known as functional birth defects. Many of these conditions affect multiple body parts or systems. Researchers have identified thousands of different birth defects. Birth defects can have a variety of causes, such as:

Genetic problems caused when one or more genes doesn't work properly or part of a gene is missing, problems with chromosomes, such as having an extra chromosome or missing part of a chromosome, environmental factors that the expectant mother is exposed to during pregnancy, such as Rubella or German measles or if she uses drugs or alcohol during pregnancy.

For further information in the screening procedures, evaluation procedures, and provision of services to protected handicapped students, contact Dr. Jesse T. Wallace, Superintendent of Schools, 304 Bailey Avenue, Uniontown, PA 15401 or call 724-437-2821

Age Waiver Public Notice

Due to the decrease of enrollment and small classes in the Laurel Highlands School District special education maybe out of compliance due to age range according to PDE. A student with a disability eligible to receive special education services may not be placed in a class in which the chronological age from the youngest to oldest student varies beyond three years in the grades K-6 and 4 years

in grades 7-12 unless an exception is determined to be appropriate by the IEP team of the student whose age is outside the age range of the program where the student would be receiving special education services. (22 Pa. School Code 14.42(f)) A statement will be written into student's IEP's indicating age differences. Parents will also sign a waiver informing them of the age range of their child's special education program

and their child's IEP will not be adversely affected by this change. Their child's needs will be met through the students IEP.

English as a Second Language (ESL)

Students whose primary home language is other than English may be eligible for support services as a student with limited English Proficiency or as an English Language Learner.

Students registering for school for the first time in Laurel Highlands must complete the Home Language Survey, as required by Federal law. If the student indicates that English is not the primary language spoken in the home or if the student recently relocated to the United States, a school counselor will conduct an evaluation to determine the student's English proficiency. Those students who demonstrate a low level of English proficiency will receive an in-depth evaluation in the areas of reading, writing and speaking English. Staff from Intermediate Unit #1 will conduct this evaluation.

Upon completion of the evaluation, the Intermediate Unit #1 staff member and the school counselor will meet the student and their family to discuss the results. If the student is not proficient in reading, writing and speaking English, the student must participate in English as a Second Language (ESL) support until they can demonstrate proficiency. An ESL teacher will be provided to work directly with the student to improve their English reading and writing skills. Parents of students with limited English proficiency can obtain more information about this program from the building principal or by contacting Lori DiCenzo, Director of Pupil Personnel Services at 724-437-2821 X 1007

HOMELESS STUDENTS

Homeless students are defined as individuals lacking a fixed, adequate, regular and nighttime residence, which include children and youth who are: 1. Sharing the housing of other persons due to loss of housing or economic hardship or a similar reason. 2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations. 3. Living in emergency, transitional or domestic violence shelters. 4. Abandoned in hospitals. 5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings. 6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings. 7. Living as migratory children in conditions described in previous examples. 8. Living as run-away children. 9. Abandoned or forced out of homes by parents/guardians or caretakers. 10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations. For more information, refer to the school board policy on Homeless students.

Activities

Extra-Curricular and Activity Eligibility

Participation Requirements

1. Students are eligible for extra-curricular activities if the student has a 2.0 grade point average in four full credit subjects in the preceding semester. Students who wish to participate in inter scholastic athletics must also comply with the WPIAL academic regulations. These regulations require students to pass at least four full credit subjects or their equivalent (two full credit classes on a block schedule) during the previous grading period in order to participate in that activity during the first ten days of the next grading period. At the end of the school year the student's final credits, rather than the credits for the last grading period, shall be used to determine eligibility for the next grading period.
During each grading period, students must continue to pass four full credit subjects or their equivalent (two full credit subjects on a block schedule) in order to participate in that activity. Eligibility shall be cumulative from the beginning of the grading period and shall be reported weekly. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided in this article, he/ she shall be ineligible from the immediate following Sunday through the following Saturday and until such a time that his/ her grades meet these standards.
2. Students cannot participate in any co-curricular activity on the day of their absence from school.
Students who report to school after 8:15 am and/or students who are dismissed early, will not be permitted to participate in any co-curricular activity held on that day unless documentation is provided to the principal showing evidence of a medical appointment, legal appointment, binding religious obligation or attendance of the funeral of a relative or close friend. If the tardiness occurs on a Friday, these provisions shall apply to any co-curricular activity held on the following Saturday or Sunday.
Students who are absent ten (10) or more days during any semester shall not be permitted to participate in any co-curricular activity during the following semester. Variances, as stipulated in WPIAL regulations, will be considered.
3. Students who are suspended or expelled from school are not permitted to participate in or attend any co-curricular activity held during the period of their suspension or expulsion.
Students who are assigned to detention are not permitted to participate in or attend any co-curricular activity during the time

of that detention. Any student suspended two or more times and/ or displays inappropriate behavior, will not be permitted to participate in school sponsored field trips/ activities/ events, as per principals' discretion.

Athletic Eligibility

A seventh or Eighth grade student is eligible to compete in interscholastic sports if he or she:

- Has a passing grade in five full credit subjects the preceding semester,
- Maintains a passing grade in five full credit subjects during the time of the participation,
- Has a doctor's certificate and the parent's consent on file with the athletic director,
- Has not been a behavioral problem, and
- Obeys the guidelines set by the coaches of the sport.

Bylaws for Athletic Eligibility 1999-2000

Article XVIII

Junior High/ Middle Schools

Junior High School/ Middle School

(7th, 8th, and 9th grade Competition Wherever Housed)

The entire constitution and by-laws govern both senior and junior high/ middle schools. However, Article XVIII is additional rules and regulations which apply to junior high/ middle schools only¹

Section 1. Age.

- A. A pupil of a junior high/ middle school wherein interscholastic athletic competition is limited to grades seven and eight shall be ineligible to compete in interscholastic events upon attaining the age of fifteen (15) years, with the following exceptions:
 1. If the age of 15 is attained on or after July 1, the pupil shall be eligible, age-wise, to complete through that school year.
- B. A pupil of a junior high/ middle school embracing the 7th, 8th, and 9th grades shall be ineligible to compete in interscholastic athletics contests upon attaining the age of sixteen (16) years, with the following exception:
 1. If the age of 16 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.

Section 2. Certification of Contestants

- A. The eligibility of all contestants representing a junior high/ middle school shall be certified by the principal of the school in accordance with PIAA rules. Such statements, including the name of the pupil, public school district in which the pupil resides, date of birth, age on last birthday, date of enrollment for the current school year, number of semesters of attendance beyond eighth grade including the present semester, number of seasons of competition beyond eighth grade including the present season, and the certified minimum weight classification for wrestling, shall be presented in writing to the principal of the opponent school or schools on the official form entitled, "PIAA Junior High/ Middle School Certificate of Eligibility" at least four days prior to

every contest.

Section 3. Eligibility of Seventh, Eighth, and Ninth Grade Pupils to Participate in Senior High School Interscholastic Athletics

- A. Students in the 7th or 8th grade who have not attained the age of fifteen years before July 1 and students in the 9th grade who have participated in one season in that sport during the school year, may not compete or practice with students in the 10th, 11th or 12th grades.
- B. Students in the 7th or 8th grade who have attained the age of fifteen years before July 1 and students in the 9th grade, who have not participated in one season in that sport during the school year, may, with written approval of the high school principal and the junior high/ middle school principal, compete and practice with students in grades 10, 11, and 12. If the student first participates in a junior high/ middle school scrimmage or contest, he/she is committed to that level of competition in the sport involved for the entire school year. If the student does not participate in a scrimmage or contest the option to compete at the junior high/ middle school level of competition or senior high level of competition must be exercised not later than 21 days after the student begins practice. Once this option is exercised, it may not be changed in the sport involved for the entire school year.²
- C. Pupils of Junior High/ Middle Schools entering the Tenth Grade No pupil shall represent both the Junior High/ Middle School and Senior High School during the same sport

Section 4. Period of Participation

- A. No pupil is eligible for practice for or participation in interscholastic athletics prior to entry into seventh grade.
- B. No junior high/ middle school Pupil shall participate in any sport for more seasons that there are grades included in the school, nor shall a pupil participate in any sport for more than three seasons in grades seven through nine.

Interpretation

February 4, 1984, Section 4B

'Grades included in the school' does not include any grades below the seventh grade.

Cheerleader Rules and Regulations

Scholarship

- Any student making an application for cheerleader must have a grade point average of 2.8 overall at the end of the third nine week grading period and have not made a (D) in any subject that year.
- Any cheerleader earning a (D) in any subject will be suspended for a nine-week period. Failure to improve the grade will result in full suspension from the squad following a review by the sponsor, a guidance counselor, and principal or appointed designee.

Character

- Any student making an application for cheerleader and receiving an unsatisfactory rating or recommendation from a faculty member will be disqualified for tryout.
- Any cheerleader suspended during any nine-week grading period will be suspended from the cheerleading squad,

pending review of the sponsor, guidance counselor, and principal or appointed designee.

Attendance

- Cheerleaders and any student making an application for cheerleader must maintain the attendance standards as set forth by the Laurel Highlands School District.

Extra-Curricular Activities and Field Trips

- Extracurricular activities, field trips, and dances may be denied to any student that has been suspended and/or continues to disobey school rules and policies.

Majorette/Silk Rules and Regulations

1. Any student making an application for majorette and receiving an unsatisfactory rating from any teacher will be disqualified from tryouts. Any majorette/ silk suspended during any nine week grading period will be suspended from the squad.
2. Your grade point average must be 2.8 overall at the end of the third nine week grading period and not have made a (D) in any subject that year. Any majorette earning a (D) in any subject will be suspended for the nine week grading period. Failure to improve the grade the following nine-week period or a (D) in another subject will result in full suspension from the squad following a review by the sponsor.
3. Appearance: Majorettes are responsible for appearing in clean uniforms, socks, and footwear during performances.
 - a. Hair must be neat, clean and in a specified style during a performance.
 - b. Majorettes must be in uniform for all parades unless otherwise stated.
 - c. No jewelry of any kind is to be worn while in uniform.
 - d. Failure to comply will not be tolerated.
4. Attendance: Excessive tardiness and low attendance will not be tolerated. If you miss more than three days in a nine week grading period without a doctor's excuse you will not be permitted to perform. In the event of persisting low attendance as reviewed by the sponsor, guidance, and principal, the majorette/silk must maintain the attendance standards as set forth by the Laurel Highlands School District.
5. Transportation must be provided by the parents for the majorettes/ silks to and from all practices and performances. After school, your ride must be here promptly. There will be no exceptions made.
6. Any uniform worn by the majorette will be the property of the Laurel Highlands Middle School. Some new uniforms may have to be purchased through fundraisers by the majorettes

Student Council Representation

Students nominated for Student Council by their homeroom:

- must have a “B” average from the previous school year or nine week grading period
- maintain the attendance standards as set forth by the Laurel Highlands School District; and
- cannot have been suspended from school for any reason within the previous two years.

Any discipline concerns or problems, or a “D” or “F” grade in a major subject during the school year will result in removal from student council.

Final approval of all representatives will be made by the principal or vice principal.

Middle School National Junior Honor Society

The National Junior Honor Society Chapter of the Laurel Highlands Middle School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of National Junior Honor Society. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each twelve months.

A student in the second semester of the seventh grade is eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.80 or better on a 4.00 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate’s leadership and service. A history of leadership experiences and participation in school or community service is also required. Eligible candidates as a minimum requirement must participate in at least two student activity organizations each year.

The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and develop character. Along with the Student Activity Information Form, each candidate is required to write a one-page double spaced, typed essay (12 pt. font. 1” margins) explaining why you believe you qualify for membership to this organization.

The Faculty Council reviews the school disciplinary records to evaluate a candidate’s character. Any student who has a Level I, II, III, IV suspension will not be eligible for consideration regardless of their grade point average. In addition, any student with eight or more unexcused absences in the first semester of grade seven will be excluded from consideration. After careful review of the Student Activity Information Form and student essay, a determination for membership is made. A majority vote of the Faculty Council is necessary for selection. All candidates are notified in writing regarding selection or non-selection.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in a chapter service project.

Laurel Highlands Middle School Junior Honor Society Dismissal Policy

The procedure for dismissal is determined by the Faculty Council in compliance with the rules and regulations of the National Junior Honor Society.

All members of the Laurel Highlands Middle School Chapter of the NJHS are required to maintain his or her academic standing and take an active role in service and leadership for his or her school and community

Any member who falls below the standards of scholarship, leadership, service, citizenship or character may be considered for dismissal from the National Junior Honor Society.

If a member's cumulative grade point average falls below the 3.80 standard which was the basis for their selections; the member will be given one nine week grading period to correct the deficiency. If the deficiency is not corrected, the member will be notified in writing that further action will be taken by the Faculty Council which includes consideration of dismissal from the chapter.

Any member who receives more than eight unexcused absences in a semester during eighth grade will be given a warning that if their unexcused absenteeism continues over the next nine week grading period that further action will be taken. The member will be notified in writing that consideration of dismissal from the chapter will occur.

Violation of civil laws or the school discipline code will result in dismissal of a member. These violations include, but are not limited to, academic dishonesty, destruction of property, possession, selling or being under the influence of drugs, alcohol or tobacco use at school or school related activities. Any member who receives a Level I, II, III, IV suspension according to the Laurel Highlands discipline code will be notified in writing that dismissal will occur without warning.

A member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote or dismissal. A majority vote of the Faculty Council is needed to dismiss any member and their vote is final. The member will receive written notification of their dismissal. Dismissed members must surrender any membership emblems. When a student is dismissed, he or she is no longer a member and may not be reconsidered for membership in the National Junior Honor Society.

Rules and Regulations

Dress Code

Laurel Highlands School District

Laurel Highlands School District reserves the right to question any mode of dress/jewelry/hair style that is beyond current community/school accepted standards or in any manner jeopardizes the health, welfare or safety of the student or other students. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress.

Students not adhering to the Dress Code will not be permitted to attend classes until they have changed or altered their clothing. Students will notify their parents if a change of clothes is necessary. Students not adhering to the dress code or students who are deemed to be dressed inappropriately will be placed in the In-School Suspension room until a change of clothes is provided. Repeat offenses will result in progressive discipline.

These rules and procedures have been developed according to Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school.

SECTION 1: GENERAL

1. Upon entering any district building any person may be scanned by metal detection equipment. (Typically a “walk through” or hand held device.)
2. Torn or ripped clothing that exposes skin is not permitted. Torn or ripped pants are only permitted if holes are below fingertip length. To ensure the safety and welfare of all students the administration will have final determination as appropriateness.
3. Coats, jackets, or garments designed for protection from outside weather are not to be worn in school during the school day.
4. Students may be required to wear certain types of clothing while participating in physical education classes, industrial technology, extra-curricular activities and other situations where special attire may be required to ensure health and/or safety of the student.
5. At the principal's discretion, “School Spirit Day”, Jump a Thons, Steeler Days, etc., may be held. Appropriate attire for these days will be determined by the building principal.
6. Game day dress for cheerleaders and athletes will be at the discretion of the building principal.
7. Baggy or excessive layers of clothing or any clothing considered to pose a safety threat may not be worn.
Clothing should be neat and properly fitted and sized to the

- individual.
8. Students with written medical excuses should submit them to the building Principal for review and possible exemption as it applies to the dress code.

SECTION 2: TOPS

1. Tops that can be classified as undergarments are not permitted. Tops shall not have any writing, pictures, insignias, etc., that are obscene, sexually explicit, violence, drug, alcohol or tobacco related, display con- federate/rebel flags, or considered to have double meanings. Also prohibited are any gang related or hate symbols.
2. Halter tops or mesh tops are considered unacceptable and will not be permitted to be worn. Also considered unacceptable are see through blouses or shirts, tube tops, crop tops, tank tops, or spaghetti straps; also, tops may not be low cut or exposing. Bare midriffs, sides, and bare backs are not permitted.

SECTION 3: PANTS/SHORTS/SKIRTS/SKORTS

1. Tear away pants are not permitted.
2. Yoga pants, spandex and leggings are permitted as long as an appropriate shirt/cover is worn that is at least finger length with the arms and fingers fully extended straight down towards the floor and no undergarment are visible.
3. Shorts, skirts, and skorts must not be higher than fingertip length above the knee; this includes the slits in skirts.
4. Pants, shorts, skirts, or skorts must be secured and worn at the waist, no lower.
5. Undergarments must not be exposed in any way.
6. Cut offs are not permitted.

SECTION 4: FOOTWEAR

1. Shoes must be worn at all times.
2. Dress sandals are permitted. Shower shoes, slides, and flip flops are permitted in the locker room areas. However, the final decision of appropriateness will be made by the building administrator.
3. Bedroom slippers are not acceptable footwear and are not permitted.
4. While participating in PE class, athletic footwear must be worn.

SECTION 5: JEWELRY/ACCESSORIES

1. Spiked jewelry, chains, or any jewelry that may cause injury or is considered a hazard to student safety, will not be permitted. Chains connecting jewelry or chained wallets are not permitted.
2. Pins, tattoos, jewelry, belts, purses, book bags, shoes etc. shall not have writing, pictures, insignias, etc. that are obscene, sexually explicit, violent, drug, alcohol, or tobacco related. Also prohibited are any gang related symbols, hate symbols, or confederate/rebel flags.

SECTION 6: HEADWEAR

1. Hats, sunglasses, visors, sweat bands, bandanas, or any type of headwear is not permitted to be worn in school.
2. Any exception to headwear must be documented by an authorized official in the office.

SECTION 7: HEALTH & HYGIENE

1. Any apparel that is judged unhealthy or unsanitary (i.e. clothing that is dirty and/or gives off a foul odor) is not permitted.
2. All students are expected to maintain good personal hygiene.

SECTION 8: BOOKBAGS

1. Bookbags/Gymbags are permitted as designated by the building principal.
2. Bookbags/Gymbags brought to school are subject to random searches. In other words, these are no longer your total private property. Anything found in the bags that is illegal, unlawful, or violates a school rule will be the student's responsibility and appropriate legal and discipline measures will be taken. Items of this nature will be confiscated to ensure the safety and welfare of our children.

Bullying/Cyberbullying Policy

Purpose

The Laurel Highlands School Board is committed to providing a safe, positive learning environment for district students. The district recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Laurel Highlands School Board prohibits bullying by district students.

Definitions

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

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

Bullying, as defined in this policy, includes cyberbullying in a school setting.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority

The Laurel Highlands School Board prohibits all forms of bullying by district students. The Laurel Highlands School Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee. Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Laurel Highlands School Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Laurel Highlands School Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Discrimination/Discriminatory Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the building administrator or designee. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the building administrator or designee shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Education

The district shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.

5. Detention.
6. Suspension.
7. Expulsion.
8. Referral to law enforcement officials.

Attendance, Discipline* and Drug/ Alcohol Policies

Philosophy

1. **Statement of Student Behavior**

The Laurel Highlands School District believes that our schools should provide a varied environment conducive to learning the basic values and standards incorporated in the community. These include the development of self-discipline and individual responsibilities fundamental to a democratic society. Because irresponsible behavior and violations of good conduct can substantially disrupt or materially interfere with this kind of learning environment, it is necessary to establish and enforce disciplinary regulations and procedures. Accordingly, the following guidelines for student behavior were drafted after careful study by acting upon the recommendations of a representative group of parents, students, faculty, and administrators.

2. **Student Responsibilities**

Proper student behavior is achieved when each student develops the desire and the ability to live as a responsible citizen. According to the directions from The Pennsylvania Department of Education entitled Regulations and Guidelines on Student Rights and Responsibilities, adopted on July 2, 1975, the responsibilities of students are as follows:

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop within the school a climate that is conducive to wholesome learning and living.
2. 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.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander another.
4. Student responsibilities will include, but not necessarily by limited to the following:
 - Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
 - Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of the school property.
 - Dress and groom themselves so as to meet fair standards of safety and health and so not to cause

- disruption to the educational process.
- Assume that a rule is in full effect until it is waived, altered, or repealed.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care in the use of public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make all necessary arrangements for making up work missed during absence from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- Avoid any inaccuracies in student newspapers or publications.

3. 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.
2. Students who choose to refrain from such participation shall respect the rights and interest of classmates who wish to participate.

Attendance Policy

Approved 8/11/10

The Laurel Highlands School District requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the students and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

ATTENDANCE

- Regular school attendance is imperative for pupil achievement. Students are expected to be in attendance each day school is in session except for personal illness, exempt holidays or emergencies in the family.
- Students are permitted ten will be allotted ten (10) absences per school year. Parental excuses, unexcused/illegal absences, early dismissals and late arrivals/tardies will count towards the allotted ten (10) absences. In addition, the student is permitted to submit up to (10) parent excuses per school year and must submit an excuse within 3 days of the infraction for the tardy to be excused. After the permitted ten (10) parental excuses for tardiness are exhausted all other tardies must have a medical/doctor excuse to be excused. If a student receives an unexcused absence, all class work (tests, quizzes, homework, etc.) for that day will receive a grade of zero (0).
- Students have three (3) days to submit all excuses or the excuses will be coded as unexcused.
- It is the parent's responsibility to notify the school if the

student is absent for these reasons. Excessive absences without a reasonable excuse may constitute truancy. Repeated absences jeopardize the pupil's continued progress in school.

- The school calendar may be changed due to weather or other emergencies. Parents are advised to plan family vacations around the school calendar and adjust accordingly for an extended school year due to weather or other emergencies.
- Students will not be permitted to take their final exams earlier than the scheduled exam period. The principal will announce the final exam schedule as soon as possible.

WRITTEN EXCUSES FOR ABSENCES

Whenever a student has been absent from school, upon return an excuse must be presented to his/her homeroom teacher. The excuse must be written by the student parents/ guardians. If the student fails to present an excuse within three (3) days after an absence, the day(s) will be marked unexcused. When an absence is coded unexcused, students will receive a zero for any class work missed because of the absence.

A. Excessive Absences

The attendance record of each student shall be monitored during the school year and when excessive absences occur, action will be taken by the administration and the attendance officer. Such action shall include phone calls, home visits, and letters sent to the student's home. The letters sent home shall contain the days on which the student was absent and will state that the student's attendance records will be submitted to the home school visitor/attendance office for further investigation including possible prosecution.

If excessive absences continue to occur and are deemed to be unexcused/illegal, the district shall mail a citation warning to the student's home while the pending magistrate hearing is scheduled. The building principal reserves the right to require a physician's excuse at any time to verify the validity of an absence.

In cases where teachers or school officials believe that attendance laws are being abused, a physician's statement may be required for each absence, stating that the student was under his/her care and was too ill to be in school on a certain date. Without the required certification, the absence will be considered unexcused/illegal.

The excuse must be presented to the home-room teacher within three (3) school days upon the student's return to school. If no excuse is presented, or if it is not presented in the specified amount of time, the absence shall be considered unexcused/illegal.

Whenever a student has been unlawfully/illegally absent to the extent that his/her parents/guardians have received a letter of notification explaining the student has been absent unlawfully/illegally, the parents/guardians will be prosecuted for noncompliance with compulsory attendance laws. If the absences continue a new citation shall be issued each week. Students with excessive absences will be removed and will not be permitted to

participate in extracurricular activities.

B. Unexcused absences

When an absence is coded as unexcused, students will receive a zero for any class work missed because of this absence.

C. Request for Family Travel Policy

The parent of a student wishing to have that student excused from school for family travel must get prior approval for this absence. The parent must come to school and fill out a family travel request form, which will be evaluated by the home school visitor, who will either permit or deny the request. If proper approval is not received the absence will be coded as unexcused. Forms are available at the Middle School office between 7:45 am and 3 p.m.

D. Make Up Work

Students returning from an excused absence must contact the classroom teachers on the day they return to school concerning make up work. The teacher and student will arrange a schedule to make up work and tests.

E. Class Participation and Class Attendance

Teachers have the right to use class participation and class attendance as a component of their grading procedure.

F. Student Requests for Excusal from School

1. Excusals for student participation in activities during the school day which are not directly related to the school curricular or extracurricular programs
School employees (Administrators, Teachers, and Ancillary Professionals) shall use utmost discretion when giving permission to students to participate during school hours in activities which are not directly related to the educational process.
Student absences due to participation in non-school related activities are to be marked excused or unexcused in accordance with the interpretation of the school law of Pennsylvania.
2. **Excusals for Medical and Dental appointments During the School Day**
Medical appointments which cannot be scheduled outside the school day when the absence is verified by a physician and verified by the school will be excused. We recommend that parents make appointments outside the school day.
Students excused for medical or dental services must submit a doctor's excuse upon return to school. If feasible, students are to return to classes on the day of the excuse.
3. **Exceptions to this Policy can be made Only in Cases of Extreme Emergency**

Discipline Policy

Laurel Highlands School Officials have the responsibility of regulating student behavior so as to maintain the order necessary for learning to take place and to protect the rights of other students. When Laurel Highlands School District spells out in a code what students and the staff can or cannot do, it then bars either party from claiming ignorance of the rules. It also ensures that there is a step by step process for handling behavior problems which must be followed. Furthermore, it provides a due process procedure for students.

If it should become necessary to decide during a hearing what is fair or not fair a trial-and-error method is eliminated and the Laurel Highlands code will rule. On the other hand, an unwritten process for administering discipline would be awkward, unfair and time consuming.

A. Definitions of Disciplinary Responses

1. Detention

Detention is held as needed in an assigned room, after the regular school day. Every student who is assigned detention will report to the assigned room on the day(s) designated by the teacher. The requirements for detention are promptness, silence and constructive writing or studying. Detention may be assigned upon the recommendation of a teacher. Detention is held during lunch time.. If the student violates any of these requirements, suspension is in order.

2. Suspension

A suspension is out of school at the discretion of the administration for a period of one to ten days. The student's parents will be notified, and the suspension will officially start when designated by the administrator. Further, the student may not participate in any school activity during the day or evening of the suspension.

A. Temporary Suspension

Pupils may be suspended temporarily for a period of from one to three days after an informal hearing. The following procedures must be adhered to in implementing temporary suspension:

- a. The administrator must notify the parents or guardians of the suspended pupil by phone and/or letter of the cause of the temporary suspension and its duration. Also, a letter should be sent home with the pupil at the time of the suspension.
- b. Following a temporary suspension, the administration may, with just cause, reinstate a pupil prior to the expiration of his temporary suspension.
- c. The administrator shall notify the pupil in conference of the cause of his temporary suspension and its duration.
- d. The pupil must be given the opportunity to respond to the charges before the temporary suspension becomes effective.

3. Full Suspension

An administrator may impose a full suspension on a pupil for a period of four to ten days following an informal hearing. The following procedures must be adhered to in implementing a full

suspension:

- e. Prior to a full suspension, the administrator must conduct an informal hearing with the accused pupil and his parents or guardians to determine the guilt of the accused pupil or mitigating circumstances surrounding his violation of the student discipline code.
- f. Prior to the informal hearing the accused pupil and his parents or guardians must be given at least twenty-four hour notice of the hearing and list of the charges brought against the student.
- g. The accused pupil shall have the right to produce friendly witnesses and to cross examine all witnesses to the alleged violation at the informal hearing.
- h. Following a parental conference, an administrator may, with just cause, reinstate a pupil prior to the expiration of his full suspension.

4. **Expulsion**

Pupils may be suspended for a period exceeding ten school days or permanently by a majority vote of the board of school directors or a committee of the board composed of no fewer than three members.

The following procedures must be adhered to in implementing a formal hearing for consideration of expulsion:

- i. Notification in writing of the charges lodged against the pupil must be sent to the parents or guardians by certified mail.
- j. Sufficient notice of the time and place of the hearing must be given.
- k. The accused pupil must be accorded the right to be represented by counsel.
- l. The right to call friendly witnesses and to cross examine all prosecution witnesses must be granted to the pupil, his parents or guardians, or his counsel.
- m. An accurate record of the hearing must be kept and made available to the accused pupil. A copy of the transcript will be made available to the student and the cost of such transcript shall be the responsibility of the student and his parents.
- n. The board of education will conduct a formal hearing in private unless the accused pupil requests a public hearing.
- o. Any pupil absolved of alleged violation by a formal hearing of the board of school directors shall have any evidence of the alleged offense expunged from the school record.

5. **Reciprocal Expulsion**

Students expelled or suspended from the Fayette County Area Vocational Technical School or from the local Intermediate Unit classes are automatically expelled or suspended from Laurel Highlands School District classes and vice versa.

6. **Discipline/ Attendance/ Academic Review Committee**

The Laurel Highlands School District has established a Discipline Review Committee to deal with students that have not responded

to the discipline responses which have been assigned to them. The Discipline Review Committee consists of:
The Superintendent of Schools,
The Director of Secondary Education,
The Director of Elementary Education,
The Director of Pupil Personnel Services,
The principals involved,
The guidance counselors involved and
The Home School Visitor.

The student and the parents or guardians are called in to meet this committee.

The committee listens to and questions the student concerning the problems that the student has experienced. The committee then makes recommendations as to what can be done to modify the behavior of the student. If the problems are serious enough, the committee may recommend the student be brought before the Laurel Highlands School Board for expulsion proceedings. Also, if the recommendations of the committee are not followed by the student, the committee can recommend that the student be brought before the board for expulsion proceedings. Hopefully, through the efforts of this committee the behavior of the student will improve and expulsion can be avoided.

Student Control Policies

The following actions and activities on the part of a student shall be considered offenses and violations of the policies and regulations of the Laurel Highlands School District.

In any case where a violation of the laws of the Commonwealth of Pennsylvania has occurred, the administration shall have the right to refer the offense to the civil authorities and police for appropriate action.

In any case where an offense or violation has occurred, the student committing the offense or violation shall be fully and completely responsible for any and all damages and personal injuries. The parent of the said student shall be responsible for all damages to the extent provided by the laws of the Commonwealth of Pennsylvania.

When a student faces multiple charges because of the commission of a series of infractions, each infraction shall constitute a separate offense or violation and the student will receive all applicable penalties consecutively beginning with the most serious first.

Violations occurring on school buses are subject to the same policies as if they happened on school grounds.

Violations occurring after regular school hours, during extra-curricular activities held on school grounds are subject to these same policies.

The following rules apply to the Laurel Highlands School District.

A. Categories of Misconduct

The Laurel Highlands School District has adopted the following categories of Misconduct and has applied rules and procedures for the administration of fair and consistent treatment for each separate offense or violation as stated below.

The categories have been based on the seriousness of the act

and the frequency of the occurrence. Therefore, the infractions classified at Level I are relatively minor and involve acts which only minimally disrupt the orderly conduct of the educational process. By contrast, Level IV classified at Level I could move to Level II and subsequently to lower level. Although the seriousness of the infraction remains the same, the frequency of the occurrence requires that it be classified at a higher level where a different set of disciplinary responses could be applied.

In terms of seriousness, most Level II misbehavior could probably be characterized as "victimless infractions," since they generally do not involve the welfare of others but could have a serious effect on the student's own education. On the other hand, misconducts in Level III take on added gravity because they frequently involve a violation of the personal or property rights of others.

An effort should be made to match the seriousness of the misconduct with the severity of the disciplinary actions. This would suggest that it would be reasonable in some rare instances to use options for a lower level to deal with the higher level infractions. Higher level options are not recommended for use at lower levels. Those more serious options should be employed for less serious infractions only when the offense is repeated or when the lower level options fail to correct the misconduct. In the case of a Level IV, the gravity of the misconduct and the requirements to involve law enforcement authorities serve to limit the number of options available to the administrator and, in large part, preclude the use of most options prescribed for the lower levels

Level I

1. Definition

Minor misbehaviors on the part of the student which impede orderly classroom procedures or interfere with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

2. Level I Procedures

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference, conference with the counselor and/or administrator. A proper and accurate record of the offenses and disciplinary action is to be maintained by the staff member. Reports shall be kept in separate files.

3. Disciplinary Options/ Responses for Level I Offenses

- a. Detention
- b. One-day suspension
- c. Withdrawal of privileges

All privileges include free periods, intra-murals, riding buses, extra-curricular activities, etc. These options can be at the recommendation of the teacher and shall be applied separately or in combination at the discretion of the administration.

4. Level I Offenses

a. Class Cut

Class cut is the failure to attend a particular class or study hall when the student is present at school. If the student is

absent from the school for the entire day, his or her absence from a particular class that day shall not be considered as a class cut. Students absent from class to participate in approved school activities shall not be considered as having cut a class.

- b. **Cafeteria Misbehavior**
A student who misbehaves during lunch time (leaving tray, throwing food, etc.)
- c. **Snowballing**
Students throwing snowballs that pose a threat to the safety of other students.
- d. **Leaving School Building Without Permission**
A student who leaves the school building without permission or who arrives at school and fails to report to homeroom or the office.
- e. **Classroom or School Disruption**
Any student who causes or acts in such a manner as to cause a disruption of a classroom or the normal functioning purpose of the school.
- f. **Classroom Tardiness**
Chronic unexcused tardiness which can be documented by the teacher's records.
- g. **Assignments**
Non-defiant failure to complete assignments or follow directions.
- h. **Academic Dishonesty**
Lying or cheating about individual performance on tests or other assignments.
- i. **Any other Misbehavior that is Detrimental** to the School District and falls within this Level of Misconduct.

Level II

- 1. **Definition**
Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehavior, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation. Included in this level are misbehaviors whose educational consequences are serious enough to require corrective action on the part of administrative personnel.
- 2. **Level II Procedures**
The student is referred to the administration for appropriate disciplinary action. The administration meets with the student and/or teacher and affects the most appropriate response. The teacher is informed of the administrative action. A proper and accurate record of the offense and the disciplinary action is maintained by the administration. A parental conference may be held.
- 3. **Disciplinary Options/ Responses for Level II Offenses**
 - 1. Withdrawal of Privileges
 - 2. 2-3 Day Suspension (Temporary)
 - 3. Referral to Outside Agency
 - 4. Referral to Chief of Security
- 4. **Level II Offenses**
 - a. **Continuation of unmodified Level I misbehavior**
 - b. **Failure to attend detention**

All students are expected to fulfill their detention obligation on the day assigned.

- c. **Falsifying passes and excuses** (hall passes, library slips, parental excuses, etc.)

Any alteration of a pass is a contradiction of the authority or intention of the person who assigned the pass.

Falsifying parental excuses will be considered a violation of this regulation.

- d. **Gambling/ card games**

Card games/ gambling will not be permitted except in instructional situations under supervision.

- e. **School tardiness**

Chronic tardiness which can be documented by the school office records. Three unexcused tardies in a school year would constitute chronic tardiness.

- f. **Smoking**

The use or possession of tobacco products, including e-cigarettes, vape or look alike products by students on any part of the school property (which includes school busses) is strictly prohibited. Any student acting as a 'lookout' for another student who is smoking will be subject to the same penalties as the smoker. Repeated offenses will be subject to disciplinary action at Levels III and IV which include expulsion.

- g. **Truancy**

Truancy at this level is considered to be the student's failure to report to the school building or the classroom to which he is assigned without the knowledge of his parents or guardians ("playing hooky")

- h. **Fighting**

An altercation between two or more individuals regardless of the reasons shall not be permitted.

- i. **Indecent acts**

As defined in the Pennsylvania Penal Code

- j. **Disrespect and indecent and abusive language and wearing apparel**

Students must refrain from written, verbal or suggestive use of indecent or abusive language or gesture. Students will not be permitted to wear any distracting apparel of indecent or abusive design or which may be disruptive to the educational program. Public petting will not be tolerated.

- k. **Any other misbehavior that is detrimental to the school district falls within this level of misconduct**

5. Special note:

All students must abide by all PIAA rules, regulations and guidelines regarding behavior at interscholastic athletic events. This shall include, but is not limited to, the following:

1. Chanting or derogatory slogans and/or cheers which serve only to taunt visiting teams and/or fans will not be tolerated.
2. Offensive signs or slogans shall not be displayed or used.
3. Artificial noisemakers such as horns or whistles may not be used.
4. Actions or behaviors deemed injurious to Laurel Highlands

or any other participating school will not be tolerated.

Level III

1. Definition
Acts directed against the persons or property but whose consequences could seriously endanger the health or safety of others in the school.
These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school.
2. Level III Procedures
The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. The informal hearing procedure in the definition of 'full suspension' as found in this code shall be followed.
A proper and accurate record of offenses and disciplinary actions is maintained by the administrator. There is restitution of property and damages.
3. Disciplinary options/ responses for Level III offenses
 - e. 4-10 day suspension (full)
 - f. Fayette County Drug & Alcohol Student Assistance Program
Social Adjustment Class
 - h. Special Work Assignments
 - j. Withdrawal of privileges

These Options shall be applied separately or in combination at the direction of the administration.

4. Level III Offenses
 - a. **Continuation of unmodified Level II misbehaviors**
 - b. **Alcohol and drugs**
A student who is in possession of or under the influence of or selling alcohol/ drugs, including drug paraphernalia on school property or at any school sponsored activity.
 - c. **Setting off false fire alarms**
Any student setting off a false fire alarm or any offense or violation concerning setting off false fire alarms.
 - d. **Tampering with fire extinguishers**
In addition to any disciplinary action as stated above the student shall be required to pay the cost of refilling the extinguisher if necessary.
*Note: see D/A Policy and Administrative Guidelines at Laurel Highlands Administrative Offices
 - e. **Destruction or defacing school property**, busses, private property going to or from school, and student property
In addition to any discipline action as stated above the student will be required to pay for damages done.
 - f. **Fireworks and smoke bombs**
Any student in possession of or setting off fireworks or smoke bombs on school property or on a school bus.
 - g. **Harassment or extortion of students** or school personnel
Students who harass or intimidate others for any reason

including vindictiveness or gain.

h. **Stealing**

Stealing is considered to be the taking and/or using of another student's or any personnel's personal property. In addition to any disciplinary action as stated above the student will be responsible for making full restitution. Misconduct in this matter would also include the sale of any stolen property which would take place in the schools.

i. **Insubordination**

Open defiance to follow the instruction of a teacher, staff member or any other school personnel.

j. **Hazing**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the school board. The school district will investigate all complaints of hazing and administer appropriate discipline to any individual who violates the hazing policy. For more information, refer to the school board policy on hazing.

Level IV

1. Disciplinary options/ responses level IV offenses

- a. Expulsion
 - b. Alternative Schools
 - c. Other Board Action which results in appropriate disposition
- These options shall be applied separately or in combination at the discretion of the school board. A consideration of the recommendations of the administration shall be given.

2. Level IV offenses

a. **Continuation of unmodified Levels I, II and III misbehaviors**

b. **Assault on a school employee or his/ her personal property**

This would include assaults on any school employee or contracted service employee or damages to the personal property of said employee.

c. **Setting fires on school property or school buses**

Any act of arson shall be considered an offense of a serious nature.

d. **Bomb scares**

Any student who initiates a bomb scare or who commits any act with the intent to cause or perpetrate a bomb scare.

e. **Weapons and dangerous instruments**

A student will not knowingly possess, handle, transmit, or use any object that can reasonably be considered a weapon:

- iv. on school grounds of any kind
- v. off school at any school event; and
- vi. on school buses at any time.

f. **Alcohol/ drugs**

A student who is in possession of or under the influence of or who is discovered selling alcohol and/ or drugs on school property or during a school sponsored activity.

g. **Violating laws of the Commonwealth of Pennsylvania**

Any student who acts in such a manner that such action

constitutes a violation of any of the laws of the Commonwealth of Pennsylvania.

- h. **Any other misbehavior that is detrimental** to the school district and would represent a direct threat to any other individual.

General Provisions

In any case where an offense or violation has occurred, the administration shall always have the right to refer the offense or violation to the Laurel Highlands Board of School Directors for Board hearing and Board action. It should be noted by the students, parents and guardians that when the offense or violation is referred to the Board of School Directors for Board hearing and Board action, the Board may suspend or exclude the student from school for a period exceeding ten (10) school days and may permanently expel the student from school rolls.

In any case where an offense or violation has occurred which involves the suspected possession of objects or materials relative to the offense the administration shall have the right to search lockers, the person, or any suspected form of conveyance of such materials or objects. The administration recognizes that the Fourth Amendment protects all students against unreasonable searches by requiring that "probable cause" exists for the search

Drug and Alcohol Policy and Administrative Guidelines

Preface

This policy including its rules, regulations and guidelines is a coordinated effort by the Laurel Highlands School District to openly and effectively respond to the potential and current uses and abuses of alcohol or other drug, narcotics, or other health endangering compounds by members of its entire student population.

A. Statement of Policy

The following alcohol and drug policy is stated knowing that school authorities are dedicated to the welfare of the students of the Laurel Highlands School District. It is intended to protect the health, safety, welfare of all concerned as well as maintaining and improving the rapport existent among students and staff.

1. Responsibility of School Personnel

- a. All personnel of the Laurel Highlands Schools are to report to their immediate supervisor any student or employee involved in the use, transfer of, or having alcohol or other drugs, narcotics, or other health endangering compounds in their possession while on or about the school property or while on a school related function.
- b. All personnel of the Laurel Highlands Schools are to report to their immediate supervisor any person who is not a student or employee and who is found to be using, soliciting, or endangering compounds while on or about the school property or while on a school related function.
- c. The supervisor is to report such information to the Superintendent immediately and confirm the same to the Superintendent as soon as possible in writing relating the specific sequence of events in each case.
- d. The supervisor or the Superintendent will immediately notify the appropriate law enforcement agency in any case

involving a person not related to the district.

2. Students

- a. Possession, use or abuse of alcohol or other drugs, narcotics, or other health endangering compounds - First Offense

A student who, while under the school's jurisdiction, is found to possess, use or abuse alcohol or other drugs, including drug paraphernalia, narcotics or other health endangering compounds for the first time shall be subject to the following action:

1. Immediate

- a. Parents or guardians shall be immediately contacted by building administration and the student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the school administration.
- b. Referral to Civil Authorities and/or Police for appropriate action.
- c. The student will be suspended for ten (10) school days during which time an informal hearing will be scheduled.

2. Informal Hearing

Within three (3) days of suspension period above, preferably the day after the occurrence, an informal hearing shall be held with the student, his/ her parents or guardian, local police department representative, the school administration, any other person who, in the judgement of the administration, could make contributions to aid in determining a course of action. As a result of the meeting, the school district shall do one or more of the following:

- a. Refer the student to district personnel for counseling. Appropriate staff members may constitute one or more of the following:
- i. Administrative Assistant (Principal)
 - ii. School Nurse
 - iii. Student Guidance Counselor
 - iv. School Psychologist
 - v. Laurel Highlands Student Assistance Team
 - vi. Other appropriate trained staff members selected by the Principal
- b. Require the student, under parental supervision, to obtain guidance or psychological counseling from an outside professional agency. Confirmation of such contact shall be required to be submitted with a prescribed time will be cause for suspension within the guidelines of this policy.

Possible Outside Contacts (with Parent Consent)

- i. Juvenile Probation Officer
- ii. Physician
- iii. Psychologist or Psychiatrist
- iv. Appropriate local or state rehabilitation centers. Confirmation of such contact shall be required to be submitted with a prescribed time to the school administration. Failure to comply with the

prescribed time will be cause for suspension within the guidelines of this policy.

- v. Other agencies identified by the Fayette County Drug and Alcohol Commission.
- b) Second Offense - Possession, Use or Abuse of Alcohol or Other Drugs, Narcotics, or Other Health Endangering Compounds

“OR”

Transfer or Intent to Transfer - Second Offense

A student who, while under the school's jurisdiction, is found to possess, use or abuse alcohol or other drugs, narcotics, or other health endangering compounds for the second time, or a student, who while under the school's jurisdiction is found to transfer or intend to transfer alcohol or any other drugs, narcotics, or other health endangering compounds for the first time shall be subject to the following actions:

1. Immediate suspension from school.
 2. Informal hearing
 3. Referral to the District Discipline Review Committee for possible recommendation to the School Board for expulsion.
 4. Referral to the appropriate law enforcement agency with the strong recommendation the student be prosecuted.
- c) Transfer or Intent to Transfer “Look Alike Drugs”
(1) A student who, while under the school's jurisdiction, is found to transfer or intend to transfer “look alike drugs” shall be subject to conditions outlined in Section 2-a above.

3. Procedures and Practices

a) Dealing with Suspects

1. All students and staff members of the Laurel Highlands School District shall report to the principal any person suspected of soliciting, giving or using alcohol or other drugs, narcotics, or other health endangering compounds while on or about the school property or while on school-related functions.
2. Persons who have been in a position to make such a report and have failed to do so shall be subject to administrative intervention by their immediate supervisor when reasonable evidence is presented indicating that such person has ignored the responsibility.
3. School administrative personnel shall have the authority to require students or other persons under the administrator's jurisdiction to submit to a thorough search of clothing, handbags, wallets, and lockers to take possession of any unauthorized materials suspected of being in their possession. Prior to any body search of students an attempt shall be made to contact parents for their consent or attendance at the search. Such searched shall be conducted with an appropriate witness, which may be the parent or staff member, and must not

be conducted without reasonable suspicion. Body searches will be made by persons of the same sex.

4. Students who refuse to submit to a reasonable cause search as outlined in the policy shall be immediately suspended from school and referred to the enumerated designations in Article 2-a of this policy.
 5. Persons found to possess, use, abuse or transfer alcohol or other drugs, narcotics, or other health endangering compounds are to be promptly subjected to the steps outlined in this policy.
 6. Persons who, after submitting to a search, are not to be in possession of alcohol or other drugs, narcotics, or other health endangering compounds, are to be promptly excused and no further action is to be taken. A report of the incident shall be filed with the immediate supervisor for further reference, but shall not be retained for a period of more than one year from the date of the report if no similar instances are reported.
- b) **Medicine in Schools (Storage and Taking of Medicine)**
All medicine taken in school is to be either stored or cleared through the school or nurse's office.
 - c) **Students Who Come Voluntarily**
A student who voluntarily comes, or is referred, to the principal seeking help and not under the immediate influence of, or transferring, or in the possession of alcohol or other drugs, narcotics, or other health endangering compounds within the school, is not subject to the provisions of this policy, but will be provided with all the appropriate help as defined in Section 2-a.

4. Definitions

- a. Superintendent - refers to the Superintendent of the Laurel Highlands School District or his designee.
- b. Building Administrator - refers to the principal or his/ her designee.
- c. District Disciplinary Committee - refers to a committee of the School Board Members specifically designated to deal with student discipline problems.
- d. Immediate Supervisor - refers to administrative and supervisory members or the certified or service staff.
- e. Alcohol or other drugs, narcotics, or other health endangering compounds - include but is not limited to alcohol, alcohol beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD, and other hallucinogens, glue solvent-containing substances.
- f. Look alike drugs - are any substances manufactured or designed to resemble drugs, narcotics or other health endangering compounds included in Sections E above.

Use of Personal Electronic Devices by Students

The use of personal electronic devices by students is not permitted at any time throughout the school day.

The school district strongly recommends that students do not bring these items to school and the school district will not be responsible for any lost, stolen, or damaged items. If brought to school, these items, cell phones, CD/DVD/MPS players, IPODS, and any other mobile telecommunications devices, must be turned off prior to entering the school and must be locked in your locker throughout the school day.

In the case of an emergency, all emergency calls made by students must be made on the school's phone in the main office, or by the nurse in the nurse's office. Parents wishing to contact their children must call the school's main office, not a student's personal cell phone.

Progressive violations;

First Offense - Warning, student turns phone over to teacher and it is given to the office. Parent/ Guardian must pick up the phone.

Second Offense – One-day detention, student turns phone over to teacher and it is given to the office. Parent/ Guardian must pick up the phone.

Third Offense - One Day In School Suspension, loss of cell phone privilege for the remainder of the year.

Fourth Offense - 1-3 Days Out of School Suspension, student turns phone over to teacher and it is given to the office.

Parent/ Guardian must pick up the phone.

At any time if a student refuses to give the principal or teacher the cell-phone an automatic 3 Days Out of School suspension, and loss of cell phone privilege remainder of the year.

*Discipline subject to change as per LHSD School Board Policy.

SCHOOL-PARENT COMPACT

The Laurel Highlands Middle School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2021-2022

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS School Responsibilities

The Laurel Highlands Middle School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

Teachers in the Laurel Highlands School District are certified as highly qualified by the state of Pennsylvania. A variety of instructional strategies, programs, and approaches are utilized during the Middle School day. Examples include; Response to Intervention periods and Compass Learning. Each of these programs contributes to the overall academic success of the High School student. Support services are available to those students who need additional instruction beyond the scope of the regular classroom.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
Annual parent-teacher conferences are held in November throughout the Laurel Highlands School District to allow parents/ guardians the opportunity to discuss their child's growth, progress and possible areas of need.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 1. Report Cards - 4 times per year for grades 6-8
 2. State Assessments - PSSA given in the spring to grades 6 - 8
 3. District Assessments - CDT 6-8
 4. Progress Reports - 4 times per year for grades 6-8
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
Conferences may be arranged thru the classroom teacher by appointment

Provide parents opportunities to volunteer and participate in their child's class, and to observe class- room activities, as follows:

Laurel Highlands School District schedules district-wide observation days during the course of the school year. Parent volunteers are utilized for monitoring students during special events that occur throughout the school year. Additionally, parents may contact the school to schedule an appointment to observe their child's classroom.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline
- Making sure that homework is completed. Establish a time for homework and review it regularly.
- Participating, as appropriate, in decisions relating to my children's education.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

- We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specially, we will:
 - Attend school regularly
 - Do my homework every day and ask for help when I need to.
 - Conform to rules of student conduct.
 - Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Additional Required School Responsibilities

The Middle School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I,

Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meeting for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Middle School will:

Recommend to the local educational agency (LEA), the names of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.

Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.

Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

School _____ Parent (s) _____

Student _____

Staff Email List

NAME

Behanna, Carolyn- Reading	carolyn.behanna@lhsd.org
Blaszczak, Bill- Science 6 th	william.blaszczak@lhsd.org
Bortz, Kelly- PE	kelly.bortz@lhsd.org
Bota, Nicole – Guidance	nicole.bota@lhsd.org
Brown, Cathy- Math 7 th	cathy.brown@lhsd.org
Buckley, Kevin- Math 8 th	kevin.buckley@lhsd.org
Deberry, Scott- Us History/Science 8 th	scott.deberry@lhsd.org
Downs, Mysti- IEP Aide	mysti.downs@lhsd.org
Fike, Brandi- Guidance	brandi.fike@lhsd.org
Frey, Renee-CYS	renee.frey@lhsd.org
Gaster, Erica- Math 8 th	gaster.eric@lhsd.org
Gergley, Amy- Special Education	amy.gergely@lhsd.org
Green, Tonya- Science 8 th	tonya.green@lhsd.org
Gregory, Sherry- Reading 6 th	sherry.gregory@lhsd.org
Grote, Natalie- Science 7 th	natalie.grote@lhsd.org
Gulino, Tina-Gifted	tina.gulino@lhsd.org
Hixson, Kara- Reading 7 th	kara.hixson@lhsd.org
Hixson, Zach- Math 6 th	zach.hixson@lhsd.org
Hughes, Amber- Reading 6 th	amber.hughes@lhsd.org
Howard, Matthew- French 8 th	matthew.howard@lhsd.org
Jill John-Reading 7 th	Jill.John@lhsd.org
Jones, Sharon- English 6 th	sharon.jones@lhsd.org
Kania, Cathy- Guidance	cathy.kania@lhsd.org
Karpency, Christy- Spanish	Christy.karpency@lhsd.org
Keslar-Vacanti, Aimee Art	aimee.vacanti@lhsd.org
Kolesar, Rich- Math 8 th	richard.kolesar@lhsd.org
Kopec, Janae- Math 7 th	janae.kopec@lhsd.org
Landman, Lee- World History 7 th	robert.landman@lhsd.org
Manges, Maria- Science 6 th	maria.manges@lhsd.org
Mehall,B- Special Education	breanna.mehall@lhsd.org
Miller, Jake- Phys.Ed.	jacob.miller@lhsd.org
Miller, Jim- Band	jim.miller@lhsd.org
Moscoloni, Marc- English 8 th	marc.moscoloni@lhsd.org
TBD - English 7 th	
O’Neal Claire-Special Education	claire.oneal@lhsd.org
Oravets, Kaiten-Special Education	kaiten.oravets@lhsd.org
Palumbo, Joby- Social Studies 6 th	
francis.palumbo@lhsd.org	
Pierce, James- School Police Officer	james.pierce@lhsd.org
Pierce, Michelle- English 7 th	michelle.pierce@lhsd.org
Renze, Lisa- Librarian	lisa.renze@lhsd.org
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Rogerson, Stacy- Nurse	stacy.rogerson@lhsd.org
Schuessler, Janine- ELA	janine.schuessler@lhsd.org
Shwallon, James- US History 8 th	james.shwallon@lhsd.org
Sipe, Zach- Science 7 th	zach.sipe@lhsd.org
Sucevic, Jayme- Special Education	jayme.sucevic@lhsd.org
Thomas, Christin- Social Studies 6 th &7 th	christin.thomas@lhsd.org
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Zyla, Jackie- Special Education	jackie.zyla@lhsd.org

