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# **WELCOME**

On behalf of the faculty and staff, we are pleased to welcome you to the Laurel Highlands High School family. From core academics to innovative electives and top-notch extracurricular programs, Laurel Highlands offers challenges and opportunities for every student. Whether you're returning this fall or joining us as a new student, we hope you will find Laurel Highlands High School an ideal environment to further your educational and personal development.

The purpose of the Student Handbook is to give high school students and their parents/guardians an understanding of the general rules and guidelines for attending school and for receiving an education at our school. In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. Students and parents/guardians should be aware that this document is reviewed annually yet policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook can be amended at any time at the discretion of the administration and the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

We encourage you to read through the handbook carefully now, and then refer to it as needed throughout the school year. Once you and your parent(s) or guardian(s) have read the handbook, please sign the final page and give it to your homeroom teacher.

Our goal is to ensure that both you and the school benefit from your time here. To this end, the doors to our offices are always open to those with questions, concerns, or suggestions. We hope you will drop by sometime! Just as every student has different needs and goals, we can each make a unique contribution to our learning community.



***Remember,  
Laurel Highlands High School  
begins with you!***



**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.

**LAUREL HIGHLANDS SCHOOL DISTRICT**

Administration Office: 724-437-2821  
304 Bailey Avenue, Uniontown, PA 15401

Dr. Jesse T. Wallace III.....Superintendent  
Mr. Randy Miller..... Director of Curriculum, Grades K-12  
Mrs. Lori Diconzo.....Director of Pupil Services/Special Education  
Mr. Jason Johns.....Director of Federal Funds  
Mr. Richard Barron..... Transportation Director/Head of Security/Attendance  
Mr. Paul Eckert.....PIMS Coordinator  
Mr. Jason Johns .....Food Service Director  
Mr. Greg Hensch.....Business Manager

**SCHOOL DISTRICT BOARD OF DIRECTORS**

Mrs. Beverly Beal	Mrs. Nancy Glad	Mr. Tom Landman
Mrs. Brandi Kalich	Mr. Melvyn Sepic	Mr. Joe D'Andrea
Mr. Kim Renze	Mr. James Hercik	Mr. Randy Raymond

**LAUREL HIGHLANDS HIGH SCHOOL**

**HIGH SCHOOL ADMINISTRATION AND OFFICE PERSONNEL**

300 Bailey Avenue, Uniontown, PA 15401  
Phone 724-437-4741                      Fax 724-437-5653

Mr. John Diamond.....High School Principal  
Mr. Matthew Kalich.....Assistant Principal  
Mrs. Brandi Mancini .....Assistant Principal  
Mrs. Melissa Dolan, ext. 1127.....Guidance Counselor  
Mrs. Andrea Barchetti, ext. 1129 .....Guidance Counselor  
Mr. Andrew Loy, ext. 1128..... Guidance Counselor  
Mrs. Cathy Kania, ext. 1124..... Guidance Counselor  
Mr. Richard Barron ext. 1036.....Transportation Director/Head of Security/Attendance  
Mrs. Mary Ellen Bosley, ext. 1138.....School Nurse  
Mrs. Kathryn Mihalko, ext. 1117.....Guidance Secretary  
Mrs. Janine Gesso, ext.1125.....Secretary  
Mrs. Susan Cole, ext. 1120.....Secretary  
Mr. Mark John, ext. 1133.....Athletic Director  
Dr. Cynthia Shaw, 724-437-2721.....Vo-Tech Director

**- ALMA MATER -**

*Hail Laurel Highlands  
We raise our song to thee  
Thy loyal sons and daughters  
One heart, proud and free  
As we all stand before thy gate  
Shapeless in the hands of fate  
Thou will mold us Laurel High  
Strong and true, strong and true  
All hail and sing to thy honor  
Dear, Red, White, and Blue*

**SCHOOL WEB SITE** – [www.lhsd.org](http://www.lhsd.org)

**SCHOOL NEWSPAPER** – The Highlites

**SCHOOL YEARBOOK** – Highlander

**SCHOOL MASCOT** – “Mustang”/“Fillies”

**SCHOOL COLORS** – Red, White & Blue

**COMPREHENSIVE SCHOOL-WIDE RULES**

- \*Conduct self in a manner so as not to disturb others around you.
- \*Keep hands and objects to self.
- \*Be in the correct place at the correct time doing the correct thing.
- \*Show respect for peers school property and school personnel.

**BELL SCHEDULE**

<b>Regular Bell Schedule</b>		<b>Mentoring Bell Schedule</b>	
Homeroom	7:23-7:38	Homeroom	7:23-7:38
Period 1	7:41-8:29	Period 1	7:41-8:23
Period 2	8:32-9:20	Period 2	8:26-9:08
Period 3	9:23-10:11	Period 3	9:11-9:53
Period 4-Lunch	10:14-11:02	Period 4-Lunch	9:56-10:38
Period5-Lunch	11:05-11:53	Mentoring Period	10:41-11:23
Period 6-Lunch	11:56-12:44	Period 5-Lunch	11:26-12:08
Period 7	12:47-1:35	Period 6-Lunch	12:11-12:53
Period 8	1:38-2:27	Period 7	12:56-1:38
		Period 8	1:41-2:27
<b>Afternoon Activity Schedule</b>		<b>Two-Hour-Delay</b>	
Homeroom	7:23-7:38	Homeroom	9:23-9:38
Period 1	7:42-8:23	Period 1	9:41-10:14
Period 2	8:27-9:08	Period 2	10:17-10:50
Period 3	9:12-9:53	Period 3	10:53-11:26
Period 4-Lunch	9:57-10:38	Period 4-Lunch	11:29-12:02
Period5-Lunch	10:42-11:23	Period5-Lunch	12:05-12:38
Period 6-Lunch	11:27-12:08	Period 6-Lunch	12:41-1:14
Period 7	12:12-12:53	Period 7	1:17-1:50
Period 8	12:57-1:38	Period 8	1:53-2:27
Activity Period	1:42-2:27		

2021-2022 School Calendar 2.11.21

**LAUREL HIGHLANDS SCHOOL DISTRICT**  
[www.lhsd.org](http://www.lhsd.org)  
*\*All dates are subject to change.*

<p><b>July 2021</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p><b>August 2021</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p><b>September 2021</b></p> <table border="1" style="width: 100%; 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HS Graduation</p> <p><b>Parent / Teacher Conferences</b></p> <p><b>Nov 24</b> Day 1 (8:00-11:30 AM)</p> <p><b>Nov 29</b> Day 2 (2:00-4:00 &amp; 6:00-8:00 PM)</p> <p><b>Category of Events</b></p> <p><b>Oct 1</b> Progress Reports Sent Home</p> <p><b>Nov 12</b> Report Cards Sent Home</p> <p><b>Dec 9</b> Progress Reports Sent Home</p> <p><b>Jan 31</b> Report Cards Sent Home</p> <p><b>Feb 24</b> Progress Reports Sent Home</p> <p><b>Apr 5</b> Report Cards Sent Home</p> <p><b>May 3</b> Progress Reports Sent Home</p> <p><i>* Remember to log into your Parent Portal for updated grade and attendance information.</i></p> <p><b>Kindergarten Orientations/Bus Run</b></p> <p><b>Aug 29</b> Kindergarten Orientation</p> <p><i>More information to be posted on our website</i></p> <p><b>May 2-5, 2022</b> Kindergarten Registration '22-23</p>	<p><b>January 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p><b>February 2022</b></p> <table border="1" style="width: 100%; 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<p><b>Keystone Exams &amp; PSSA Windows</b></p> <p>Dec 1-15 Wave 1 Keystone Exams</p> <p>Jan 3-14 wave 2 Keystone Exams</p> <p>Apr 25-May 13 PSSA Testing</p> <p>May 16-27 End of Year Keystone Exams</p>	<p><b>SAT Testing Dates</b></p> <p>Aug 28, Oct 2, Nov 6, Dec 4, Mar 12, May 7, &amp; June 4</p> <p>LHSD offers SAT Prep classes.</p> <p>(*Please check the College Board website and LHSD for additional information.)</p>	<p><b>Open House Dates</b></p> <p>TBA (6-8 PM) Elementary Schools</p> <p>TBA (6-8 PM) Middle School</p> <p>TBA (6-8 PM) High School</p>
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<p> School Closed</p> <p> Two Hour Early Release</p>	<p> In-Service Day No School for Students</p> <p> ACT 80 Day No School for Students</p>	<p> State Assessment Windows</p> <p> First &amp; Last Day of School</p>
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Approved 2.18.21

**\*Calendar is tentative and subject to change for various reasons**

**INCLEMENT WEATHER**

Should winter weather be such, as it would make bus travel too difficult or too dangerous, the school will be closed. Notice will be broadcast over local radio stations WMBS (590 KC) and WPQR (99.3MC). You can also visit the school website at [www.lhsd.org](http://www.lhsd.org) or call 724-437-2821. Often the call system can be overwhelmed with students and parents calling. Do not call school personnel. School officials will contact the radio stations as soon as a decision is reached. Stay tuned to your radio and television.

In the event weather is merely inclement, the buses will run; however, parents must be the judge concerning sending of children to school. Generally speaking, students should wait a reasonable length of time for school buses.

Should the school be closed for some unforeseen reason other than listed on the calendar, there will be some slight change in order to comply with the State Law of 180 days of school.

School closing or delay information as well as emergency information will be announced on the following radio and television stations: WPXI TV CHANNEL 11, KDKA TV CHANNEL 2, WTAE CHANNEL 4, WPQR FM 99.0, WASP AM 1130, WMBS AM 590, WASP FM 94.9, KDKA AM 1020, PICKLE FM 99.

If a decision is made to cancel in the evening, announcements will typically be phoned in by 10:00 PM. If a decision is made in the morning, the radio station will typically be contacted by 6:00 AM. Please be understanding as the weather and conditions can change so quickly.

### ATHLETIC ACADEMIC STANDING

- In order for an athlete to be eligible for the Fall Sports Program, he or she must have passed a combined total of four (4) 1-credit classes at the end of the previous year.
- In order for an athlete to be eligible for Winter Sports, he or she must pass a combined total of four (4) credits in the first grading period and also the remaining grading periods of the season.
- In order for an athlete to be eligible for Spring Sports, he or she must have passed a combined total of four (4) 1-credit classes in the grading period before the season starts.
- The above rule will hold true for all seasons. If an athlete does not pass a combined total of four (4) credits, he or she is eligible to practice with the team but not participate in any games or scrimmages against other schools until they become eligible. At the end of twenty (20) school days for the Fall Sports Program, athletes can go to their teachers for that school year and the teachers must sign a form indicating that the athlete is passing their course at the present time. A combined total of four (4) 1-credit classes must then be accumulated in order for the athlete to become eligible at that time. The athletes must then go to teachers weekly until the new grading period begins. The same rule holds true for winter and spring sports programs.

**NOTE:** An athlete who has been absent from school during a semester for a total of 20 or more school days is not eligible to participate in any athletic contest until attending school for a total of 60 school days following the 20<sup>th</sup> day of absence, except in case of confining illness or injury. Students who are not in attendance at school by 9:20 a.m. of that day **will not be permitted** to participate in or attend any extra curricular or co-curricular practices or competitions after school. **The athlete cannot be absent from school the day of any athletic contest.**

### ATHLETIC SEASON PASSES

All season passes will be good for all Laurel Highlands Varsity Home athletic events for the school year. All season passes go on sale at the High School starting the second week of August between 8 am and 1 pm Monday through Friday..

### CODE OF ETHICS FOR SPORTS FANS

1. Spectators are an integral part of any athletic contest and should conform to accepted standards of good sportsmanship and behavior.
2. Decisions of officials should be abided by even when they seem unfair.
3. The practice of booing, stamping of feet, etc., is considered disrespectful. However, enthusiastic and wholesome cheering is encouraged.
4. Bells, horns, and other noisemakers are not acceptable for events.
5. Spectators should observe the rules of the school district concerning smoking, food and soft drink consumption, parking and use of school facilities.
6. Spectators should obey school officials, marshals and police at all athletic contests.
7. Visiting teams are to be considered guests of the home team.
8. Remember that a student spectator is a representative of his or her school the same as the athletes themselves.
9. In cases of flagrant and repeated violations, spectators will be evicted from the area and will not be permitted to attend future contests.

Alcoholic beverages are **NOT** permitted on school grounds. Those under the influence of alcohol and/or drugs will **NOT** be admitted to any athletic contest.

### RULES AND REGULATIONS OF ASSEMBLIES

1. When entering the Auditorium, locate a seat and be seated as quickly as possible.
2. Keep conversation to an acceptable level while waiting for the assembly to begin.
3. Once the person in charge seeks your attention and prepares to address you, refrain from talking.
4. During the assembly program, it is expected that all students sit quietly. There should be no talking between yourself and fellow classmates. The presenter is a guest in our school and should be treated with respect and appreciation. Disrespect will not be tolerated.
5. When the presenter is finished, appropriate applause should occur.  
When you are excused from the auditorium, leave in an orderly, expedient fashion.

### **CAFETERIA**

Students are expected to conduct themselves in the school cafeteria in the same manner as would be required in polite society. Unmannerly, rude, loud, or boorish behavior cannot be accepted in the cafeteria and has no place in any part of the school. It is the responsibility of each student to do all in his power to maintain a pleasant atmosphere and to keep the cafeteria clean and neat. If we follow these simple rules, we can make our cafeteria one which we will enjoy and one of which we can be proud.

1. Do not run, push or shove. These not only display poor citizenship, but also are an important safety factor. Line cutting will not be permitted. You will be disciplined for inappropriate behavior.
2. Place your trays, dishes and garbage in their proper place.
3. Exhibit good table manners.
4. Be sure the table at which you sit to eat is completely clean and ready for the next lunch period.
5. You may not leave the cafeteria unless given permission by the teacher or security in charge.
6. Students may take no food or drink from the cafeteria.

### **BREAKFAST / LUNCH**

Breakfast is served in the high school cafeteria from 7:00 a.m. to 7:23 a.m. (beginning of homeroom period). Lunch periods are 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> periods (see Bell Schedule for times). Prices will be announced at the beginning of the school year.

The federal government under provisions of P.L. 91-248 have provided the opportunity for needy families to apply for free or reduced price lunches. Applications are available online. The applications, qualifications and income guidelines that determine who would qualify are available from the high school office. **Any questions about the program should be referred to the Food Service Director. 724-437-2821**

### **CARE OF TEXTBOOKS, LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for before another book is issued. All monies collected are recorded and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

### **CONDUCT AND COURTESY**

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment.

### **BULLYING**

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.

Students or employees of the Laurel Highlands High School who have been bullied, parents whose children have been bullied or other students who observe bullying behavior are encouraged to make a verbal and/or written complaint to a teacher, coach, bus driver, social worker, counselor, supervisor, or administrator. Intervention by adults and bystanders is an important step to prevent escalation and to resolve issues in the earlier stages.

### **LUNCH DETENTION**

- ✓ Detention periods are assigned for any infraction of unacceptable behavior.
- ✓ Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of his/her classes.
- ✓ Detention is held during the three (3) lunch periods in the lunch detention room by the cafeteria.

### **DISCIPLINE**

It is impossible for teaching and learning to occur in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well.

The Board adopted a Discipline Policy on May 21, 1979. This policy is presented in its entirety during a student assembly. Revisions: August 27, 1981; July 27, 1982; October 13, 1982; August 23, 1984; September 19, 1990; July 13, 2018.



## **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 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 I could move to LEVEL II and subsequently to LEVEL III if the act persisted after intervention has been attempted at a lower level. Although the seriousness of the infraction remains the same, the frequency of 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 misbehaviors 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 action. This would suggest that it would be reasonable in some rare instances to use options for a lower level to deal with higher-level infractions. Higher-level options are not recommended for use at lower levels. Those more severe 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 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 part, preclude the use of most options prescribed for the lower levels.

### **LEVEL I**

#### **LEVEL I DEFINITION**

Minor misbehaviors on the part of the student, which impede orderly classroom procedures, or interferes 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.

#### **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.

#### **DISCIPLINARY OPTIONS/RESPONSES FOR LEVEL I OFFENSES**

One-Day Suspension

Detention

Withdrawal of Privileges (All privileges will include such as free periods, student driving, 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.

#### **LEVEL I OFFENSES**

1. 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 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.
2. CAFETERIA MISBEHAVIOR - A student who misbehaves during lunch time (leaving tray, throwing food, etc.)
3. SNOWBALLING - Students throwing snowballs that pose a threat to the safety of other students.
4. 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. Students are not permitted to leave school grounds at anytime during the school day without a permit from the school office and permission slip from parents. A student leaving the building, because of illness or any other emergency must be signed out in the office. Students will be released only to parent or guardian. Students who have reached the age of 18 do not have the right to sign themselves out.
5. 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 or purpose of the school.
6. CLASSROOM TARDINESS - Chronic unexcused tardiness, which can be documented by the teacher's records.
7. ASSIGNMENTS - Non-defiant failure to complete assignments or follow directions
8. ACADEMIC DISHONESTY - Lying and cheating about individual performance on test or in other assignments. In addition at the High School students will receive a (0)zero along with a one-day suspension.
9. MISUSE OF PASS - When given a pass to one room, student reports to a different area.
10. ANY OTHER MISBEHAVIOR THAT IS DETRIMENTAL TO THE SCHOOL DISTRICT AND FALLS WITHIN THIS LEVEL OF MISCONDUCT.

## **LEVEL II**

### **LEVEL II 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 has failed to correct the situation. Included in the level are misbehaviors whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

### **LEVEL II PROCEDURES**

- The student is referred to the administration for appropriate disciplinary action.
- The administration meets with the student and/or teacher and determines the most appropriate response. The teacher is informed of the administration action.
- A proper and accurate record of the offense and the disciplinary action is maintained by the administration.
- A parental conference may be held.

### **DISCIPLINARY OPTIONS/RESPONSES FOR LEVEL II OFFENSES**

Withdrawal of Privileges

2-3 Day suspension (Temporary)

Referral to Outside Agency

These options can be at the recommendation of the teacher and shall be applied separately or in combination at the discretion of the administration.

### **LEVEL II OFFENSES**

1. CONTINUATION OF UNMODIFIED LEVEL I MISBEHAVIOR.
2. FAILURE TO ATTEND DETENTION - All students are expected to fulfill their detention obligation on the day assigned.
3. FALSIFYING PASSES AND EXCUSES (HALL PASSES, LIBRARY SLIPS, PARENTAL SLIPS, ETC.)
4. GAMBLING/CARD GAMES - Card games/gambling will not be permitted except in instructional situations under supervision.
5. SCHOOL TARDINESS - Chronic tardiness that can be documented by the school office records.
6. SMOKING - The use or possession of tobacco products by students on any part of the school property (which includes school buses) is strictly prohibited. Any student acting as a "look out" 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 includes expulsion.
7. TRUANCY - Truancy at this level is considered to be the students 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")
8. MINOR ALTERCATION/FIGHTING - An altercation between two or more individuals regardless of reasons shall not be permitted.
9. INDECENT ACTS - As defined in the Pennsylvania Penal Code.
10. DISRESPECT AND INDECENT AND ABUSIVE LANGUAGE AND WEARING APPAREL. - Students must refrain from written, verbal or suggestive use of indecent or abusive language or gestures. Students will not be permitted to wear any distracting apparel or indecent of abusive design or which may be disruptive to the education program.
11. ANY OTHER MISBEHAVIOR THAT IS DETRIMENTAL TO THE SCHOOL DISTRICT FALLS WITHIN THIS LEVEL OF MISCONDUCT.

**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 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.

Any student (s) or other spectator who fails to abide by the above shall be subject to immediate ejection from the premises in addition to any fines and/or imprisonment, which may be provided by law. Students who fail to abide by the above shall commit a LEVEL II offense and shall be subject to a 2-3 day suspension from school.

## **LEVEL III**

### **LEVEL III DEFINITION**

- Acts directed against personal 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.

### **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 administration.

### **DISCIPLINARY OPTIONS/RESPONSES FOR LEVEL III OFFENSES**

4-10 Day Suspension (Full)  
Fayette County Drug & Alcohol Student Assistance Program  
Social Adjustment Class  
Special Work Assignments  
Referral to Civil Authorities and/or Police for Action  
Withdrawal of Privileges

(Note: See attached D/A Policy and Administrative Guidelines)

These options shall be applied separately or in combination at the discretion of the administration.

#### **LEVEL III OFFENSES**

1. CONTINUATION OF UNMODIFIED LEVEL II MISBEHAVIORS
2. ALCOHOL AND DRUGS - A student who is in possession of or under the influence of or selling alcohol/drugs on school property or at any time sponsored activity.
3. SETTING OFF FALSE ALARMS - Any student setting off a false fire alarm or any offense or violation concerning setting off false fire alarms.
4. TAMPERING WITH FIRE EXTINGUISHERS - In addition to any disciplinary action as stated above the student shall be required to pay for the cost of refilling the extinguisher if necessary.
5. DESTRUCTION OR DEFACING SCHOOL PROPERTY, BUSES, 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.
6. FIREWORKS AND SMOKE BOMBS - Any student in possession of or setting off fireworks or smoke bombs on school property or on a school bus.
7. HARASSMENT OR EXTORTION OF STUDENTS OR SCHOOL PERSONNEL - Students who harass or intimidate others for any reason including vindictiveness or gain.
8. STEALING - Stealing is considered to be the taking and/or using of another student's or any personnel's 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.
9. INSUBORDINATION - Open defiance to follow the instructions of a teacher, staff member or any other school personnel.

#### **LEVEL IV**

### **DISCIPLINARY OPTIONS/RESPONSES LEVEL IV OFFENSES**

Expulsion

Alternative Schools

Other board action, which results in appropriate dispositions

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.

#### **LEVEL IV OFFENSES**

1. CONTINUATION OF UNMODIFIED LEVELS I, II, III MISBEHAVIORS
2. 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.
3. SETTING FIRES ON SCHOOL PROPERTY OR SCHOOL BUSES - Any act of arson shall be considered an offense of a serious nature.
4. BOMB SCARES - Any student who initiates a bomb scare or who commits any act with the intent to cause or perpetrate a bomb scare.
5. WEAPONS AND DANGEROUS INSTRUMENTS - A student will not knowingly possess, handle, transmit, or use any object that can reasonably be considered a weapon:
  - a. On school grounds at any time
  - b. Off school grounds at any school event; or
  - c. On school buses at any time.
6. 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 any school-sponsored activity.
7. VIOLATING LAWS OF THE COMMONWEALTH OF PENNSYLVANIA - Any student who acts in such a manner that such actions constitute a violation of any of the laws of the Commonwealth of Pennsylvania.
8. ANY OTHER MISBEHAVIOR THAT IS DETRIMENTAL TO THE SCHOOL DISTRICT AND WOULD REPRESENT A DIRECT THREAT TO ANY OTHER INDIVIDUAL

### **DRUG, TOBACCO, AND ALCOHOL POLICY**

Students shall not possess or use alcohol, drugs (including look-a-like drugs), or drug paraphernalia on school property. Use of alcohol or drugs is defined as the act of using, or being under the influence, as evidenced by the actions, odor, or other symptoms regardless of the quantity consumed. Possession is defined as storing in one's locker or on school property including vehicles in the parking lot or on one's person.

Any student found in violation of the tobacco-alcohol-drugs guidelines will face immediate suspension and, where applicable, be remanded to the proper authorities. Tobacco violations will result in fines (sent to District Magistrate); Violators may also be required to undergo counseling. Note: Refer to Drug and Alcohol Policy and Administrative Guidelines (adopted September 19, 1990) and Laurel Highlands School Tobacco Control Policy (2-20-97).

### **STUDENT DRESS CODE**

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 "walkthrough" or hand held device.)
2. Torn or ripped shirts that expose skin are 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 to appropriateness. In addition, pajama wear is not to be worn in school during the school day.
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 under garments are not permitted. Tops shall not have any writing, pictures, insignias, etc., that are obscene, sexually explicit, violence, drug, alcohol or tobacco related, display confederate/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 undergarments 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/flip flops, and slides are permitted in the swimming pool and locker room areas only. 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, violence, 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 a certified 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 are 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.

#### **IN-SCHOOL SUSPENSION**

In-school suspension is a form of disciplinary action administered by the principals and monitored by in-school suspension teachers. The program is in compliance with the discipline and attendance policy adopted by the Laurel Highlands School Board. Students are responsible for asking for all class work from each teacher prior to entering the ISS classroom. In addition, students are responsible for completing and returning all assigned work the next school day.

#### **ELECTRONIC DEVICES**

Laurel Highlands High School does not permit students to use cell phones, camera phones, beepers or personal listening devices during school. Upon entering school, these electronic devices are to be stored in their locker. If a student is caught using a beeper, cell phone, or PLD, the building administrators will confiscate it and the student will receive disciplinary action. If an electronic device is confiscated, the parent or guardian must pick it up in the high school office. It will **NOT** be returned to the student. If students have an emergency, they must report to the office to contact their parent/guardian. Cell phones must be turned off and placed in student lockers.

#### **OPEN CONTAINERS**

Students are not permitted to bring any type of open container to school. This includes but is not limited to coffee mugs, sport bottles, to-go cups. Drinks brought from home must be factory sealed upon entering the building.

#### **PUBLIC DISPLAY OF AFFECTION**

Visible and open displays of affection between students will not be permitted. Examples of visible or open displays of affection that will not be permitted include, but not limited to, kissing, petting, caressing, embracing, hugging, and/or other bodily contact that represents a visible or open display of affection. Progressive Disciplinary Action will be administered.

#### **EARLY DISMISSALS AND SIGN-OUT**

Early dismissals may be granted for the same reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist other than during school hours; however, when emergency demands, the appointment should be made as early or as late in the school day as possible. **When an early dismissal is required, a written request from the parent shall be presented to the nurse prior to homeroom period on the date of the early dismissal.** All students with an early dismissal **must sign out** in the office before leaving the building. Parents must report to the high school office to pick up students with early dismissals, sign the student dismissal book. **Early dismissals should be for emergencies only.**

### **TARDY POLICY**

*Promptness* is one of the most valuable habits a person can cultivate. A student is tardy if he/she is not in his/her seat, whether it is in homeroom, class, study hall, or when the bell rings.

Students who are not in attendance at school 9:20 a.m. of that day **will not be permitted** to participate in or attend any extra curricular or co-curricular practices or competitions after school.

#### **ADMITTANCE PROCEDURE FOR STUDENTS ARRIVING AFTER 7:23 a.m.**

1. Upon arriving to school any time after 7:23 a.m., students must report to the office first to sign in and receive a pass to class.
2. An admission pass will be issued to the student to gain admittance to the classroom.
3. A record of all tardiness will be kept. Contact will be made with the home in the event that tardiness becomes habitual. Disciplinary action may also be taken when a student is frequently tardy. Phone calls will be made when the authenticity of the excuse needs to be verified.
4. Students who drive to school and are chronically late will lose their driving privileges.

Detention, written parent notification, withdrawal of privileges, parent hearing, and possible citation to the magistrate are progressive punishments.

### **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, family business, exempt holidays or emergencies in the family.
- Students are allotted ten (10) absences per school year. After ten (10) absences a student must have a mandatory doctor excuse. All absences will be considered unexcused/illegal after the allotted ten (10) absences per school year unless a doctor's excuse is provided. Parental excuses, unexcused/illegal absences, early dismissals and late arrivals/tardies will count towards the allotted ten (10) absences. Parents are permitted four parental excuses for tardiness per school year. After a student has used their four (4) parent excuses, they must submit a doctor's excuse or the student will receive an unexcused absence. 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 excuse 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.
- Students who drive to school and have excessive absenteeism will lose their driving privileges.
- Detention, written parent notification, withdrawal of privileges, parent hearing, and possible citation to the magistrate are progressive punishments.
- Please review the district attendance policy

### **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's 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.

### **EXCESSIVE ABSENTEEISM**

The attendance record of each student will be monitored during the school year and when absenteeism is found to be excessive, the administrative staff and the attendance officer will take action. This action will include phone calls, home visits, letters sent to the student's home and citations. The administration has the right to require a doctor's excuse at any time to verify the validity of an absence or to require a doctor's excuse for future absences. Student's with excessive absenteeism will be removed or not permitted to participate in extra-curricular activities. Students who drive to school and have excessive absenteeism will lose their driving privileges.

### **STUDENT FAMILY TRAVEL- 204.1 FAMILY EDUCATIONAL TRIPS**

#### **LAUREL HIGHLANDS SCHOOL DISTRICT BOARD OF EDUCATION**

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

Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent on these conditions:

1. The maximum of five (5) days permitted in any one school year may be used.
2. Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students and appropriate legal action will be taken.
3. The Board and administration strongly advise parents not to plan educational trips within the first or last ten (10) days of the school term.
4. The purpose, itinerary, and supportive educational aspects must be clearly explained in writing for justifying such an experience beyond the classroom.
5. The parent shall make such a request five (5) school days prior to the student's anticipated absence using the proper form that may be secured from the school principal's office.

The school principal shall review each request for compliance with the stated conditions. The following will be taken into consideration by the principal in granting permission for the trip:

**\*The student's academic standing**

**\*The student's attendance record.**

**\*The effect the absence will have on the student's educational welfare.**

**\*Exceptionality of the request.**

- ✓ If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence.
- ✓ The student will keep a daily journal, which is reflective of the educational benefits and experiences of this trip. The amount of content and format shall be determined by the student's grade level. The student is expected to complete all schoolwork that is assigned during the approved absence. Such assignments will be given to the student immediately prior to the absence. If above requirements are met, student will not be considered absent on these days.
- ✓ Therefore, do not mark the student absent unless they do not complete the requirements. All completed reports must be done and submitted in within five (5) days after returning from trip. The student is responsible for having each of his/her teachers sign off before leaving and upon submission of completed work.
- ✓ It will be the student's responsibility to contact teachers and make up assignments missed.
- ✓ Permission will **not** be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters.
- ✓ The Superintendent shall be authorized to grant exceptions to this policy on a case-by-case basis when a need arises due to unusual circumstances.

### **HOMEBOUND INSTRUCTION**

Homebound instruction may be provided for students who are unable to attend school in accordance with the regulations prescribed by the Pennsylvania Department of Education. Should you need and desire this service, consult with the Home and School Attendance Officer.

### **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. Please contact our homeless liaison if you believe you are eligible for services. For more information, refer to the school board policy on homeless students.

### **EXCLUSIONS FROM SCHOOL**

The school administration has the legal authority to remove students from school. Any student who is involved in, plans, participates in, aware of and/or witness to any actions or threats that could disrupt the educational process, cause injury or death to any person, cause physical damage to any property, or in any way cause an unsafe condition to occur, will be subject to discipline actions.

There are three ways you can be excluded from classes - **temporary suspension** which can only last up to three (3) days; **full suspension** which can last a maximum of ten (10) days; and **expulsion** which can range anywhere from eleven days to permanent removal from the school rolls.

The school principal can order a **temporary** suspension without a hearing. But before the suspension becomes effective, students must be fully informed of the reason for the suspension and given the chance to answer the charges.

Anyone facing a **full suspension** is entitled to an informal hearing before the school principal. The process leading to a full suspension includes a number of requirements to insure due process.

**Expulsion** requires a formal hearing before the school board or a board committee. Because of an expulsion's impact on your right to an education, the guarantees of due process are similar to those in a regular court hearing.

Students excluded from school have the obligation to contact their respective teachers in order to make arrangements for completion of work missed. Students who are excluded from school are not permitted to participate in or to attend school activities on or off school property.

### **FIRE DRILLS-TORNADO DRILLS**

Fire drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be located. Specific information for fire drills is posted in each room. Tornado drills are practiced and students are taught to assume a protective position in the hall. These drills are especially important during severe weather warnings.

### **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.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

The Laurel Highlands School District recognizes that students can experience a number of personal, behavioral or medical problems that have an adverse affect on their academic performance, behavior and conduct in school. SAP is an organization within the school designed to recognize possible student problems, provide support and direct the student and family to school programs and outside agencies for help.

Students are identified through a referral process. They may refer themselves and seek information or help. Concerned staff, family members or friends also may make referrals. <http://www.lhsap.webs.com> Or contact the High School Guidance Department.

### **SUICIDE AWARENESS, PREVENTION AND RESPONSE**

The Laurel Highlands School District recognizes the need to protect the health, safety and welfare of its students; to promote healthy development; to safeguard against the threat or attempt of suicide among school-aged youth and to address barriers to learning.

This policy corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention and access to all local resources to promote health and prevent personal harm or injury.

The District, recognizing its role within the community to address this important issue, shall establish regulations for staff members to follow to prevent suicide and to identify students who may be at risk.

In compliance with state law and regulations, and in support of the District's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

The District shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The District shall notify District employees, students and parents/guardians of this policy and shall post the policy on the District's website.



## GUIDANCE SERVICES

The Guidance Staff of the Laurel Highlands School District is interested in helping each student understand his/her own abilities, to discover his/her own program of studies and activities so that he/she will be able to reach his/her goal and achieve success in the future. Counselors also address personal problems on an as-needed basis as well as assisting in social development.

The Guidance Office has current information on educational and vocational opportunities available for reference. College catalogs, trade, vocational, technical and business school bulletins, career literature, scholarship announcements and information concerning educational financing are readily accessible.

In addition, the Guidance Department provides the following services:

- Orient new students entering High School;
- Maintain individual records for each student;
- Evaluate transcripts of transfer students and assign appropriate credit;
- Act as a liaison between the school and home;
- Monitor class rank based on grade point average;
- Monitor credits and programs for all students
- Administer College Board Tests, ACT's, PSAT's and assist in interpretation of the results;
- Administer Advance Placement Test;
- Provide information for NCAA Clearinghouse;
- Assist in the selection of post high school educational institutions and vocational planning.

### GRADING SCALE

<b>A</b>	<b>95-100</b>	<b>C+</b>	<b>77-79</b>
<b>A-</b>	<b>90-94</b>	<b>C</b>	<b>73-76</b>
<b>B+</b>	<b>87-89</b>	<b>C-</b>	<b>70-72</b>
<b>B</b>	<b>83-86</b>	<b>D</b>	<b>60-69</b>
<b>B-</b>	<b>80-82</b>	<b>F</b>	<b>59 or below</b>

### Honor Roll

Avg. 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

### Credits

To be promoted, the credit req. are as follows:  
- **9<sup>th</sup> to 10<sup>th</sup> grade (6 credits)**  
- **10<sup>th</sup> to 11<sup>th</sup> grade (12 credits\*)**  
\*Among the 12 credits, the following are req.:  
2 credits each in English, Math, Science, and Social Studies  
- **11<sup>th</sup> to 12<sup>th</sup> Grade (18.5 credits)**  
- **Graduation Requirement: (25.5 credits)**  
Please reference the high school career planning guide for more information.

**\*Class rank will be determined by Total Quality Points earned as opposed to Career GPA.**

### School College Code:

SAT #39-49-50  
ACT #394-950

## GRADUATION REQUIREMENTS

- To graduate from Laurel Highlands High School, a student must successfully complete the graduation requirements adopted by the Laurel Highlands Board of Directors for that student's year of expected graduation.
- For more information, please reference the district website or the high school career planning guide.

**GRADUATION PARTICIPATION:** Participation in the graduation ceremony is a privilege extended to those students who have met all requirements necessary for graduation. Any student failing to meet the minimum credit requirement, to successfully complete a graduation project, or to satisfy all of their obligations (i.e. Library fees, cafeteria charges, fines, returned books, detentions, suspensions, etc.) will not be permitted to participate in the graduation ceremony. Proper dress will be required to participate in the ceremony.

**TESTING**  
**STANDARDIZED TESTING**

The Laurel Highlands School District is required to administer standardized tests. A list of standardized tests currently administered to students appears below.

**Keystone Exams**

The Keystone Exams are end-of-course assessments designed to assess proficiency in certain subject areas. Students must demonstrate successful completion of secondary-level course work in the specified subject areas.

**Keys 2 Work**

The Keys 2 Work assessment is administered to ninth and twelfth grade students in the fall of every year. The exam is a career interest survey as well as an assessment of skills that is used to assist students and counselors in career goal planning.

**PSAT/NMSQT**

The Preliminary Scholastic Aptitude Test will be administered to all 10<sup>th</sup> grade students. All 10<sup>th</sup> grade students will be required to take this assessment.

**COLLEGE ADMISSIONS TEST**

**PSAT/NMSQT**

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test consists of two fifty-minute sessions. High school juniors mainly take this test in October.

**SAT**

The Scholastic Aptitude Test, taken by both juniors and seniors consists of six one-half hour sessions. The thirty-minute test of standard written English is administered with the SAT. The SAT is administered at Laurel Highlands during specified times throughout the school year. For more information visit <http://www.collegeboard.org/>

**AP**

The Advanced Placement examinations are given to students in selected courses during the month of May. Please refrain from scheduling student absences during this time.

**ACT**

American College Test, or ACT consists of four subject areas: English usage, Mathematics usage, Social Studies Reading, and Natural Science Reading. The ACT is administered at Laurel Highlands during specified times throughout the school year. For more information visit <http://www.act.org/aap/>

**LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM**  
**FOR ENGLISH LEARNING**

In accordance with the Board's philosophy to provide quality educational programs to all district students and to increase the English language proficiency of students who are English Learners (EL), the district shall provide an effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners. The goal of the LIEP shall be to demonstrate success in increasing English language proficiency and student academic achievement so that EL students can attain the academic standards adopted by the Board and achieve academic success. EL students shall be identified, assessed and provided appropriate instruction in accordance with the LIEP, and shall be provided an equitable opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations.

**MAKE-UP WORK**

When an absence is considered unexcused, students shall receive a zero for any class work missed due to the absence.

Students returning from an excused absence must contact the classroom teachers within three school days of their return to school concerning make-up work. The teacher and the student shall arrange a schedule to make up work and tests.

If you know you will be absent for three or more days, it is possible for homework assignments to be sent home. Arrangements for this must be made through the Office.

## **NATIONAL HONOR SOCIETY (NHS)**

### **THE ORGANIZATION**

The Laurel Highlands Senior High Chapter of the National Honor Society is comprised of junior and senior students who have met criteria set forth by the Faculty Council. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society.

### **RULES FOR SELECTION OF MEMBERS**

To be eligible for membership the candidate must be a member of the junior or senior class. Sophomores and freshman are not eligible. The candidate must have been in attendance at the school the equivalent of one semester and have a cumulative grade point average of 3.8 or higher. Flagrant violation of school rules or civil laws, documented academic dishonesty (cheating), unbecoming conduct (excessive detentions), unexcused absences, or any other violation of the school discipline code are grounds for a decision of no admittance into the organization. The selection of each member to the chapter shall be made by a majority vote of the Faculty Council, which consists of five voting faculty selected by the principal. In addition, one administrator may be present. For additional information please reference the Laurel Highlands High School NHS ByLaws.

### **LOCKERS**

1. An attempt is made to assign a hall locker for books/coats in the vicinity of a student's homeroom.
2. The homeroom teacher will assign each student a combination lock and locker. Do not give your combination to other students.
3. It should be remembered that the locker is the property of the Laurel Highlands School District and school officials may search a student's locker at any time.
4. Hanging items of any type and/or writing is not permitted on the inside or outside of the lockers.
5. Students are responsible for all items left in their locker. Valuables should never be left in the locker. Do not put anything in someone else's locker or use someone else's locker.
6. Nobody other than the student who is assigned the locker is permitted in the locker.
7. Decorating the exterior or interior of lockers WILL NOT be permitted.

### **LOCK/LOCKER REGULATIONS**

Laurel Highlands High Students will have access to a school locker and a school provided combination lock at the start of the school year.

- All new incoming freshman and new students will be given ONE combination pad lock at the start of the school year.
- The combination lock is the students to use throughout his/her high school career. Upon graduation the student may keep the lock.
- Only school bought locks will be approved for hall lockers in the high school.
- Replacement cost per lock is \$5.00.
- All returning students who do not return with their lock must purchase a replacement lock at the cost of \$5.00 in the Principal's Office.
- All unapproved locks will be removed and disposed of by school personnel.
- Locks and lockers are the property of the Laurel Highlands School District until graduation, and are subject to search by school and/or police personnel at any time.
- Do not trade locks and/or give your combination to other students.
- Do not bring valuables to school; the Laurel Highlands School District will not be responsible for any personal lost and/or stolen items.
- Each student will be responsible for maintaining his/her lock combination.
- The school will not record combinations for locks. Any student that loses his/her combination will be required to purchase a new lock.
- Upon the completion of each school year, the student must take his/her lock home and return with the same lock at the start of the next school year.
- Failure to return the lock when transferring to another school will be considered an outstanding obligation and transcripts will not be forwarded to the new school district.

### **LOCKER SEARCHES**

- All searches will be conducted with the primary purpose and justification for any action to protect the health, safety and welfare of students, faculty, school property and the education process.
- School lockers and desks are owned and controlled by the LAUREL HIGHLANDS SCHOOL DISTRICT.

- Under provisions outlined in the LAUREL HIGHLANDS SCHOOL DISTRICT Locker Search Policy, the school Principal or authorized delegate shall have the right at any time to search lockers and desks.
- The Principal and security guard will search lockers, or authorized delegate when a student has been caught using, selling or possessing any drug or drug-like substances. This will occur during a cooperative investigation based upon the policy situations.
- If necessary, student's desk, automobile (if brought on district property), purse and in some cases a student's person will be subject to a search (without warrant) by the Principal or authorized delegate acting under this policy.
- Any student who refuses to cooperate with an investigation, even after notification of parents, will make it necessary for the police to be called to conduct a search with a proper warrant.

#### **LOST AND FOUND**

The Principal's Office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to the Principal's Office as soon as possible. Students looking for lost possessions should check the Principal's Office. If lost and found articles are not claimed within a reasonable time, they will be discarded.

#### **STUDENT DRIVING.**

#### **PARKING PERMITS, and STUDENT AUTOMOBILE USE POLICY**

The parking of automobiles by students on school property is a privilege. In order for this privilege to be continued, there will need to be strict adherence to the Laurel Highlands Discipline Code and the Student Automobile Use Policy. By parent and student signature on said policy, all parties consent and agree to adhere to all rules and regulations. A complete description of the policy is located in the main office for review and completion. All student drivers must maintain a valid permit.

#### **BUS PASSES**

Students are only permitted to ride their assigned bus. In the event of an extreme emergency, students may be issued a *temporary* bus pass to ride another bus. Temporary bus passes will only be issued during the **homeroom period**. Students must present a signed written permission slip from parents/guardians in order to ride the temporary bus.

#### **SCHOOL BUS RULES AND REGULATIONS**

Transportation is provided for senior high students. Bus stops are located as conveniently as possible. The bus schedule will be available at your home school and will be published in the local newspapers. Students are expected to be courteous and quiet on the bus and to be obedient to the driver. This will help to avoid accidents. Safe school bus transportation requires cooperation and consideration for all people, especially the bus driver.

1. Riding the school buses, including activity buses, are under the direct supervision of the bus driver. The bus driver has the authority to administer disciplinary action for not obeying rules and regulations based on the school district's approved bus.
2. Students riding the school buses for sports-related activities and/or field trips are under the direct supervision of the coach/chaperone. The coach/chaperone will administer needed disciplinary action. Bus rules for this type of trip will be established by the coach/chaperone.

Violation of bus rules and regulations will be administered utilizing the following procedure:

1. Initially, the bus driver will handle student misconduct.
2. If the severity of the offense warrants stronger consequences than those available to the bus driver, the student will be referred to the building principal.

#### **BUS CONDUCT REPORTING**

The bus driver will initiate all bus discipline complaints and problems by submitting to the Principal at the respective school on Form 174-BUS CONDUCT REPORT. The report should be completed as soon as possible after the offense, making sure to explain the offense and number of notices this child has received.

The principal will assign the discipline as follows:

1<sup>st</sup> Notice - Warning/1 day detention; unless a fight-this will result in a one day suspension from riding the bus and/or 5 days of detention.

2<sup>nd</sup> Notice - 1 Day Loss of Bus Privileges

3<sup>rd</sup> Notice - 3 Days Loss of Bus Privileges

4<sup>th</sup> Notice - 5 Days Loss of Bus Privileges

5<sup>th</sup> Notice - 10 Days Loss of Bus Privileges

6<sup>th</sup> Notice - LOSS OF BUS PRIVILEGES FOR REMAINING OF YEAR.

Where extenuating circumstances occur, they will be reviewed on an individual basis with all parties.

### **STUDENT GOVERNMENT**

The Student Government Association is the organization through which students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. SGA tries to promote leadership, initiative, and self-control among its members.

Each homeroom will elect representatives to the SGA, which in turn elects its own president and other officers, who serve as the officers of the student body. Members of the social studies faculty will supervise elections. Representatives on SGA will carry to the SGA complaints and suggestions from their classmates and return to their homeroom members with reports of the actions of the SGA. Homerooms also will elect officers to carry out the required duties in the operation of each homeroom. Each class-freshmen, sophomore, junior, and senior-also will organize for its own benefit and will elect officers to handle class affairs.

### **STUDENT RECRUITING INFORMATION**

All local education agencies (LEAs) must provide to the military recruiters or institutions of higher education, upon request, access to secondary school students (i.e., juniors and seniors) and directory information on those students. The state military affair law requires the release of directory information consisting of a list of secondary male and female students by name, home address and telephone number. Both the No Child Left Behind and the National Defense Authorization Act reflect these requirements.

A secondary school student or the parent of the student may request in writing, to the principal, that the student's name address and telephone number listing described in the preceding paragraph be excluded from the list and not be released. You have twenty-one days from the beginning of school to make a written request to be excluded from this list.

### **STUDENT RESPONSIBILITIES**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the right of others. Each student is expected to respect the rights and privileges of other students, teachers and district staff. Students shall exercise their rights/responsibilities, in compliance with rules established for the orderly conduct of the district's education mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time, except when ill or otherwise lawfully excused.
2. Being prepared for each class with appropriate materials and assignments
3. Exhibiting respect toward individuals and property.
4. Avoid active or passive discrimination against another student or groups of students because of sex, race, color, or social status.
5. Treat classmates and building staff with respect and dignity at all times.
6. Assist the school staff in operating a safe school for all students.
7. Willingly volunteer information relating to the health, safety, and welfare of the school community and the protection of school property.
8. Willingly volunteer information in disciplinary cases and cooperate when having knowledge of importance in relation to such cases.
9. Paying required fees and fines, unless they are waived.
10. Refraining from violations of the code of student conduct.
11. Observing all school rules, including safety rules.
12. Pursue and attempt to master the essential elements of the curriculum of study prescribed by the district and the state.
13. Dress and appear in accordance with the campus standards of propriety, safety, health, and good grooming.
14. Be aware of all rules and regulations for student behavior and conduct himself/herself in accordance with the student code of conduct.

**MEDICATION/HEALTH EMERGENCIES**

District personnel shall not dispense oral medicine of any type, including over-the-counter types, without written authorization of the doctor of the student. If prescription medication or over-the-counter medication is necessary for a student to remain in school, then this medication, in the original container with full directions on the label or written by the parent, must be **SENT TO THE NURSE'S HEALTH ROOM**. In the event of a medical emergency, the school reserves the right to triage healthcare, and access EMS. All efforts will be made to reach the parents/guardian at the same time.

\*Please understand that although the nurse may initially care for these illnesses and/or injuries at school, final health care responsibility remains with each student's parents, guardians, or caregivers and their private physicians.

**Laurel Highlands School District**  
**Provision of School Health Services and Mandated School Health Services**

The Laurel Highlands School District will provide the following mandated health services to your child/children.

**If you do not approve of any of the screenings listed below please send a written letter to the school nurse indicating the screening in which you do not want your child to participate.**

SERVICE	K	1	2	3	4	5	6	7	8	9	10	11	12	Notes
School Nurse Services	X	X	X	X	X	X	X	X	X	X	X	X	X	
Maintenance of Health Record	X	X	X	X	X	X	X	X	X	X	X	X	X	
Immunization Assessment	X	X	X	X	X	X	X	X	X	X	X	X	X	
Medical Examination	*	*					X					X		*Required on original entry- K or 1st grade
Dental Examination	*	*		X				X						*Required on original entry- K or 1st grade
Growth Screen	X	X	X	X	X	X	X	X	X	X	X	X	X	
Hearing Screen	X	X	X	X				X				X		
Scoliosis Screen							X	X						6th grade physical may be used in lieu of 6th grade screen
Tuberculin Test	*	*								X				*Required on original entry- K or 1st grade. Unless approved to discontinue
Vision Screen-Far Visual Acuity Test	X	X	X	X	X	X	X	X	X	X	X	X	X	
Vision Screen-Near Visual Acuity Test	X	X	X	X	X	X	X	X	X	X	X	X	X	
Vision Screen-Convex Lens Test (Plus Lens)		X												1st grade students meeting criteria & new students (any grade) not previously screened
Vision Screen-Color Vision Test	*	*												*1st or 2nd grade & new students (any grade) not previously screened

L/D 2019

**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 in grades K-5 the NWEA (Northwest Educational Assessments) and the Moby Max placement exams. The CDT (Classroom Diagnostic Test) will be administered throughout the year in grades 3-12.

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 mandate 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 whose 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 Highlands 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 who needs cannot 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 cannot be shared in conversation without permission. This also applies to other personnel who do not have an educationally relevant reason to possess knowledge student.

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 students' 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 household 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 'wh' 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. (22Pa. School Code 14.42(f)) A statement will be written into students' IEPs 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.

**SCHOOL-PARENT COMPACT**  
**Laurel Highlands High School**  
**School-Parent-Student Title I Compact**  
**2021 / 2022**

Laurel Highlands High School, and the parents of the students participating in the activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) and participating children; agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Pennsylvania's Core Academic Standards.

**School Responsibilities:**

Laurel Highlands High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the Pennsylvania's Core Academic Standards as follows:

-Curriculum maps and program of studies are made available to parents that outline curriculum content and alignment to PA Core Academic Standards.

2. Hold Parent-Teacher Conferences and Parents in Our School Day during which this compact may be discussed as it relates to the individual child's achievement. Specifically, those conferences may be held:

-In August Prior to the school year at our Meet the Teacher Night.

-In November at our Parent-Teacher Conferences.

-In November during our Parent Visitation Day.

-When a parent request for a conference with a teacher.

3. Provide parents with frequent reports on their child's progress. Specifically, the school will provide reports as follows:

-Report cards are sent home at the end of each nine weeks.

-Progress reports are provided halfway through each grading period.

-Keystone results are sent home when received from the state.

-Grades are updated on Parent Portal for parents to view.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

-Between 7:00 am-2:27 pm, a call may be made to the teacher's voicemail. If the teacher is unavailable, parents may leave their name and number and their call will be returned.

-Parents may schedule an appointment with the teacher to discuss their child's

progress at any time during the school year.

-Student Agenda is provided for students.

**Parent Responsibilities:**

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

-Monitoring attendance.

-Making sure that homework is completed.

-Monitoring the amount of electronic usage (television, computer, video games) our children utilize.

-Attending school functions and conferences.

-Participating in decisions relating to my child's education.

-Promoting positive use of my child's extracurricular time.

-Encouraging my child to demonstrate respect for school personnel, his/her classmates and school property.

-Staying informed about my child's education.

-Communicating with the school by promptly reading all notices from the school or school district and responding, if appropriate.

-Serving on policy advisory groups, such as being a member on the Title I Parent Advisory Committee, if possible.

-Updating contact information, when necessary.

**Student Responsibilities (Parents, please read with your child):**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high academic standards by:

-Completing assigned homework every day and asking for help when needed.

- Attending school regularly and on time.
- Developing a positive attitude toward school.
- Being a cooperative learner and carry out the teacher's instructions and directions.
- Reading at least 30 minutes every day outside of school time.
- Giving my parents or the adult who is responsible for my welfare all notices from School.

**Laurel Highlands High School**  
**Parental Involvement Policy**

**PART I. GENERAL EXPECTATIONS**

Laurel Highlands High School agrees to implement the following statutory requirements:

- The high school will put into operation programs, activities, and procedures for the involvement of parents consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1116, the high school will work to ensure that the required school-level parental involvement policies meet the requirements of section 1116 of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116 of the ESSA.
- The high school will incorporate this parental involvement policy into its LEA (Local Education Agency) plan developed under section 1116 of the ESSA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the high school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1116 of the ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1116 of the ESSA, is not satisfactory to the parents of participating children, the high school will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The high school will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school. When the Title I, Part A fund is greater than \$500,000, one percent of allocation for parental involvement is required.
- The high school will be governed by the following statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with this definition:  
Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –
  - that parents play an integral role in assisting their child's learning;
  - that parents are encouraged to be actively involved in their child's education at school;
  - that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  - the carrying of other activities, such as those described in section 1116 of the ESSA
- The high school will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.

**PART II. DESCRIPTION OF HOW THE HIGH SCHOOL WILL IMPLEMENT REQUIRED SCHOOL-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Laurel Highlands High School will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1116 of the ESSA:
  - At the spring Parent Advisory Council meeting, parents will review and approve the Parent Involvement Policies for the upcoming school year. At the fall Parent Advisory Council meeting, the Parent Involvement Policies will be discussed with the current members. At both meetings, suggestions and concerns from parents will be addressed.
  - At school's annual Title I Back-to- School Night, the Parent Involvement Policy will be distributed.
2. Laurel Highlands High School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESSA:
  - During Parent Advisory Council meetings, parents will be informed of current academic activities within the school. Parents then can review, critique and make suggestions to the Title I program.

3. Laurel Highlands High School will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- The parent advisory council will assist and plan effective parental activities throughout the school year.
- The Laurel Highlands High School Parent survey also requests input from parents on pertinent parental activities.
- The Laurel Highlands High School will disseminate information on best practices.
- The Laurel Highlands High School will plan professional development for school and district personnel on parent and family engagement strategies.

The Laurel Highlands High School will support programs that reach parents and family members at home, in the community, and at school.

4. Laurel Highlands High School will coordinate and integrate parental involvement strategies in Title I, Part A with parental involvement strategies under the following other programs:

- Transitional meetings between middle school and the high school's guidance counselors.

5. The Laurel Highlands High School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the high school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The high school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- A parental survey will be administered at the end of the year to all parents. The schoolwide team will determine effective parental programs from results of the survey. Using resources provided by PDE, this survey will be designed by members of the Title I staff.

6. The Laurel Highlands High School will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through activities specifically described in the policy.

A. The high school will, with the assistance of its Title I Coordinator, provide assistance to parents of children served by the high school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- the state's academic content standards;
- the state's student academic achievement standards;
- the state and local academic assessments including alternate assessments;
- the requirements of Title I, Part A;
- how to monitor their child's progress;
- how to work with educators.

The high school will:

- provide to parents, when requested, curriculum maps and program of studies with all academic content and PA Core Standards addressed.
- conduct Parent-Teacher conferences to address students' academic progress and local assessments with individual parents.
- share information on the Keystone Assessments with parents.
- provide to all parents the high school's "Student Handbook" to use as a resource.
- provide the address to the district's website that contains pertinent parental information such as the school's performance profile and Title I website.

B. The high school may, with the assistance of its Title I Coordinator and to the extent feasible and appropriate, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

- providing website links to literacy strategies for parents.
- Title I supports opening the high school library after school hours with books and resources for parents to use.
- Title I organizes parent trainings providing instructional strategies.

C. The high school will, with the assistance of its Title I Coordinator and parents, educate its teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

-providing School-Parent-Student Compact that addresses the role of each for academic success of each child.

-sharing the parent skits with the high school staff

D. The high school will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities are sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

-The district's Title I Coordinator will ensure that parent correspondences are accessible to all parents.

### **PART III. DISCRETIONARY SCHOOL-WIDE PARENTAL INVOLVEMNT POLICY COMPONENTS**

Laurel Highlands High School recognizes that a child's education is the responsibility shared by the school and the family. In order to effectively educate all students, the school and parents must work as knowledgeable partners. The school defines parent and family involvement as an on-going process that assists parents and families to meet their basic obligation as their child's first educator. It promotes clear two-way dialogue between home and school and supports parents as leaders and decision makers at all levels concerning the education of their children. As a result, the school instituted a Title I Parent Advisory Council that meets twice a year. This council is open to parents of all high school students. This council's membership is advertised in the district's "Student Handbook" and on the district's website. The purpose of this council is to assist the Title I staff in the development, implementation, and evaluation of the school's Title I schoolwide program.

### **PART IV. ADOPTION**

This School-Wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in a Title I, Part A program, as evidenced by the school's Title I Parent Advisory Council.

Title I Coordinator

June 15, 2017

Date – Board Approval

## **INTERNET ACCESS AND NETWORK RESOURCES** **STUDENT ACCEPTABLE USE 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 outweigh 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.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer system.
- Hate mail, harassment, discriminatory remarks, threatening statements and 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.
- Use to obtain, copy or modify files, passwords, data or information belonging to other users.
- Use of another person's user account or password.
- Loading or use of 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).
- Use 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.
- Use to invade the privacy of others.
- Posting 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.
- Shall not engage in or access chat rooms or instant messaging without permission and direct supervision of a teacher or administrator.

**Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. There 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.

**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 an 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.

**COMPUTER LAB RULES**

1. Absolutely no chewing gum, candy, beverages, or food of any kind is permitted in the computer lab. Unopened bags, boxes, bottles, cans, or fundraising packages are also to remain outside the classroom. Cough drops will be permitted only with a slip from the school nurse.
2. Students are not permitted to use thumb drives, personal diskettes, C.D.'s or D.V.D.'s in this lab for printing or any other reason. All diskettes supplied by the teacher for classroom use will remain the property of the Laurel Highlands School District.
3. Students are not permitted to install programs to these systems or copy programs from them. Students are not permitted to download or install programs or other information from the Internet including but not limited to instant messenger programs, video clips, movies, or music.
4. Students are not permitted to access the shared drive or any other drive not expressly associated with the program in which they are working for their class.
5. Students are not permitted to access any software programs that are not expressly associated with the class in which they are enrolled.
6. Students are not permitted to send messages over the network.
7. Students are not permitted to write on, or deface the hardware, mouse pads, wrist pads, or furniture in any way. In addition, students are not permitted to remove or switch the mouse, mouse ball, keys or to dismantle the hardware or furniture in any way. Any damage, defacement, or operational problem noted by a student should be reported immediately. Equipment will be checked after each class and each student will be responsible for equipment he/she uses during his/her class period. A student caught intentionally damaging any equipment will be reported to Administration. This student will be responsible for restitution and will be removed from the class immediately. A parent/guardian will be notified of the impending restitution.
8. Students are responsible for maintaining their workstations. Please do not leave scrap paper, books, or notebooks in work areas. Please make sure that the printer is properly loaded before leaving the classroom. If there is a jam that cannot be fixed, please inform the teacher immediately.
9. Students are not permitted to use the equipment to produce unauthorized documents including but not limited to offensive drawings reproductions of school documents, and documents containing abusive or foul language. Any personal documents created on school property become the property of the district.
10. Students are permitted to use the Internet only under the supervision of the regular classroom teacher. Students are only permitted to visit websites approved by the regular classroom teacher.
11. Students are not permitted access to computers using another student's identification number. For violation of Rule 1, students will be assigned two days of Quiet Lunch for the first offense, three days for the second, and referred to the office for unmodified behavior thereafter. For violation of all other rules, student will be referred to the office. *Student may be removed from the class for unmodified behavior.*