Dear Lakeview High School students,

Welcome to the 2016-2017 school year! We hope you had a fun and restful summer.

Many and diverse learning experiences are in place for you this year. Our staff will be working hard to insure that they build on the success of Lakeview traditions.

As we strive to promote healthy development in all aspects of each student's life at Lakeview High School, it is also our desire to develop a student body of good character; students who make good choices and decisions resulting in successful and healthy outcomes. We want to instill within our student body a sense of personal pride as well as collective pride and love of and for our school.

Please take the time to review this student handbook and keep it for future reference. It is not comprehensive but covers most commonly asked questions.

We are anxious to get to know each and every one of you. Please stop by and introduce yourself or feel free to come up to us in the hallways or cafeteria to share suggestions or concerns.

We wish you the very best for this academic year!

Sincerely,
LAKEVIEW HIGH SCHOOL
ALMA MATER

O' Lakeview High, we give thee praise,
Our hearts and voice to you we raise.
Thy scrolls of knowledge hath unrolled
And future paths we'll soon behold.
With friendships ever strong and true
We pledge our faithfulness to you.

The hallowed halls will fade from view,
But to your purpose we'll be true.
We'll honor you each day, each year
With treasured thoughts and memories dear
We'll walk along life's varied ways
Remembering Lakeview High School days.

Written by - Kaye Taylor, Class of 1967
             Chesta Filer, Class of 1968

Lakeview School District
Mission Statement

In partnership with families and the community at large, the Lakeview School District’s mission is to prepare our students to achieve their fullest potential in a global society by providing our students a rigorous and comprehensive education in a safe and stimulating environment committed to excellence.
THE SAILOR CODE

Be Here/Be Ready:
- Come to school every day.
- Be on time.
- Stay in your assigned spot until you have permission to move.
- Follow directions.
- Turn all assignments in on time.
- Be engaged.

Be Respectful:
- Be kind with your words, actions and gestures.
- Raise your hand to speak.
- Be a good listener when someone is speaking.
- Keep your eyes on the speaker.
- Share and be helpful.
- Listen to the teacher for the appropriate voice level/direction.

Be Safe:
- Keep your hands, feet and other objects to yourself.
- Walk at all times.
- Keep your hands on your own desk and materials.
- Open and close your locker appropriately.

Be Positive:
- Encourage others.
- Do your best.
- Better yourself and others.
- Keep an open mind.
- Be welcoming to others.
Lakeview School District
2016-17 Calendar
Approved: February 16, 2016

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
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<th>JANUARY</th>
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<th>MARCH</th>
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<th>JUNE</th>
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**Snow Make-up Days**
- February 6
- February 20
- March 27
- April 11
- April 17

**Early Dismissal/Act 80**
- November 21-22 Act 80
- November 23 ED
- December 22 ED
- June 2 ED

**Legend**
- Vacation Day
- In-service/Teachers
- 1
- First Day of School
- Aug. 29
- Last Day of School
- June 2
- Early Dismissal
- *
- End of Nine Weeks
- C
- Weather Cancellation

**Schedule of Days**

<table>
<thead>
<tr>
<th>Month</th>
<th>Elem</th>
<th>Sec</th>
<th>Teachers</th>
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<tbody>
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<td>Sept.</td>
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<td>Oct.</td>
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<td>Apr.</td>
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<td>May</td>
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<td>June</td>
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<tr>
<td>TOTAL</td>
<td>180</td>
<td>180</td>
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**Board Meetings – 2016-17**

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Special Dates and Holiday Schedule

- Tues. - Thurs.
- Aug. 29: First Student Day
- Oct. 10: End of First Nine-Weeks
- Nov. 23: Act 80 Day for Conferences and Meetings/Early Dismissal
- Nov. 28: Thanksgiving Vacation
- Dec. 22: Early Dismissal
- Jan. 2: Classes Resume
- Jan. 16: Early Teacher Service
- Jan. 18: End of Third Nine-Weeks
### REGULAR CLASS TIME SCHEDULE

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<thead>
<tr>
<th>Period</th>
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<tbody>
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<td>2</td>
<td>9:03-9:43</td>
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<tr>
<td>3</td>
<td>9:46-10:26</td>
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<tr>
<td>4</td>
<td>10:29-11:09</td>
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<tr>
<td>LA</td>
<td>11:12-11:40</td>
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<tr>
<td>5A</td>
<td>11:12-11:52</td>
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<tr>
<td>5B</td>
<td>11:43-12:23</td>
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<tr>
<td>LB</td>
<td>11:55-12:23</td>
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<tr>
<td>6A</td>
<td>11:55-12:35</td>
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<tr>
<td>6B</td>
<td>12:26-1:06</td>
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<tr>
<td>LC</td>
<td>12:38-1:06</td>
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<tr>
<td>7</td>
<td>1:09-1:49</td>
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<td>8</td>
<td>1:52-2:32</td>
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<td>9</td>
<td>2:35-3:15</td>
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*NOTE: Passing time limited to three (3) minutes.*

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### ASSEMBLY/MEETING DAY TIME SCHEDULE (as needed)

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<thead>
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**TWO HOUR DELAY SCHEDULE A (as needed)**

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**TWO HOUR DELAY SCHEDULE B (as needed)**

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FACULTY

Ms. Balaski - Math
Mr. Bartlett - Science
Mrs. Baun - English
Mr. Boariu - History
Mrs. Boughner – F.C.S.
Mr. Cumpston - Library
Mr. Edney – English
Mr. Fagley - Science
Mr. Friters – Tech Ed
Mr. Gadsby - History
Mrs. Grim - Nurse
Mr. Grubbs – P.E.
Mrs. Herrick – Sp. Ed.

Mrs. Husband – English
Mrs. Kaltenbaugh-English
Mrs. Kohr - Gifted
Mr. Lattyak – Sp. Ed.
Mrs. Martin - History
Mrs. Matthews - English
Mr. Doug May - Band
Mr. William May – Computer
Mrs. McKay – Sp. Ed.
Mrs. Messina - Spanish
Mr. Minch - English
Mrs. Moats - French
Mr. Morris - Guidance

Mrs. Pattison – Life Skills
Mrs. Patton – Choir
Mrs. Phillips - Math
Mr. Rodriguez - History
Mrs. Ryan - Science
Mr. Sample – Science
Ms. Shetler – Sp. Ed.
Mr. Steiger - Math
Mr. Sundelin – P. E.
Mrs. Uber – Math
Mr. Whisner - Art

STAFF

Mrs. Kyra Matachak
Mr. David Blakley
Mr. Brian Cumpston
Ms. Bonnie Denzer
Mr. Timothy Eiler
Mrs. Riná Hart
Mr. Chris Heck
Mrs. Debra Heffern
Mrs. Deanna Hooks
Mrs. Jennifer Johnston
Ms. Laurie Kantz
Mr. Mark Kinney
Mrs. Lori Klaiber
Mr. James LaScola
Mr. Blaine Mason
Mrs. Tracy McBride
Mrs. Cheryl McCauley
Mr. James Morris
Mrs. Jodi Ray
Miss Brie Simons
Mrs. Sandi Van Dusen
Mrs. Carolee Woods

School Psychologist
Middle School Principal
Librarian
Central Office Administrative Secretary
Elementary Principal
Central Office/Guidance Secretary
Technology Management Specialist
High School Administrative Secretary
Superintendent’s Administrative Secretary
Assistant to the Superintendent
High School Principal
Maintenance and Transportation Co-Supervisor
Elementary Administrative Secretary
Interim Superintendent
Maintenance and Transportation Co-Supervisor
School Counselor K-12/PIMS Coordinator
Business Manager/ School Board Secretary
School Counselor 9-12
Central Office Administrative Secretary
Athletic Director & Trainer
Middle School Administrative Secretary
Food Service Director
ACADEMIC AWARDS

Four Year Counselor’s Award

To receive the Counselor’s Award a student must receive no less than 83% in each course taken during all four years.

Four Year Principal’s Award

To receive the Principal’s Award a student must receive no less than 92% in each course taken during all four years. Each marking period honor roll is determined in the same manner.

ACTIVITY PHOTOS

Modern technology, i.e. the web, e-mail, Skype, Youtube and other devices and apps, have made it easy to photograph school activities and publicize them on the internet. If you do not wish to have your picture printed, please notify the High School Office in writing at the beginning of each school year.

AFTER-SCHOOL ACTIVITIES

Students participating in any after-school activities, i.e. practices of any nature, athletic contests, concerts, meetings, etc. must be in attendance for a full day of school, the day of the event in order to participate unless preapproved by the principal.

There is a specific athletic handbook for coaches and athletes. Please refer to it for specific questions regarding your particular sport.

ASSEMBLIES

At all times the student’s behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

Seating for assemblies is assigned by grade level. Textbooks or other materials are to be left in the classrooms or lockers. Purses or wallets are to be taken into the assembly.

ATHLETIC ELIGIBILITY

In order to maintain athletic eligibility on a weekly basis during his/her athletic season, a student must be:

1. Passing a total of four (4) full-credit subjects, or the equivalent each week during his/her athletic season.
2. Failing no more than (1) core class (English, Math, Science or History or any MCCC course) or more than (2) electives (or any combination thereof)
Ex. Fails math and (2) electives, still eligible
Fails math and science, ineligible
Fails (3) electives, ineligible

In addition, students who are ineligible for 2 weeks in a row will be suspended from the team. Students who are ineligible for 3 weeks during a season will be removed from the team. Students must have opportunities each week to improve their grades.

A student who is declared academically ineligible on an eligibility report will be ineligible for a period of one week (from Sunday to Saturday) and in that time must bring his/her grades up to passing or he/she will remain ineligible for interscholastic competition until that condition is met. Practice is permissible and when possible and appropriate, extra help/time should be given to improve the student athlete’s academic standing.

If a student is not meeting all eligibility requirements at the end of a grading period (end of nine weeks), said student will be ineligible for the first fifteen (15) school days of the next grading period. At the end of the school year, the student’s final credits in the student’s subjects rather than the student’s credits for the last grading period shall be used to determine eligibility status for the next grading period.

**ATTENDANCE**

The School Board, Faculty and Administration believe that the educational program offered at Lakeview is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. Good attendance is necessary if the education process is to succeed. In addition to all specific district attendance regulations and procedures, the Lakeview School Board will abide by all other guidelines set by the Pennsylvania school code.

Parents should call the school (724-376-7911) in the morning before 8:30 AM if your son/daughter will not be attending that day. The school may call you to consult with you when a student is absent without an accompanying call from home. When students return to school after an absence, a detailed written excuse from home must be provided. Any student failing to bring an excuse within three (3) days of his/her return to school will be issued an illegal/unexcused absence. **It is the responsibility of the parent and student to remember to turn in a written excuse for absences.**

After the fifteenth (15) day of absence in any given year, students will be required to provide a doctor's excuse within one week. Failure to do this will result in an **illegal/unexcused absence** being issued. Periodically, parents are sent attendance update letters when students are missing school excessively. **Students under the age of 17 – compulsory school age** and are illegally absent for more than three (3) days, or their equivalent, are considered Habitually Truant. After proper written notices of illegal absences have been issued, truancy charges will be filed with the district magistrate's office, against both parents and student. By law, notification must occur only once over the time a student is enrolled at Lakeview High School.

Students will be assigned one day of In-School-Suspension in the Reassignment Center for every illegal/unexcused absence. All assignments and a Behavior Reflection sheet must be completed before returning to regular classes. Students may only be able to earn partial credit for these assignments.
Students who have scheduled doctor or dentist appointments during the school day must provide a written note from home prior to being excused for the appointment. Notes must include the name and phone number of the doctor or dentist. Notes for doctor or dentist appointments are to be taken to the High School Office before homeroom on or before the day of the appointment. Appointments may be confirmed before students are excused. **Appointments for driver's tests, senior portraits or other non-educational purposes are not considered excused. These absences are illegal/unexcused.** Parents do not need to come in to the office if a note was received on time. Your son or daughter will sign out and meet you outside.

**Unaccounted Absences**

Students whose names are on the active membership roll, who are at anytime in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:
1. The District has been provided with evidence that the absence may be legally excused.
2. Compulsory attendance prosecution has been or is being pursued.

**Over Age Sixteen**

Students over compulsory age are attending school by freedom of choice and are required to follow school rules as they apply to all students. Failure to do so will result in the student being asked to make a decision to either abide by school rules including daily attendance or consider withdrawing from school. A parent conference will be required before re-admitting a student.

**Nurse Excusals**

Students who are excused by the Nurse and sent home ill can not return for sports or extracurricular activities. Nurse dismissals will not take the place of a doctor’s excuse if required.

**College Visits**

All college visits must be **pre-approved** through the Guidance Office. The time will be marked illegal/unexcused if proper procedures are not followed.

**Tardiness**

Each semester, students are expected to arrive at school on time each morning and be seated in their Period 1 class by 8:15 AM. Attendance will be taken there. Students riding buses who arrive after 8:15 AM must report directly to the office upon arrival. Students who are tardy to school must report directly to the office. A detention will be issued on the 3rd illegal tardy to school per semester. On the 6th illegal tardy per semester, students will be assigned to the reassignment center.

Students are also expected to arrive at class on time. Three (3) minutes **maximum** of passing time between classes is given. Students late to class without a written pass face disciplinary sanctions from classroom teachers and/or from the office.
**BUS REGULATIONS**

Riding the bus is a privilege. Improper conduct on the buses will result in that privilege being denied.

Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

The following rules of conduct are prescribed for students who ride school buses. All riders are expected to comply with these regulations. Violations will result in disciplinary action:

1. Walk in front of bus when crossing road.
2. Remain in seat while bus is in motion.
3. Always take seat assigned by driver.
4. Be on schedule at all times. **Arrive at the bus stop 5 minutes early.**
5. Keep feet on floor of bus when seated.
6. Keep laughter, talk and noise at a low level.
7. Pushing and shoving when getting on or off bus is prohibited.
8. Fighting is prohibited.
9. Swearing is prohibited.
10. Marking or writing on any part of the bus is not permitted.
11. Eating, drinking or use of tobacco are not permitted on buses (including the MCCC bus).
12. Do not extend hands or head out of windows.
13. Do not put pressure on the back of the seat in front of you.
14. Loosening or removing screws, bolts or nuts is strictly forbidden.
15. Do not use emergency door unless there is an emergency.
16. Littering inside of the bus with paper and other refuse is prohibited.
17. Students must have written permission to leave the bus at other than the regular stop.
18. No student is permitted to ride the bus unless authorized to do so.
19. Students are expected to follow directions of driver at all times.
20. Students must refrain from annoying driver.
21. **Transportation by school bus is a privilege and not a right.** Students may be suspended from the bus riding privilege for violation of rules.


**Responsibility of the School Bus Driver in Regard to Students:**

1. The driver must maintain order and discipline on the bus, and assign each pupil a seat if necessary.
2. The school bus driver may report misconduct of a pupil to the responsible school official. The principal's responsibility involves the administering of disciplinary measures commensurate with the offense.
3. Students may be prohibited from riding the school bus.
**Use of Video Cameras**

Student behavior on the school bus and the driver’s management of student behavior are the two key elements to a safe and enjoyable bus ride. The video camera on a school bus is an aid to monitoring bus discipline. (It does not replace the discipline policy, the authority of the driver or the responsibility of the students, bus driver and school staff.)

Based on a number of factors including the number of incidents of misconduct or the seriousness of reports, video monitoring may be used on some buses. The school district, administrators and transportation contractors will determine if more extensive monitoring is needed on a case by case basis. Video monitoring may be utilized in addition to any written reports submitted.

**Riding Another Bus**

The District will cooperate with working parents and a reasonable babysitting arrangement. This means the child will be picked up and/or discharged at the same loading zone EVERY DAY. (The child may be picked up at one location and dropped off at a different location but this must be done on an everyday basis). Items one through five below determine if such an arrangement can be honored. The parent or guardian may request IN WRITING that a student be reassigned to a different loading zone and/or route. Each written request shall be reviewed by the District Administration Office and may be granted in accordance with the following criteria:

1. The route is operated from the student's assigned school.
2. The route does not have to be changed or extended.
3. The load on the vehicle shall not exceed the legal limits for the vehicle.
4. The change does not increase the cost to the school district.
5. The change shall be **LONG-TERM** except under emergency conditions.
   (For example: hospitalization of a parent; temporary change of residence due to a family crisis/situation).
6. Parent notes will not be honored for students to ride buses home with friends.

Exception to the above will be only if a parent, in writing to the District Administration Office, states that his/her child may be picked up at a different established stop of the bus to which the child is assigned. This exception applies only to morning pick-ups. No exceptions will be made for afternoon drop-offs.

**CAFETERIA**

**Breakfast**

Students may purchase breakfast at school between 7:45 AM – 8:10 AM. Students enter the cafeteria immediately upon arrival and **must** report to their Period 1 class by **8:15 AM** for morning announcements and attendance. A “Grab and Go” breakfast pilot program will be in place for the first 2 months of the 2016-2017 school year. This program will allow students to purchase breakfast and take it back to their first period classrooms to eat. The program will be evaluated at the end of October to determine whether it will continue.
Students must be responsible with their garbage and clean up after themselves, finishing and disposing of food by the end of 1st period announcements.

**Lunch**

No one is permitted to leave the cafeteria during lunch without permission and at no time are pupils allowed to take food or opened drinks outside of the cafeteria.

**Cafeteria Notes**

**Meal Prices:**
- High School Student Lunch - $2.05
- High School Adult Lunch - $3.10
- Milk - $.65
- Breakfast - $1.00
- Ala Carte Items – Varying prices

**Lunch Payments:**

School lunch payments will be received every morning at all schools. We recommend that money be placed in an envelope or bag that includes your child’s first and last name. If paying by check, please put the child’s first and last name in the memo section.

Monies can be paid during the lunch, ONLY if it is in an envelope or bag with the first and last name or a check with the name in the memo section. It slows the line too much to write names down, etc. The money will not go into the child’s account until the following day.

Money can be paid via the internet after setting up an account at [www.myschoolaccount.com](http://www.myschoolaccount.com). There is a charge for this service.

**Delinquent Lunch Accounts:**

Children are told “you will need to bring money in” when the cashier notices their accounts are low or overdrawn. We do not state the amount unless the child asks, as this is just a reminder to the student. Once the account is at or below a zero balance, the student cannot purchase any extra items, but they are not denied a breakfast or lunch.

We attempt to make phone calls home or send home paper notices to overdrawn accounts as time permits.

If the overdrawn account continues, you will receive a letter in the mail listing the amount owed with a date when we expect payment. You are asked to pack their lunch if you cannot pay by the posted date. If that deadline comes and the account is still delinquent and you choose not to pack a lunch for your child/children, your child will be given an alternative lunch which meets the USDA guidelines and you will continue to be charged the schedule price. We do not deny children breakfast or lunch.
You can track your child’s account and see what they are purchasing and even set up email alerts for low accounts at www.myschoolaccount.com. You will need their student ID number. If you do not know your child’s student ID number, please contact me at 724-376-7911 ext 241 and I can give it to you.

**CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student’s paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. This may also be documented through the office with repeat and/or serious offenses possibly resulting in further consequences.

**CLASS RANK COMPUTATION**

**Grade Point Average (GPA)**

It is calculated by utilizing percentage grades (including designated weighted levels). All scheduled courses are used in this calculation. It will be used for the honor roll, National Honor Society eligibility and valedictorian/salutatorian determination.

**Core Courses**

**English**

Academic English 9, 10, 11 & 12  
Basic English 9, 10, 11 & 12  
Honors English 9, 10, 11 & 12

**Social Studies**

U.S. History 1  
U.S. History 2  
World Cultures 1 & 2  
Economics  
Manufacturing Enterprise

**Math**

Basic Algebra  
Algebra 1  
Algebra 2  
Advanced Algebra 2  
Algebra 3 & Trigonometry  
Principles of Algebra & Geometry  
Geometry  
Advanced Geometry  
Pre-Calculus  
Calculus with Lab  
Statistics

**Science**

Physical Science 1  
Physical Science 2  
Basic Biology  
Academic Biology  
Advanced Biology with Lab  
Academic Chemistry  
Advanced Chemistry with Lab  
Physics with Lab
COLLEGE COURSES

Lakeview High School students who are interested in attending college classes during the regular school term must meet the following conditions/criteria:

1. Must be a senior or have prior approval by administration
2. Must meet graduation requirements
3. Cumulative grade point average of 3.0 (91%) or higher

Student must submit the following information:

1. Written acknowledgement or acceptance by the college or university
2. Class(es) to be taken
3. Times/days class(es) will meet

The request must be recommended by the Guidance Department to the High School Principal for approval, and is contingent upon the following:

1. Completion of grade 11 at Lakeview High School or have prior approval by the administration
2. Successful rescheduling of required and elective courses necessary for graduation

Students will be scheduled into study halls the days they are not attending college classes and/or online classes. These college credits will not count towards graduation requirements, class rank, or be calculated into the student’s grade point average. Students will earn an elective credit which is applied to the overall graduation requirement. Students are not permitted to take core courses at the college. Tuition and related expenses and transportation to/from classes are the responsibility of the student and the parents. An official mid-term and final transcript must be sent to the Guidance Department in order for the course to become a part of the academic records sent to postsecondary institutions.

COMPUTER NETWORKS/INTERNET

All students in grades K-12 will have access to the Internet and Networked Resources. The Lakeview School District has a detailed Acceptable Use of Computer Networks/Internet Policy available for your review in the office. Each teacher, student, and any parents of students who will be using the Internet and Networked Resources must sign the agreement and return it to the Principal before Internet and Networked Resources begin. The wording in the policy includes the following statements: “I understand that all communication and information accessible via the network can and will be monitored and that I have no expectations of privacy relative to using networked information resources. It is further understood that if I violate any provisions of the policy, I will be subject to discipline including but not limited to having my access to networked information resources revoked.”

COPIES

Additional copies of report cards, records, progress reports or any other items are subject to District fees.
DANCE PROCEDURES AND REGULATIONS

Organizations hold dances at Lakeview High School for the entertainment and enjoyment of the student body. Dances provide a casual atmosphere for students to socialize and should be memorable high school experiences. To ensure that everyone has a good, safe and enjoyable time, the following procedures and policies have been established:

1. The student members of the organization sponsoring the dance must recruit three teachers to chaperone the dance. At least one female and one male teacher must be in attendance. If chaperones aren't found, the dance faces the possibility of cancellation.
2. Students must present themselves to the dance sponsor to gain admission.
3. Dances will start at 7:30 and will end at 10:30 PM. Doors close and lock 45 minutes after the dance starts. No admittance after 8:15 PM. Changes in dance times may be made by previous special arrangements. Refreshments, if available, will be served and consumed in the hallway adjacent to the cafeteria, and are not permitted inside the cafeteria.
4. Once admitted to the dance, students are not permitted to leave the inside of the school building for any reason unless they are leaving for the evening. No re-entry will be permitted.
5. Guests must be registered in the office by the principal at least two days prior to the dance. If a student brings a guest to the dance, he/she is responsible for the behavior of that guest and will suffer the reprimand should that guest by guilty of misbehavior.
6. Only 9th, 10th, 11th and 12th grade students or older (whether they be Lakeview students or guest students) are permitted to attend High School dances. No guest may be over the age of 20. This includes the homecoming dance and the prom. Club advisor/security officer shall refuse admission to the dance for cause.
7. Students are not permitted to destroy any decorations. If a student is guilty of destroying any decorations, he/she will face disciplinary action. Clean up committees will be established to remove all decorations.
8. Appropriate school attire is required at all dances.
9. Any incidence of dance rule infractions such as fighting, profanity or anything disruptive or poor behavior shall result in immediate dismissal from the dance and may be handled by the chaperone and/or security personnel. Further disciplinary action will be assigned by the school. Illegal acts will necessitate contact of police, administration and parents and immediate removal from the dance.
10. No extremely close dancing will be permitted.
11. The only part of the school open to students during a dance is the cafeteria and the rest rooms adjacent to the library. Other parts of the building and school grounds are off-limits. Any incidences of misbehavior shall be noted and reported to the administration on the next school day.
12. All dances will be specified “Formal, Semi-Formal or Casual”.
   a. Formal Attire: Male – Suits, sport coats or tuxedo. Female – Dresses or pant suits.
   c. Casual: Appropriate school attire.
13. Students must be in attendance at school for the full day prior to the prom if they want to attend. Only a doctor’s excuse or pre-arrangements with the principal will be considered a legal absence.
**DELIVERIES**

For security reasons, no deliveries to Lakeview High School should be made during the school day unless they have been pre-approved and appropriate arrangements made in advance. For example, the delivery of a fundraiser product should be pre-arranged and the delivery location prepared. Items such as flowers, food, balloons, and cards for individuals may be delivered but will not be given to the student until the end of the day.

**DISCIPLINE CODE OF CONDUCT**

The faculty and staff of Lakeview High School are committed to providing a quality education to every student in a safe and nurturing environment. The importance of establishing clear policies and consistent disciplinary consequences for violations of District rules is essential. We expect our students to act as mature, responsible, and considerate citizens, treating each other with dignity and respect.

When a student violates District rules and regulations, the student will be subject to an appropriate form of discipline. The information that follows shows the normal sequence and/or combination of disciplinary actions that will be taken for violation of school rules and regulations. **Multiple or repeated infractions will result in progressive discipline, with higher level of consequences and/or a different combination of consequences.**

**In all cases, the Administration retains the right to use its discretion in evaluating cases; a student’s past record, attitude and willingness to cooperate in correcting behavior problems will be considered, when appropriate.**

Lakeview School District strives to support each and every student in order to meet his or her individual needs. It is the intent of the District to address student concerns in a supportive manner and facilitate the development of positive social skills. Students are reminded that they may not always agree with requests made of them but are nonetheless expected to demonstrate cooperation and courtesy. The District endeavors to involve students in problem solving by notifying them of their act of misconduct and providing them with the opportunity to discuss the situation prior to an action being taken.

All members of our educational community are responsible for creating and maintaining a courteous and cooperative learning environment. As guided by Section 1317 of the Pennsylvania School Code, every Lakeview School District staff member has the same authority to govern the conduct and behavior of students, as do their parents or guardians.

While the District strives to address each incident of misconduct in a fair and consistent manner, not all possible circumstances can be anticipated. Students are advised that if intervention does not occur as a result of an incident there is no reason to believe that action will not be taken the next time a similar incident should occur.
This handbook contains general guidelines for pupil conduct on school property, at any school sponsored function, or on a school vehicle. Disciplinary sanctions at Lakeview High School include Detention, In-School Suspension in the Reassignment Center, Out-of-School Suspension and Expulsion.

Students may be assigned detention by the principal. Twenty-four (24) hours advance notice may be given before detention time is initiated unless a parent and/or student opt for detention on the same day it is given.

Students assigned to the Reassignment Center for In-School-Suspension (ISS) will spend the time in social isolation. Students in ISS are not permitted to eat lunch in the cafeteria. Lunch will be delivered to the Reassignment Center. School work is also collected, and students are expected to complete all assignments for that day. Students assigned ISS will also thoughtfully complete a behavior reflection sheet as part of this consequence and before returning to the regular classroom.

Students assigned Out-of-School Suspension must initiate make-up school work immediately upon their return to school. Students who do not make appropriate arrangements may be given a zero for the work at the discretion of the classroom teacher. Students assigned OSS will also thoughtfully complete a behavior reflection sheet as part of this consequence and before returning to the regular classroom.

Fighting

Fighting or using physical means to settle a disagreement is not acceptable. Any physical confrontation that may result in disciplinary action by the administration may result in the involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.

Reasonable Force

Faculty, staff and administration may use reasonable force in dealing with students for safety reasons with no intent to harm in the following situations:

- To quell a fight
- To obtain possession of weapons or other dangerous objects
- For the purpose of self defense
- For the protection of persons or property

CONSEQUENCES AND STRATEGIES TO CORRECT INAPPROPRIATE BEHAVIOR

Level 1: First Time or Minor Offenses
Level II: Repeated Level One Offense, Serious Misconduct
Level III: Repeated Level One/Two Offenses, Illegal and/or Serious

INTERVENTION STRATEGIES

An Intervention strategy is an action designed to help a student overcome academic and/or behavioral barriers to learning. School personnel will use intervention strategies to help prevent or reduce negative behaviors.
**Parent Contact/Conference** – Teacher notification and/or conferencing with the parent regarding the student’s behavior for all disciplinary actions.

**School-Based Behavioral Interventions** – Examples include strategies such as creating a behavioral contract with the student, participation in anger management training, loss of privilege, re-teaching the behavioral expectation, referral to school counselor, school social worker and Student Assistance Program (SAP).

**Detention** – A student may be required to stay after school or assigned to lunch detention as a consequence to his/her behavior. The detention may include lessons in behavior management created to help students learn problem-solving skills that will lead him or her to positive choices. (Level 1)

**In-School Suspension** – Reassignment of the student from the classroom to an alternative setting. Students assigned to in-school suspension will be excluded from extracurricular activities until the next school day following the completion of their suspension. (Level 1 & Level II)

**Out-of-School Suspension** – Removal of a student from school for a period of one to ten days. While students are suspended from school, they may have the opportunity to work on class assignments. During suspension, students are not permitted to participate in extracurricular activities, be on any school property or in any school buses/vehicles. Appeal procedures are available at any school building upon request and are included in the notice of suspension. Classwork must be provided when the consequence is out of school suspension. (Level III or repeated Level 1 & II)

**BE SAFE**
**BE POSITIVE**
**BE RESPECTFUL**
**BE HERE/BE READY**

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### Level I Behaviors and Corrective Strategies and Incentives
Multiple options for Correcting Student Behavior may be selected depending on individual student needs including the age and grade level of the student, the student’s history of misbehavior and the specific offense and its seriousness.

<table>
<thead>
<tr>
<th>Examples of Expected Behavior</th>
<th>Violation of Expected Behavior</th>
<th>Definition of Violation</th>
<th>Consequences <strong>Strategies to Correct</strong></th>
<th>Incentives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BE SAFE</strong></td>
<td>Tobacco/Smoking</td>
<td>Using or possessing any tobacco product such as cigarettes, &quot;dip&quot;, and chewing tobacco</td>
<td>Student participates in smoking cessation workshop classes. Conference with student/parent Re-teach the behavioral expectations. Create a behavioral contract that includes expected student</td>
<td>*First in line for lunch *Free admission to event *No homework pass *Listen to music while you work</td>
</tr>
<tr>
<td>Obey laws regarding smoking for minors</td>
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<td></td>
</tr>
<tr>
<td>Obey parking &amp; driving rules</td>
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</tr>
<tr>
<td>Follow food/drink rules</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Student Parking Area</td>
<td>See &quot;Student Parking Area&quot; in handbook behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors.</td>
<td></td>
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<tr>
<td>Eating/drinking outside the cafeteria</td>
<td>Refer student to SAP (Student Assistant Program) Detention during which student participates in behavioral intervention. In-school suspension time during which student participates in behavioral intervention. File a charge if the law is broken. Repeated offenses Level II/III Consequences – Loss of privileges</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BE POSITIVE**

<table>
<thead>
<tr>
<th>Consider the feelings of others</th>
<th>Conduct such as talking, making noises, throwing objects, play fighting, horseplay, inappropriate displays of affection or otherwise distracting one or more classmates will be considered disruptive.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obey Classroom rules</td>
<td></td>
</tr>
<tr>
<td>Demonstrate positive social skills</td>
<td></td>
</tr>
</tbody>
</table>

**Disruptive Behavior**

<table>
<thead>
<tr>
<th>Profanity</th>
<th>Swearing, cursing or making obscene gestures.</th>
</tr>
</thead>
</table>

**BE RESPECTFUL**

<table>
<thead>
<tr>
<th>Tell the truth</th>
<th>Playing any games of chance or skill for money or items of value.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow school rules</td>
<td></td>
</tr>
<tr>
<td>Follow directives</td>
<td></td>
</tr>
</tbody>
</table>

**Gambling**

<table>
<thead>
<tr>
<th>Electronic Communication Devices</th>
<th>The use by students of pagers, beepers, cellular telephones and other electronic communication devices including &quot;look alike&quot; devices for receiving and/or transmitting messages during school time. Electronic devices must be out of sight during the school day and turned off.</th>
</tr>
</thead>
</table>

**Insubordination**

<table>
<thead>
<tr>
<th>Student refused to cooperate or disrespect and/or disregard of the reasonable directions or instructions by authorized school personnel.</th>
<th></th>
</tr>
</thead>
</table>

**Forgery/Fraud/False Identification**

<table>
<thead>
<tr>
<th>Writing the name of another person or changing times, dates, grades, passes, or permits; giving false information to school district personnel.</th>
<th></th>
</tr>
</thead>
</table>

**BE HERE/BE READY**

<table>
<thead>
<tr>
<th>Be at school on time and attend regularly</th>
<th>Arrival to school after the school day has begun and absence from school or the classroom without parents and school authorities’ knowledge.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow district Dress Code Policy</td>
<td></td>
</tr>
<tr>
<td>Report to assigned area</td>
<td></td>
</tr>
<tr>
<td><strong>Tardiness/Absenteeism Truancy</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dress Code Violation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Skipping class/failure to report to assigned area</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Late work pass
* Lunch in the courtyard
* $5 Subway Card
* Principal's Parking Space (1 day)
QUARTERLY: No discipline referrals per 9 weeks. Administrator discretion
**Level II Behaviors and Corrective Strategies (Incentives are the same as Level 1)**

Multiple options for Correcting Student Behavior may be selected depending on individual student needs including the age and grade level of the student, the student’s history of misbehavior and the specific offense and its seriousness.

<table>
<thead>
<tr>
<th>Examples of Expected Behavior</th>
<th>Violation of Expected Behavior</th>
<th>Definition of Violation</th>
<th>Consequences <strong>Strategies to Correct</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BE SAFE</strong></td>
<td>Fighting/Threats</td>
<td>Physical conflicts, threats or challenges between students.</td>
<td>Conference with student/parent</td>
</tr>
<tr>
<td></td>
<td>Improper operation of a vehicle</td>
<td>Any action that violates state driving codes and district rules of student conduct within a public or in a private vehicle.</td>
<td>Loss of privilege</td>
</tr>
<tr>
<td></td>
<td>School bus/School vehicle disruption</td>
<td>Conduct not specifically listed that obstructs the orderly and safe operation of buses/vehicles.</td>
<td>Create a behavioral contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Restitution</td>
</tr>
<tr>
<td><strong>BE POSITIVE</strong></td>
<td>Sexual Misconduct</td>
<td>Students must not act or behave in an unacceptable way by touching or making reference to, verbally or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party. Taking and/or sending inappropriate pictures.</td>
<td>Detention during which student participates in behavioral intervention</td>
</tr>
<tr>
<td></td>
<td>Bullying: Harassment/Coercion</td>
<td>Any act written or verbal, gesture, photographs, drawings or any other form of communication used to intimidate, harass or threaten harm to another person based on race, gender, religious belief, nationality, disability, sexual orientation or any other reason.</td>
<td>In-school suspension time during which student participates in behavioral intervention</td>
</tr>
<tr>
<td></td>
<td>Intimidation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insubordination</td>
<td>Refusing to follow a request, direction or instruction of an adult.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extortion</td>
<td>Getting money or a promise by using threat of force. Students must not make a person do anything he or she does not want to do by using threat or force.</td>
<td></td>
</tr>
<tr>
<td><strong>BE RESPECTFUL</strong></td>
<td>Ask before borrowing</td>
<td>Taking another person’s property without their permission.</td>
<td>Time in alternative to suspension program developing supporting plans</td>
</tr>
<tr>
<td></td>
<td>Take care of school property</td>
<td>The intentional destruction or damage of property without permission of the owner or the person having control of the property.</td>
<td>Out of School Suspension with Class Work</td>
</tr>
<tr>
<td></td>
<td>Follow school rules</td>
<td>The act of being on school property without permission or refusing to leave the premises or property.</td>
<td>File a charge if the law is broken</td>
</tr>
<tr>
<td></td>
<td>Follow acceptable use policy</td>
<td>Using, submitting or attempting to obtain information or answers dishonestly. Taking ideas or writing of others and presenting them as if they were yours.</td>
<td>Student participates in education/training pertaining to offense</td>
</tr>
<tr>
<td></td>
<td>Unauthorized or inappropriate use of Internet, computers or computer software</td>
<td>Any action that violates local, state or federal law or CCS Acceptable Use Policy. This includes using the internet for non-educational purposes, sending or receiving personal information about yourself or others without permission, using inappropriate language and using the network to personally attack or harass another person.</td>
<td></td>
</tr>
</tbody>
</table>
### BE HERE/BE READY

- Be at school on time and attend regularly
- Report to school on time and attend regularly
- Leave school/failure to report to school premises without permission

### Level III Behaviors and Corrective Strategies and Incentives

Multiple options for Correcting Student Behavior may be selected depending on individual student needs including the age and grade level of the student, the student’s history of misbehavior and the specific offense and its seriousness.

<table>
<thead>
<tr>
<th>Examples of Expected Behavior</th>
<th>Violation of Expected Behavior</th>
<th>Definition of Violation</th>
<th>Consequences <strong>Strategies to Correct</strong></th>
<th>Incentives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BE SAFE</strong></td>
<td>Use, possession, sale or distribution of alcohol</td>
<td>Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs. This also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia.</td>
<td>Conference with student/parent</td>
<td><em>Principal’s Parking Space (2 weeks)</em></td>
</tr>
<tr>
<td></td>
<td>Use, possession, sale or distribution of other drugs</td>
<td>Students are permitted to bring prescribed or over-the-counter medication to school only with permission from parents and with authorization and supervision of their doctor and school administrator or administrator’s designee. Prescribed or over-the-counter medication is for the student’s use only. A student must not sell or give prescribed medication to another student at school or during school activities.</td>
<td>Loss of privilege</td>
<td><em>$50 Amazon Card</em></td>
</tr>
<tr>
<td></td>
<td>Physical Assault</td>
<td>Physically attacking another person. Unprovoked hitting, kicking, shoving or otherwise causing physical pain or harm to another outside the context of a mutual conflict is considered assault.</td>
<td>Student participation in substance abuse counseling program</td>
<td><em>$50 Sheetz Card</em></td>
</tr>
<tr>
<td></td>
<td>Use, possession, sale or distribution of a firearm</td>
<td>Possessing, transmitting or using any kind of firearm, knife, razor, needles, mace, pepper gas or like substances; dangerous clubs, chain or other look-alike object; or any item that can be considered a weapon or used as a weapon. This includes having such items at one’s desk, or in a locker or a hiding place on school property including district school buses/vehicles.</td>
<td>Refer student to SAP (Student Assistance Program)</td>
<td><em>Pizza lunch with 4 friends</em></td>
</tr>
<tr>
<td></td>
<td>Volatile Act</td>
<td>Disruption of school by use of violence, force, intimidation, threats to students or staff or disorderly conduct. This includes provoking others toward acts of disruption (individual or group related)</td>
<td>Detention during which student participates in behavioral intervention</td>
<td><em>2 Prom tickets</em></td>
</tr>
<tr>
<td></td>
<td>Sexual Offenses</td>
<td>Passing or writing obscene material. Any sexual or attempted act committed on school property.</td>
<td>In-school suspension time during which student participates in behavioral intervention</td>
<td>SEMESTER: No discipline referrals during the semester.</td>
</tr>
<tr>
<td></td>
<td>Bears personal responsibility</td>
<td>Practices conflict resolution and anger management skills</td>
<td>Out of school suspension with class work</td>
<td>Administrator discretion</td>
</tr>
<tr>
<td><strong>BE POSITIVE</strong></td>
<td>Uses impulse control</td>
<td>Practices conflict resolution and anger management skills</td>
<td>Restitution</td>
<td>Alternative to Suspension Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practices personal responsibility</td>
<td>Expulsion</td>
<td>Fire Starter Class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practices conflict resolution and anger management skills</td>
<td>File a charge if the law is broken</td>
<td></td>
</tr>
</tbody>
</table>

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*Principal’s Parking Space (2 weeks)*

*$50 Amazon Card*

*$50 Sheetz Card*

*Pizza lunch with 4 friends*

*2 Prom tickets*
<table>
<thead>
<tr>
<th>False Fire Alarms/Bomb threats/Tampering with Automated External Defibrillator (AED)</th>
<th>Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats, either written or verbal, against any school building. Tampering with the fire alarm means setting off the alarm when there is no emergency. Tampering with the AED means opening the cabinet without permission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE HERE/BE READY</td>
<td>Be at school on time and attend regularly</td>
</tr>
<tr>
<td>Tardiness/Absenteeism Truancy</td>
<td>Arrival to school after the school day has begun and absence from school or the classroom without parents and school authorities’ knowledge.</td>
</tr>
</tbody>
</table>

**DISCIPLINE SUMMARY: LEVELS OF BEHAVIOR AND CONSEQUENCES**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Parent Contact/Conference</th>
<th>* School-based Behavioral Intervention</th>
<th>Referral to Student Support Program/Personnel (SAP 9-12) &amp; (SAIL K-8)</th>
<th>Detention (After-School)</th>
<th>In School Suspension</th>
<th>Out of School Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
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<tr>
<td>Tobacco/Smoking</td>
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<td>Dress Code Violation</td>
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<td>Disruptive Behavior</td>
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<td>Profanity</td>
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<tr>
<td>Tardiness/Absenteeism/Truancy</td>
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<td>Gambling</td>
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<td>Electronic Communication Devices</td>
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<tr>
<td>Forgery/Fraud/False Identification</td>
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<tr>
<td><strong>Level 2</strong></td>
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<tr>
<td>Fighting/Threats</td>
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<tr>
<td>Improper Operation of a Vehicle</td>
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<td>School Bus Disruption</td>
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<td>Sexual Misconduct</td>
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<tr>
<td>Bullying/Harassment</td>
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<tr>
<td>Insubordination</td>
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<td>Extortion</td>
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<td>Vandalism</td>
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<td>Trespassing</td>
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<td>Extortion</td>
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<td>Vandalism</td>
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<tr>
<td>Unauthorized Use of the Internet</td>
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Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, the student's history of misbehavior and the specific offense and its seriousness, principal discretion.

**DRESS CODE**

Students are expected to dress in a manner appropriate for school. Any apparel that is distractive or disruptive in appearance and detrimental to the educational process will not be permitted.

**Clothing Not Permitted**

**Tops**

- Muscle shirts, tank tops, or cut-off shirts without tailored cuffs on the sleeves (unless worn over other acceptable tops), half shirts, see-through mesh shirts, halter tops, tube tops or any shirt that reveals skin between the bottom of the armpit and the waist. All shirts must completely cover undergarments.
- Tops with offensive pictures and/or sayings, "double meaning" shirts.
- Shirts that are backless and/or have cut out backs.
- Low cut shirts, shirts that reveal cleavage.

**Bottoms**

- Shorts, dresses or skirts which are shorter than fingertip length, cut-off jean shorts
- Pants with excessive holes or rips, holes that are frayed or pose a safety hazard and pants with any holes above fingertip length (which reveal skin and/or undergarments)
- Spandex shorts/pants, leggings and yoga type pants must be covered by a top that is a minimum of fingertip length in both front and back

**Additional Apparel**

- Tattered clothing, clothing with revealing holes or rips
● Revealed undergarments of any kind
● Pajamas, lounge wear of any kind
● Excessively dirty or foul smelling clothing
● Clothing or accessories displaying advertisements for, or logos of alcoholic products, tobacco products, drug related products and clothing depicting inappropriate references of a sexual nature or gang colors are not permitted
● Articles of clothing or accessories which are inflammatory or depict objectionable materials, slogans or pictures are not permitted. Chains (excluding jewelry) are not permitted.
● No hats, coats, bandannas and head apparel of any type or sunglasses are permitted from 8:00 - 3:15. Hats are to be removed upon entrance to the building.
● Back packs can be used to transport books to school. Students are not permitted to carry or wear back packs and hats during the school day. These items must remain in the lockers.
● Footwear – Shoes or sandals must be worn at all times.
● Anything considered distracting or disruptive to the educational process is not permitted.

At Lakeview School District, we continue to strive toward educational excellence in an attempt to provide our students with an optimal educational experience to prepare them as they enter the global community. With this being said, we also recognize as a district that times change over the life of education. As a result, the district has reviewed and altered dress code procedures with the help of a committee that consists of students, parents, teachers and administrators. It is our ultimate goal to continue our vision of educational excellence, including the development of well rounded students who are able to present themselves in a manner which inspires individuality, confidence and respect for themselves and others. Each student is an individual, but represents the district as a whole.

Students will be given an opportunity to change any clothing which does not meet dress code; otherwise, parents/guardians will be notified and violators will be sent home or placed in the Reassignment Center. If a student refuses to cooperate with a dress code violation they may also receive out of school suspension. 3rd and subsequent violations of dress code will result in progressive discipline, beginning with after school detention.

**EARLY GRADUATION/EARLY COLLEGE ADMISSION**

**Early Graduation**

A student, with parent approval, shall apply through the guidance office for permission to graduate early. The high school principal is the final approving authority. The responsibility of meeting all course/credit requirements for graduation will be solely that of the student.

A student shall fulfill the following to qualify for Early Graduation:
1. A conference must be held with parent, counselor, principal and student to develop a plan which outlines the terms of early graduation for the individual student. The plan must be signed by the parent and will be placed in the student’s file.

2. All course and credit requirements for graduation must be met.

3. Any course taken outside of Lakeview High School must be pre-approved by the principal and guidance counselor as being acceptable for meeting graduation requirements.

4. No diploma will be issued until the graduation following the final completion of required credits.

5. The student may participate in the graduation ceremony or may request in writing to the high school principal that the diploma be received by certified mail.

6. The student will not be eligible for community and school scholarships, school awards, or class rank.

7. Once requirements are completed, the student may not participate in school activities, intramurals, interscholastic sports, or other events conducted by the high school, with the exception of the Prom.

**Early College Admission**

A student, with parent approval, shall inform the high school principal and guidance counselor of intent to pursue this option.

A student must fulfill the following:

1. A conference must be held with parent, counselor, principal and student to review the terms and conditions of the early college admission option.

2. The student must be accepted by an accredited institution of higher learning as a full time student and must successfully complete the freshman year as a full time student. With these conditions met, the senior year of all required courses at Lakeview High School shall not be required.

3. During the initial year of higher education, the student is not considered enrolled at Lakeview High School; and therefore, is not eligible to participate in school activities, intramurals, interscholastic sports, or other events conducted by the high school with the exception of the Prom, and the graduation ceremony.

4. The student will not be eligible for community and school scholarships, awards, or class rank.

5. A high school diploma will be awarded either at graduation or through certified mail to the student when the following conditions are met:
   a. Successful completion of the freshman year as a full time student (12 credit hours each semester or equivalent) at an accredited institution of higher learning.
   b. Presentation to the high school principal of an official transcript of credits showing the student has completed the freshman year successfully.
   c. Request in writing the issuance of a diploma from the high school.

**EDUCATIONAL TRIPS**

Parents must submit a request for approval of an educational trip. Forms are available in the principal’s office. The parent portion must be completely filled out and submitted to the principal at least one week in advance of the planned trip. Final approval will depend upon the student’s grades and attendance. We
encourage everyone to plan educational field trips at times other than during benchmark testing, Keystone assessments and final exams. Please make every attempt to schedule trips during scheduled days off and school holidays. **Students who take an educational trip without receiving PRIOR approval will receive illegal/unexcused absences for the days missed.**

**ELECTRONIC DEVICES**

Electronic devices must be out of sight during the school day and turned off. The use of cell phones or other electronic devices by students is strictly prohibited during the school day except during each student’s lunch period. Teachers are permitted to collect electronic devices/cell phones in a basket or container prior to the start of class. Students will be permitted to use an electronic device if given permission by a teacher for educational purposes. Students who violate this rule will take their phones to the school office immediately upon request and will be subject to the disciplinary action outlined in the LHS Bring Your Own Device Expectations:

**L.H.S. BRING YOUR OWN DEVICE EXPECTATIONS**

**Electronic devices, including but not limited to:**
- laptop computers
- tablets
- smart phones
- cell phones
- Mp3 players
- cameras

**Electronic devices may be used in the classroom only if:**
- the activity is directly related to the student’s educational activities
- the device usage has been approved by a classroom teacher
- the activity has been approved by the building principal

**These items are not to be used in:**
- study halls
- restrooms
- locker rooms
- hallways
- stairwells
- any area not being directly supervised by a member of the L.H.S. faculty.

**Important Information:**
- Students not following the guidelines
1. **1st offense:** Student will pick up the device in the high school office at the end of the day.
2. **2nd offense:** Student will pick up the device in the high school office and student will be assigned to serve an after school detention.
3. **3rd+ offense:** Parent will pick up the device in the high school office and the student will be assigned to the reassignment center.
   - Students may only take pictures of other students or staff when it is part of a pre-approved school project.
   - No pictures or information from the school is to be used outside of school on social networking or similar websites.
   - The student assumes total responsibility for bringing such devices to school, including loss or damage that may result to the device.
   - The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
   - The classroom teacher and/or administration will have the final say regarding the use of personal devices in the classroom.

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**EVACUATIONS**

When a situation occurs which requires the evacuation of the building, we make every effort to provide a day of instruction at alternate sites. To assist us in our efforts, please **do not** come to our emergency locations to excuse your student(s). The only time parents should come to the emergency location to excuse their student(s) is if an excuse was **pre-planned**. For example, an excuse was received prior to the evacuation for a dentist, orthodontist, or a doctor appointment. Your cooperation will help reduce confusion in an already stressful situation. Our concern is for everyone's safety at all times in emergency situations. Additionally, students are not permitted to have or use cell phones. In the future should the need arise for a building evacuation; we thank you in advance for **not** coming to the evacuation site unless your presence is requested or scheduled.

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**EXTRACURRICULAR ACTIVITIES**

Students must be under the direct supervision of a coach or adult advisor at all times before and after school hours. No one should be in the building or on school grounds unsupervised. Areas such as the football field are to be used only when permitted. The District is not responsible for the safety of anyone on school property without permission.

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**FIELD TRIPS**

Students whose grades are very poor or failing may be denied permission to participate in school or teacher sponsored field trips or activities. Students who have serious or extensive disciplinary records may also be refused permission to participate in field trips by the high school principal.

Students participating in a field trip must initiate make-up work prior to participating in the trip. Students who do not take the proper steps to make up missed work, may be given a zero for the work missed at the discretion of their teacher.
Athletes who are excused from classes for sporting events must also initiate make-up work prior to leaving for the event or face the same possibility of not being allowed to make up missed school work.

Students involved in the Gifted program who miss regular classes are also expected to arrange make-up work prior to missing regular class work.

**FINES**

Students who have outstanding fines will not have the privilege to participate in any extracurricular activity (i.e. band, choir, sports, clubs, dances) or have library privileges until the outstanding fine is paid.

**FIRE AND SEVERE WEATHER DRILLS**

Fire and severe weather drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom, as posted, indicating how to leave the building in case of fire.
2. Move quickly and quietly to designated areas.
3. In case of severe weather emergencies, instructions will be given over the intercom system.
4. Electronic devices including cell phones are **not** to be used.

**FOREIGN EXCHANGE STUDENTS**

In order to promote cultural awareness and understanding and to provide diverse experiences to our students, the Board shall admit foreign exchange students into the high school.

Admission of foreign exchange students shall be subject to the following guidelines:

1. Students must be at least sixteen (16) years of age and shall demonstrate proficiency in the English language through an accepted standardized language assessment.
2. Students shall not have attained the age of nineteen (19) years of age by the start of the school year in which they will be attending.
3. Students may not be a graduate of their native school system and will be scheduled as a senior at Lakeview.
4. Students will be considered for admittance on a space-available basis. One student per agency will be initially considered. Between July 1 and July 5, more than one student per agency will be considered if the student limit of four has not been reached.
5. Students will not be admitted for the second semester only.
6. Resident host families must submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.
7. Students are encouraged to participate in student activities and athletics, provided all eligibility criteria are met.
8. Exchange students are not eligible to receive a high school diploma but may be awarded an honorary diploma if considered a senior.
FUNDRAISING IN-SCHOOL SALES

Clubs or organizations selling items during the school day will be given space inside the cafeteria for lunch time sales. Before school sales may be conducted in the hall outside the office until 8:15 AM. Individual activity advisors shall formally request the Board of Education's approval of proposed fund raising activities. The principal will present all requests each month for Board approval. Requests from organizations must be submitted by the Monday prior to the school board meeting date. All clubs or organizations must follow the Smart Snacks in Schools standards and regulations at www.fns.usda.gov/cnd/governance/legislation/allfoods.html.

GRADE LEVEL CREDIT REQUIREMENTS/GUIDELINES

Class standing does NOT determine the year of graduation.

Class standing (grade level) at the high school level is easily misunderstood. Starting in 2010-11, at the high school level, students will be promoted each year to the next grade level for data collection purposes and grade level state assessment testing. This promotion is NOT an indicator of the number of credits earned and does not indicate if specific graduation requirements are being met. Students and parents are reminded that graduation requires meeting the criteria stated in this book under Graduation Requirements. Therefore, class standing has limited meaning and use at the high school level.

Primary uses of class standing (grade level) are:
1. Determining class rank
2. Eligibility for student activities and athletics
3. Student processing for scheduling
4. A database for record keeping and reporting data
5. State assessment (PSSA) testing in 11th Grade

GRADING SCALE

A = 92-100  B = 83–91  C = 74-82  D = 66-73  F = 0-65

The computer will determine each final course percentage by averaging the four-marking period percentages, or in the case of a semester course, the two marking period percentages. A 66 percent or better must be achieved to be considered passing. (No semester average will be issued for a year-long course.) Computer averaged final percentages may be overridden by teachers submitting grade change forms to the office. When the final course percentage ends in a .5, the percentage will be rounded up, except if the percentages have declined in the second semester or the last marking period, the percentage may be rounded down at the teacher's discretion.
**GRADE NETTING**

Netting is for students who perform well below the passing mark. If any student scores below a 55% in the first two marking periods, this student’s grade will be netted to a 55% in one of the two first marking periods. This provides the student with an opportunity to pull up their grade.

**GRADUATION REQUIREMENTS**

The Pennsylvania Department of Education and the local Board of School Directors set the standards for graduation from Lakeview High School. Students must earn a minimum of 26 credits in grades nine through twelve. Twenty-eight (28) credits must be **ATTEMPTED and SCHEDULED**: 7 credits in grade nine, 7 credits in grade ten, 7 credits in grade eleven and 7 credits in grade twelve.

Of the 26 credits required for graduation, specific requirements are:

4 units of English  
3 ½ units of Social Studies  
3 units of Science  
3 units of Mathematics  
2 units of Art or Humanities  
½ unit of Physical Education (Grade 9)  
½ unit of Physical Education (Grade 10)  
¼ unit of Health  
8 ½ units of electives

**Additional Requirements**

1. Proficient in Mathematics, Literature and Biology on the Keystone test or Local Assessment Test  
2. Pass on Senior Graduation Project/Portfolio

**Courses Taken Elsewhere**

Courses such as those taken at college, summer school (except for remedial/make-up), independent study, or home schooling will not be included in the GPA. However, these courses may be listed on the student's transcript.

**Transfer Students**
These students must complete three semesters at LHS to have a class rank calculated. Students transferring from a home school program will not receive a class rank. If a student needs a rank for college purposes, that can be handled by the counselor contacting the college or university and indicating the potential rank.

**Valedictorian/Salutatorian Determination**

In keeping with our philosophy of a "level playing field", a student must attend LHS all four years in grades 9-12 to be eligible for this consideration. A rank will be calculated and provided to colleges for transfer students (see above); however, these students will not be eligible for valedictorian/salutatorian. If there is a tie for the valedictorian, a salutatorian will not be announced.

It is calculated by utilizing percentage grades (including designated weighted levels). **All** scheduled courses are used in this calculation.

**GUIDANCE/SCHOOL COUNSELOR**

The purpose of the guidance department is to help you in planning your high school program, in preparing for your vocation or college interest, and in resolving personal concerns. Your school counselor is available for individual consultation on any problem. Information concerning colleges and careers is available in the guidance office and the school library. Please make an appointment to see your counselor.

**HALL AND CLASSROOM PROCEDURES**

1. Be prompt to class.
2. The teacher dismisses the class.
3. All students must have a teacher's hall pass to be in the hall during class time. Only one student is permitted outside the room at a time. Students must use sign-in/sign-out sheets when leaving a room with teacher permission.
4. High school students are not permitted in the middle school except to move to the band/choral rooms.

**HALL LOCKERS**

On the opening day of school the first period teacher will give each student the number and location of his/her locker selected from a block of lockers assigned to that classroom by the office. Students will also be issued a combination lock. **School issued locks are to be on lockers at all times.** They will be responsible for returning the lock at the end of the year. Replacement cost will be $7. Students are expected to have their locker locked at all times. Students are expected to keep book bags, books and school supplies, as well as coats and hats, in this locker. Lockers are to be visited only when necessary.

Only assigned lockers are to be used by students. Students are prohibited from sharing lockers. Students are responsible for the cleanliness of the lockers. Refrain from posting or taping pictures, writing, etc. on doors or walls of lockers.
All lockers are the property of the Lakeview School District. At any time, at the discretion of school officials, dogs could be utilized by law enforcement agencies. An administrator may search your locker with reasonable suspicion at any time.

**HALLWAY COURTESY**

1. Keep hallways open to traffic by walking to the right. Do not block traffic by standing in groups. There will be no congregating in the halls between classes.
2. Pass through hallways quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors. Littering will not be tolerated!
4. Leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.
5. Public display of affection is prohibited.

**HANDBOOK**

The Handbook is available electronically. One hard copy of the Handbook will be provided per family when requested by parents/guardians. A signed assurance form must be returned to the school.

**HARASSMENT (Please see Policy)**

All students have a right to learn and develop in an environment free of discriminatory practices. Students have a responsibility to maintain high standards of conduct and ethical behavior. Any conduct or behavior which violates these accepted standards is prohibited and may be deemed as harassment.

It shall be the responsibility of all school staff members to expeditiously and properly address harassment complaints when they become aware of such conduct and follow the unlawful harassment policy.

**HEALTH EDUCATION/AIDS INFORMATION AND WAIVER OPTION**

Within our health curriculum we will be teaching a series of lessons that will include information about Acquired Immune Deficiency Syndrome (AIDS). School districts in Pennsylvania are required by the State Board of Education to provide instruction about AIDS at the elementary, junior high/middle school and senior high levels. The instruction will include the following learning objectives:

1. Explain the nature and incurability of AIDS
2. Identify the symptoms and means of transmission
3. Differentiate between myths and facts concerning the disease and its transmission
4. Identify the high risk groups
5. Explain the "Iceberg" theory regarding the stages of AIDS
6. Identify completely reliable means of preventing transmission
7. Describe life skills which encourage responsible decision making to avoid high risk behaviors associated with AIDS
8. Discuss social and emotional impacts of AIDS
9. Identify sources of information and services available
If you wish to have more information about this instruction, to see a copy of the State Code, or to review the instructional materials, please contact the principal. A school district shall excuse pupils from instruction in AIDS when this instruction conflicts with a family’s religious beliefs or moral principles. A written request must be furnished to the principal for excusal.

**HEALTH SERVICES**

**Guidelines for the Administration of Medications During School Hours**

The Lakeview School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed.

1. All medication shall be brought to the nurse’s office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. The district shall not store more than a thirty (30) day supply of an individual student’s medication.

2. Medication will be recorded by the school nurse and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

3. All medication (this includes over the counter medications) shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber’s Medication Order Form, or other written communication from the licensed prescriber.

4. Prescription medication shall be delivered in its original packaging and labeled with:
   a. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
   b. Student’s name.
   c. Directions for use.
   d. Name and registration number of the licensed prescriber.
   e. Prescription serial number.
   f. Date originally filled.
   g. Name of medication and amount dispensed.
   h. Controlled substance statement, if applicable.

5. Student Self-Administration of Emergency Medications
Prior to allowing a student to self-administer emergency medication, the district shall require the following:

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student’s health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student’s self management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration medication. Privileges for self-administration of medication will be revoked if school policies are abused or ignored.

Note: Students may not keep medications or store them in their lockers. If a student does not follow these guidelines, then parents will be required to deliver medications to the nurse and district Drug and Alcohol policy may be applied.

**Immunizations**

No child may be admitted to or permitted to attend the public schools unless the child has received immunizations required by the Department of Health at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization) or has received from the school district superintendent a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption for immunization).

**Physical Exam**

The Pennsylvania Department of Health mandates that every eleventh grade student have a physical exam. The exam may be completed within one year prior to a student’s entry into the eleventh grade. This exam may be done by the student’s private physician or by the school physician. The school nurse must be notified in advance and a history form must be completed and signed by the parent or guardian in order for a student to receive a free exam at school.

**Body Mass Index**

The Pennsylvania Department of Health mandates that every student has their height and weight measured yearly. The Body Mass Index (BMI) is to be calculated and sent to the parents of each student beginning in this school year. BMI is a weight-for-stature index that can be used to determine whether the student is within normal growth, overweight, at risk of becoming overweight, or underweight.

The National Center for Health Statistics (NCHS) has revised the growth chart so that it can be used to document patterns of adequate or inadequate growth, identify goals for changes, and evaluate and reinforce changes in growth over time. For many people, obesity begins in childhood and tracks into adulthood.
person becomes overweight, weight reduction and weight maintenance are extremely difficult to achieve, so prevention is by far the most effective solution to the problem.

BMI is a screening tool and not a definitive measure of overweight and obesity.

- Less than 5th percentile – At risk for acute under nutrition
- Between 85th-95th percentile – At risk for overweight
- Greater than 95th percentile - Overweight

**HOMEWORK ASSIGNMENTS DURING ABSENCES**

If a student is absent **three (3) or more days**, parents may call the guidance office to request assignments and make arrangements for them to be picked up. If the request is received before 10:00 AM, the assignments will be available by 3:15 PM. If the request is received after 10:00 AM, the assignments will be ready the next morning. **It is the responsibility of the student to make arrangements to make up work missed after any absence.**

**Make-Up Work**

All make-up work, as a result of an excused absence or suspension must be made up within the number of days equal to the number of days absent. **Exceptions for a long period of excused absence will be made by the high school principal.**

It is the responsibility of the student to contact his/her teachers concerning make-up work.

**JOURNAL WRITING**

Journal writing is a good language arts technique. Teachers may read a student’s journal on a regular or random basis. If a journal is read and found to contain anything that may deal with abuse, harm to the student or others, it will not be considered confidential. Contact will be made with administration, parents and/or law enforcement, when necessary.

**KEYSTONE EXAMS**

The Pennsylvania Department of Education requires all students to participate in The Keystone Exams. The Keystone Exams are end-of-course assessments designed to evaluate proficiency in the subject areas of Algebra I, Biology, and Literature. **Although the state requirement that all students must score Proficient or Advanced on each of the Keystone Exams in order to graduate has been postponed, this is still an important exam in our district. Student scores reflect on our teachers, our students and our school as a whole. Students who do not pass the Keystones are still required to remediate and re-take the Keystones and/or pass a local assessment. All students are encouraged to take the testing seriously and to do their best on their first attempt.**
**LOST AND FOUND**

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Items left in the office for more than one week will be donated to our local Helping Hands.

**MEDIA CENTER**

The school library should be a service agency, a teaching agency, an instructional materials center and a reading center. It provides material for all subjects and all interests of students and teachers. The teacher should expect the librarian:

1. To supply material and give library assistance
2. To ask for suggestions in purchasing subject materials
3. To inform teachers of new and suitable material for classwork
4. To furnish reference and enrichment material

The librarian should expect the teacher to be knowledgeable of materials relating to his or her subject in order to recommend the best items for purchase.

During study hall period students will report directly to their study hall. Students with library passes from their teachers will be permitted to use the library first. Leisure reading will be limited. Total number of students in the library will be 20 maximum.

A student's privilege of using the library will be dependent upon his/her need to be in the library and his/her conduct while there. A student will not be permitted to use the library as a study hall or as a visiting center. Students may use the library one period per school day. Additional visits require special permission.

Students who have any outstanding fines will not have library privileges until their fine is paid.

Students wishing to be library aides will receive a special permission slip from the librarian to be approved by the study hall teacher before working in the library.

**MESSAGES**

Only messages of an emergency nature (i.e., early dismissal, doctor’s appointments, and change in transportation arrangements) will be given to students.

**MILITARY LISTING**

By law, we are required to provide names, addresses and telephone numbers to military recruiters upon request. Parents may opt out of the listing but must do so in writing. A letter must be provided to the guidance office requesting your student's name be removed from the list.
**NATIONAL HONOR SOCIETY**

To be selected as a member of the National Honor Society is one of the highest honors that can be paid to a high school student. Its purpose is to give recognition to those who have distinguished themselves in character, leadership, scholarship and service. All students in grades 11 with a cumulative grade point average of 91% overall and for the first semester of their junior year are eligible to be considered.

**NON-DISCRIMINATION NOTICE**

Lakeview School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights and grievance procedures or concerning the full range of available educational opportunities, location of services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Lakeview School District, Title IX Coordinator, and the Section 504 Coordinator/Special Education Contact, 2482 Mercer St., Stoneboro, PA 16153 (724) 376-7911.

**OPEN CONTAINERS**

At the discretion of each teacher, students may bring one clear bottle of plain water to class in a spouted container. In order to prevent spills, twist off caps will not be permitted. For the duration of the “Grab and Go” breakfast program, drinks purchased from the cafeteria may also be taken to class, but should be finished and discarded by the end of 1st period announcements. Other outside drinks in open containers (pop, coffee, tea, colored waters, sports drinks, etc.) are not permitted in the school. Any drinks brought to school by students are subject to confiscation at any time. All opened drinks purchased during lunch must be consumed and thrown away prior to leaving the cafeteria. Unopened drinks may be purchased for consumption for after-school activities.

**PHYSICAL EDUCATION**

All students are required to participate in Physical Education courses as part of their graduation requirements. Course non-participation requires a physician's medical excuse. If the student is to be excused for an extended period of time, the student will either be rescheduled for Physical Education class the next semester or an adaptive physical education program will be implemented. The only exception will be if the medical excuse occurs during the second semester of the senior year. An alternative assignment will be given to fulfill the course requirements. Physical Education as a sophomore, junior or senior is NOT required if a student participates in a PIAA sport. Participation in an approved and recognized PIAA Sport JV or Varsity (FB, VB, CC, WR, BBB, GBB, G, BB, SB and TR) during the current school year will satisfy your Physical Education Credit Requirement. Any student who does not complete their chosen sport and/or gets removed from the team for any reason will need to be scheduled in the next physical education class. You must complete the entire season to receive the Physical Education credit.
**PROGRESS REPORTS**

Every four and one half (4 ½) weeks between report periods, student progress reports will be submitted to the guidance department from all teachers, listing the names of students in danger of failing and the reasons for failure. The guidance department will then forward reports to parents. At times, students may be passing at progress report time, but decline in their work and then fail the marking period. Progress reports serve only as a warning between report periods. Parents may view the parent portal to check on their child’s latest grades or to see what work is missing.

**SCHEDULE CHANGES**

All schedule changes must have been completed by August 19th. No schedule changes will be made after that date. All final decisions about schedule changes will be made at the discretion of the principal and the guidance counselor.

**SCHOOL CLOSINGS AND DELAYS**

Inclement weather sometimes causes delayed starts or cancellation of school at Lakeview. Therefore, everyone should be prepared for the possibility of severe weather or other extenuating circumstances which could have an effect on our school day. The start of school could be delayed two hours or be canceled entirely. The decision to delay or cancel school will be made by a team of school administrators, bus contractors and highway officials in the event that the weather could create unsafe conditions for buses to operate.

The Lakeview School District will be utilizing a community calling system for school-related weather issues, emergencies and community outreach programs for our district. Access can be made through phone messages, email and texts. If you do not have your contact information listed at the school, please contact the office to indicate the methods you wish to be contacted.

The following radio and television stations will continue to announce a Lakeview School District closing or delayed start if necessary. The announcement will be made by 6:00 AM, or, as soon thereafter as possible. Listen to one of these stations if the weather is a concern:

- WPIC - Y103 Sharon AM 790 FM 103
- WMGW - WGYY Meadville AM 1490 FM 100.3
- WHOT Youngstown FM 101.1
- KDKA Pittsburgh TV Channel 2
- WPIX Pittsburgh TV Channel 11
- WICU Erie TV Channel 12
- WFMJ Youngstown TV Channel 21
- WKBN Youngstown TV Channel 27

The Lakeview School District website will also post delays and cancellations. In the event of a two hour delay, all pick-up times and starting times will be exactly two hours later than usual.
**SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available for each student on the first day of school. **Students who wish to purchase school insurance should stop in the office for the necessary form and information.** Purchase of this program is optional.

Students involved in athletics must provide a signed waiver form if they choose not to purchase this package.

**SEARCHES AND SEIZURES**

School authorities may search a student, desk, purse, backpack, book bag, locker, etc., and seize any illegal material. Such material may be used as evidence against the student in disciplinary proceedings. Prior to a search the student may be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the student, desk, purse, backpack, book bag, locker, etc., contains materials that pose a threat to the health, welfare and safety of students or staff in the school, these items may be searched without prior warning. (22 PA Code 12.14 Searches)

**SECURITY SCANNERS/VIDEO SURVEILLANCE**

Security scanners (walk through or hand held) and video surveillance equipment may be utilized at any time by the District. Law enforcement agencies may also use video recordings for the purpose of admittance to all school activities at the discretion of school administrators.

**STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) has been developed at Lakeview High School to provide each student with a convenient opportunity for help with his or her problems, whatever they may be. A student may be referred to this group by himself/herself, a friend, a member of his/her family, a teacher or a community agency. Upon referral, the chairperson (the principal) will call a meeting of the core team (made up of several teachers and staff members) to determine what type of action is recommended for each case. All referrals will remain confidential and all records will be kept separate from academic records and will be destroyed upon graduation or leaving Lakeview.

**STUDENT COUNCIL**

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative and self-control among its members.
STUDENT EXPECTATIONS FOR STUDY HALL

Study Hall is a necessary part of a school day. It offers a time for students to complete school work, positively connect with teachers, and receive assistance with academic responsibilities. In addition, Study Hall is a time to improve work habits as well as student-teacher relationships. The atmosphere is to be quiet and conducive to good study habits. **ALL STUDY HALLS ARE “QUIET” STUDY HALLS.**

Student Study Hall Expectations are as follows:

*Students must always report first to their assigned Study Hall.*

- Students must come to class prepared to work or read, without exception.
- Students will work quietly during the Study Hall period. Students will not sleep, talk, eat, play video games, listen to music, play cards, text, etc.
- All students must be seated and working quietly and independently. Students may not study together unless given permission by the teacher for a specific purpose.
- Students may not pack up or stand by the door before dismissal; they will remain seated and working to the end of the period.
- Students may not leave a room (to visit RR, etc) without first getting permission, signing out and taking a pass signed by the study hall monitor, stating where the student is going. Students should return to the study hall within 3 minutes.
- A student may leave a study hall to go to another teacher or staff member’s room/office only if a pass is obtained from the staff member he/she wishes to meet with prior to the start of the study hall period.
- No phones, gaming, Twitter, Facebook or other forms of social media.

**STUDENT LANGUAGE**

Students are expected to use appropriate language during the school day. Use of profanity will not be tolerated and severe disciplinary action will be taken if students use inappropriate language. This includes "overheard" conversations between students.

**STUDENT PARKING AREA**

Students may not visit their vehicles at any time during the school day without permission from the office. **Students must leave vehicles immediately upon parking in the parking lot.** Vehicles parked in the student parking lot may be inspected at any time during the school day. Police may be involved if a student refuses to cooperate with an inspection request. Students will not be permitted to go to their vehicles during the day. Vehicles are expected to be parallel to each other and not blocking any of the entrances.

**Student Drivers**

Students who drive a motor vehicle to school must know and obey the following rules:
1. Each student must register his/her vehicle each school year. Registration forms may be obtained in the office.
2. Each student must display a parking permit for the current year in the designated place on their vehicle in plain view. Vehicles not displaying a valid permit will be subject to consequences.
3. Students may not enter the parking lot during the school day unless permission has been obtained from the office and a faculty member accompanies you.
4. Each student must park in the student area. Violators may be towed away at their own expense.
5. Driving from the school grounds during school hours without permission is prohibited.
6. Students must leave their vehicles immediately upon arrival to school.
7. Sitting in a vehicle during the school day is not permitted.
8. Speeding (in excess of 10 mph) or careless driving on the school grounds is not permitted.
9. Permission to drive to and from the Career Center must be secured from the Career Center Principal and the High School Principal.
10. No student driver may take a student with them without school and parent permission.
11. With reasonable cause, the administrators may search a student's vehicle.
12. Students must leave the student parking lot at dismissal through the exit nearest Oakview. Students must turn left towards Oakview until all buses have gone from school property.
13. Students may not move their vehicles to other parking areas until after 4:00 PM.
14. Students who participate in the Externship Program may not leave the building until 11:45 AM.

Student Driver “Possible” Consequences

1\textsuperscript{st} Offense: loss of driving privileges for 5 school days
2\textsuperscript{nd} Offense: loss of driving privileges for 10 school days
3\textsuperscript{rd} Offense: permanently revoked

A student's driving privileges may be revoked for violations of the above rules and/or other appropriate disciplinary actions may be taken, as outlined in the disciplinary code.

Students in need of temporary driving privileges may obtain them by completing the appropriate form in the office two days prior to driving.

STUDENT RIGHTS AND RESPONSIBILITIES

Lakeview School District has adopted a policy which specifically lists the student rights and responsibilities. This lengthy document was written in compliance with directives from the State Department of Education to assist all those concerned with the implementation and operation of a successful school system in the Lakeview district. A copy of this policy is available for inspection in the library and the high school principal's office.

STUDENT WELLNESS

The Lakeview School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about
and participate in positive dietary and lifestyle practices that can improve student achievement. A copy of the student wellness policy is available for review.

**TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

Please be sure your name, grade and school are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books. Once books are issued, they become the student's responsibility until collected.

**VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you happen to damage something by accident, you should report it to a teacher or the office immediately.

**VISITORS**

No student visitors are permitted during the school day. All other visitors must sign into the principal's office and receive a visitor's pass. Visitors may be escorted in the building. Visitors coming in to see a teacher must have made arrangements ahead of time to visit the teacher during their plan period. No visitors will be allowed to visit with students during lunch times.

**WEIGHTED GRADING SYSTEM**

The philosophy of grade weighting is based on the premise that a grade in a more academically challenging upper level course should carry more point value than the same grade given in a less challenging course. The primary reason for grade weighting is to determine a student’s rank in his/her particular class. The amount of weight that will be assigned to a course will be based on the academic difficulty of the course as determined by a committee of faculty, guidance, and administrative personnel.

Courses have been divided into three levels. A point value of 1.0 has been established for courses in Level I. This level would include our basic or entry level classes.

A point value of 1.05 has been established for courses in Level II. This level would include our more advanced courses.

A point value of 1.1 has been established for courses in Level III. This level would include our most advanced and primarily senior level courses.
The following is a list of courses for Level II and Level III:

**LEVEL II**  (Weight = 1.05)

- Academic English 12
- Academic Chemistry
- Precalculus
- French IV
- Spanish IV

**LEVEL III**  (Weight = 1.1)

- Algebra III/Trigonometry
- Calculus with Lab
- Advanced Biology with Lab
- Advanced Chemistry with Lab
- General Chemistry (Dual Enrollment) with Lab
- Honors English 9, 10, 11 & 12
- Statistics
- Physics

**Procedure for changes**

A faculty member from any curriculum area can bring to the Academic Committee a request for consideration of weighted grades to a specific course or series of courses. A faculty member can also request consideration that existing courses be dropped. A recommendation from this committee will be made to the Board of Education.
LAKEVIEW HIGH SCHOOL

POLICIES
And
GUIDELINES

BULLYING
CONFIDENTIALITY (FERPA)
DRUG, ALCOHOL and TOBACCO
ELECTRONIC DEVICES
POSSESSION OF ASTHMA INHALERS
SPECIAL SERVICES
UNLAWFUL HARASSMENT
WEAPONS
Click here to access the **BULLYING POLICY**

(This will be provided as a separate attachment if a hard copy is requested)
CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/guardians or eligible students should submit to the Building Principal a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the Building Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
**ALCOHOL, DRUGS and TOBACCO**

The Lakeview Board of School Directors supports the Administration and staff in their commitment to effectively cooperate with community, family and law enforcement agencies to educate, prevent and intervene in the use and the abuse of all drug, alcohol and mood altering substances by its student population.

To accomplish this goal the Lakeview School District will provide for a coordinated drug and alcohol curriculum (K-12), community involvement, cooperation with appropriate agencies and the implementation of student support programs.

The Board recognizes the need to implement policies and guidelines that enhance a drug free school environment and provides for the well-being and safety of students and employees.

**TOBACCO POLICY**

The Lakeview Board of School Directors recognizes that smoking and other uses of tobacco present a health and safety hazard which can have serious consequences for both the tobacco user and others, and is, therefore, of concern to the Board.

The Lakeview School Board prohibits the distribution, dispensing, use, or possession of tobacco or tobacco paraphernalia by students:

1. In a school building
2. On school property
3. On a school vehicle
4. At a school sponsored activity

**DEFINITION OF TERMS**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Distribution</td>
<td>Deliver, sell, pass, share or give tobacco from one person to another or to aid therein.</td>
</tr>
<tr>
<td>Dispense</td>
<td>To deliver tobacco to an ultimate user.</td>
</tr>
<tr>
<td>Use</td>
<td>The act or practice of using tobacco.</td>
</tr>
<tr>
<td>Possession</td>
<td>Possess or hold tobacco without any attempt to distribute any form of tobacco.</td>
</tr>
</tbody>
</table>
Pupil -- A person between the ages of 6 and 21 years who is enrolled in school.
Tobacco -- Any and all forms of and any and all uses of tobacco including, but not limited to, smoking products such as cigars, cigarettes, pipe tobacco, and smokeless tobacco.
Tobacco Paraphernalia -- Devices and materials designed or intended for the use of tobacco products including, but not limited to, pipes, lighters, and papers.
School -- A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with Article XIII of the Act of March 10, 1949 (PL30, No. 14), known as the Public Code of 1949, including area vocational-technical schools and intermediate units.

**DISCIPLINARY SANCTIONS**
In order to establish a tobacco-free and smoke-free educational environment and protect the health, welfare, and safety of students, staff, and school property, the following administrative procedures and penalties may be imposed for violations of this policy.

**First Offense**
1. The appropriate Administrator shall investigate the violation and the investigation may include a search of the student's locker and other possessions.
2. Confiscation of all tobacco and tobacco paraphernalia.
3. Conference between the building principal and the violator.
4. Possible assignment to classes within school, related to tobacco use/smoking cessation program.
5. Parents will be contacted.
6. Suspension from school for a period not to exceed three (3) days.
7. Prosecution will be initiated by the principal for possession or use of tobacco.

**Second Offense**
1. The appropriate administrator will investigate the incident which may include a search of the student's locker and other possessions.
2. Confiscation of all tobacco and tobacco paraphernalia.
3. The student and his/her parents/guardians shall meet with the principal and/or the superintendent of schools.
4. Violator may be assigned classes within school, related to tobacco use/smoking cessation program.
5. Parents will be contacted.
6. Suspension from school for a period of not less than three (3), not more than ten (10) days.
7. Prosecution will be initiated by the principal for possession or use of tobacco.
Third Offense

1. The appropriate administrator shall investigate the incident which may include a search of the student's locker and other possessions.
2. Confiscation of all tobacco and tobacco paraphernalia.
3. The student and parents/guardians shall meet with the principal and/or the superintendent of schools.
4. The violator may be assigned classes within school, related to tobacco use/smoking cessation program.
5. Suspension from school for a period of not more than ten (10) days.
6. Upon recommendation of the principal and/or superintendent of school, expulsion from school.
7. Prosecution will be initiated by the building principal for possession or use of tobacco.

CIVIL/CRIMINAL PENALTIES

A pupil who violates this policy by possessing or using tobacco shall be subject to prosecution initiated by the Lakeview School District and shall, upon conviction, be sentenced to pay a fine for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating this policy, the court may admit the offender to an adjudication alternative as authorized under 24 PA. C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

IMPLEMENTATION RESPONSIBILITY

The Administration shall develop procedures to implement this policy, which include informing all students and staff of the Pupil Tobacco Policy of the Lakeview School District; continuing implementation of the health curriculum and instructional guidelines on the potential hazards of the use of tobacco; soliciting community and parental support in the discouragement of tobacco use and smoking; and developing an awareness of the health and safety hazards that smoking and other tobacco use in public buildings creates.

LAKEVIEW SCHOOL DISTRICT
DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

<table>
<thead>
<tr>
<th>SCHOOL RELATED VIOLATIONS</th>
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<tbody>
<tr>
<td>Situation/Category</td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>1. A student volunteers information about personal drug or alcohol use and asks for help. No evidence of violation of law or school policy.</td>
</tr>
</tbody>
</table>
2. A student contacts a staff member regarding the drug or alcohol use by another student. No evidence of violation of law or school policy.
   - Staff member must refer student to S.A.P./I.S.T. The student is encouraged to have a friend personally seek assistance.
   - Limited to staff member. Counselor, nurse, and/or principal may be contacted for assistance.
   - Not applicable.
   - Not applicable.
   - No punitive action. Refer to S.A.P./I.S.T.

3. A student is suspected of possible drug or alcohol use. No evidence of violation of law or school policy.
   - Student is informed of counseling and support services available and encouraged to seek assistance. Refer to S.A.P./I.S.T.
   - S.A.P./I.S.T. meets to discuss appropriate action. Send Behavioral Assessment forms to appropriate staff. Possible referral to Intervention Specialist.
   - Not applicable.
   - No punitive action. Refer to S.A.P./I.S.T.

4. Student displays symptoms of substance overdose (staggering, slurred speech, dazed appearance, incoherent, etc.)
   - Situation will be handled as a medical emergency. Standard health & first aid procedures will be followed. Student will not be left alone.
   - Principal will investigate incident. This may include a search of the student’s locker, & other possessions. Confiscate any substance.
   - Parents will be notified immediately and the situation described.
   - Required - If substance is found it is submitted to police for analysis & to aid in possible treatment.
   - Referral to S.A.P./I.S.T. If there is evidence of further violation, see appropriate disciplinary category.

5. A student violates drug & alcohol policy during the academic school day, on school property or on school vehicle.
   - Staff member will confiscate substance, escort student to the principal’s office and write an anecdotal report of incident. Do not leave student alone.
   - The student, his/her locker, desk, and other possessions may be searched. Appropriate investigation conducted.
   - Yes; parents requested to come to school immediately.
   - Yes; appropriate action requested.
   - Disciplinary sanctions imposed may be affected by cooperative/uncooporative behavior and/or first versus repeat offenses. Disciplinary actions taken may include: 3-10 day suspension; informal hearing; Formal Board hearing for expulsion; Referral to S.A.P./I.S.T.; Recommended assessment & compliance with Drug & Alcohol facility findings. Additionally, all penalties for non-school related violation may be imposed.

6. Student violates drug & alcohol policy at a school sponsored activity on or off school property.
   - Security will be summoned. An anecdotal report of the incident will be written and submitted to the principal as soon as possible.
   - The student, his/her locker, desk, and other possessions may be searched. Appropriate investigation conducted.
   - Yes; parents will be summoned as soon as possible.
   - Yes; appropriate action requested. Police may detain student until necessary arrangements can be made to sent a student home at parent's expense.
   - Disciplinary sanctions imposed may be affected by cooperative/uncooporative behavior and/or first versus repeat offenses. Disciplinary actions taken may include: 3-10 day suspension; informal hearing; Formal Board hearing for expulsion; Referral to S.A.P./I.S.T.; Recommended assessment & compliance with Drug & Alcohol facility findings. Additionally, all penalties for non-school related violation may be imposed.

**NON-SCHOOL RELATED VIOLATIONS**

7. If any of the above violations occur off school property and not at a school sanctioned event, attendance at/participation in activities will be addressed under the appropriate category at the time when the school verifies the violation.
   - Contact Police
   - Administrative Certainty - Contact police for verification
   - Parents will be notified of action taken
   - Police notification. Appropriate action will be taken.
   - Informal hearing.
     1st Offense
     1. No attendance at activities for 30 school calendar days.
     2. No participation in activities for 30 school calendar days; however, students will be required to practice if they wish to return to the sport/activity.
     3. A letter requesting reinstatement to activities must be submitted to the SAP team during the 30 school calendar days period. (Example: what student has learned, commitment to rehabilitation etc.) However, students who are officers/captains of organization/team will not be permitted to return to those positions for the term to which they were elected/appointed.

7A. Second Offense
   - Contact Police
   - Administrative Certainty - Contact police for verification
   - Parents will be notified of action taken
   - Police notification. Appropriate action will be taken.
   - 2nd Offense
     1. No attendance at activities for 60 school calendar days.
     2. No participation in activities for 60 school calendar days.
     3. A letter to the SAP team requesting reinstatement to activities must include - supportive evidence of rehabilitation (example: Alcoholics Anonymous (AA), drug and alcohol counseling, etc.)
Lakeview School District  
Stoneboro, PA 16153  
DRUG AND ALCOHOL POLICY  
AND  
ADMINISTRATIVE GUIDELINES  

PREFACE  
The Lakeview Board of School Directors supports the Administration and staff in their commitment to effectively cooperate with community, family and law enforcement agencies to educate, prevent, and intervene in the use and the abuse of all drug, alcohol, and mood altering substances by its student population.  

To accomplish this goal, the Lakeview School District will provide for a coordinated drug and alcohol curriculum (K-12), community involvement, cooperation with appropriate agencies, and the implementation of student support programs.  

The Board recognizes the need to implement policies and guidelines that enhance a drug free school environment and provides for the well-being and safety of students and employees.  

Drugs and Alcohol Policy  
The Lakeview School Board prohibits the manufacture, distribution, dispensing, use, or possession of alcohol, other drugs, drug paraphernalia, or mood altering substances:  
1. on school property, or,  
2. on a school vehicle, or,  
3. at a school sponsored activity.  

Definition of Relevant Terms  

1. Drug/Mood Altering Substances/Alcohol  
These terms shall be defined as:  

a. All controlled substances, chemicals, abused substances or medication for which a prescription is required under law and/or any physical functions as defined by the Controlled Substances, Drug Device and Cosmetics Act (P.L. 233, No. 64, 972), and;  
b. All uncontrolled substances similar to controlled substances—look alike drugs—and any capsule or pill not registered with the school nurse in accordance with the District
guidelines for the administration of medications to students in school. Refer to the Pharmacy Act (P.L. No. 699, 1961), and

2. MANUFACTURE
The production, preparation, processing, packaging, or labeling of a controlled substance, other drug or device.

3. DISTRIBUTION
Deliver, sell, pass, share, or give any alcohol, other drug, or mood altering substance from one person to another or to aid therein.

4. DISPENSE
To deliver a controlled substance, other drug, or device to an ultimate user.

5. POSSESSION
Possess or hold, without any attempt to distribute, any alcohol, drug or mood altering substance.

6. DRUG PARAPHERNALIA
Includes any utensil or items which in the school's judgment can be clearly associated with the use of alcohol, other drug or mood altering substance.

7. ASSESSMENT
Includes both psychological and physiological examination. Any costs involved are the responsibility of the student's parents or legal guardians.

8. COOPERATIVE BEHAVIOR
Shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the S.A.P. team.

9. UNCOOPERATIVE BEHAVIOR
Shall be defined as the resistance or refusal, either verbal, physical, or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, deceit, assault, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of S.A.P.

10. INTERVENTION SPECIALIST
A representative from Mercer County Drug and Alcohol Commission with expertise in the area of chemical dependency and school based assessment.

11. **STUDENT ASSISTANCE PROGRAM (S.A.P.)**  
A multidisciplinary team of individuals who have been trained to understand and work with the issues of adolescent chemical use, abuse, and dependency. The team is composed of teachers, nurse, counselor, administrator, and invited community specialists. The team plays a key role in the identification of dysfunctional behavior, the referral process, coordinating community resources and developing in-school support programs for at-risk students.

12. **ATTENDANCE AT SCHOOL SPONSORED ACTIVITIES** Includes but not limited to: games, dances, Prom, homecoming, banquets, graduation, concerts, plays, etc.

13. **PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES**  
Includes all extra and co-curricular activities, including but not limited to: sports, clubs, band and band front, Student Council, National Honor Society, chorus, etc.

**DISCIPLINARY SANCTIONS**  
The primary purpose and justification for any disciplinary action on the part of the school staff would be the protection of health, safety and welfare of students, staff, and school property.

Any student failing to comply with the District's Drug and Alcohol Policy may receive one or more of the disciplinary actions listed below:

1. **REFERRAL TO STUDENT ASSISTANCE PROGRAM**  
Student is informed of available counseling, rehabilitation and/or support programs. Possible referral to Intervention Specialist for an assessment—with written consent from parent or assessment by a licensed drug and alcohol facility, and/or;

2. **SUSPENSION (OUT OF SCHOOL)**  
A student may be suspended from school for such times as the Principal may determine in accordance with Board policy—but shall not exceed ten (10) school days. To be suspended from school means the student is not permitted on school property, cannot attend classes, cannot attend any school sponsored activities while the suspension is in effect. School work missed due to the suspension is to be made up by making arrangements through the Guidance Office and is the responsibility of the student, and/or;

3. **EXPULSION**  
A student is excluded from school after a formal hearing before the Board of School Directors, or a duly authorized committee of that Board, for a period exceeding ten (10) school days and may be permanently expelled from the school rolls. To be expelled means the student is not permitted on school property, cannot attend classes, cannot attend any school sponsored
activities while the expulsion is in effect. The parents of any pupil expelled will be responsible for any expenses incurred during the period of time a pupil attends another school, and/or;

4. **SUSPENSION FROM PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES**
   A student is suspended from attending and/or participating in school sponsored activities, and/or;

5. **REFERRAL TO CRIMINAL JUSTICE SYSTEM**
   A student may be arrested by law enforcement officials and prosecuted in criminal court for violating a "criminal drug statute." "Criminal drug statute" shall be defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

**ADMINISTRATIVE GUIDELINES**

These Administrative Guidelines are an integral part of the District's Drug and Alcohol Policy. These guidelines are intended as recommendations, but not requirements, in providing consistent disciplinary action in responding to drug, mood altering substances, and alcohol related incidents. The Board reserves the right to utilize measures deemed necessary to control substance use/abuse even though said measures are not provided in any rule or regulation enumerated herein.

The Lakeview School District will provide a safe environment for students with due consideration for their legal rights and responsibilities. All staff members, administrators, and members of the Board of Education involved in such circumstances are obligated to guard the confidentiality of the student.

Click here to access the **CONTROLLED SUBSTANCES/PARAPHERNALIA POLICY**

http://www.boarddocs.com/palakv/Board.nsf/Public

(This will be provided as a separate attachment if a hard copy is requested)

Click here to access the **TOBACCO POLICY**

(This will be provided as a separate attachment if a hard copy is requested)

Click here to access the **ELECTRONIC DEVICES POLICY**

(This will be provided as a separate attachment if a hard copy is requested)

**DISTRICT OFFERS CHILDREN SPECIAL SERVICES**

**SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

In compliance with State and Federal Law, Lakeview School District will provide to each protected handicapped student, without discrimination or cost to the student or family those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent
appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

Services and protection for handicapped students are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs. For more information regarding Chapter 15-Protected Handicapped Student or special education services and programs, parental due process rights, and protected handicapped students, please contact Mrs. Jennifer Johnston, Assistant to the Superintendent at (724) 376-7911, Ext. 6025.

SERVICES FOR PRESCHOOL CHILDREN

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities access to appropriate early intervention services. Young children, who are experiencing developmental delays or physical or mental disabilities, and their families are eligible for early intervention services. At-risk children are eligible for screening. The Midwestern Intermediate Unit provides early intervention services for Lakeview School District. For further information and services, please call Mr. Frank Cloud at the Midwestern Intermediate Unit, 800-345-0033, Ext. 224 or (724) 458-6700, Ext. 224.

CONFIDENTIALITY OF STUDENT RECORDS

The District protects the confidentiality of personally identifiable information regarding Exceptional and Protected Handicapped Students in accordance with state and federal law and the District Student Records Policy.

SERVICES FOR SCHOOL AGE EXCEPTIONAL STUDENTS

Lakeview School District provides a free, appropriate, public education to exceptional students according to State and Federal Law. To qualify as an exceptional student, the child must meet eligibility criteria for mentally gifted and/or one or more of the following Physical or Mental Disabilities as set forth in Pennsylvania state laws: mental retardation, hearing impairment including deafness, a speech or language impairment, a visual impairment including blindness, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, and other health impairment, a specific learning disability, deaf-blindness or multiple disabilities, and who, by reason thereof, needs special education and related services.

The District engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of Special Education and Related Services individualized to meet the educational needs of the students, and reasonably calculated to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with State and Federal Law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for special education programs and services. These include: review of group based data (cumulative records, enrollment records, health record, report cards, ability and achievement test scores); hearing, vision, physical and speech/language screening are reviewed at the building level. Lakeview is also an active participant in the Instructional Support Team Process. This Team of professional staff works with parents to determine appropriate interventions to help academically and/or behaviorally at-risk students to better achieve in the regular education setting.

When screening results suggest that a student might be exceptional, the District seeks parental consent to conduct a Multidisciplinary Team Evaluation.

Parents who suspect that their child may be exceptional may request a Multidisciplinary Team Evaluation of their child any time through a written request to the School Psychologist.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP), periodic Multidisciplinary Reevaluation as required by law. The extent of special education services and the location for the delivery of such services are determined by the IEP Team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specific intervention. The District also provides related services, such as Transportation, Physical Therapy and Occupational Therapy, required to enable the student to benefit from the Special Education Program.

Parents are invited and encouraged to participate with school personnel in their child's evaluation and the development of their child's IEP.

Additional information regarding Special Education Services and Programs, Parental Due Process Rights, and Protected Handicapped Students may be obtained by contacting Mrs. Jennifer Johnston, Assistant to the Superintendent at (724) 376-7911, Ext. 6025.

WEAPONS POLICY AND ADMINISTRATIVE GUIDELINES
The Board recognizes the importance of a safe school environment relative to the educational process. Use, possession, or handling of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

Definitions:

**Weapon** – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, explosive device, replica of a weapon, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

**Possessing** – a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker, under the student’s control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to or from school or a school sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. On an individualized case basis, the Superintendent and/or his/her designee has the right to recommend to the Board, based on extenuation and mitigation, an action that may differ from Board policy.

In the case of an exceptional student, the Superintendent and/or his/her designee shall take all necessary steps to comply with the Individuals with Disabilities Act.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the required form at least once each year.

Students and staff shall be informed concerning this policy at least annually.
## WEAPONS ADMINISTRATIVE GUIDELINES

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<th>Situation/Category</th>
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<th>Notification of Parents</th>
<th>Notification of Police</th>
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<tr>
<td>1. A student violates weapons policy.</td>
<td>Staff member will confiscate weapon, escort student to the principal's office and write an anecdotal report of incident. Do not leave student alone.</td>
<td>The student, his/her locker, desk, and other possessions may be searched. Appropriate investigation conducted.</td>
<td>Yes, parents requested to come to the school immediately.</td>
<td>Yes, appropriate action requested.</td>
<td>Disciplinary sanctions imposed may be affected by cooperative/uncooperative behavior and/or first versus repeat offenses. Disciplinary actions taken may include: 3-10 days Suspension; Informal Hearing; Formal Board hearing for expulsion; Referral to S.A.P.</td>
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<tr>
<td>2. Student violates weapons at a school sponsored activity on or off school property.</td>
<td>Security will be Summoned. An anecdotal report of the incident will be written and submitted to the Principal as soon as possible.</td>
<td>The student, his/her locker, desk, and possessions may be searched. Appropriate investigation conducted.</td>
<td>Yes, parents will be summoned as soon as possible.</td>
<td>Yes, appropriate action requested. Police may detain student until necessary arrangements can be made to send a student home at parent's expense.</td>
<td>Disciplinary sanctions imposed may be affected by cooperative/uncooperative behavior and/or first versus repeat offenses. Disciplinary actions taken may include: 3-10 days suspension; Informal hearing; Formal Board hearing for expulsion; Referral to S.A.P.</td>
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## ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles which are hazardous to the safety of others, or interfere, in some way with school procedure. This means that at no time and under no circumstances may students have weapons or dangerous instruments on their persons, in their lockers, on school grounds, in the school building or in their possession.
The Lakeview Board of School Directors supports the administration and staff in their commitment to provide a safe, hazard free atmosphere for all students and staff. The Board recognizes the need to implement policies and guidelines that enhance a danger free environment in all school buildings.

Click here to access the WEAPONS POLICY

(This will be provided as a separate attachment if a hard copy is requested)