



**LEECHBURG AREA  
JUNIOR/SENIOR HIGH SCHOOL  
STUDENT HANDBOOK '08-'09**

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**HIGH SCHOOL PERSONNEL**

High School Principal	Matthew A. Kruluts
High School Secretary	Deborah A. Berry
Athletic Director	Mark Jones
School Psychologist	Matthew A. Kruluts
Guidance Counselor	Kelly Sadler
Guidance Secretary	Carolyn Hilty
School Nurse	Tiffany Bigley
Maintenance Director	Jon Turiak

**This school agenda belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Grade \_\_\_\_\_ GO BLUE DEVILS!!

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**LEECHBURG AREA SCHOOL DISTRICT  
2007 – 2008 SCHOOL CALENDAR**

August	27	Faculty In-service Day
	28	Faculty In-service Day
	29	Faculty In-service Day
	30	First Day for Students
September	3	Labor Day-No School
	6	Elementary Open House (Meet and Greet) - Evening
October	11	ACT 80 Day-Parent/Teacher Conferences– No School For Students
November	2	Faculty In-service Day-No School For Students
	22-26	Autumn Break-No School
	27	ACT 80 DAY-No School For Students
December	21	Winter Break Begins at Early Dismissal
	24–31	Winter Break-No School
January	1	Winter Break-No School
	21	Faculty In-service Day-No School For Students (Possible Snow Make-Up Day)
February	18	No School (Possible Snow Make-Up Day)
March	3	ACT 80 Day-No School For Students (Possible Snow Make-Up Day)
	21	Spring Break-No School
	24	Spring Break-No School
April	18	No School (Possible Snow Make-Up Day)
	21	No School (Possible Snow Make-up Day)
May	2	Faculty In-service Day-No School For Students
	5	No School (Possible Snow Make-Up Day)
	26	Memorial Day Holiday-No School
June	5	Commencement-Veterans' Memorial Field 7:00 PM
		Last Student Day of School-Early Dismissal
	6	Faculty In-service

**BELL SCHEDULE #1**  
**REGULAR BELL SCHEDULE**

7:30 Teachers Report  
7:40 - 7:45 Students report to Home Room  
7:45 - 7:50 Home Room Period  
7:53 - 8:35 Period 1  
8:38 - 9:20 Period 2  
9:23 - 10:05 Period 3  
10:08 - 10:51 Period 4  
10:54 - 11:24 Lunch A  
11:27 - 12:10 Period 5  
12:13 - 12:56 Period 6  
12:59 - 1:42 Period 7  
1:45 - 2:28 Period 8  
2:28 - 3:00 Seminar Period  
3:00 Faculty Dismissal

10:54 - 11:37 Period 5  
11:40 - 12:10 Lunch B

**BELL SCHEDULE #2**  
**(2 Hour Delay Schedule)**

9:30 Teachers Report  
9:40 - 9:45 Students report to Home Room  
9:45 - 9:50 Home Room Period  
9:53 - 10:19 Period 1  
10:22 - 10:48 Period 2  
10:51 - 11:21 Lunch A  
11:24 - 12:04 Period 5  
12:07 - 12:33 Period 3  
12:36 - 1:02 Period 4  
1:05 - 1:31 Period 6  
1:34 - 2:00 Period 7  
2:03 - 2:28 Period 8  
2:28 - 3:00 Seminar

10:51 - 11:31 Period 5  
11:34 - 12:04 Lunch B

## ANNOUNCEMENTS

Public Address: In order to maintain the efficient operation of the public address system with a minimum of confusion, it is necessary to follow a few regulations: Every announcement must bear a teacher's signature. If an announcement is prepared and signed by a class officer, for example, the class adviser's name should also appear. Only announcements directly related to high school students will be read.

## ARRIVAL AT SCHOOL

1. **All students are to use the cafeteria entrance when arriving to school.** Students are **not** to use the First Street Entrance when entering the building in the morning prior to 7:35 a.m. unless meeting with a teacher.
2. Students are requested to leave home and time their walk or ride so that they will arrive at approximately 7:35 a.m. Students will be dismissed from the cafeteria to go to their lockers at 7:35 a.m.
3. While in the cafeteria, students are to be seated and should not stand in this area. They shall report directly to their home room when dismissed from the cafeteria at 7:35 a.m.
4. Once students arrive on campus, they should enter the building. Students are not to leave campus without administrative approval once they arrive.
5. The Leechburg Elementary Playgrounds are "Off Limits" for all students in grades 7 through 12 when school is in session.

## ATTENDANCE REGULATIONS

### PURPOSE:

The Board of Education requires that school aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State.

### ABSENCE FROM SCHOOL:

"ABSENCE" is the non-attendance of a pupil on those days and half days in which school is in session. After a student has missed 10 days of school during the school year, a doctor's excuse will be required for each additional absence.

"TARDINESS" is the absence of a pupil at the time school begins, provided

that the pupil is in attendance by 10:00 a.m. Students reporting later than this time will be marked "absent" for half a day.

Due to a large amount of excused tardiness, students will be required to produce a doctor's excuse for any tardy after the 15<sup>th</sup> tardy. If a doctor's excuse is not submitted, the tardy will be marked unexcused and detention will be assigned.

Students who are absent for the entire day are not permitted to participate in extra-curricular activities for that day (PROM EXCLUDED). Students who are absent for any portion of the school day with an unexcused absence are not permitted to participate in extra-curricular activities for that day (PROM EXCLUDED).

EXCUSED ABSENCE:

"EXCUSED ABSENCE" refers to all School Code absences as well as the following: illness, quarantine, death in the family, impassable roads, recognized religious holidays and services, health-related appointments in case of emergency, court appearances, school-sanctioned absences, emergency reasons and parenting responsibilities (at the discretion of the principal). It is important that a file be kept with the **written explanation** submitted by pupils of non-attendance due to lawful absence.

WRITTEN EXPLANATION FOR ABSENCE:

When a student is absent from school, the parent or guardian is required to complete a Student Excuse Form. This form will be returned to the **time out** room, and must state the reason for the absence and the date of the absence. The parent or guardian is required to sign the form. All excuses must be submitted within three (3) days of the absence, or they will be classified as "unexcused" or "unlawful." **The ONLY accepted excuse MUST BE on a STUDENT EXCUSE FORM, or a DOCTOR'S STATIONARY, and MUST BE submitted within THREE days of the student's return to school.**

A doctor's excuse may be required for any student missing five (5) or more consecutive days. This doctor's excuse must be submitted to the office within three (3) days after returning to school from the illness covered by the doctor's excuse. Failure to submit a doctor's excuse, if required, may result in an "unexcused" or "unlawful" absence.

UNEXCUSED AND UNLAWFUL ABSENCES:

"Unexcused Absence" is the absence of a pupil due to parental neglect, illegal employment, or truancy. "Unlawful Absence" is the unexcused absence for all

pupils under seventeen (17) years of age, the present limit in the compulsory attendance age law.

NON-SCHOOL DISTRICT SPONSORED TRIPS/VACATIONS:

The school district may excuse a pupil from school attendance in order to participate in a non-school district sponsored trip/vacation. However, non-school district sponsored trip/vacation days will count towards a student's total of 10 days absence. The following conditions must be met for a non-school district sponsored trip/vacation:

1. The pupil's parent or guardian submits a written request to the school district for the excusal prior to the trip.
2. The pupil's participation on the trip has been approved by the district superintendent or a designee.
3. It will be the responsibility of the student to make-up all work missed due to vacation or other absence within a five day period following the student's return to school.

The school district may limit the number and duration of trips for which excused absences may be granted pupils during the school term. Any vacation taken by a student shall be considered an absence for the purpose of calculating the required minimum attendance days/yr.

SCHOOL SPONSORED TRIPS/ACTIVITIES:

School sponsored trips or activities which result in absences will not count against the student as days absent. Teachers must prepare lists of those students attending such trips or activities. Teachers must allow students to make-up work.

RATIONALE:

The learning of any body of material is a complex process of presentation, questioning, discussion and application. The classroom environment is designed to provide an opportunity not only for the teacher but also for the students to learn from one another, and assist the teacher in adapting his or her approach and method. It is the interaction of students with teachers, as well as with their peers, that helps complete the educational process. Without this, development is less likely to occur. Recognizing the relationship between attendance and learning, supported by the Pennsylvania Public School Code and the recent Student Bill of Rights and Responsibilities, the Leechburg Area School District accepts and supports the following policy:

STATEMENT OF BASIC POLICY:

A student in grades 7 and 8 may be ineligible for a promotion to the next grade level once he/she accumulates thirty (30) days of excused or unexcused absences. For students in grades 9 through 12, credit may be denied to any student who is not in class for more than thirty (30) days per year; fifteen (15) days per semester; and 7.5 days for a nine-week marking period.

A student who exceeds the above limits may apply for a waiver.

PERFORMANCE:

Performance is measured by mastery of skills and percentage grades which indicate a qualitative measurement of a student's comprehension of the subject matter. A student may excel in the above, but if he/she fails to meet the attendance requirements, credit recognition may be denied.

A student who has not met his/her attendance requirement has the right to appeal before the Appeals Committee comprised of the Principal, Guidance Counselor, and three (3) teachers. These teachers would not have had the student for any subject, nor in their homerooms during that current academic year.

If the student fails to meet the academic requirements to pass a course, the student's attendance record becomes irrelevant. The student will receive a failing grade and has no right of appeal before the Appeals Committee.

If a student fails to meet the attendance requirements as stated in this section of the policy, the student may receive a 60% on the student's official record and report card with a notation stating: FAILURE TO MEET THE ATTENDANCE REQUIREMENTS.

PROCEDURES:

**Section 1333- Penalties for Violation of Compulsory Attendance Requirements**

“(a) (1)- Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not

exceeding five (5) days. Any person sentenced to pay any such fine may appeal to the court of common pleas of the proper county, upon entering into a recognizance, with one or more proper sureties, in double the amount of penalty and costs. Before any proceedings are instituted against any parent, guardian, or person in parental relation, for failure to comply with the provisions of this act, the district superintendent, attendance officer, or secretary of the board of school directors shall give the offending person three (3) days' written notice of such violation. If, after such notice has been given, the provisions of this act regarding compulsory attendance are again violated by the persons so notified, at any time during the term of compulsory attendance, such person, so again offending, shall be liable under the provisions of this section without further notice.

(2) The child and every parent, guardian or person in parental relation must appear at a hearing established by the district justice. If the parent, guardian or person in parental relation charged with a summary offense under this subsection shows that he or she took every reasonable step to insure attendance of the child at school, he or she shall not be convicted of the summary offense.

(3) Upon a summary conviction, the district justice may suspend, in whole or in part, a sentence in which a parent, guardian or person in parental relation is summoned to pay as required under this section: Provided, that the child no longer is habitually truant from school without jurisdiction.

(4) In lieu of or in addition to any other sentence imposed under this section, the district justice may order the parent, guardian or person in parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six (6) months.

When in attendance, students must be present in all classes. **Class cutting** is defined as being counted as present and not in class. When students cut class they receive a "0" (zero) for the day's work and the following will result:

FIRST CUT: The time out facilitator will assign after school detention hall.

SECOND CUT: The teacher will refer the student to the principal. The principal or designee will assign after school detention or suspension.

### **CAFETERIA CONDUCT**

1. Students should **WALK** to the cafeteria in an orderly fashion.
2. Take your place in the serving lines. No "line cutting" will be tolerated. Students cutting lines will be assigned after-school detention.
3. Treat cafeteria personnel in a courteous manner.

4. Proceed to a table, remain seated, and observe proper table manners.
5. All trash is to be discarded in the proper containers.
6. No student may leave the cafeteria area without permission.
7. No food is to be delivered to students in the cafeteria during lunch-time unless permission is granted by the cafeteria supervisor and principal.

### **CARE OF BOOKS AND SCHOOL PROPERTY**

Every student in our school is entrusted with various supplies for study. The best care should be given to these supplies because they have to be used by you; and also because these supplies are paid for and given to you by the taxpayers, your parents. On the inside corner of each book is the school stamp and book number. Take record of these numbers. Also put your name in the book as directed by your teacher. In case your book is lost, report it immediately to your teacher. If your book is not found, you must pay the school price of the book. If you do not return your book to your teacher at the close of the semester or school year, your report cards will be held back until you have turned in all books or paid for them in full.

### **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

It is necessary to have an accurate record of the home address and telephone number of all students. Students are required to report any change of address or telephone number to the Guidance Office immediately.

### **CHEATING**

In order to make the student body aware of the penalties resulting from cheating on assignments and tests, the following policy will be in effect: Students copying from other students' tests or homework assignments will receive a zero (0) grade for the test or assignment. Parents will be notified by the teacher.

### **CLASS RANK**

DETERMINATION OF CLASS RANK WITH CURRICULUM REGULATIONS

- |   |   |
|---|---|
| <p><u>Grade 9</u></p> <ol style="list-style-type: none"> <li>1. English</li> <li>2. Biology</li> <li>3. Math</li> <li>4. Am. History I</li> </ol>   | <p><u>Grade 10</u></p> <ol style="list-style-type: none"> <li>1. English</li> <li>2. Science</li> <li>3. Math</li> <li>4. Am. History II</li> </ol> |
| <p><u>Grade 11</u></p> <ol style="list-style-type: none"> <li>1. English</li> <li>2. Science</li> <li>3. Math</li> <li>4. World Cultures</li> </ol> | <p><u>Grade 12</u></p> <ol style="list-style-type: none"> <li>1. English</li> <li>2. P.O.D.</li> <li>3. Math</li> <li>4. **</li> </ol>              |

\*\*Highest grade for a full-credit course.

### **COMMUNITY SERVICE REQUIREMENTS**

Service is defined as doing a service for someone in need without pay. Three parts of service are:

1. Orientation and Training
2. Meaningful Service
3. Structured Reflection

The 9th and 10th grades are required fifteen (15) hours of service for each year. A total of 30 hours upon graduation. The 11th and 12th grades are an optional service. Upon graduation a total of 120 hours will equal one (1) credit. **More hours could be accumulated but only up to one (1) credit will be given.**

### **2008-2009 CORE TEAM (STUDENT ASSISTANCE)**

Matthew Kruluts	School Psychologist, Chairman
	High School Principal
Kelly Sadler	Guidance Counselor
Tiffany Bigley	School Nurse
Michelle Ferretti	Instructor
Shayle Prorok	Instructor

Purpose of Program

The Student Assistance Program is designed to provide a systematic way of identifying, routing and intervening with students who are experiencing problems, whether their own or that of a significant other. This program is to be an adjunct to (as opposed to a replacement of) disciplinary action. The

purpose of this program is to assist students in learning alternative ways of coping and behaving. This may be accomplished through in-school intervention by a member of the Core Team, work with the Guidance Counselor, School Psychologist, and/or referral to an appropriate community agency.

### **UNITS OF CREDIT REQUIREMENTS FOR PROMOTION AND GRADUATION**

Graduation requirements:

<u>Subject</u>	<u>Number of Credits Required</u>
English	4
Mathematics (including Algebra I)	4
Science	3
Social Studies	4
Arts or Humanities or both	2
Physical Education	1 (or 1 course/per year)
Health	0.5
Electives (including approved Tech. Prep. & Information Systems Technology)	5
Culminating Project (Includes Community Service)	.50
Total	24.00

In order to participate in graduation ceremony, students must complete Leechburg Area School District's graduation requirements prior to participating in graduation ceremony.

### **CREDIT REQUIREMENT FOR CLASS SEATING**

Class seating is based upon earning units as follows:

Completion of six (6) units including required subjects - SOPHOMORE

Completion of twelve (12) units including required subjects - JUNIOR

Completion of eighteen (18) units including required subjects - SENIOR

### **STUDENT DISCIPLINARY CODE**

#### **Responsibility of the School Community**

*Discipline is the responsibility of the total school community: Everyone in the school community has a right to expect that the school environment shall be safe, well organized and conducive to teaching, learning, and living.*

*It is the responsibility of the students, teachers, parents, administrators, and School Board to see that such an environment exists.*

**Student Responsibilities**

*Students attend school so they may develop to their fullest potential. Therefore, each student should:*

*Know all the rules and regulations for student behavior made by school authorities and seek interpretations of items not understood.*

- 1. Accept responsibilities for his/her own actions.*
- 2. Recognize that by law the teacher serves in place of the parent while the pupil is in school.*
- 3. Recognize that teacher and administrative authority extends beyond the classroom and to all school related activities.*
- 4. Be aware that by law minors are compelled to attend school until seventeen (17) years of age and that regular punctual school attendance and conscientious effort in the classroom is essential to learning.*
- 5. Maintain standards of cleanliness and dress that meet reasonable standards of health and safety so as not to cause disruption of the educational process.*
- 6. Contribute information in matters relating to health, safety and welfare of the school community and protection of school property.*
- 7. See that all school community communications are taken home to the parent.*
- 8. Respect and protect school property and property of others.*
- 9. Be honest and ethical*

**Parent Responsibilities**

*A cooperative effort between home and school is essential to each student's successful development and achievement. To achieve this relationship parents are encouraged to:*

1. *Know all the rules and regulations for student behavior established by school authorities and seek interpretation of items not understood.*
2. *Be aware of the responsibilities set forth for their children by school authorities.*
3. *Teach their child self-respect; respect for the law, respect for the rules of the community; respect for school personnel; respect for other students; and respect for public property.*
4. *Set compatible standards of school community behavior for their children and be firm, fair, and consistent in their application.*
5. *Provide a home atmosphere conducive for study and completion of school assignments and to be available for assistance as needed.*
6. *Insist on prompt and regular school attendance. Pennsylvania School Code provides fines or imprisonment if a student of compulsory age is continually delinquent in attendance (Section 1354 and 1333).*
7. *Encourage children to bring home all school community communications.*
8. *Be honest and ethical.*

*The discipline policy is available from the building principal upon request.*

#### **SECTION I: SCHOOL RULES**

- A. Students are required to extend respect to faculty, administration, and fellow students. **The preceding actions covered in Sections I and II, School Rules and Class Rules, will result in the implementation procedures of the Responsibility Training Program.** Students must refrain from the following:
1. Shouting or running
  2. Disorderly behavior
  3. Overt emotional displays (kissing, etc.)
  4. Wearing clothing prohibited by the school dress code, including hats and other head wear
  5. Bringing radios, tape players, and CD players to class unless authorized by the classroom teacher *for educational purposes or as included in the student's Individual Education Plan (IEP).*

6. Abusing school property and school facilities
7. Tardiness to class
8. Disrupting the learning environment
9. Food and beverage **unless authorized by the classroom teacher for educational purposes or as part of a Positive Behavior Support Plan in an IEP**
10. The use of playing cards, dice, **trading cards and/or electronic games**
11. Placing of posters and/or signs on painted walls of the building
12. Wearing of sunglasses in school
13. The use of laser pointers or other objects that disrupt the educational process
14. Any actions unacceptable in a school setting

## **SECTION II: CLASS RULES**

Students will be:

- A. **PROMPT**
  1. They are in their seats when the bell rings.
  2. They must turn in work on time.
- B. **PREPARED**
  1. They must bring required materials to class.
  2. They must complete class assignments as instructed.
- C. **PARTICIPATORY**
  1. They will answer questions when called on.
  2. They will work with team members in-group assignments.
- D. **RESPECTFUL**
  1. They will treat fellow students with respect.
  2. They will raise their hands before they speak.
  3. They will sit quietly and pay attention.
  4. They will listen to teachers and classmates.
  5. They will speak politely to teachers and students.
  6. They will keep their hands and feet to themselves.
  7. They will take care of school property.
  8. They will allow others their opinions and beliefs.

## **SECTION III: DETENTION**

- A. Rules governing assignment to detention hall.

1. **No student will be admitted to detention after 2:32 unless accompanied by a teacher/administrator. At 2:32, the detention monitor will take attendance and anyone not present will be considered as skipping.**
  2. **Detention monitor will take attendance. A list of students not in attendance will be forwarded to time-out room facilitator. He/she will be responsible for following up the next morning and assigning consequences in a timely manner.**
  3. **If a student skips one night, he/she will receive a verbal warning and an additional night detention. The next time he/she skips (the skipped days do not have to be consecutive, one could be in September and one in January) *he/she is assigned an additional two nights of detention. If a student skips detention hall for the third time he/she may be assigned to in school schedule adjustment.***
  4. **In school schedule adjustment does not eliminate after school detention. *A student may be required to attend both in school schedule adjustment and after school detention on the same day.***
  5. ***Seniors not completing assigned detentions may have their diploma held until such requirements are fulfilled.***
- B. The following acts represent violations of established school policies. These violations will result in the assigning of two-hour after-school detention. ***Detentions must be served within three days of issuance.*** The severity of the infraction will determine the number of days assigned. ***Students assigned to detention must attend the entire detention session and will not be permitted to leave early. Detention may be assigned by any administrator, classroom teacher, special subject teacher, time out room facilitator and any other staff person designated by the building principal***
1. Truancy (in amount of time missed)
  2. Gambling (including the use of playing cards, dice, etc.)
  3. Forgery (passes, excuses, etc.)
  4. Throwing of food; spitting
  5. Failure to follow verbal instruction of teachers and other school authorities including cafeteria monitors and bus drivers
  6. Use of vulgarities or profanity (detention plus possible suspension)
  7. Littering
  8. Food or drink in areas other than the cafeteria
  9. Cutting class

10. Unexcused tardy or unexcused late admission to school three (3) times
11. Unauthorized use of school property
12. Unauthorized use of other student's property (including hall passes)
13. Possession of beepers, two-way radios, or laser pointers
14. Using cell phones or having cell phones on
15. Possession and/or use of water devices
16. Horseplay
17. Harassment (student to student) and/or Bullying (see definition below)
18. Cutting cafeteria line
19. Possession & wearing of chains
20. Abuse of hall pass privileges
21. Snowball throwing
22. Any actions unacceptable in a school setting
23. Destruction of property/vandalism (+paying for damages)

**Bullying** shall mean unwelcome repeated and systematic harassment and attacks on others by means of verbal, written, electronic, or physical conduct. Bullying can take many forms and can include many different behaviors, such as:

1. Physical violence and attacks.
2. Verbal taunts, name-calling and put-downs.
3. Emotional bullying, i.e. spreading rumors, ridiculing, manipulating social relationship.
4. Threats and intimidation.
5. Extortion or stealing.
6. Racially or ethnically-based, or gender-based verbal abuse.
7. Spreading false information about a person.
8. Cyber-bullying.

C. Procedures for Assigning Detention Hall:

1. Teachers may assign a student one (1) night of detention hall. When the detention is assigned, the teacher will complete the three-part "Detention Notice" form. He/she will give the white portion of the form to the student. The teacher will retain the canary portion of the form for his/her records. The pink form is given to the time out room facilitator who will forward it to the detention hall teacher. If a student wishes to appeal the detention assignment, he/she is to inform the Principal prior to the day of detention. A panel consisting of three (3) teachers hears any appeals and renders a decision at the scheduled hearing.

2. Detention assignments made by the High School Office and time-out room will not be subject to the provisions of #1 of this section.
3. The detention hall will be assigned by the Time Out Facilitator.
4. Failure to attend detention hall will result in the issuance of a verbal warning and the assignment of an additional night of detention. The second time detention hall is skipped, the student will receive two (2) additional nights of detention, and the third offense warrants the issuance of in school schedule adjustment.
5. Detention will supercede all jobs and extracurricular activities.

D. Criteria for Detention Hall

1. Detention hall will be in effect for two (2) hours after school.
2. There will be no sleeping, talking, or socializing in detention hall.
3. Students must have some form of work or assigned reading materials to utilize their time in detention hall.
4. Students not conforming to the rules of detention hall will be asked to leave. NO CREDIT will be given for that time and an additional night will be assigned.

**SECTION IV: SUSPENSION**

A. The following acts represent violations of a serious nature. The violations will result in the assigning of a one to three (1-3) day in-school schedule adjustment or out-of-school suspension. In each instance, a mandatory parent conference will be held prior to the student's return to class.

1. Possession or use of tobacco (with prosecution before the District Magistrate).
2. Fighting (with possible prosecution before the District Magistrate).
3. Extortion or threatening acts.
4. Failure to serve assigned detentions (in addition to serving detention upon return to school following the suspension)
5. Failure to follow the rules and regulations established by the school.
6. Harassment of teachers and other school staff including secretaries, cafeteria personnel, maintenance personnel and bus drivers.
7. Students suspended three (3) times in a given year will be subject to a maximum ten (10) day suspension on the fourth disciplinary action warranting a suspension.
8. Use of racial slurs (3-day suspension).
9. Continuation of any act in Section B on page 23.
10. Any action unacceptable in a school setting.

B. The following acts may result in the assigning of a ten (10) day out-of-school suspension, notification of law enforcement authorities, and consideration of expulsion from school.

1. Arson
2. Assault
3. Indecent Exposure
4. Larceny
5. Possession of weapons, **look alike weapons**, or objects that can be used to cause bodily harm to another person including, **but not limited to**, firearms, firecrackers, and stun guns
6. Threatening or intimidating teachers, students or any other school personnel either through written or verbal means
7. Unauthorized use of the school's fire alarm system
8. Threatening telephone calls or bomb scares
9. Intentional or malicious damage to the personal property of others
10. Possession, use, sale or transfer of alcohol
11. Possession, use, sale or transfer of a controlled substance
12. Terroristic Threats, either written or verbal
13. Sexual Harassment
14. Any action unacceptable in a school setting

**\* Note: Students found to be in violation of Item #5 of this sub-section will be subject to a one (1) year expulsion as required by the Leechburg Area School District weapons policy.**

**Definition:** Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku (nun-chuck stick), brass or metal knuckles, firearm, shotgun, rifle, pellet gun, BB gun, look-a-like gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting bodily injury. Weapon includes any object purported by the possession to be such a weapon. A weapon possessed and used in conjunction with a lawful supervised school activity or course shall be permitted.

Weapon does not include any device which is authorized by the school for a legitimate educational purpose, such as tools, scissors, compasses, pencils, implements for art class, and the like or any device or object which has been given prior approval by the principal in connection with any educational program or extra-curricular activity. Any student, however, using any such object in an aggressive threatening and/or intimidating manner shall be considered in possession of a weapon.

C. A student who has been assigned in school schedule adjustment or suspended for any reason may return to class only after a conference has been held with the student and his/her parents/guardians. The conference will be held with the Principal or his designee. The student's parent or guardian will be notified of the scheduled appointment for the conference. In cases involving extenuating circumstances, the conference will be held by telephone.

D. Parents/guardians will be notified of in school schedule adjustments or suspensions by certified mail.

#### **SECTION V: STUDENT SUSPENSIONS**

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

B. The Building Principal may assign either of the following: out-of-school suspension according to previous section or one day in-school schedule adjustment for each possible day of out-of-school suspension. In each of the scenarios, the student will be responsible for completion of assigned work.

C. Suspensions or in school schedule adjustments may be given by the principal or person in charge of a public school.

D. No student shall be suspended or assigned in school schedule adjustment until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended out of school suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.

E. The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended or assigned in school schedule adjustment.

F. When the out of school suspension exceeds three (3) school days, the student and the parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section VI.

#### **SECTION VI: HEARING RIGHTS**

A. The purpose of the informal hearing is to enable the student to meet the appropriate school official to explain the circumstances surrounding the

event for which the student is being suspended or to show why the student should not be suspended.

B. The informal hearing is meant to encourage the student's parent or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

C. The following due process requirements are to be observed in regard to the informal hearing:

1. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
2. Sufficient notice of the time and place of the informal hearing shall be given.
3. A student has the right to question any witnesses present at the hearing.
4. A student has the right to speak and produce witnesses on his own behalf.
5. The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

### **RESPONSIBILITY TRAINING / TIME-OUT**

The goal of the Responsibility Training and Time-Out concept is to provide an atmosphere that allows the students to evaluate the behavior(s) they have chosen, to learn that they are responsible for their choices, and to develop the skills to make more effective choices. The primary purpose of time-out is **not** to punish the students, but to remove them temporarily from the situation where the problem has occurred.

The Time-Out Room is a place for the student to calm down, think about their behavior, and develop a plan for more appropriate behavior before returning to class. It also provides the classroom teacher and the other students with an opportunity to be separated from the disruptive behavior. The student must stay in the Time-Out Room for the remainder of the class period during which he/she is referred. This separation prevents further disruptions which might occur if the student were to return to class immediately. The Time-Out Room is staffed by a facilitator trained in the basic principles of Responsibility Training. In a non-critical manner, the facilitator will help the student evaluate behavior and plan more effective future behavior.

The plan describes the positive behavior that the student will display when returning to class. A good plan does not include contingencies; it only includes

what the student is willing to do. This procedure avoids excuses. The length of time required to develop a plan varies, but the student must write a plan before being allowed to return to class. The student reports to the Time-Out Room until an appropriate plan is written. However, after two full periods in the Time-Out Room, the student's parents are notified. The student attends all other classes. He/she is also responsible for all assignments and information presented to the class while assigned to Time-Out. The timetable for making up this work is left to the discretion of the individual teacher.

Each student will get only **one** Time-Out I and Time-Out II per teacher, even if he/she has a teacher for more than one class or study hall.

#### **Time-Out I (verbal plans)**

In this first step the teacher handles students' discipline problems on a one-to-one basis with the individual student. This conversation should include a verbal commitment by the student to follow the teacher's classroom rules. All rules should be very clear to the students so that they are aware of what is expected of them.

#### **Time-Out II (written plans in the classroom)**

Any teacher who witnesses inappropriate behavior outside the classroom may choose to skip Time-Out II and proceed directly to Time-Out III. **Substitute teachers and teachers covering a class** may choose to skip Time-Out II and proceed directly to Time-Out III.

In this step, the classroom teacher isolates the student by moving the student to the back of the classroom, hallway, another classroom, or whatever space is available. Time-Out II is not a punishment. It is an opportunity to allow separation from the group so that the student may plan alternative behaviors.

As part of Time-Out II, the student writes a plan acceptable to both the teacher and the student. The plan must be completed and accepted by the beginning of the next class period.

#### **Time-Out III (Time-Out Room)**

When teachers have exhausted reasonable efforts to help students change behavior, the Time-Out Room provides an opportunity for the student to be separated from the classroom environment. Students will be referred to Time-Out III if the Time-Out II plan has not been completed or accepted by the next class period or if the student has already been in Time-Out II and has broken

another rule. In the Time-Out Room, students develop an action plan describing new, more appropriate behavior. They are assisted by a facilitator educated in Responsibility Training. The student is responsible for making up all class work missed during the Time-Out III.

Students should remain in Time-Out III for the length of time necessary as determined by the high school principal or Time-Out facilitator.

Parents will be contacted if a student chooses to remain in Time-Out III for more than two days or on his/her third referral to the Time-Out Room.

### **Detention Hall**

After school Detention Hall will be assigned to students who are referred to Time-Out III for the third time, break the plan that they made in Time-Out III, or do not return the completed Time-Out III form within one school day.

### **Time-Out IV (in school schedule adjustment)**

Time-Out IV may be initiated when:

1. The Time-Out Room teachers feel that a student has abused the privilege of Time-Out III.
2. It becomes apparent to the teachers that Time-Out III has not been effective in changing inappropriate behavior.
3. A student is in Time-Out III for the sixth occurrence.
4. A student remains in Time-Out III for three consecutive days without completing a written plan.

The student choosing Time-Out IV must stay in the time out room for at least one day. While in the time out room, the student will develop a plan for new behavior. That plan should be discussed with the student's parents, written on a plan form and signed by both the parent and the student. The student must remain in the time out room until a plan is completed - including parental signatures. Upon completion of the plan, the student presents the completed plan to the time out room facilitator. The student next receives approval from the referring teacher and the student may return to class.

### **Responsibility Statements**

Responsibility Training and Time-Out are the standard at Leechburg Area High School. Each of us must think of discipline as a process by which students

learn new and more appropriate behaviors to replace ineffective disruptive behaviors. While changing the way we think will require time, each of us can quickly change the things we do when dealing with behavior problems. Listed below are responsibilities that every individual must accept to make this plan effective.

### **Student Responsibilities**

When referred to the Time-Out Room, the student will:

1. Report immediately and discuss that referral with the attending teacher. (Refusal to report is an automatic detention assignment. This may also be considered insubordination which may warrant an ISSA or out of school suspension.)
2. Remain in the Time-Out Room until a plan has been developed.
3. Write a plan for effective behavior and obtain the approval of the Time-Out Room facilitator before presenting the plan to the classroom teacher.
4. Present the plan to the classroom teacher for approval before being re-admitted to class.
5. Make-up all work missed during the Time Out III must be completed within the time requirement established by the classroom teacher.
6. Students should remain in Time-Out III for the length of time necessary as determined by the high school principal or time-out facilitator.

### **DRESS CODE**

**Students are not permitted to wear the following shirts, jerseys and blouses:** bare-midriff; cut-out garments; bare-back tops; no shirts with spaghetti straps; shirts or jerseys that display foul or obscene words, phrases or pictures; shirts or jerseys that depict drug or alcohol-related pictures, words or slogans; muscle shirts; see-through mesh shirts. Shirts are to be worn buttoned.

All shorts, culottes and skirts must be no shorter than mid thigh length ( fingertip length) when standing. Shirt/blouses must reach the top of pants/shorts.

**Unacceptable shorts:** cut-off sweats; bathing trunks; shorts which are revealing or too abbreviated; bicycle, spandex or "skins" type shorts.

“Tank tops” may be worn provided undergarments or parts of undergarments (straps, etc.) are not exposed.

**Cleats of any type may not be worn inside school buildings. Any mode of dress which is extreme enough to cause interference with instruction in**

**the classrooms will not be tolerated.**

**No hats, caps, bandannas or head wear are permitted in the school unless authorized by the administration.**

If a student is found to be in violation of the dress code, he/she will be required to change into appropriate attire. If no change of clothing is available, parents will be called to bring a change of clothing or take the student home to change clothes.

### **DRIVERS (STUDENT)**

The administration recommends that students do not drive to school unless it is absolutely necessary. In the event it is necessary, the following is the policy:

1. Driving around the school at excessive speeds will not be tolerated.
2. Students are not permitted to park on school property.
3. Students are not permitted to go back to their vehicles or drive their vehicles during school hours for any reason unless permission is received from the principal. This includes requests by teachers, etc.

### **DRUG AWARENESS**

“The Leechburg Area School District prohibits students from using, possessing, distributing, or being under the influence of any controlled substances during school hours, on school grounds, and at any school-sponsored event”.

Violation of this code will result in out of school suspension, police notification and possible expulsion.

### **EARLY DISMISSAL**

Any request for early dismissal must be submitted to the Time-Out Room (Rm. 361) between 7:40 and 7:45 a.m. **on a STUDENT EXCUSE FORM**. It is requested that the form be submitted one (1) day in advance if you wish to be excused at the beginning of the school day. A telephone number where the parent can be contacted during school hours **must** also be indicated on the student excuse form. The Time-Out room facilitator will call the parent(s) to verify the early dismissal.

Students returning from appointments are to "sign-in" in the Time Out Room.

Under no circumstances may a student leave the high school building during regular school hours without the permission of the office.

### **ELEVATOR KEYS**

Elevators are located in the building for students with disabilities or students with injuries. Students are required to show have documentation from a doctor or parent/guardian stating that the elevator is needed. Please check with the secretary to obtain a key.

### **ELIGIBILITY RULE**

To be eligible for interscholastic athletic competition, cheerleaders, majorettes, play casts, or other school activity groups, a student must pursue a curriculum approved by the principal and must maintain for the current semester or grading period a passing grade in all subjects. If a student fails two or less subjects, he/she will be placed on probation (Student can practice but can not suit up for games). A student may be ineligible for the season if the student fails the same subject two weeks in a row.

Suspended students or students assigned to in school schedule adjustment ARE NOT permitted to practice or participate in school activities during their period of suspension or in school schedule adjustment. This regulation pertains to all students (in athletics, band, chorus, clubs, etc.)

### **EMPLOYMENT CERTIFICATES**

All employment (work permits) certificates will be issued in the Guidance Office.

The Child Labor Act of PA requires that all students under 18 years of age secure an employment certificate before engaging in a gainful occupation.

Information regarding employment certificates is available in the Guidance Office.

### **EVENING ACTIVITIES POLICY**

Because our secondary school building is being used more and more by groups in the evenings, it seems desirable to have some understanding concerning chaperons and the length of time that these people are permitted to be in the building. It is difficult to formulate such a plan because of the ramifications

and the wide variety of circumstances involved. However, we are attempting to live by the following policy:

1. All practices, rehearsals and club activities must be chaperoned by at least one authorized person. Generally speaking, this will be the person who is sponsor of the club. Basically, students should never be in the building for any reason unless a sponsor is present.
2. Students are not to enter the building unless a chaperone is in the building. This item will be strictly followed in all cases. Students who enter the building without a chaperone present will be subject to disciplinary action.
3. All practices, rehearsals and club activities should be concluded by 9:30 p.m. and all students should be sent on their way home.
4. It is understood that dress rehearsals may require students to stay a bit longer than the 9:30 mentioned above.
5. Students are to be confined to the area of the activity. They are not permitted in any other area of the building for any reason.
6. All "High School" dances should be dismissed by 10:30 p.m.
7. Permission to vary on the above time limits should be secured in advance by consulting the High School Principal.
8. Individuals are not permitted to bring edibles into the building.

### **FIRE/EMERGENCY DRILLS**

Fire drills are carried out periodically during the school year. This is done so that in the case of an actual emergency, students will leave the building in a quiet and orderly manner. An instruction card is posted in each room designating the exits by which students in the room are to leave the building.

All students will have a designated location on Center or Siberian Avenue to assemble for "roll taking" purposes during the drills. ALL students are to report to their assigned location as quietly as possible.

DO NOT TALK ON THE WAY OUT of the building during a fire drill so that verbal instructions can be given by teachers if needed. During the fire drill, ALL persons are to leave the building.

## GRADING SYSTEM

- A - 92% - 100%
- B - 84% - 91%
- C - 76% - 83%
- D - 70% - 75%
- F - 69% and below
- I - Incomplete

Due to District Policy, the minimum percentage grade given to any student is 40%.

## HALL PASSES

During the time that classes are in session, students are not permitted to be in the halls unless they have a hall pass.

If a student wishes to go to his/her locker, the rest room, or another area of the building during a class period, the **TEACHER** will fill out the pass (which is located in the student's handbook) prior to excusing the student. If the student does not have their handbook, they are not permitted in the halls during class time unless they are called by either the HS office or Guidance office. If a hall monitor finds a student in the hall without a pass, he/she will take the student to the student's assigned area for the applicable period. Students will be assigned detention hall if they are in the halls without a legitimate reason while classes are in session.

## HAZING

Hazing means any intentional, knowing, or reckless act, occurring on or off school district property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization whose members are or include students of the Leechburg Area School District. The term includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, shaving of heads or other activity that subjects the student to an unreasonable

risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from taking part in an activity, or that may reasonably be expected to cause a student to leave an organization rather than submit to acts described in this subsection.
5. Any activity that induces, causes, or requires the student to perform a duty or task, which involves a violation of (1) the laws of the Commonwealth of Pennsylvania or (2) rules or policies of the Leechburg Area School District.

The Board does not condone any form of initiation or harassment, known as hazing as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal, administrator, coach, sponsor, volunteer or district employee.

### **HOMEWORK REQUEST GUIDELINES**

It is the student's responsibility to copy the assignments in their handbook/planner.

Homework requests can be made by calling the Guidance Office at 724-845-7736 between the hours of 8 a.m. and 10 a.m. on the **second day of absence**

for pick-up on the third day from 2 p.m. to 2:30 p.m.

-These assignments must be returned before new advance assignments will be given.

-Students requesting assignments for vacation absence are to follow the guidelines established in the attendance policy. (See Attendance Regulations)

If students know they are going to be absent on a given day, they should see their individual teachers for their assignments in advance. Students absent for one (1) or two (2) days will be given sufficient time to complete missed assignments; therefore, there is **NO** need to call the Guidance Office.

### **HONOR ROLL**

HIGH HONORS - 96% or above based on all full-credit subjects\*\*

HONORS - 92% to 95% based on all full-credit subjects\*\*

Note: Grades may not be rounded off to the next highest number.

\*\*Full-Credit subjects are all courses that meet five (5) days a week in a report period.

Additional Honor Roll Requirements:

Anyone receiving a failing mark in any full credit subject will automatically be ineligible for the honor roll for that particular nine week grading period.

### **HONORS/AP COURSES**

Currently Leechburg Area School District offers Honors English 9, 10, 11, 12, Honors World Cultures, AP Calculus, Sociology, Biology II, Chemistry II and Physics II. These courses are for students who have strong skills in reading and writing and wish to advance those skills. Requirements for these courses are listed in the Course Catalog available in the Guidance Office. All Honors courses are weighted courses (i.e. when calculating GPA an A in a weighted course will be worth 5 pts. instead of 4 pts., etc.).

### **IDENTIFICATION BADGES (ID'S)**

In this age of monitoring school safety, the administration at Leechburg Area School District implemented picture ID badges. At the Junior Senior High School students as well as all employees will wear the ID badges during the school day. This ID badge will also be used for lunch as well as the library. It

can also serve as a picture ID for such events as dances at other schools and taking the SAT/ACT tests. Leechburg Area School District will provide lanyards for all students, however, if a student has a favorite lanyard to wear, he she may certainly use it. Students who destroy or lose their ID badges will need to pay a fee to replace them. Discipline, in the form of detention, will be administered if a student continually refuses to wear the ID badge. All ID badges need to be worn above the waist (if using a clip) or on a lanyard.

## **IN SCHOOL SCHEDULE ADJUSTMENT RULES**

### **COOPERATION AND ATTITUDE ARE MOST IMPORTANT**

1. Report directly to the Library Conference Room between 7:40 and 7:45 a.m. Take all the books you will need for the time you are in ISSA. You will **NOT** be allowed to go to your locker while you are assigned to ISSA.
2. Since you are missing your regular classes, you should use this time efficiently by doing all of your schoolwork. Personal magazines, books, etc. are not permitted. Assigned magazines and books may be read. You should be working on an assignment at all times.
3. You are to sit quietly in your assigned seat. You are not permitted to talk or write notes to anyone.
4. If you need to go to the restroom, you must have permission of the teacher. You are to use the restrooms that are located in the library.
5. **SLEEPING IS ABSOLUTELY NOT PERMITTED.**
6. You will eat Lunch “A” in the Library Conference Room. The fifth period teacher will accompany you to and from the cafeteria when you purchase your lunch.
7. When classes are changing, you are to remain in the Library Conference Room. No student is permitted to visit with you.
8. Be aware that at the conclusion of every period, the teacher will “sign off” on your behavior. If the teacher does not “sign off”, you will be assigned an additional day of ISSA.
9. Keep all desks at least 12” away from all walls.

10. Please note that during the day(s) of ISSA, you are not allowed to participate in or attend any extra curricular activities. This includes practices, meetings, games, etc.
11. Snacks are not permitted in the ISSA room.

## **LIBRARY**

Library Hours: **MS/HS STUDENTS ONLY**

8:00 - 3:00 Monday through Friday - while school is in session.

Public Library Hours: (phone: 724-845-1911)

3:00 - 5:00 Monday through Thursday\*

6:00 - 8:00 Monday through Thursday\*

\*Please check with the librarians to verify after school and evening library hours as they may vary on a daily basis.

Summer Library Hours:

Monday through Thursday - 3:00 to 5:00 and 6:00 to 8:00

Friday - Closed

The Leechburg Area High School Library offers to all students the use of books, magazines, newspapers and pamphlets. In addition to these printed materials, students may view and listen to audio-visual materials. Computer and Internet services are also available during school and public hours with certain restrictions.

Students who wish to use the library for research must obtain a research permit from the subject teacher or librarian, and use this permit for admission to the library. A quota system is used by study hall teachers to determine the number of students who may go to the library. Class groups and researchers are given top priority. Students who do not comply with library rules will receive a suspension of library privileges.

All library materials must be signed-out by the student if the student removes the materials from the library. Failure to sign-out materials constitutes theft. Most books, with the exception of some reference books and overnight books, may be checked-out for two weeks and are renewable unless the book has been reserved by a student. Reference books may be borrowed on an overnight basis.

Always check with the librarian when in doubt about the length of time a specific book may be borrowed. Back issues of magazines may also be checked out of the library.

Because library materials often cannot be replaced and because they are constantly in demand, students are asked to handle these with special care and return them promptly.

If a student loses a book or magazine, he/she must pay the cost for replacement.

### **LOCKERS**

It is imperative that each student be responsible for his/her own articles. Students may be provided with both student lockers and gym lockers in which they may keep their possessions. These should be used properly and be LOCKED at all times. Students may use a key padlock on gym lockers if they so desire.

Lockers remain the property of the Leechburg Area School District. Searches of lockers may be performed by district administrators and/or law enforcement officers and/or drug & explosive seeking dogs in the presence of district administrators.

### **LOST AND FOUND**

All articles that are found around the building should be taken to the High School Office at the finder's earliest opportunity. Students who have lost articles may claim them in the High School Office.

**WARNING: Do not leave money or other valuables in your desk, locker or classroom. The district is not responsible for lost or stolen items.**

### **NATIONAL HONOR SOCIETY**

NHS eligibility is based upon scholarship, leadership, service and character. In the area of scholarship students' semester grades in English, Math, Social Studies and Science from grades 9-11 will be used. (Only the 1<sup>st</sup> semester grades in grade 11 will be used.) For more information concerning eligibility to NHS contact Mrs. Dot Knapick (NHS Advisor) or access the Leechburg School District website.

### **NURSE'S OFFICE**

If a student becomes ill or has a need to see the nurse, he or she should ask the classroom teacher to be excused to visit the nurse's office. The student should report to the Nurse's Office and present the hall pass to the Nurse. If it appears

advisable, the ill student will be sent home after the parent is notified. If a student is very ill or injured, he/she should be accompanied to the Nurse's Office by the teacher in charge or a student from the class. Under no circumstances is the student to call home without seeing the school nurse (unless directed by the High School Office)

### **OFFICE**

Students **are not** to go beyond the counter in the Office without permission.

### **PERMANENT RECORD CARDS**

Each student has a permanent record card in the Guidance Office. On it is placed the record of high school grades, college boards scores, etc., to be used to fill in the many questionnaires that come to the high school from colleges and employers. At the end of the school year, this card is checked to see that all information is correct and to evaluate the student's class standing.

Written policies that describe procedures for the collection, dissemination, and maintenance of pupil information are available upon request in the Leechburg Area School District offices. It is your right as a parent/guardian to inspect, review, copy and request corrections of your child's records. Both natural parents/guardians and eligible students eighteen (18) years and older have the right to access unless there is a court order or legal binding document specifically prohibiting access. If you desire to review your child's records, please put your request in writing and include your name, current address, and the basis upon which you claim the right of access to the information (parent, Guardian, self, etc.).

### **PERSONAL ITEMS**

Any item forgotten at home and brought in to the school by any person will be placed on the counter in the high school office.

Please Note: It is the **student's responsibility** to stop in the office and pick up these items. The secretary will not call any students to the office to pick up items left in the office. This includes items such as projects, food for a party, clothing, keys, books, homework, etc.

Please label any items brought into the high school office with the students' first and last name.

Any items left on the counter at the end of each day will be placed in a drop off box which will be kept in the high school office.

### **PHONE NUMBERS**

Cafeteria	724-842-0501 – Ext. 129
Guidance Office	724-845-7736 – Ext. 104
High School Library	724-845-1911 – Ext. 134
High School Office	724-842-0571 – Ext. 101
Maintenance Office	724-845-9387 – Ext. 128
Nurse's Office	724-845-7348 – Ext. 107
Psychologist	724-845-7731 – Ext. 105

### **PHYSICAL EDUCATION**

Physical education is required of all students unless the student has a doctor's excuse or permission from the administration to be excused from the activity. No member of any athletic team will be excused from gym because of participation in any particular sport.

All jewelry, necklaces, bracelets, rings, earrings, or other body piercing must be removed in order to participate in physical education.

Students failing gym for the year will be required to repeat it the following year.

### **PROM**

Any student that has accumulated 10 days of absence/tardies may not be excused from school the day of the prom. If school is not in session on the day of the prom, students are required to attend school the day before.

### **RECORDS**

All cumulative record folders with grades, psychological testing, etc. will be retained indefinitely after your class graduation. If you desire a copy of this information after leaving high school, a request must be made in writing to the Guidance Office at least two (2) weeks before the information is needed.

## **REPORT CARDS**

Report cards are issued every nine (9) weeks. The report is not intended to be an official transcript and should not be presented or used in any official capacity.

## **SCHEDULE CHANGES**

There will be two (2) times within the school year to add or drop courses.

Students may add or change courses within the first five (5) school days. After these five days, there will be no changes without permission from the Junior/Senior High School Principal.

**NO** changes will be made during the school year unless there are extremely unusual circumstances to be considered. **ALL** changes must be reviewed by the **JUNIOR/SENIOR HIGH SCHOOL PRINCIPAL**.

## **SCHOLARSHIPS**

Students interested in securing scholarships for advanced studies are urged to consult the Guidance Counselor, who has on file many available scholarships, both local and from other parts of the country. Local scholarships are usually preferred by students but opportunities are by no means limited to these. Seniors will be alerted of local scholarship opportunities through the Guidance Office.

## **SCHOOL VISITATION POLICY**

School Visitation will be open only to juniors and seniors. It will be necessary to submit a permission slip to the Time Out Facilitator one (1) day in advance of the visitation. A telephone number where the parents can be contacted during the school day must also be indicated on the request. The Time Out Facilitator will issue the student a Visitation Form when he/she submits the visitation request. This form must be signed by a representative of the school Admissions Office and returned to the Time Out Facilitator the day following the visit. Failure to return this form will result in an "unexcused" absence, and the denial of permission for future visits.

No student will be permitted to have more than THREE (3) visitations per school year. Also, students should plan their visits on days that tests are not scheduled.

## SCHOOL VISITORS

Any visitor in our school must have permission from the High School Office to be in the building.

## SELLING

No student, class, or group is permitted to sell anything in school to students or teachers unless approved by the principal.

## SEMINAR PERIOD GUIDELINES

The Seminar Period, meeting from 2:28-3:00 p.m. each school day, is used to provide academic enhancement, support, and/or remediation. The Academic Seminar, unique to, now provides added opportunities to address student and staff generated concerns regarding the individual's educational needs.

### POSSIBLE USES

1. **Tutoring**--students who are experiencing academic difficulties (teacher or student requested)
2. **Student Activities**--Athletics, band, chorus, community service, *Minetas, trottyveck*, etc.
3. **Culminating Project Mentor**--two or three students assigned to a teacher

### TRANSPORTATION

There will be two identical bus runs for the A.M. and also for the P.M. Students will be assigned the same bus number for their A.M. and P.M. buses. In the morning, the first run will be for secondary school students and the second one for the elementary students. During the afternoon, the first run will be for students who do not remain for the Seminar Period. The second run will be for elementary students as well as secondary school students who remain for the Seminar Period. Designated seating in the front of the bus is provided for the secondary school students attending the seminar period. Secondary students must have a bus pass from their seminar period teacher to be able to ride the elementary bus.

### ATTENDANCE CRITERIA

Students may be **required** to attend for the following academic reasons:

1. Homework
2. Makeup work
3. Failing nine-week marking period\*
4. Failure to meet academic standards

\*Attend at least once a week.

Teachers are to assign Detention to a student who fails to attend a required academic seminar period. Employment and extra-curricular activities are unacceptable excuses for nonattendance.

If a student is assigned Detention during the required academic seminar period, he/she will attend the Academic seminar and then report to Detention at 3 p.m. for 1½ hours. If a student is scheduled to detention and seminar, he/she is to inform Mr. Hooks of this assignment prior to the scheduled period.

Students can also request tutoring if they deem it necessary.

Each individual teacher is responsible for maintaining their own academic seminar log.

### **SHOP CLASS**

All jewelry, necklaces, bracelets, rings, earrings, or other body piercing must be removed in order to participate in shop class.

### **SNOWBALLING**

Throwing snowballs is a dangerous activity that often results in personal injury and destruction to property. Therefore, snowballing is forbidden on school property or en route to or from school.

### **SPECIAL EVENTS CLAUSE**

Students who accumulate 10 absences or tardies which result in the absence of at least one class period will not be permitted to attend any special events that require an absence from school (prom day absence, field trips, group activities). If a student's suspension covers the dates of the prom or graduation, the student may not be permitted to attend. The decision will be at the discretion of the building principal.

### **STUDENT USE OF CELL PHONES**

Students are permitted to carry cell phones in school and at indoor school events. They must be turned "off" from 7:30 to 2:30 p.m.

## **STUDY HALLS**

Each pupil is assigned to a study hall for all periods he/she is not occupied by classroom work.

The study hall is as the name implies, a place to study. Bring with you to your study halls all the material you will need, such as textbooks, paper and pencils. The maximum benefit is obtained from a study hall that is quiet. Eating is not permitted at any time.

The study hall is directed just as any other class. The teacher is in charge and there to help you.

## **SUBSTITUTE TEACHERS**

Substitute teachers are to be recognized as having the same authority as other members of the faculty. They are vested with the same powers to make assignments and to award marks indicating their judgment of the success of students in completing the assignments.

It is readily understood that substitutes face out-of-the-ordinary situations in taking up the threads of class work on relatively short notice and in teaching students with whom they have not had an opportunity to become acquainted. Students show good school citizenship in receiving substitute teachers in their classrooms as they would guests in their homes.

If substitute teacher find it necessary to utilize the time out program, they will not be required to utilize Time Out II. A student will be given a Time Out III if warranted after the issuing of a Time Out I.

## **TECHNOLOGY USE**

The Leechburg Area School District provides students with access to the district's electronic communication system for educational purposes including classroom activities, research, career development, and limited supervised high quality, self-discovery activities.

Access to the district's network is a privilege that is granted contingent upon compliance with the district "Acceptable Use Policy.

Violation of the district “Acceptable Use Policy” shall result in disciplinary action which may range from suspension of Internet privileges to expulsion from school.

### **TELEPHONE USE BY STUDENTS**

Students are **NOT** to be called from class or study hall to the telephone. The phone in the Office is a business phone and students are not to ask permission to use it unless it is an ***emergency***. **Personal calls, not of a school nature, are not permitted.** The high school office personnel have been instructed **NOT** to accept messages to be given to students unless it is an emergency. Students wishing to use the phone for any reason are to request permission from the HIGH SCHOOL PRINCIPAL or designee. STUDENTS are NOT PERMITTED to use the phones in the **GUIDANCE OFFICE, NURSE’S OFFICE, LIBRARY OR CLASSROOMS.**

### **TOBACCO POSSESSION/USE**

Students are prohibited from possessing and/or using tobacco products on Leechburg Area School District property (including school buses and Veterans' Memorial Field during school events).

Violation of this policy will result in a student receiving a citation and may receive 1-3 days in ISSA.

### **TRANSFER CARDS**

Students moving from the district should stop in the Guidance Office to inform the Counselor of their moving. The Guidance Office will send the necessary information to your new school.

### **TRANSPORTATION (PUPIL)**

Students who ride the buses must assume responsibility for observing the busrules. Students who fail to follow the rules listed below may lose their bus riding privileges.

1. Arrive at your assigned stop approximately five (5) minutes prior to the scheduled pick up time.
2. Wait in an orderly manner and enter and depart from the bus in single file.

3. The bus driver is in complete charge of the bus. Follow his/her verbal instructions.
4. Students are to only board and depart from the bus at their own assigned stop.
5. The driver may assign students to specific seats if he/she feels it to be necessary.
6. Students may not reserve seats for their friends.
7. Students are not to stand while the bus is in motion.
8. Windows may be opened only with the permission of the driver.
9. No arms, feet or heads are permitted to protrude from the windows.
10. When departing from the bus, students are to cross in front of the bus and check for traffic in both directions before crossing the highway.
11. The emergency door, roof latches, emergency exit windows are not to be opened unless the driver gives verbal instruction to do so.
12. Students should avoid loud talking or shouting.
13. The eating of food, drinking of beverages, and smoking are prohibited on the bus.
14. Water guns and bottles, knives, tools, rubber bands, bean shooters, matches, laser pointers, cigarette lighters, or animals of any kind are not permitted on the bus.
15. Any conduct detrimental to the safe operation of the bus is prohibited.

## ALMA MATER

Dear old high school, we all love you with your record true.  
With the zeal we learn while with you, life cannot be blue.  
Honest, helpful, earnest, thoughtful Lives we build today.  
Leechburg High, we hope to bring you Glory every day.



**STUDENT SCHEDULE**  
**First Marking Period – 2008-2009**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>PERIOD</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>
1					
ROOM					
2					
ROOM					
3					
ROOM					
4					
ROOM					
5					
ROOM					
6					
ROOM					
7					
ROOM					
8					
ROOM					
SEMINAR PERIOD					
ROOM					

**STUDENT SCHEDULE**  
**Second Marking Period – 2008-2009**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>PERIOD</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>
1					
ROOM					
2					
ROOM					
3					
ROOM					
4					
ROOM					
5					
ROOM					
6					
ROOM					
7					
ROOM					
8					
ROOM					
SEMINAR PERIOD					
ROOM					

**STUDENT SCHEDULE**  
**Third Marking Period – 2008-2009**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>PERIOD</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>
1					
ROOM					
2					
ROOM					
3					
ROOM					
4					
ROOM					
5					
ROOM					
6					
ROOM					
7					
ROOM					
8					
ROOM					
SEMINAR PERIOD					
ROOM					

**STUDENT SCHEDULE**  
**Fourth Marking Period – 2008-2009**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>PERIOD</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>	<b>CLASS</b>
1					
ROOM					
2					
ROOM					
3					
ROOM					
4					
ROOM					
5					
ROOM					
6					
ROOM					
7					
ROOM					
8					
ROOM					
SEMINAR PERIOD					
ROOM					



**LEECHBURG AREA  
JUNIOR/SENIOR HIGH SCHOOL**

**STUDENT HANDBOOK REVIEW  
RETURN SHEET  
2008-2009**

PARENT AND STUDENT ARE TO REVIEW THE STUDENT HANDBOOK. THIS SHEET IS TO BE SIGNED BY THE STUDENT AND PARENT, INDICATING THAT THEY HAVE REVIEWED IT. STUDENT SHOULD THEN RETURN SIGNED SHEET TO HIS/HER HOME ROOM TEACHER DURING THE FIRST WEEK OF SCHOOL.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Homeroom