

LEECHBURG AREA MIDDLE/ HIGH SCHOOL STUDENT HANDBOOK '18 -'19

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This school agenda belongs to:

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Grade _____ GO BLUE DEVILS!!

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**Leechburg Area School District
2018-2019 School Calendar**

August 2018	29	First Student Day
September 2018	3	Labor Day No School
October 2018	8	Teacher In-Service No School
November 2018	1	Parent Teacher Conferences
	2	Act 80 Day No School
		Parent Teacher Conferences
	21	Autumn Break No School
	22	Autumn Break No School
	23	Autumn Break No School
	26	Autumn Break No School
December 2018	21	Early Dismissal
	24	Winter Break No School
	25	Winter Break No School
	26	Winter Break No School
	27	Winter Break No School
	28	Winter Break No School
	31	Winter Break No School
January 2019	1	Winter Break No School
	21	Act 80 Day No School
February 2019	18	Act 80 Day No School
March 2019	22	No School
April 2019	19	Spring Break No School
	22	Spring Break No School
May 2019	27	Memorial Day No School
	30	Last Day of School Graduation

BELL SCHEDULE #1
REGULAR BELL SCHEDULE

Period 1	7:40-8:26
Period 2	8:29-9:10
Period 3	9:13-9:54
Period 4	9:57-10:38
Period 5a	10:41-11:11
Period 5	11:14-11:22
Period 5b	11:25-11:55
Period 6	11:58-12:39
Period 7	12:42-1:23
Period 8	1:26-2:07
Remediation	2:10-2:30
Seminar	2:30-3:00

BELL SCHEDULE #2
(2 Hour Delay Schedule)

Period 1	9:40-10:11
Period 2	10:14-10:43
Period 5a	10:46-11:16
Period 5	11:16-11:19
Period 5b	11:22-11:52
Period 3	11:55-12:23
Period 4	12:26-12:54
Period 6	12:57-1:26
Period 7	1:29-1:58
Period 8	2:01-2:30
Seminar	2:30-3:00

2018-2019 PSSA Testing Window

English Language Arts	April 15-26	2019
Math	April 29-May 3	2019
Science	April 29-May 3	2019

2018-2019 Keystone Exams Testing Window

Winter: Wave 1	December 3-14	2018
Winter: Wave 2	January 7-18	2019
Spring	May 13-24	2019

2018-2019 NAEP Testing Window

January 28-March 8	2019
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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 until 8:45 am.** Students are **not** to use the First Street Entrance when entering the building in the morning. After 8:45 am, students are to enter through the High School Office.
2. Students are requested to leave home and time their walk or ride so that they will arrive at approximately 7:25 a.m. Students will be dismissed from the cafeteria to go to their lockers at 7:33 a.m.
3. While in the cafeteria, students are to be seated and should not stand in the main walkway. They shall report directly to their locker/1st period when dismissed from the cafeteria at 7:33 am.
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

The Board of Education requires that school-aged pupils enrolled in the schools of Leechburg Area School District attend school regularly in accordance with the laws of the state of Pennsylvania. Establishing a good attendance record should be a high priority. Research demonstrates that performance at school is directly related to a student's attendance. If a student is going to be absent from school, a parent/guardian must call off their child in the morning between 7:00-8:30 A.M.

The Administration will report, to appropriate authorities, infractions of the law regarding attendance of students below the age of seventeen (17). The building principal will issue a written notice to

any parent or guardian who fails to comply with the compulsory attendance law. Pennsylvania state law requires a warning letter be sent upon the third illegal/unexcused absence. Such notice shall inform the parent or guardian of the date(s) on which the absence(s) occurred, that the absence was unexcused and in violation of the law, and that the parent is liable under the law for the absence of the student. In addition, the parental notification will state that further violations beyond 3 illegal/unexcused days will be prosecuted without additional notice. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a student may be excused by the principal when conditions warrant. Repeated infractions of Board policy regarding the attendance of enrolled students may constitute misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.

The Board considers the following conditions to constitute reasonable cause for an excused absence from school:

- Illness; quarantine
- Impassable roads
- Farm or Domestic Service Permits
- Death in immediate family
- Exceptionally urgent reasons as determined by administration
- Participation in school approved activities

ABSENCE FROM SCHOOL

- Students may miss a maximum of ten (10) days of cumulative lawful absences verified by parental notification during a school year. All absences beyond ten (10) cumulative days require an excuse from a physician.
- Any student who has absences of more than ten (10) days during the school year, that are not covered by a written excuse from a physician will not receive credit for the course(s) missed for that academic year. In the case of semester courses, the student may not miss more than five (5) days under the same provision as stated above. Before the number of days so stipulated has been reached, the teacher will notify the parents of the absences and schedule a conference with the parents and the student involved.
- In the event of a prolonged illness, the absence can be covered by a physician's statement. Homebound instruction may be

arranged to allow the student to be counted as present for his period of illness.

- All absences must be supported by a written message from the parent or legal guardian submitted to the school preferably on the day the student returns or by the 3rd school day following their return to school or the absence will be considered illegal/unexcused. The message on the written excuse should include the student's name, date of absence, the specific reason for the absence and the parent's signature. Pennsylvania State Law requires a warning letter sent upon the 3rd illegal/unexcused absence. A physician must excuse any absence after the tenth day. Any illegal/unexcused absence beyond five (5) days will result in charges being filed with the local magistrate.

TARDINESS TO SCHOOL

Each nine-weeks students will receive detention for their 4th, 5th, and 6th tardy. In-school Suspension will be assigned for each subsequent tardy. Tardies that become excessive could result in out-of-school suspension. In addition, once a student reaches 7 tardies to school in a school year, privileges such as extracurricular activities, dances, concerts, etc. may be taken away from the student by administration until the students satisfactorily demonstrates the ability to arrive to school on time.

In conjunction with the District Justice, students who reach 10 tardies to school within a single grading period will be subject to penalties under the school compliance section of the Pennsylvania School Code.

Students who are tardy first period and are late twenty minutes or more to any class will be counted as absent for that class. All tardy students **MUST REPORT TO THE HIGH SCHOOL OFFICE AND SIGN IN** (including name and time of arrival). A pass must be obtained from the office if a student arrives after first period. Failure to report to the attendance office will show on the attendance records as a day of absence if a student does not sign in. Tardy to school after 7:45 A.M. will result in tardy to the class that is meeting at that time.

Students arriving after 10:51 A.M. are marked a half-day of absence. Students involved with co-curricular activities are reminded that they must be in attendance before 10:51 A.M. in order for them to be eligible to participate in any activity (including practice) for that day of absence.

Students who have acquired more than 10 tardies will be assigned detention for the number of minutes missed. All minutes of missed school past the 10th tardy must be made up after school by the end of each grading period.

TARDY TO CLASS/STUDY HALL

Students are expected to report to class and all assigned areas on time. Tardiness to class three or more times during a grading period will result in detention. If you are late to class DO NOT come to the office for a late pass. The class teacher should admit you to class (without your disturbing the rest of the class) but will mark you tardy to the class in his/her attendance record book. If you were detained by a teacher or staff member, he/she should write you a pass that should include the time.

GET ORGANIZED! The secret to success is organization. If you find it necessary to return to your locker, have it organized so that you can readily find the item you need. The interval between classes (3 minutes) does not permit loitering.

EARLY DISMISSAL

STUDENTS ARE NOT PERMITTED TO SIGN OUT THEMSELVES, REGARDLESS OF AGE.

- No one is permitted to leave the building during school time for any reason unless approved by an administrator.
- Early dismissal will be granted only upon written request of a parent. If there is an emergency an adult phone call may suffice.
- All excuses must be approved by one of the building principals or one of their secretaries.
- Parents or other relatives picking up students for early dismissal **MUST COME INTO THE OFFICE AND SIGN THEM**

OUT. Students are to sign themselves in when they return to the building.

- If at all possible, appointments and/or obligations should be scheduled for after school.

CLOSED CAMPUS

We operate a closed campus. Students must stay on the school grounds from the time they arrive until dismissal. A suspension will be issued for leaving the school grounds without permission.

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 twenty (10) days of unexcused absences. For students in grades 9 through 12, credit may be denied to any student who is not in class for more than (10) days unexcused per year; (5) days per semester; and 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 attendance officer 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.

BULLYING POLICY

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. **Bullying behaviors are as follows but are not limited to those listed:** physical violence and attacks; verbal taunts, name-calling and put-downs; emotional bullying, i.e. spreading rumors, ridiculing, manipulating social relationship; threats and intimidation; extortion or stealing; racially or ethnically-based, or gender-based verbal abuse; and spreading false information about a person. **Cyber-bullying** shall include electronic communication that occurs in school or at school sponsored activities or electronic communication that occurs outside of school or school-sponsored activities that negatively affects the educational environment of the school. Electronic communication can include but is not limited to: emails, text messages, instant messaging, etc.

Characterizations of bullying include: aggressive behavior or intentional "harm doing"; one or more persons with more power unfairly and intentionally hurting someone with less power. The hurt may be physical, social, or emotional. It is usually carried out repeatedly and over time.

The school district encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the guidance counselor, teacher, and/or building principal to report acts of bullying. Teachers who intervene and work with specific students to remedy acts of bullying at the classroom level should report the incident to the building administrator. If teachers and/or other staff cannot

reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal.

Consequences for Bullying

The LASD School Discipline Policy and Time Out/Responsibility Training Plan will be followed for all incidents of bullying.

Consequences will be assigned by the building administration after careful consideration of the factors previously listed. These consequences include but are not limited to the following:

- **1st Offense in the school year** – Verbal Warning and Parent Notification
- **2nd Offense in a school year** – Detention and Parent Notification
- **3rd Offense in a school year** - Loss of school privileges – i. e - assigned seat in cafeteria; hall restriction, In-School Suspension, ESAP or SAP Team Referral, Parent Notification.
- **Additional Offenses after the 3rd Offense in a school year**- Out-Of-School Suspension –The student will be required to attend a meeting with a district administrator and his/her parent before returning to school after the out-of-school suspension. The student will also be required to attend a series of Anti-Bullying Intervention Seminars scheduled after the school day. These sessions will be mandatory. Non-compliance may result in more serious consequences being assigned that may include an alternative education placement and/or board hearing.
- **Other possible consequences** - assignment to alternative education if the problem persists and cannot be remedied by school officials.

CAFETERIA CHARGES

Those who were eligible for free/reduced meals last year must complete a new application for the new year. Application forms are available in the main Office or on the district website. Parents **ARE NOT** permitted to buy restaurant food and deliver it to a child for lunch. The cafeteria does not extend credit to students over a limit of \$25.00. If your child charges over this limit, he or she will receive a standard lunch until the cafeteria bill is paid. Parents are responsible to pay any cafeteria fees incurred by their children including any bank fees for Insufficient Funds. A standard lunch includes a sandwich (PBJ, PB, or Cheese), fruit, dessert, and milk. For questions about

your child's bill please contact the cafeteria manager at 724-842-0501 ext. 129 or jogle@leechburg.k12.pa.us

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 and remain seated.
5. All trash is to be discarded in the proper containers.
6. No student may leave the cafeteria area without permission.
7. No open containers purchased in the cafeteria line or at the snack bar are permitted to leave the cafeteria area.
8. **No food is to be delivered to students in the cafeteria during lunch-time unless permission is granted by the cafeteria supervisor and principal.**

CANDID SNAPSHOTS

During the school year candid snapshots of students may be taken during special events and school projects. These pictures will be used for displays in our school, on the school district website, in the school newspaper, and in local newspapers. No pictures or display will compromise any student confidentiality. **If you do not wish to have your child's photograph taken for these purposes, please put this request in writing to the school 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 High School 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 and/or plagiarizing will receive a zero (0) grade for the test or assignment. Parents will be notified by the teacher.

Plagiarism -The act of appropriating the literary composition of another author, or excerpts, ideas, or passages there from, and passing the material off as one's own creation. This would include the on-line purchase of reports, papers or other documents.

CLASS RANK/GPA

Class rank shall be computed by the final grade in all subjects for which credit is awarded. **Credit shall be awarded based on the credit hours earned for the course. Classes for which students are awarded .5 credits shall be counted as such. Honors level courses will receive an add-factor of .060 and AP classes and add-on factor of .120. See sample below:**

To calculate G.P.A.

Course	Grade	Credit Value			Add-on
Honors English	A	1.0	4.0 x 1.0	4.0	.060
AP Calculas	A	1.0	4.0 x 1.0	4.0	.120
POD	B	1.0	3.0 x 1.0	3.0	
Chem II	C	1.0	2.0 x 1.0	2.0	.060
Sr Band	A	1.0	4.0 x 1.0	4.0	
Adv. Choir	A	.50	4.0 x .5	2.0	
Phys Ed	A	.25	4.0 x .25	1.0	
		5.75	Total	20	
			20/5.75	3.48	
			Add-on	.24	
			GPA	3.72	

CLEARANCES

All individuals having direct contact with students, and not a current employee of the school district, are required to have current clearances according to the laws of the Commonwealth of Pennsylvania. Chaperones will be required to have a current Child Abuse History Clearance and a State Criminal Record Check on file in the Business Office. If you plan on participating as a volunteer for the current

school year, please apply for these clearances early, as it usually takes a month to receive them from the state. Clearances applied for and received after January 1, 2015 are considered “current” from the date of issue for 36 months.

COLLEGE WITHIN THE HIGH SCHOOL

College Within the High School is a cooperative educational program offered by Leechburg Area School District and several local colleges, including Butler County Community College, Westmoreland County Community College, Indiana University of Pennsylvania, Clarion University of Pennsylvania and Penn State New Kensington. These programs are designed for students who plan to go to college and have demonstrated strong academic performance by the end of their sophomore year. It offers a “taste of college” to these students who take college classes while in high school during their junior and senior year.

COMMUNITY SERVICE REQUIREMENTS

Service within the Leechburg Area School District community is defined as performing a task or completing an activity that benefits the community without material compensation. Service based activities involve gaining a sense of pride in one’s school and local community. Students are required to complete a total of 30 service hours prior to May 1 of their senior year in order to graduate. Thirty service hours equal .25 graduation credits. If a student chooses to complete more than the required 30 hours for graduation, they can earn one graduation credit for 120 service hours. **More hours could be accumulated but only up to one (1) credit will be given.**

2018-2019 CORE TEAM (STUDENT ASSISTANCE)

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: For classes of 2018, 2019 and 2020

<u>Subject</u>	<u>Number of Credits Required</u>
English	4
Mathematics (including Algebra I)	4
Science	4
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

Graduation requirements: For classes of 2021 and beyond.

<u>Subject</u>	<u>Number of Credits Required</u>
English	4
Mathematics (including Algebra I)	3-4*
Science	3-4*
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)	6*
Culminating Project (Includes Community Service)	.50
Total	25.00

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 is expected to:

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/MP3 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 p.m. unless accompanied by a teacher/administrator. At 2:32 p.m., 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 attendance office. 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, and any other staff person designated by the building principal**
 1. Truancy (in amount of time missed)
 2. Cheating
 3. Gambling (including the use of playing cards, dice, etc.)
 4. Forgery (passes, excuses, etc.)
 5. Throwing of food; spitting
 6. Failure to follow verbal instruction of teachers and other school authorities including cafeteria monitors and bus drivers
 7. Use of vulgarities or profanity (detention plus possible suspension)
 8. Littering
 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 another student's property (including hall passes)
 13. Possession of laser pointers or any new electronic device that makes noise or could be used to distract the school learning environment.
 14. Using cell phones or having cell phones on during the school day
 15. Possession and/or use of water devices
 16. Horseplay
 17. Harassment (student to student) and/or bullying (see definition)
 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)
- C. 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 in accordance with district policy.
1. Fighting (with possible prosecution before the District Magistrate).
 2. Extortion or threatening acts.
 3. Failure to serve assigned detentions (in addition to serving detention upon return to school following the suspension)
 4. Failure to follow the rules and regulations established by the school.
 5. Harassment of teachers and other school staff including secretaries, cafeteria personnel, maintenance personnel and bus drivers.
 6. 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.
 7. Use of racial slurs (3-day suspension).
 8. Continuation of any act in Section B on page 20.
 9. 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.

DRESS CODE

Dress should be appropriate for the learning situation rather than be distracting or disruptive to others in the educational process.

Students will be expected to keep themselves well-groomed and neatly dressed at all times. While clothing often expresses your individuality, there are reasonable limitations to self-expression.

Follow the rules below when getting dressed for school:

- Clothing promoting obscene, profane or other content likely to disrupt the educational process and messages promoting drugs or alcohol is not permitted.
- Clothing that can conceal items or pose a safety hazard is not permitted.
- Pants, skirts, shorts, and shorts must be secured and worn no lower than the hips and MUST be at fingertip length.
- Straps on shirts and dresses must be 3-fingers wide.
- Torn, shredded, or ripped clothing is permitted if the distressed area sits at or below the knee
- Excessively tight clothing and revealing/sheer/lace garments that expose undergarments, bare chests, or midriffs is not permitted. Tops must be long enough to tuck into pants, skirts, shorts, and shorts.
- Wallet chains are not permitted.
- Sunglasses are not to be worn in school unless verified by a physician's note.
- The wearing of hats, hoods, or other headwear including bandanas, dew-rags, hair pockets, etc. in a school building is not permitted. An exception to the wearing of headwear may be granted to individual students by the administration for medical or religious reasons.
- Yoga Pants are permitted as long as a hip length (untucked) shirt is worn to cover the mid-section of the body.
- Undergarments are NOT to be exposed.

Those students whose appearance or attire is viewed by the staff and administration to be improper will be instructed to change or be assigned to either the after-school detention room or the in-school suspension room. If necessary, the student will wait in the office for replacement garments from home. If instructional time is missed, detention with the teacher may be assigned in order to make up all missed work.

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.

Dual Enrollment Program

The Leechburg Area School District, has partnered with Indiana University of Pennsylvania (IUP), Clarion University of PA, Penn State New Kensington (PSNK), Butler County Community College (BC3) and Westmoreland County Community College (WCCC) to offer an opportunity for qualifying junior and senior students to participate in college level coursework while in high school. Students may take advantage of this opportunity beginning in the summer following their successful completion of the sophomore year of high school. Students will be offered a reduced tuition rate, as determined by the college or university. Students will be responsible for associated costs for books and transportation in addition to the reduced tuition rate.

EARLY DISMISSAL

Any request for early dismissal must be submitted to the High School Office 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 High School Office may call the parent(s) to verify the early dismissal. Students returning from appointments are to "sign-in" in the High School Office.

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

ELECTRONIC DEVICES/CELL PHONES

Electronic devices including but not limited to cellular telephones, beepers, pagers, radios, cassette player, CD players, MP3's, electronic games, and cameras, **are not permitted** to be used during the school day **unless for educational purposes with the permission of the teacher**. Students are permitted to use their electronic device during their lunch period. Phone calls are not permitted. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian. Telephone Pagers/Beepers will be permitted with prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases: a student who has a need for such device due to the medical condition of an immediate family member; other reasons determined appropriate by the building principal. Laptop Computers/Personal Digital Assistants (PDA's) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDA's. **Students should be aware that if a cellular phone is in a student's possession with or without administrative permission and is**

used to take photographs or record audio or video while on school property or at school events, the student should subject to a violation of

state wire tapping laws. The following are the administrative guidelines regarding cell phones:

1. **All students must keep their cell phones in the “OFF” mode during the course of instructional school day** – from arrival through dismissal at the end of the regular day. Students will be permitted to have their phones on during lunch.
2. **All students must keep their cell phones “OUT OF SIGHT” during the course of the instructional school day** - from arrival through dismissal at the end of the regular day (“OUT OF SIGHT” means in a purse, buttoned pocket, book bag, locker, etc.) Students will be permitted to have their cell phones out during lunch.
3. **Parents are asked not to contact their child on his or her cell phone during the school day** If you have an emergency where you need to inform your child of arrangements you can very easily contact the appropriate office. We will see that your child receives the message in a timely manner.

If students choose to violate these rules, the following consequences will be issued:

1. **First Offense** – The first time a student is discovered using or displaying his/her cell phone during the course of the school day, the phone will be confiscated by building administration and will only be released to a parent/guardian of the child from whom the phone was confiscated. **Consequences for a first-time offense involve the assignment of after school detention for your child.**
2. **Second Offense** – The second time a student is discovered using or displaying his/her cell phone during the course of the school day, the phone will again be confiscated by building administration and will only be released to a parent/guardian of the child from whom the phone was confiscated. **Consequences for a second offense involve the assignment of one day of in- school suspension.**
3. **Subsequent Offenses** – Each additional time a student is discovered using or displaying his/her cell phone during the course of the school day, the phone will be confiscated by building administration and will only be released to a parent/guardian of the child from whom the phone was confiscated. **Consequences for each subsequent offense involve the assignment of three days of in-school suspension.**

ELEVATOR KEYS

Elevators are located in the building for students with disabilities or students with injuries. Students are required to provide documentation from a doctor or parent/guardian stating that the elevator is needed. Please check with the secretary to obtain a key. Keys will be provided at the start of each school day and **must** be returned to the office at dismissal. Students are not permitted to take elevator keys out of the building for any reason. Students who do not return elevator keys will be assessed a \$5.00 fee to replace the 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 four (4) full credit courses. If a student fails two or less subjects, he/she will be placed on probation (Student can practice but cannot 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.). Students are required to be in attendance for at least ½ day in order to be eligible to participate in an evening event. Exceptions may be granted at the discretion of the building principal(s).

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 chaperones 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. This individual is required to have clearances on file in the Business Office. 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.

FIELD TRIPS

Students must return all field trip permission forms before the day of the field trip in order to be permitted to go on the trip. Students are not permitted to take book bags on a field trip or any other personal items, unless permission is granted for specific allowable items. All students are expected to follow school rules during field trips. Students who break school rules or misbehave on field trips are subject to the same disciplinary action as if they were on school property. Field trip attendance is a privilege. Students who go on field trips are ambassadors of our school district and are expected to behave in an appropriate manner at all times. Students attending field trips must use the mode of transportation provided for all students and must return with their classmates. No student is permitted to use an alternate mode of transportation, either going to or returning home from the trip, unless special permission is granted by the principal 10 days prior to the scheduled field trip.

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 - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 59% 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, AP Music Theory, AP Art History, 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 receive an add-on factor when calculating class rank/GPA.

IN SCHOOL SCHEDULE ADJUSTMENT RULES

COOPERATION AND ATTITUDE ARE MOST IMPORTANT

1. Report directly to Room 351 between 7:40 a.m. 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.
5. **SLEEPING IS ABSOLUTELY NOT PERMITTED.**
6. You will eat Lunch "A" in the Room 351. 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 Room 351. 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. Please note that during the day(s) of ISSA, you are not allowed to participate in or attend any extracurricular activities. This includes practices, meetings, games, etc.
 10. Snacks are not permitted in the ISSA room.

LIBRARY

Library Hours: **JR/SR HIGH STUDENTS ONLY**

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

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

4:00 p.m. - 8:30 p.m. Monday through Thursday*

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

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. **Lost and Found area will be cleaned out at the conclusion of each semester. Unclaimed items will be discarded. 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 and above will be used. Only the 1st semester grades in grade 11 will be used for juniors. The 1st semester grades in grade 12 for seniors. For more information concerning eligibility to NHS contact the 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 Board's 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 into 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
Principal	724-842-0571 – Ext. 102
Psychologist	724-842-0571 – Ext 103

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 valuables should be locked in a locker or given to the Physical Education teacher during P.E. class. The district is NOT RESPONSIBLE for items stolen from Gym Locker Rooms.**

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 **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 High School Office 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 Principal 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 Principal 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 have not been scheduled.

SCHOOL VISITORS

Any visitor in our school must have permission from the High School Office to be in the building. **Visitors are required to provide their driver's license upon entering 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 p.m. - 3:00 p.m. each school day, is used to provide academic enhancement, support, and/or remediation. The Academic Seminar 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. ***Graduation Project***

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 the Detention Monitor 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

Based on teacher discretion students who accumulate 10 absences or tardies which result in the absence of at least one class period may 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.

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.

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 additional punishment as determined by the building principal. Policy 222 also prohibits the use of "Vapes" or other Electronic Cigarettes on school property.

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 bus rules. 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.

Any violation of the bus regulations will result in the following:

Infraction Type A –

Pushing, hitting, spitting, shouting, standing, scratching, tripping, littering, profane language, eating or drinking, opening windows against driver's orders, arms or heads out of the windows, disobeying the driver, rude or annoying conduct, obscene material, obscene remarks to others, jumping over seats, moving from seat to seat, improper boarding/departing procedures, refusing to identify himself/herself to the driver, or other similar offenses deemed by the principal and transportation coordinator to merit the following penalties:

First Offense – A warning and parent/guardian notification.

Second Offense – Suspension of bus riding privileges for one (1) day.

Third Offense – Suspension of bus riding privileges for three (3) days.

Fourth Offense – Suspension of bus riding privileges for five (5) days.

Fifth Offense – Suspension of bus riding privileges for fifteen (15) days.

Sixth Offense – Suspension of bus riding privileges for thirty (30) days.

Seventh Offense – Suspension of bus riding privileges for the remainder of the year.

Infraction Type B –

Insulting the driver, fighting, use of tobacco, lighting matches, damaging the bus (restitution required), destroying property of others, throwing potentially dangerous objects in or out of the bus, opening exit doors, or other similar offenses deemed by the principal and transportation coordinator to merit the

following penalties:

First Offense – Suspension of bus riding privileges for three (3) days.

Second Offense – Suspension of bus riding privileges for fifteen (15) days.

Third Offense – Suspension of bus riding privileges for the remainder of the year.

Infraction Type C –

Possession of weapons or mace, hitting or pushing the bus driver, throwing objects at the bus driver when he/she is on or off the bus, or other similar offenses deemed by the principal and transportation coordinator to merit the immediate suspension of riding privileges and such other disciplinary action as may be deemed appropriate.

School Notification System

The school district will contact parents/guardians via a phone call for the following reasons:

- A. School closing due to Inclement Weather, Loss of Utilities (Electric, Water)
 - B. *Emergency situations such as:
 - 1.) Fire on school grounds or near to school property.
 - 2.) Lock-Down situations from within or exterior to the school buildings.
- *(These calls will be made as soon as possible)
- C. Any important announcements that the administration may feel to be necessary.

HOMEBOUND INSTRUCTION

When a student is prevented from attending school for a period of time and it is deemed necessary by the child's physician, the school district will provide homebound instruction. To be eligible for this service, a statement from the student's physician must indicate that health considerations will keep the student out of school for at least fifteen (15) consecutive school days. Arrangements for homebound instruction are made through the principal

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 – 2018-2019

	Monday	Tuesday	Wednesday	Thursday	Friday
PERIOD	CLASS	CLASS	CLASS	CLASS	CLASS
1					
ROOM					
2					
ROOM					
3					
ROOM					
4					
ROOM					
5					
ROOM					
6					
ROOM					
7					
ROOM					
8					
ROOM					
Remediation PERIOD					
ROOM					

STUDENT SCHEDULE
Second Marking Period – 2018-2019

	Monday	Tuesday	Wednesday	Thursday	Friday
PERIOD	CLASS	CLASS	CLASS	CLASS	CLASS
1					
ROOM					
2					
ROOM					
3					
ROOM					
4					
ROOM					
5					
ROOM					
6					
ROOM					
7					
ROOM					
8					
ROOM					
Remediation PERIOD					
ROOM					

STUDENT SCHEDULE
Third Marking Period – 2018-2019

	Monday	Tuesday	Wednesday	Thursday	Friday
PERIOD	CLASS	CLASS	CLASS	CLASS	CLASS
1					
ROOM					
2					
ROOM					
3					
ROOM					
4					
ROOM					
5					
ROOM					
6					
ROOM					
7					
ROOM					
8					
ROOM					
Remediation PERIOD					
ROOM					

STUDENT SCHEDULE
Fourth Marking Period – 2018-2019

	Monday	Tuesday	Wednesday	Thursday	Friday
PERIOD	CLASS	CLASS	CLASS	CLASS	CLASS
1					
ROOM					
2					
ROOM					
3					
ROOM					
4					
ROOM					
5					
ROOM					
6					
ROOM					
7					
ROOM					
8					
ROOM					
Remediation PERIOD					
ROOM					

**LEECHBURG AREA
JUNIOR/SENIOR HIGH SCHOOL**

**STUDENT HANDBOOK REVIEW
RETURN SHEET
2018-2019**

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 1st Period TEACHER DURING THE FIRST WEEK OF SCHOOL.

_____ Signature of Student	_____ Signature of Parent/Guardian
_____ Student Name (Printed)	_____ Parent Name (Printed)
_____ Date	_____ Date
_____ Grade	_____ Homeroom