

# **Lake-Lehman School District**

## **Elementary Student Handbook**

### **2021-2022**



#### **FORWARD**

This handbook is designed to answer questions about the procedures, rules, and expectations in effect at the Lake-Lehman Elementary Schools.

Your Principal, your teachers, nurse, and school counselor are available and will gladly respond to any questions or concerns you may have that may or may not be addressed in the handbook. The handbook is also located on each Elementary School's website at: [www.lisd.org](http://www.lisd.org)

#### **Annual Notice to Parents**

In compliance with state and federal law, the Lake-Lehman School District will provide all students with disabilities protection without discrimination or cost to the student/family, those related services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the students' abilities. In order to qualify as a student with a disability, the child must be of school age and evaluated in accordance with 300.304 through 300.11 as having an intellectual disability, deaf/blindness (a hearing impairment including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, a specific learning disability, deafness, hearing impairment, or multiple disabilities, and who, by reason thereof, needs special education and related services. For further information about having your child evaluated for eligibility for special education contact the Director of Special Education, Mrs. Tina Antonello-Portee, at (570) 255-2811.

Lake-Lehman will not discriminate on the basis of race, color, national origin, gender, and handicap in its admission procedures, educational programs and activities or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures contact Mrs. Lori Bednarek, Mr. Matthew Nonnenberg, or Mrs. Tabitha Spagnuolo, Title IX and Section 504 Coordinators, through the Lake-Lehman District Administration office, Lehman, PA 18627. Telephone: (570) 675-2165.

School Board Policies are posted on the district website at [lisd.org](http://lisd.org). All policies are subject to change at the discretion of the Board of Education.

***Please complete this form and return to your child's classroom teacher.***

Please read the Elementary Student Handbook with your child and return this slip to your child's classroom teacher as soon as possible. Thank you.

I have received my copy of the Elementary Student Handbook.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Classroom Teacher

\_\_\_\_\_  
Grade / Section

-----  
**Lake-Lehman School District**  
***PUBLICITY REFUSAL FORM***  
***2021-2022***

Dear Parent/Guardian:

Student names and/or photos and/or videotape footage of Lake-Lehman School District students involved in various school-related activities often are used as part of the district's community relations program.

Student names and/or photos and/or videotape footage may be used in district publications (e.g., school yearbook, school newspaper, district newsletter), district video productions, on the district website, or externally in the media (newspapers, radio, and television). **If for any reason you do not want your child's name and image used in district publicity, please complete the form below and return it to your child's teacher by September 24, 2021.**

**Please note:** Signing this form means that your child's name and/or image will not be released to the media or used in district publicity even if he or she receives athletic, scholastic, or other school achievements. Neither can your child be present for any group activities that are photographed or videotaped for potential publication either within the school or externally in the media.

If you have any questions, please contact the building principal.

**PUBLICITY REFUSAL FORM**

If you do not want your child's name and image used in district publicity, please complete the information below and return this part of the form to your child's teacher by **September 24, 2021**

Child's Name \_\_\_\_\_ Grade: \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

*I do not want my child's name and/or image used in district publicity. I understand that my signature on this form means that my child's name and/or image will not be released to the media or used in district publicity, even if he or she receives recognition for athletic, scholastic, or other school achievements. Neither can my child be present for any group activities that are photographed or videotaped for potential publication either within the school or externally in the media.*

Parent/Guardian Name (please print) \_\_\_\_\_

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

**2021-2022**  
**Lake-Lehman School District**  
**P.O. Box 38, Lehman, PA18627**  
**James E. McGovern, Superintendent**

ADMINISTRATION.....675-2165 / fax 675-7657  
TRANSPORTATION.....675-2165

LEHMAN-JACKSON.....675-2165 / fax 674-5907  
LAKE-NOXEN.....639-1129 / fax 639-3288  
ROSS.....477-5050 or 256-7897 / fax 477-2461

**Staff e-mail: [lastnamefirstinitial@llsd.org](mailto:lastnamefirstinitial@llsd.org)**

**WEB SITE:** <http://www.llsd.org>

Please check the Lake-Lehman School District web site frequently. Each district school building has a link for updates; including school newsletters, calendars, menus, forms, teacher web sites, etc.

**MISSION STATEMENT**

“The Mission of the Lake-Lehman School District is to inspire students to achieve personal fulfillment through the context of community, mastery, independence and generosity within a safe learning environment.”

**SCHOOL HOURS** Grades K-6: Monday-Friday 8:55 a.m. – 3:40 p.m.; Teacher Hours: 8:20 a.m. – 3:50 p.m.

**INTRODUCTION**

It is our pleasure to welcome you to Lake-Lehman School District! The faculty and staff join us in saying we hope this will be a successful and satisfying year for you.

The pages of this handbook contain important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. Open and clear communication between school and home is important to the success of our educational program.

We welcome your participation and support this school year and solicit your membership in the PTO. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

*Mr. Donald E. James, Principal  
Lehman-Jackson Elementary*

*Mr. Matthew Nonnenberg, Principal  
Ross Elementary*

*Ms. Nancy Edkins, Principal  
Lake-Noxen Elementary*

**ATTENDANCE**

Regular attendance is essential to success in school. A student not only misses work on the day of absence, but is not prepared for the next day. All children are expected to attend each day unless they are ill or a family emergency arises.

Every absence or tardiness must be documented and is monitored daily in ESchooldata.

An Elementary Absence Slip (available in the office or online) must be completed within 3 days after returning to school.

In cases of prolonged illness, a telephone call is requested. Homework assignments will be provided after three (3) or more days of absence.

Students absent for more than five (5) consecutive days or ten (10) days per quarter will be required to present a doctor's excuse for such absences. Absences without an excuse will result in a letter from the District Home and School Resource Officer. If not resolved, legal action could result.

**ARRIVAL / TARDINESS**

Doors open and homeroom begins at 8:55 a.m. Students are not to be dropped off before 8:55 a.m. unless they are scheduled for Day Care. There is no supervision for children until 8:55 a.m. Students are expected to be in attendance during the homeroom period of 8:55 – 9:20 a.m. Persistent tardiness is not acceptable.

**EARLY DISMISSAL**

A request to have a student excused from school early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. The student will remain in the classroom until the teacher is notified by the office to release the student. The parent, or authorized person, **must** report to the office and sign the child out. In order to ensure safety, all children will be dismissed from the office. Students will be released only to parents. If your child is to be released to another adult, written permission **must** be given by the parent and approved. When possible, medical and dental appointments should be made outside of school hours.

## **INCLEMENT WEATHER**

The superintendent, through the advice of bus contractors and Penn DOT, determines when severe weather necessitates the need for school delays or early dismissals. Through the global calling system, each family will receive an automated phone call and/or text for notification of emergency late starts, cancellations and early dismissals. Announcements are also made over local radio and TV stations and their internet websites as well as the school district website. **PLEASE DO NOT CALL THE SCHOOL** as we receive the information at the same time as the general public. School phone lines must be kept open during these emergency situations. PLEASE BE SURE YOUR CHILD KNOWS WHAT PROCEDURE TO FOLLOW IN THE EVENT OF AN EMERGENCY OR WEATHER-RELATED EARLY DISMISSAL. The office **will not** be able to accept phone messages for alternative arrangements or reminders for individual children.

## **SNOW EMERGENCY BUS ROUTES**

For the safety of our students, we have established snow school bus routes for use when school is delayed or dismissed due to weather conditions. A delay can be caused by snow or cold temperatures. When a delay is caused by snow, emergency bus routes will be in effect. **These bus routes are posted on the district website: [www.lisd.org](http://www.lisd.org).** It is imperative that your child be at the designated stop at least ten minutes earlier than usual pick-up. If the bus does not arrive at the scheduled time, please wait an additional thirty minutes at which time your child may wait in a sheltered area but must watch for the bus to arrive. Failure to attend school will result in an unexcused absence when transportation has been provided. Parents must arrange to be at the designated stops to receive their children, especially in the case of an early dismissal. Please discuss with your child what he or she should do if you are unable to meet the bus.

## **TRANSPORTATION**

Students are permitted to ride only their assigned bus route. **Bus passes to ride another bus are not accepted.**

A Transportation Request Form must be approved and on file in the Transportation Coordinators office to provide pick-up and drop-off service at stops other than the student's home (example: day care). Please allow a minimum of two days' notice for bus changes when moving to a new residence. Forms are available on the district web site.

For a safe and enjoyable ride to and from school, children should be reminded frequently about the rules for good behavior on the bus:

- Be on time
- Wait for bus outside at bus stop, not indoors
- Enter and leave the bus in an orderly manner
- Follow the directions of the bus driver
- Remain seated until the bus stops
- Keep the aisles clear
- No live animals, large objects, or glass containers
- Keep conversational voices

**School bus transportation is a privilege and will be withdrawn for inappropriate behavior.** Bus drivers will make the first contact in notifying parents of misconduct. Parents will be notified through written incident reports of continued misbehavior. Bus suspensions will generally be issued **after** the third write up.

The Lake-Lehman School District reserves the right to place audio/video equipment on the buses as deemed necessary.

## **FAMILY TRIPS**

A family planning a trip during the school year must submit a written request outlining the itinerary. The Educational Trip Request Form is available on the district web site. Please consult the school calendar for dates of standardized testing. It is requested that families not schedule trips during these times. If the trip is approved as educational, the days missed may be approved as an excused absence. The maximum number of days excused for educational trips shall not exceed ten (10) per school year. Failure to have prior approval will constitute an illegal absence. Teachers will not be able to provide assignments in advance of their classroom instruction. Missed assignments will be made up upon the student's return to school.

## **HOMEWORK**

At Back-to-School Night your child's teacher will explain homework and class expectations. The purpose of homework is to reinforce concepts and provide additional practice of skills learned during the school day. Responsibility for homework should gradually increase for grades 1-6. Parents are encouraged to cooperate by providing support at home.

## **CLASSROOM AVAILABILITY**

Students are given ample time at the end of each day to prepare for dismissal. Having once left the classroom, students are not permitted to return for forgotten items or assignments.

## **GRADEBOOK**

Parents of Lake-Lehman students can monitor their child's grades through the district Parent Portal online. Daily student attendance and grading information are available to parents via [eschooldata](http://eschooldata). Attendance information is updated in near real-time and teachers update grade information regularly. Students are issued a username and password. To access eSchoolData, log on to portal on the Lake-Lehman School District web site at [www.lisd.org](http://www.lisd.org). For security reasons the district will not disclose username or password information over the phone or email. Lost passwords may be retrieved by contacting the Instructional Technology Department by phone, email or in person.

## **PROGRESS REPORTS**

Progress reports are available to parents on [eschooldata](http://eschooldata). Hard copies of student progress reports will be distributed upon request.

## **REPORT CARDS**

Report cards are issued four times a year, at nine (9) week intervals. Parents may also access report cards via eSchooldata. (Kindergarten students do not receive a first quarter report card.) Kindergarten report cards are not available electronically.

## **PROMOTION AND RETENTION**

The school recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the school that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with their development.

A student shall be promoted when the curriculum requirements are successfully completed the student has achieved the academic standards established for the present level based on the professional judgment of the teachers and assessment results. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge. The recommendation of the classroom teacher shall be required for promotion or retention of a student. The building principal is assigned final responsibility for determining the promotion or retention of each student.

## **ASSIGNMENT OF CHILDREN TO NEXT GRADE**

Assignment of children to the next grade is a carefully planned process. Students are assigned with the purpose of creating heterogeneous classes. In order to have the flexibility to develop appropriate and educationally sound classrooms, **Lake-Lehman School District will not honor requests for specific teachers.** By honoring requests, we would lose the ability to meet our needs in class development. However, we realize that there are times when a strong reason exists for a parent to request a particular placement. If that is your situation, you are asked to send a written note directly to the principal.

Your

child's placement is important to you and is a priority to us. We ask that you trust our staff to make the best decisions for all students.

## **PARENT-TEACHER CONFERENCES**

Communication is an essential part of the education program. We feel it is very important for parents to keep in close contact with the child's teacher concerning his/her progress. Parents are **welcome** and **encouraged** to get involved in their child's educational experience. Please remember to schedule a conference in advance so a time that is convenient for all can be established. Scheduled parent-teacher conferences are held in November.

## **CHILD STUDY TEAM**

Instructional support is offered through regular education for those children experiencing academic, behavioral or social difficulties. The Child Study Team helps to identify problems and implement strategies designed to help students meet with success. The team consists of the principal, guidance counselor, Title I reading specialist, classroom teachers and parents. Requests for assistance can be made by teachers or parents. Our goal is to help all our students develop strategies that enable them to become independent learners.

## **PSSA TESTING SCHEDULE 2021-2022**

The Pennsylvania Department of Education requires annual administration of the Pennsylvania System of School Assessment (PSSA) tests. The 2021-2022 school year testing schedule is: Grades 3–6 English/Language Arts – April 25--29, 2022 Grades 3–6 Math and Science – May 2 – May 13, 2022. These tests are very important in determining how well our students are performing in relation to the state standards. **Please do not schedule any vacations or trips during this time.** Parents/guardians will receive individual student test results.

## **PERSONAL PROPERTY**

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. A lost and found box is located in the health room office.

## **RECESS**

Unless outdoor temperatures drop below 20 degrees, recess will be held outdoors most days during the winter. It is important that your child is dressed properly for the weather. Children should have coat, hat, gloves, and boots. At times, students bring articles and pieces of equipment from home that are inappropriate for use on our playgrounds. Please do not permit your child to bring the following: hard baseballs/balls, bats, toy guns, any sharp objects, skateboards, scooters, roller skates.

## **ELECTRONIC EQUIPMENT AND TOYS**

Electronic games, iPad, cell phones, etc. are enjoyable for children of all ages. However, because of the potential interruptions to the learning environment and the danger of their being broken, lost, or stolen, these items remain at home. Special exceptions may be granted when they relate to school projects. Chromebooks are school property and will be treated with care.

**EMERGENCY INFORMATION CARD** Emergency contact cards are distributed each year. Please complete all information, sign and date the card. We request that you provide the school with at least two emergency numbers in addition to your home and work numbers in the event you cannot be reached. Additional contacts can be added on the back of the card. ***Please keep this information up to date.***

## **MEDICINE:**

The Lake-Lehman School District follows the PA State Mandated Policy for Administration of Medication during school hours. There will be no exceptions made.

## **STUDENT DRESS CODE**

The following attire is not permissible in the Lake-Lehman School District:

- Clothing which displays inappropriate pictures, gestures, or words, drug use, alcohol/tobacco products, weapons, profanity, or sexual innuendo.
- Halter tops, tank tops, shirts or blouses exposing the midriff, or other immodest clothing.
- Baggy pants worn below the waistline that reveals undergarments.
- Pajamas or other sleepwear
- Hats of any type or style that must be removed upon entering the building.
- Jeans with excessive rips or holes.
- Shorts are allowed provided the length extends at least to the end of the student's fully extended fingertips.
- Shoes must be appropriate for outdoor recess and physical education class.

Constant and willful violation of the dress code will result in disciplinary action.

## **SCHOOL PICTURES / PUBLICITY PHOTOS**

School pictures are taken every year and are offered for sale to the children on a prepaid basis. There is no obligation to purchase these pictures. All children will have their picture taken for school records.

If you do not want to have photos of your child included in our school newsletters, yearbooks, or local newspaper publicity, please complete the Publicity Refusal form found in this handbook.

## **STUDENT WELLNESS POLICY**

The Lake-Lehman School District has adopted a Student Wellness Policy. The law required each school district participating in the National School Lunch Program to develop a wellness policy that promotes the health of students and addresses the growing problem of childhood obesity. This policy is a federal mandate under the Child Nutrition and WIC Reauthorization Act of 2004.

The Lake-Lehman Board of School Directors has adopted a Student Wellness Policy that includes measurable goals for nutrition education, physical activity, food provided on campus and other school-based activities designed to promote student wellness. The goals set forth in this policy establish regulations for ala-carte foods, fundraisers, vending machines, classroom parties and foods used as rewards. We are requesting all parents and caregivers assist us with these efforts.

### **Classroom Celebrations**

- All classroom party foods for holidays should be nutritious. Holiday party food arrangements will be coordinated by individual classroom teachers.
- Children's birthdays may be recognized; however, refrain from sending or bringing food items to school to celebrate.
- Nutritious food and beverage choices are encouraged for those children who bring their lunch to school.

We appreciate your cooperation in the effort to focus on student nutrition and health.

## **TEXTBOOKS / LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them. A fee will be assessed for lost or damaged books. If a lost book is found, money paid will be refunded.

## **INTERNET / TECHNOLOGY ACCEPTABLE USE POLICY**

Lake-Lehman School District recognizes the vital role technology plays in the teaching of our children and how it relates to the curriculum at all levels K-12. Our goal is to provide all of the necessary tools to expand our students learning potential. Lake-Lehman has taken every reasonable step to safeguard our students, faculty, staff, and administration from inappropriate use of internet resources. Lake-Lehman has implemented web filtering services which will block material from internet resources accessed by our users, such as pornography, violence, profanity, etc. However, when accessing a network of millions of computers throughout the world it is impossible to control all of the content accessed on such a global scale. For example: when performing a search for resources it may be possible to gain access to material that is inappropriate as described above. It is our responsibility as internet users to police ourselves and not willingly access such material.

Outlined below is a list of guidelines and provisions Lake-Lehman School District requires all students to follow and abide by.

All students and their legal guardian must sign the Acceptable Use Policy each school year. (A complete copy is available for download at [www.lisd.org](http://www.lisd.org)) After receiving the signed policy, the student will be given access to the computer network and the district internet.

**Any inappropriate use of the resources of the Lake-Lehman computer network or internet will result in the loss of computer privileges as well as disciplinary action.**

Inappropriate use of the district computer network and internet access is prohibited. This includes but is not limited to:

- I. Willingly access objectionable material
- II. Destroying, changing, or copying another user's data
- III. Using the computer network for illegal activity. This includes violating copyright laws.
- IV. Signing onto the computer network as a user other than your own username, with or without permission of said user.
- V. Sending broadcast messages, anonymous messages, internet instant messages or any variation of messaging.
- VI. Vandalizing computer equipment or degrading computer and/or network system performance.
- VII. Accessing data and or resources you do not have authorization for.
- VIII. Installing games, applications, or any type of software not licensed and/or approved by the district.

- IX. Using internet email such as Hotmail, Gmail etc.
- X. Invading the privacy of others.

### **LUNCH/BREAKFAST PROGRAM**

Two nutritionally balanced meals are served daily- breakfast and lunch. Free or reduced price meals are available to those who qualify. Application forms are sent home at the beginning of each school year. It is important that applications are returned, even if you do not qualify. Information contained is used for grant applications. Applications may be made at any time throughout the school year.

Menus are available on the district web site.

For the school year 2021-2022 Lake-Lehman will be offering free meals to all students under a USDA program.

### **VOICE MAIL TELEPHONE and EMAIL MESSAGES**

When you need to contact your child's teacher or another staff member, please utilize email or the telephone voice mail system. Phones do not ring in classrooms during instructional time, but voice mail messages may be left at any time, day or night. Parents may reach the teacher personally if they call between 8:20 -8:55 a.m. and 3:40 –3:50 p.m.; otherwise, calls go directly into the teacher's voice mail. Teachers check for messages throughout the school day. Staff phone numbers and school email addresses are available on the school website.

### **ASSERTIVE DISCIPLINE PLAN**

We believe all students can behave appropriately while at school. We will allow no student to stop the teacher from teaching or prevent other students from learning.

Each classroom establishes and posts rules, rewards, and consequences. There are also guidelines for out-of-class behavior in the halls, lavatory, cafeteria, and on the playground.

The use of any physical restraint shall be limited to the following circumstances:

- To subdue a disturbance
- To obtain possession of weapons or other dangerous objects
- Self defense
- For protection of persons or property

All students are expected to behave in a developmentally appropriate manner. The choice of behavior is the student's. Behaviors may be rewarded with praise, special activities, or positive phone calls as incentives.

### **SCHOOL RULES**

All students are expected to behave in an appropriate manner which reflects age, grade level, or program placement. Students must adhere to the following regulations:

- Be where they should be, on time, and with proper materials
- Not participate in any activity which interferes with the rights of other people or disrupts orderly procedure.
- Do no harm to self, to others, or to property.

These rules are a guide and are examples of infractions. Student infractions will result in consequences to include detention, loss of privilege, suspension, and/or expulsion.

### **SCHOOL SUSPENSIONS**

Students can be suspended from school from one to ten days for the following reasons:

- Smoking/use of smokeless tobacco/vaping
- Drug and Alcohol Abuse Policy violations
- Vandalism
- Terroristic Threats
- Theft
- Skipping class/school
- \* Violations of Bus Discipline Policy
- \* Disrespect to school personnel
- \* Obscenity
- \* Weapons Policy violations
- \* Repetition of other infractions that are not managed by other means

### **SUBSTANCE ABUSE POLICY**

The Lake-Lehman School District Policy on substance abuse shall consist of four (4) response modes: **Prevention, Early Assistance, Punitive Responses, and Professional Counseling Referral.**

### **STUDENT TRANSFER**

If a student transfers to another school, parents should notify the teacher and/or principal at least two weeks in advance.

Library books, textbooks, and Chromebook must be returned before leaving. Permanent school records will be forwarded to the new school after all obligations are met.

### **STUDENT USE OF PHONE / MESSAGES**

The school telephone is for business purposes. Student use of the school phone is discouraged. Only emergency calls are permitted. Children need to plan and be responsible for lunch money, homework, required materials, or arrangements to play with friends. Preplanning is essential, since parent messages to students are a disruption of valuable class time and cannot be delivered. Parent cooperation and understanding are needed in this area.

## **KINDERGARTEN READINESS PROGRAM**

Lake-Lehman School District presents a readiness program for four-year old children and their parents. Meetings are held throughout the school year to acquaint children and their parents with our building, staff and programs. Staff presentations may include Reading Readiness, Math Readiness, Nutrition and Health, Bus Safety and Kindergarten Registration. This program is intended for children who will begin Kindergarten in the Fall of the following school year. Please contact the school office to register your child for this program.

## **VISITORS/VOLUNTEERS**

In order to balance visits to schools and to protect the safety of students and personnel, the following rules apply to all people who visit our school:

All school buildings remain locked during the school day. To be admitted, visitors must ring the main entrance doorbell. After acknowledgement by office personnel, state your name and reason for requesting entrance. **All visitors, parents, and volunteers must report directly to the office and scan their driver license to receive a visitor badge/pass.**

Any visitor not abiding by this policy shall be asked to leave. If refusal is encountered or if entrance is attempted again, the building administrator shall summon the police. Please do not approach your child on the playground

All volunteers MUST be School Board approved. The school district policy and procedures regarding volunteer clearances can be found at [www.lisd.org](http://www.lisd.org) under the Parents tab. Instructions for obtaining all the necessary clearances with links are posted.

## **PTO**

The Lehman-Jackson Elementary PTO, Ross Elementary PTO, and the Lake-Noxen Elementary PTO are an integral part of the overall school program. They serve the students in many ways, and thus, serve the school. To function effectively, they need volunteer workers with a broad range of talents and skills. We urge all parents to become involved. A membership drive is conducted in the Fall. Annual fundraisers support class field trips, assembly programs and various events for the student body.

## **NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

It is the policy of the Lake-Lehman School District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The Lake-Lehman School District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extra-curricular activities, as required by Title VI, Title IX, and Section 504.

The district Compliance Officer is Mr. James E. McGovern, Superintendent of Schools, P.O. Box 38, Lehman, PA 18627

**\*\*See" Student Responsibilities/Code of Behavior" below.\*\***



# STUDENT BEHAVIOR/ STUDENT RIGHTS AND RESPONSIBILITIES

## Introduction:

The objective of a code of behavior for the Lake-Lehman School District Elementary Schools is to establish guidelines that will foster a spirit of communication, cooperation, tolerance and respect among the students and other members of the school community. These guidelines should help school staff and children understand the need to model good behavior and to take responsibility for their own behavior. Maintaining a program of acceptable student behavior is of major importance.

The purpose of this code of behavior is to provide general regulations governing the behavior of elementary students. Each member of the school community is expected to function in accordance with this code. This code shall be mandatory and enforced uniformly among the Lake-Lehman Elementary Schools.

Students must assume responsibility for their own learning, be responsible learners, and assume the responsibility for exhibiting conduct that does not infringe upon the right of another. The school has the right to expect reasonable and self-disciplined behavior from each student. At the same time, the school must seek to protect the right of every student to an education and provide safeguards for the health, safety, and the rights of each individual.

It is the responsibility of all students, families, care givers, and staff members to become familiar with the code of behavior that follows. All must recognize that students engaging in unexpected conduct will be subject to disciplinary action.

***The offenses listed below are guidelines for behavior. The list is not all-inclusive and the offenses are examples. The administration reserves the right to assign a level offense depending on the severity of the infraction.***

## Disciplinary Guidelines: Infractions and Consequences

**At the discretion of the principal, teacher, or staff member, students not following the discipline policy may be subject to the following set of discipline guidelines. Please note these are examples, not an exhaustive list.**

### Infractions:

- Inappropriate behavior
- Inappropriate/profane language or gestures
- Dishonesty
- Disruptive behavior
- Disrespectful behavior
- Bus conduct incident
  
- Insubordination
- Forgery
- Misuse of technology
- Harassing or bullying behaviors\*
- Unwilling to complete classwork/cooperate
- Endangering health, safety, welfare of self or others
- Use of profanity toward student or staff
- Terroristic Threats
- Physical Aggression, Fighting, Assault
- Vandalism
- Theft
- Discriminatory language/behavior
- Weapons Violation
- Violation of Drug, Alcohol and Tobacco Policy

### Possible Consequences:

- At the discretion of the principal a student discipline file and anecdotal record may be initiated.
- One to one meeting with the principal to review the infraction which will be made part of the written record of the student discipline file maintained by the principal, and recommendations will be made for appropriate behavior so the infraction is not repeated.
- Reprimand by the Principal
- Loss of privileges, detention or suspension
- Counseling referral
- Fixes damage and/or makes restitution
- Immediate parental/familial contact
- Parent conference with principal

- In school suspension and/or loss of privileges
- 1 –3 day suspension
- 3- 5 day suspension
- 6 – 10 day suspension
- Counseling/intervention
- Fixes damages and/or makes restitution
- May include referral to the Superintendent and School Board for consideration of expulsion and/or alternative placement.
- Referral to law enforcement

\*Definition of bullying: threatening, stalking, or seeking to coerce or compel a person to do something; engaging in the nonverbal, verbal, written, cyber or physical gestures and/or conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, natural origin, religion, religious practices, sexual orientation or identification, age or disability that substantially disrupts the educational process. It is usually, but not necessarily, repeated over time.

### **Suspension/Expulsion Guidelines**

#### **In-School Suspension (up to 5 days)**

- This type of suspension will be served at the school with students reporting to and being dismissed at regular times.

#### **Full Out-of-School Suspension (up to 10 days)**

- This type of suspension shall be reserved for serious or persistent infractions of school rules. Due to the need for investigation prior to full suspension, all initial suspensions shall be a temporary classification. If, after reviewing the evidence and considering the nature of the offense, a temporary suspension followed by a full suspension may not exceed ten days. An informal hearing to the student, parent/legal guardian will be offered by the principal within 3 days of the start of the temporary suspension.
- *Exclusion from school may be based on a single incident or accumulation of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion of school can occur in the following forms: Suspension - exclusion from school for a period of up to ten (10) school days. Expulsion - exclusion from school by School Board action for a period of over ten (10) days.*
- *Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective. A hearing is not required prior to a suspension of up to three (3) days. An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days.*
- *Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.*
- *The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.*
- *A parent conference may be requested before the student is readmitted to the regular school program following a suspension.*
- *Students who are suspended are not permitted to attend any school functions during or after school hours during the period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespassing laws.*
- *All student privileges are revoked when a student is suspended from school. A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school. (Refer to Board Policy 233 titled —Exclusion from School—Suspensions and Expulsions for a copy of the complete policy.*
- *All suspensions will be conducted under the guidelines set forth in Chapter 12 of 22, Pennsylvania School Code, as amended.*

## **SCHOOL BOARD POLICIES**

## **STUDENT RIGHTS AND RESPONSIBILITIES- (Board Policy 235)**

### **Purpose**

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

### **Authority**

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[13\]](#)[\[14\]](#)

### **Guidelines**

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

It shall be the responsibility of the student to:[\[4\]](#)

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.[\[8\]](#)
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.[\[10\]](#)
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.[\[11\]](#)
7. Attend school daily and be on time to all classes and other school functions.[\[7\]](#)
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.[\[9\]](#)
11. Not use obscene language in student media or on school property.[\[9\]](#)

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.[\[8\]](#)[\[12\]](#)

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.[\[5\]](#)[\[8\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

#### Legal

1. 24 P.S. 510
  2. 22 PA Code 4.4
  3. 22 PA Code 12.1
  4. 22 PA Code 12.2
  5. 22 PA Code 12.3
  6. Pol. 130
  7. Pol. 204
  8. Pol. 218
  9. Pol. 220
  10. Pol. 221
  11. Pol. 224
  12. Pol. 233
  13. 22 PA Code 12.4
  14. 22 PA Code 12.9
- Pol. 000
- Pol. 103
- Pol. 218.1
- Pol. 218.2
- Pol. 249
- Pol. 705

#### **BULLYING/CYBERBULLYING (Board Policy 249)**

The Lake-Lehman School District recognizes that bullying/cyberbullying of students has negative effects on the educational environment of its schools. Bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students. Bullying/cyberbullying can also escalate into more serious violent offenses. The district has an obligation to promote mutual respect, tolerance, and acceptance, and will not tolerate any behavior that infringes on the safety of any student. Therefore, it shall be the policy of the school district to maintain an educational environment in which bullying and cyberbullying in any form is not tolerated. Toward that end, bullying and cyberbullying are prohibited on school grounds, at school-sponsored events and activities, on school buses and other school-sponsored transportation and at school bus stops.

Refer to Board Policy 249 titled —Bullying/Cyberbullying for a copy of the complete policy.

#### **FIGHTING**

The Lake-Lehman School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, during the time spent in travel to and from school and school-sponsored activities will be punished in accordance with the school discipline policy. In addition, students who engage in fighting, instigate a fight, or engage in any act of violence, may be reported to law

enforcement authorities in a manner consistent with Public School Code and charged with violating the criminal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault, and/or other appropriate charges may be filed in cases, which involve any of the following conditions: A weapon or other potentially dangerous instrument is used in a fight or other act of violence. Bodily injury is inflicted on another person in a fight or through an act of violence. The fighting or violent behavior is chronic as evidenced by a second or subsequent offense in the same school year or a history of inappropriate aggressive behavior. Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult authority. Students actively engaged in fighting or who attempt to inflict bodily injury with a weapon or otherwise will be disciplined and charged appropriately regardless of who started the fight.

### **WEAPONS/DANGEROUS ITEMS POLICY (Board Policy 218.1)**

Any student found to be in possession of or harboring a weapon (as defined below) will immediately be suspended from school for ten (10) days and referred to the District Magistrate or the State Police. Expulsion proceedings will be initiated, and the student will be excluded from school until the disposition of the hearing. Except as otherwise stated in this policy, the district shall expel, for a period of not less than one (1) calendar year, any student who is determined to have brought a weapon on to or is in possession of a weapon on any school property, at any school activity, (whether on or off school property) or on any school bus or public conveyance providing transportation to or from a school or school sponsored activity. For the purpose of this policy, a weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, sharpened wood, sharpened metal, stick or other martial arts device, brass or metal knuckles, club, metal pipe, black jack, chemical agent such as mace, taser, shocker or stun gun, any explosive device, fire arm (including pellet guns or B.B. guns), gun, slingshot, bow, arrow, or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable, the term shall also include weapon replicas, look-alikes, and/or any other chemical, substance, tool, instrument or implement capable of inflicting serious bodily injury. The Superintendent may recommend modifications of these expulsion requirements on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and any other applicable laws and regulations. For the purpose of this policy, the term —school property shall mean any public school grounds, any school-sponsored activity, or any conveyance providing transportation to a school entity or school-sponsored activity.

### **THE GUN-FREE SCHOOLS ACT**

The Gun-Free School Act (GFSA) requires that local educational agencies —expelled from school for a period of not less than one (1) year a student who is determined to have brought a weapon to school. For the purposes of the GFSA, a —weapon means a firearm as defined in Section 921 of Title 18 of the United States Code. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. The frame or receiver of any weapon described above. Any firearm muffler or firearm silencer Any explosive, incendiary, or poison gas

1. Bomb
2. Grenade
3. Rocket having a propellant charge of more than four (4) ounces
4. Missile having an explosive or incendiary charge of more than one quarter (1/4)
5. Mine, or
6. Similar device. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half (1/2) inch in diameter. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two (2) immediately preceding examples, and from which a destructive device may be readily assembled.

### **ACT 26 OF 1995**

Act 26 of 1995, which amends Pennsylvania School Code, was signed into law by Governor Ridge on June 30, 1995. Several sections of Act 26 impact upon the Safe and Drug-Free Schools and Communities program. Section 1317.2, Possession of Weapons Prohibited, implements the federal Gun Free legislative mandate. Section 1302-A requires the Department of Education to set up an Office of Safe Schools. Section 1303A to Section 1308-A, requires the Office of Safe Schools to conduct a statewide data collection of the scope of violence problems in the schools. Section 1304-A to 1308-A sets record keeping standards for the maintenance, retention and transfer of students' disciplinary records. Only the relevant sections of the Act are included for your information. The Act of March 10, 1949, (P.L. 30, No. 14), known as the Public School Code of 1949, amended July 1, 1981 (P.L. 200, No. 62) is amended to read: SECTION 1317.2 POSSESSION OF WEAPONS PROHIBITED A. Except as otherwise provided in this section, a school district or area vocational technical school shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. B. Every school district and area vocational-technical school shall develop a written policy regarding expulsions for possession of a weapon as required under this section. Expulsions shall be conducted pursuant to all applicable regulations. C. The superintendent of a school district or an administrative director of an area vocational-technical school may recommend discipline short of expulsion on a case-by case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Act (Public Law 91-230-20 U.S.C. § 1400 et seq.) D. The provisions of this section shall not apply to the following: 40 1) A weapon being used as part of a program approved by an individual who is participating in the program; or 2) A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for unlawful hunting, if the entry on school premises is authorized by school authorities. E. Nothing in this section shall be construed as limiting the authority or duty of school or area vocational/technical school to make an alternative assignment

or provide alternative educational services during the period of expulsion. F. All school districts and area vocational-technical school shall report all incidents involving possession of a weapon prohibited by this section as follows: 1) The school superintendent or chief administrator shall report the discovery of any weapon prohibited by this section to local law enforcement officials. 2) The school superintendent or chief administrator shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required under Section 1302-A. G. As used in this section, the term —Weaponll shall include, but not limited to, any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

### **TOBACCO USE/POSSESSION POLICY (Refer to Board Policy 222)**

Students are prohibited from possessing, distributing and/or using tobacco on the school grounds, within the school or on the school buses. Those who violate this rule will be subject to discipline and/or referral to the District Magistrate. Materials will be confiscated.

Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe, vape (electronic cigarettes); other lighted smoking product or material; and smokeless tobacco in any form.

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

The Board prohibits students from possessing, using and/or distributing tobacco at any time in a school building, on a school bus, on school property, or at any school sponsored event.

The school district may initiate prosecution of a student who violates the tobacco use policy.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district tobacco use policy by holding an assembly and by publishing such policy in the student handbook, parent newsletter, posted notices, district website and other efficient methods.

### **LOUD, ABUSIVE AND/OR PROFANE LANGUAGE OR BEHAVIOR**

It is the policy of the Lake-Lehman School District to prevent disruptions to school district operations; school sponsored functions, and the instructional process. Thus, all persons, including but not limited to, students, parents, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others. All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

### **SEARCH OF STUDENT AND STUDENT BELONGINGS**

With reasonable suspicion, the administrator can require a student to present his/her belongings for the search of prohibited items, illegal substances, or weapons. Electronic wands may be used by school personnel to assist in the search of a student and his/her belongings.

### **TERRORISTIC THREATS AND ACTS (Board Policy 218.2)**

Purpose The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act. Definition Terroristic threat: shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, place of assembly or facility or public transportation, or to otherwise cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act: shall mean an offense against property or involving danger to another person committed for the purpose of achieving the above result (s). Authority: The Board prohibits any district student from communicating terroristic threats or committing terrorist acts directed at any student, employee, Board member, community member or school building. The Board directs that the Superintendent react promptly and appropriately to information and knowledge concerning a possible or actual terroristic act. The Superintendent shall be responsible for developing administrative regulations to implement this policy. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act. The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act. Guidelines: When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied: 1. The building principal shall promptly report the incident to the Superintendent. 2. The building administrator shall immediately suspend the student. 3. The building administrator shall report the student to law enforcement officials. 4. The Superintendent may recommend expulsion of the

student to the Board. If a student is expelled for making terroristic threats or committing terroristic acts, the Board shall require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to him/herself or to others. Additionally, if a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches. In the case of an exceptional student, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.