

# **STUDENT HANDBOOK AND HALL PASS**

**2022—2023**

**Greater Latrobe Junior High School**

**Grade 7 and 8**

**130 High School Road**

**Latrobe, PA 15650-9000**

**724-539-4265**

**[www.glsd.us](http://www.glsd.us)**

**This agenda belongs to:**

**NAME** \_\_\_\_\_

## **Replacement cost \$5.00**

### **NOTE:**

Be advised that this handbook represents the only official hall pass.

Students are expected to keep the Student Assignment Book intact and in good condition and have it in their possession at all times, especially when moving about the halls.

Students with books deemed in poor condition, or reported lost or stolen, may be required to replace them at cost.

***The following policy pages should be kept in your handbook for reference throughout the school year! Thank you!***

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## **GREATER LATROBE SCHOOL DISTRICT PHILOSOPHY OF EDUCATION**

The purpose of the Greater Latrobe School District is to provide an exemplary program which benefits society by engaging students in a challenging and progressive educational process. The students' studies and activities will provide them with useful and essential knowledge, as well as the discipline and skills to continue learning in a rapidly changing society. This preparation will enable students to think independently and critically, communicate effectively, develop abilities and interests, and continue intellectual growth. As a result of this process, students will acquire a respect for self and others and will contribute to society as responsible and productive citizens.

### **VISION STATEMENT**

The vision of the Greater Latrobe School District is **RELENTLESS FOCUS ON INSTRUCTION** and **BALANCED FOCUS ON THE ARTS, THE ACADEMICS AND THE ATHLETICS.**

### **MISSION STATEMENT**

The Greater Latrobe School District shall prepare students to become lifelong learners and responsible, productive citizens.

### **BELIEF STATEMENTS**

We believe that:

- Practice of the fundamental societal values of integrity, honesty, and respect for others is basic to education.
- Students need a feeling of self-worth.
- High expectations promote high achievement.
- Responsibility for effective education rests with educators, parents, and students, supported by the community.
- The educational process involves learning to effectively handle setbacks and adversity as well as success.
- All students require challenge to learn and develop to their maximum potential.
- Students are expected to develop skills in critical thinking, problem solving and independent learning.
- An inspiring, challenging, motivating environment enhances students' capabilities to compete in a global society.
- Lifelong learning is the ultimate goal of the educational process.

## **TEAMING & TEAMING PHILOSOPHY**

At Greater Latrobe Junior High School (7-8), we believe strongly in the value of teaming our teachers and students. Teams of teachers share common students and collaboration time.

Teachers on a team will have daily opportunities to discuss student success strategies, make interdisciplinary and cross-curricular connections, share data, coordinate academic pacing, and plan major student assessments. This structure allows for the team of teachers to meet not only with one another, but also with other professionals including school counselors, administrators, learning support teachers, and others. We believe that this structure and philosophy allows us to best support students.

## **WILDCAT TIME**

All students will have a daily time period known as ‘Wildcat Time’ to be used for studying, homework, remediation, and enrichment. The use of this time for students will be determined by their specific team of core teachers, who will request students in need of remediation, enrichment, extra studying, etc. This will serve as each student’s study hall, although students who are taking both band and chorus may be pulled during this time for practice.

7th Grade Wildcat Time; after 7th grade lunch; 11:05 am to 11:45 am

8th Grade Wildcat Time; before 8th grade lunch; 10:34 am to 11:14 am

**WELCOME TO GREATER LATROBE JUNIOR HIGH SCHOOL**

**BUILDING ADMINISTRATION**

Mr. Matt Shivetts	Principal
Mrs. Lindsay DiCasolo	Assistant Principal

**Pupil Personnel Services**

Mrs. Angie Blossey	Nurse
Mrs. Dana Myers	Librarian

**School Counselors**

Mr. Alan Hipps	Grade 8
Mrs. Theresa Novotney	Grade 7

**Secretarial Staff**

<i>Principals' Office</i>	Mrs. Kim Hendrick
	Mrs. Claudia Palombo
<i>Counseling Office</i>	Mrs. Sue Viazanko
<i>Library</i>	Mrs. Sharon Adams

**BELL SCHEDULE**

	7:25 – 7:40	Student Arrival
	7:40 – 8:23	Period 1
	8:26 – 9:06	Period 2
	9:09 – 9:49	Period 3
	9:52 – 10:32	Period 4
<b>7<sup>th</sup> Grade</b>	<b>10:34 – 11:04</b>	<b>LUNCH</b>
	<b>11:05 – 11:45</b>	<b>WILDCAT TIME</b>
<b>8<sup>th</sup> Grade</b>	<b>10:34 – 11:14</b>	<b>WILDCAT TIME</b>
	<b>11:15 – 11:45</b>	<b>LUNCH</b>
	11:48 – 12:28	Period 5
	12:31 – 1:11	Period 6
	1:14 – 1:54	Period 7
	1:57 – 2:37	Period 8

## FOREWORD

This handbook has been developed to enable, the student, to adjust to the Greater Latrobe Junior High as easily as possible. It will also provide parents with valuable information concerning the rules, regulations, and procedures needed for an orderly, efficient, and effective school.

For the sake of brevity, however, this manual only concerns itself with the usual daily routine matters that affect the school environment. It draws its essence from the comprehensive Greater Latrobe School District Board policy, and it is not intended to be a comprehensive document but an overview of our general operational procedure.

*The complete Board Policy is available online at [www.glsd.us](http://www.glsd.us).*

## SCHOOL HOURS

The school day begins at 7:40 am and concludes at 2:37 pm.

If a student enters the building after 7:40 am, he/she is considered TARDY and must register at the Principal's Office to obtain an Admission Slip prior to reporting to his/her locker or class.

### Transporting Students

Parents who elect to transport their son/daughter to school are encouraged to arrive **at or before** 7:35 am. ***The Junior High doors open at 7:20 am.*** Parents who may elect to transport their son/daughter home are encouraged to arrive **after 2:37 pm** and pick up their child at the **front of the Senior High School**. This time and place avoids conflict with the buses. If you wish to pick up your child in front of the Junior High, please pick up **after** 2:50 pm.

## ATTENDANCE AND ABSENTEEISM

*BOARD POLICY 204*

The Board of Education requires that school-aged pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The educational program offered by this District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

When a pupil has been absent or sent home because of contagious disease, he or she must present a doctor's certification that he or she is free of contagion or report to the school nurse for admission to school.

All pupils are expected to attend school regularly and punctually. The home and school visitor will work cooperatively with the building administrator to monitor unexcused, unlawful, or excessive absences.

For additional information, please refer to Board Policy 204 on the district website.

## ABSENCES

There must be an accounting of all absences. ***When a student is absent, a parent/guardian should call 724-539-4265 prior to 8:30 am to report your child absent***

## ATTENDANCE CALCULATIONS

- ❖ A student is **TARDY** if he/she arrives after 7:40 am
- ❖ If they are signed in **after 11:15 am**, they will be marked **AM EXCUSED**.
- ❖ If they are **signed out before 11:15 am**, they will be marked **PM EXCUSED**.
- ❖ If they are signed out **AFTER 11:15 am**, they will be marked **EARLY DISMISSAL**.
- ❖ Codes used for attendance include **CA**—this code is **Class Absence**. Class absence is for students who leave for a doctor's appointment or another specified reason and have indicated they will be returning. Both dismissal and return times will be recorded for a **CA**.
- ❖ Any dismissals that the Nurse has sent home ill will be documented as **NED**, which is Nurse Early Dismissal. If the nurse sends a student home before the end of first period, it is recorded as a full day absent (excused). An excuse is not needed if the student is sent home by the nurse.
- ❖ Doctor's Excuse Codes: **MD**= excuse from doctor's office presented for all day absence.
- ❖ Please note that AM and PM excused will appear on your student's report card. All half days are cumulative.

- A. **Excused absences.** Excused absences are those absences resulting from personal illness or a death or emergency involving the student's immediate family. Excused absences shall also include school-approved absences described in this section and defined by the Public School Code.
1. **Vacations.** Students requesting an excused absence from school for vacation with parents or guardian must submit a completed vacation approval form to the building administrator **at least three (3) school days in advance** of the proposed absence from school. The form shall state the reasons for the request and the proposed duration of the absence from school. To be valid, approval must be given through signature on the form by the building administrator and the student's subject teachers.
    - a. Approval is recommended unless a student is failing two or more subjects or has been absent (excused or unexcused) **over 10% percent of the school year to date.**
    - b. Students who are absent for vacation where approval has been denied shall have all absences classified as unexcused or unlawful. All privileges to make up work will be forfeited, and disciplinary measures consistent with District policy will be administered.
    - c. Students on approved vacation absences must submit make-up work immediately upon return to class. At the discretion of the teacher, the student may be granted up to five (5) school days to allow for completion of make-up work.
  2. **Incomplete work.** All incomplete work resulting from excused absences should be made up within five (5) school days after the issuance of an assignment, unless extenuating circumstances exist. Incomplete work at the end of a marking period should be made up no later than five (5) school days



into the next marking period. Incomplete work not made up shall be assigned a failing grade.

3. **Written excuses.** All absences must be accounted for through a written excuse. The excuse must be written and signed by a parent or guardian. The excuse must contain the date(s) of absence and the specific reason for the absence and must be submitted on the day of the student's return to school. Students who do not bring a valid excuse within three (3) school days following the date of the return to school shall have their absence considered unlawful or unexcused. *Excuses and early dismissal requests can be emailed to [JHAttendance@glisd.us](mailto:JHAttendance@glisd.us)*
4. **DOCTOR'S EXCUSES.** Students who are chronically absent from school will be required to produce doctor's excuses for all absences. If a doctor's excuse is not submitted within three days, the absence will be declared unexcused or unlawful.

B. **Unexcused or Unlawful Absences.** All absences not constituting excused absences as defined above, class cuts, or incidents of tardiness shall be considered unexcused or unlawful absences.

1. **Loss of make-up work privilege.** Students may not be permitted to make up work due on days or those portions of days when they were not present due to an unexcused or unlawful absence. Failing grades may be issued for work not completed during these absences and shall be averaged into the overall grade for the nine (9) week marking period.
2. **Falsified/Forged Excuses** may result in the day being declared an unlawful absence and may result in disciplinary action.
3. **Truancy** may be defined as an unexcused/unlawful absence. As with any unexcused absence, make-up work will not be permitted. A letter will be sent to the parents of students who attain a total of three (3) days of unlawful absence at any time during the school year. A truancy elimination plan (TEP) meeting will be held after the fourth unlawful absence. Charges will be filed with the magistrate after the fifth.

C. **Participation in School-Related Activities.** School-related activities include such things as internships, shadowing, field trips, community service, school visits, etc. Procedures pertaining to the granting of permission to participate in school-related activities will be established by the building administrators. Students will be considered present when participating in school-related activities.

## **FIELD TRIPS**

The purpose of a field trip is to enhance a student's understanding of a certain discipline or provide him/her with an extension of the classroom experience. Students who are eligible to attend are expected to project a good appearance and are therefore required to dress as per regular school attire or as requested by the sponsor. Students will be denied permission to attend the field trip if he/she is:

1. **Absent more than 10% of the school year to date.**
2. **Failing 2 or more one credit courses and/or the course sponsoring the trip.**

*Any student who has received more than one (1) three-day in-school, out-of-school, or bus suspension will be denied permission to attend field trips.*

## **CLASS CUTS**

1. A class cut is a deliberate absence from class, homeroom, study hall, lunch, or other assignment on a day when the student is counted present.
2. The only acceptable excuse for failing to report to an assigned area is illness, confirmed by the school nurse, or an absence approved by the Principals' Office.
3. Class Cut Consequences
  - a. **First incident** – written notice to parent/guardian and two (2) detentions assigned by the principal or his designee. Students may not be permitted to make up work assigned on the day they cut class.
  - b. Disciplinary action for any additional incidents will be left to the discretion of the principal or his designee.

## **EARLY DISMISSAL**

It is recommended that doctor and dentist appointments should be made after school hours or on Saturdays. If the appointment must be made during school hours, **a request signed by a parent/guardian, stating the reason and time of the early dismissal MUST be presented to the secretaries upon arrival to school in the main office or emailed to [JHAttendance@glsd.us](mailto:JHAttendance@glsd.us). A parent/guardian must escort him/her from the building.** Only a parent/guardian may remove a student from school for an early dismissal unless other arrangements have been made with a school administrator.

Upon returning to school from an early dismissal, the student must sign in at the Principals' Office **and present the Early Dismissal Verification form signed by the doctor/dentist.** Any student who leaves before 11:15 am and does not return will be considered as absent for the afternoon.

## **TARDY TO SCHOOL OR CLASS**

The only excusable reasons for tardiness to school are illness, quarantine, death in the family, impassable roads or emergencies personally affecting the child.

*Tardy to school infractions will accumulate each quarter.* Tardies to homeroom, class, study hall, lunch, etc. will be cumulative for the year.

*Procedure to Follow When Tardy to School*

1. Report to the Principals' Office.
2. Sign in with the attendance secretary.
3. Pick up a tardy admission slip and report to class.

### **Disciplinary Responses**

Students who are habitually tardy to school for an unexcused reason will be subject to the following regulations:

1. **Third incident** – warning issued/parent contacted.
2. **Fourth through fifth** – before or after school detentions may be assigned progressively.

3. Continued unexcused tardies will result in an escalated discipline procedure.

Tardy to class includes being late to a subject class, study hall, library or lunch. Unexcused tardiness between classes will be handled by the individual teacher who will keep a record of attendance and tardiness to class. Students who are habitually tardy will be disciplined accordingly.

## **WITHDRAWAL FROM SCHOOL**

**BOARD POLICY 208**

Before a student can formally withdraw from school, he/she must report to the Guidance Office to obtain a **Withdrawal Notice form**. He/she must then have his/her teachers and other designated school personnel sign the form. All books must be returned, fines paid and lockers cleaned out **and** lock removed from the locker.

Once completed, this form must be submitted to the Guidance Office by the end of the last day the student is in attendance. Also, a parent/guardian **MUST** go to the GLSD Administration building to initiate the withdrawal process and sign withdrawal documents.

## **STUDENT DISCIPLINE**

**BOARD POLICY 218**

### **Purpose**

Every teacher and administrator in the Greater Latrobe School District shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his or her school as the parents, guardians, or persons in parental relation to such pupils may exercise over them. This authority may be exercised by School District administrators and employees during those hours when they have the right to exercise *in loco parentis* powers over the student in accordance with the Public School Code of 1949, including but not limited to school hours, at any school-sponsored event and during the time required in going to and from their homes to and from school.

All students are expected to respect and observe the basic rules of conduct established by the Board of School Directors. The enforcement of these basic rules becomes the mutual responsibility of the entire staff. Total staff cooperation and collaboration should have as its goal the encouragement of the only true form of discipline which is self-discipline.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

**BOARD POLICY 235**

### **A. Student Rights**

No student shall be deprived of equal access to the educational program or of equal treatment, due process, a presumption of innocence in disciplinary hearings, and free expression and association in accordance with these policies.

### **B. Student Responsibilities**

It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations as set forth in the student handbook for student behavior and conduct themselves in accordance with said rules.

2. Express ideas and opinions in a respectful manner so as not to offend or slander any other person.
3. Volunteer information and assist staff in matters relating to the health, safety, and welfare of the school community and the protection of school property.
4. Dress and groom themselves so as to meet fair standards of safety and health and so as not to cause disruption to the educational processes.
5. Understand that a rule is in full effect until it is waived, altered, or repealed.
6. Assist staff in operating safe school for all students enrolled therein.
7. Be aware of and comply with federal, state and local laws.
8. Exercise proper care when using school facilities and equipment.
9. Attend school daily, except when excused, and be on time for all classes and other functions.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
11. Make all necessary arrangements for making up work when absent from school.
12. The use of indecent or obscene language is prohibited.
13. Avoid inaccuracies and inappropriate language in all student publications.

#### **C. Behavior Unbecoming a Student**

**The following conduct on the part of a student is expressly forbidden:**

1. Conduct which violates or is not in keeping with the student responsibilities.
2. Conduct which violates the district's weapon policy.
3. Conduct which violates the district's drug and alcohol policy.
4. Conduct which violates the district's tobacco products policy.
5. Conduct which violates the district's attendance and absenteeism policy.
6. Conduct which violates the district's school bus safety policy.
7. Conduct on the part of the student which impedes orderly classroom procedures.
8. Conduct on the part of the student which impedes orderly operation of school activities.
9. Conduct on the part of the student which causes damage to or loss of school property or the property of others.
10. Conduct on the part of the student which results in violence toward another person or poses a threat to the health or safety of others.

#### **D. School Responsibility**

The school is responsible for students:

1. During the instructional hours of the school day in school.
2. During the instructional hours of the school day on school district property.
3. On school district vehicles (owned, rented, leased or contracted). Bus stop activity will depend on the situation.
4. At school district events held before, during or after school that are directly observed and supervised by school district staff.

## **ALCOHOL AND OTHER DRUGS**

### ***BOARD POLICY 227***

The School Board recognizes that use, possession, and distribution of alcohol and other drugs is a serious problem, carrying with it legal, physical, and social implications for the entire school community. Accordingly, the District and its employees should strive to prevent the use of drugs.

For purposes of this policy and other policies relating to student discipline, the term “drug” shall mean all controlled substances prohibited by law; any drug paraphernalia; any drug; any counterfeit or “look-alike” drug; any alcoholic beverage; any anabolic steroid. Legally-prescribed and used prescription drugs, over-the-counter drugs, and tobacco will not in and of themselves be considered under this policy but instead, will be considered under behavior unbecoming a student unless used as “look-alike” drugs, sold for profit, or used in a way that otherwise represents a risk to the health, welfare, or safety of the student body.

The Board prohibits the use, possession, or distribution of alcohol or other drugs during those hours when the School District administrators and employees have the right to exercise *in loco parentis* powers over the student in accordance with the Public School code of 1949, including but not limited to, school hours, at any school-sponsored event and during the time required in going from their homes to school and from school to their homes. The Board further prohibits the use, possession, or distribution of alcohol or other drugs on school property at any time.

The Board further prohibits students from being present at school or school-sponsored events during the times described in this paragraph where they are under the influence of alcohol or other drugs.

### **Disciplinary Response**

Violation of the drug and alcohol policy for the first time will result in a minimum of a ten-day (10) suspension and exclusion from all “public” extracurricular activities for a minimum of 60 consecutive school days, which carries over to the next school term if not completed during the current school term. Nothing in this policy prevents a coach or club sponsor from implementing a more severe disciplinary action for his or her activity. At the discretion of the principal, students may be permitted to reduce their extracurricular suspension by one day for every hour of completed community service. All community service activities must be preapproved by the principal. “Public” activities shall be described as student participation in public competition, performances, school dances, graduation, or any other event/activity in which the student serves as a representative of the student body in a public forum. Therefore, practice or attending organizational meetings during the activity suspension will be permitted on a case by case basis, as long as the student is under direct supervision of a district representative.

Additionally, the student may be recommended for expulsion depending on the following factors: the type and quantity of the drug involved; whether or not the violation involved possession as opposed to delivery or sale; whether the evidence indicates the violation may have been an ongoing course of conduct or a single occurrence; whether the violation involved violence or threat of violence; relevant prior record of the student; age of the student; whether the student and his/her parents have

cooperated in drug treatment and rehabilitation programs recommended by the District; and other relevant and material facts existing on a case-by-case basis.

Violation of this section for a second or subsequent time will result in an expulsion of not less than one year; provided, however, that the District Superintendent may recommend discipline short of a one-year expulsion when taking into account the factors set forth in the preceding paragraph and further taking into account the period of time elapsed between violations.

When a student commits a violation under this section, the District shall refer him/her for appropriate drug and alcohol assessment. Cooperation of the student and parents with respect to such assessment may be considered in the determination of a disciplinary response.

If a student is expelled for violating this section, the Board may place reasonable conditions upon his/her return to school including, but not limited to an assessment by a drug and alcohol counselor.

### **ASSAULT ON A SCHOOL EMPLOYEE or HIS / HER PERSONAL PROPERTY**

A student who assaults a school employee or his/her personal property shall be suspended. Such offenses will be referred to the superintendent of schools, police and civil authorities for further action and possible adjudication. In addition to the suspension a hearing before the Board of School Directors for a possible expulsion may be held.

### **SUSPENSIONS AND EXPULSION HEARING PROCESS** *BOARD POLICY 233*

The Board recognizes that exclusion from the education program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board may, after a proper hearing, suspend a student for such time as it deems necessary or may permanently expel that student.

#### **Definitions**

**Suspension** – Suspension is exclusion from school for a period of from one (1) to ten (10) consecutive school days. Suspension may be assigned to be served in the school building.

**Expulsion** – Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing in accordance with the mandates of this section.

For additional information, please refer to **Board Policy 233** on the District website: [www.glsd.us](http://www.glsd.us)

## **IN-SCHOOL SUSPENSION**

No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. The parents or guardian of the student shall be informed of the suspension action taken by the administrators.

When an in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the administrator shall be offered to the student and the student's parents or guardian prior to the eleventh day of the in-school suspension. The informal hearing shall follow the guidelines set forth in this section.

## **ALTERNATIVE DISCIPLINE PROGRAMS**

Students may also be assigned to the Greater Latrobe Senior High School's Community Service Program. Administrators may assign students to these programs at their discretion.

The Community Service Program is designed as an alternative to traditional detention or in-school suspension. Students will complete a community service project under the supervision of a Greater Latrobe Senior High School staff member or approved designee.

The focus may be on respect, responsibility, reliability, conflict resolution, self-discipline, decision-making, relationship building, social skills, time management, teamwork, etc.

If a student fails to successfully complete the assigned community service on the assigned date, he/she will not be permitted to participate in any extra-curricular activities (ex. athletics, clubs, prom, dances, etc.) until the session is completed. If a session is missed, the student may be assigned traditional forms of discipline such as in-school or out-of-school suspension.

## **PROCEDURES**

Students who are suspended "out-of-school" may not participate in any extra-curricular activity until they return to school.

Students who are suspended "in-school" may not participate in any extra-curricular activity until the end of the school day or last day of the suspension.

## **EXPULSION**

The Board of School Directors may expel a student for a period exceeding ten (10) school days or may permanently expel from the rolls of this District any student whose misconduct and disobedience is such as to warrant this sanction.

A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. When the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.

**Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law, even though expelled. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study, or through another education program approved by the District's Superintendent. If the parents or guardian are unable to provide for the required education, they must, within 30 days, submit to the School District written evidence so stating. The District then has the responsibility to make some provision for the student's education. If 30 days pass without the District receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the District must make some provision for the student's education or take appropriate actions under the Juvenile Act, or both.**

## **FORMAL HEARINGS**

**The following due-process requirements shall be observed with regard to any formal hearing pertaining to student discipline:**

- 1. Notification of the charges shall be sent to the student's parents or guardian by certified mail.**
- 2. Sufficient notice of the time and place of the hearing must be given.**
- 3. The hearing shall be held in private unless the student or parent requests a public hearing.**
- 4. The student has the right to be represented by counsel.**
- 5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.**
- 6. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.**
- 7. The student has the right to testify and present witnesses on his/her own behalf.**
- 8. A record must be kept of the hearing either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.**
- 9. The proceeding must be held with all reasonable speed.**



During the period of time prior to a formal hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his or her normal class unless it is determined after an informal hearing that the student's presence in his or her normal class would constitute a threat to the health, safety, morals, or welfare of others. If it is determined after an informal hearing that such a student's presence would, in fact, constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

#### **H. Confidentiality**

All hearings, whether informal or formal, shall be conducted as private hearings unless the student and parents or guardian request the hearing to be held as a public hearing. The name of a student under eighteen (18) years of age who has been subject to disciplinary proceedings under this section shall not become part of the agenda or minutes of a public meeting. Nor shall the name of such a student become part of any public record maintained by the Board.

## **DETENTION**

### ***BOARD POLICY 218***

Detention is a disciplinary option which may be assigned when misbehavior on the part of a student has not been corrected by staff requests, verbal reprimand, or parental contact. Detention requires a student to remain in school during hours when school is not in session. Detention may be assigned after school to be served from **2:40 pm - 4:00 pm**. Detention may be assigned by administrative staff or faculty.

Detention shall be adequately supervised. Students will be required to study or undertake some other constructive activity during detention.

All detentions must be served. Parents of students bused to school must make provisions for transportation of the student. Failure to serve assigned detention may result in the assignment of additional detention or a more serious disciplinary response such as In- or Out-of-School suspension.

Parents shall be informed when a student is being detained on the same day as the infraction. Thereafter, the student shall be responsible for notifying the parents of detention on subsequent consecutive days.

Detention shall be assigned at the discretion of the teacher or administrator and not at the convenience of the student. In keeping with this policy, the following rules shall pertain to detention:

1. All student privileges, at the discretion of the teacher or administrator, may be suspended from the date assigned detention until the date that the detention obligation has been completed.
2. Detention obligations have priority over all extracurricular activities.

## **DISRESPECT, DEFACING or WILLFUL DESTRUCTION of SCHOOL PROPERTY, STEALING**

Disrespect, defacing or willful destruction of school property, and stealing are unacceptable behaviors. Any student who commits any of the above violations may be suspended for three (3) days out of school and assessed for restitution of damaged property including labor and material fees. Disrespect and/or failure to follow procedures outlined by the instructor will result in disciplinary action. The possibility of referral to civil authorities and the state police also exist.

## **FIGHTING**

Any student who participates in a fight will be suspended and may be subject to further disciplinary or legal action at the discretion of the building administrator depending on the severity of the incident.

## **BULLYING/HARASSMENT**

*BOARD POLICY 248 & 249*

Bullying creates an atmosphere of fear and intimidation and detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits all forms of bullying by district students.

**Bullying** means any intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and which is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in Board policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or activity sponsored, supervised or sanctioned by the school. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, and the District's Student Discipline Policy.

Students who harass, use abusive language, intimidate, or promote a physical confrontation may be suspended or subject to other disciplinary action at the discretion of the administration.

Racial, ethnic and sexual harassment will not be tolerated in the Greater Latrobe School District.

Students who have been bullied or harassed are encouraged to promptly report such incidents to a principal, counselor, school nurse or teacher.

For additional information, please refer to **Board Policy 248 & 249** on the District website: [www.glsd.us](http://www.glsd.us)

## **HAZING**

### **BOARD POLICY 247**

**Hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

***Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.***

If the investigation results in a substantial finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Student Code of Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered when assigning discipline.

For additional information, please refer to **Board Policy 247** on the District website: [www.glsd.us](http://www.glsd.us)

## **INSUBORDINATE ACTION**

A deliberate refusal to follow the instructions of a member of the school staff or the use of auditory and visual obscenities shall result in disciplinary action including suspension.

## **SCHOOL BUS SAFETY**

School bus transportation to and from school is a privilege provided to the students by the school district. Students have a responsibility to conform their conduct to these discipline guidelines while riding on a school bus. Students must understand that misbehavior constitutes a hazard to the safety of all passengers.

In order to maintain safe and orderly bus transportation, the following procedures must be observed:

1. Students should arrive at their school bus stop at least five (5) minutes before the scheduled arrival of the bus.
2. Students must, at all times, recognize the authority of the driver.

3. Students shall only ride the school bus assigned to them unless given written permission by school authorities.
4. Students shall always stand off the roadway when the bus approaches.
5. Students shall not board or depart until the bus is at a complete stop.

### **Prohibited Conduct**

The following conduct by a student on a bus is specifically prohibited:

1. Failure to obey the driver.
2. Failure to remain seated.
3. Throwing objects in or out of the bus.
4. Fighting.
5. Placing any part of the body outside the bus window.
6. Possession or use of tobacco, drugs, or alcohol.
7. Spitting
8. Possession or use of a weapon.
9. Unauthorized use of emergency doors or windows.
10. Vandalism of the bus.
11. Use of matches, lighters, or any other combustible item.
12. Use of vulgar language or obscene gestures.
13. Any conduct which unreasonably annoys or disturbs other students or the driver or which affects the safe and orderly transportation of students to and from school.

### **Disciplinary Response**

The initial disciplinary response for student misconduct should ordinarily be handled by the bus driver. The driver may utilize the disciplinary measures to correct the problem including conferring with the student, changing the student's seat, or other measures approved by the building administrator.

Where the bus driver's actions have failed to correct the student misconduct or where the misconduct is so serious as to warrant immediate intervention, the bus driver shall complete a School Bus Incident Report and submit the report to the building administrator for further action.

### **Penalty**

The following disciplinary procedures shall serve as guidelines in the administration of discipline by the building administrator or designee:

1. First School Bus Incident Report Submission – Student's bus privileges shall be suspended for three (3) days.
2. Second School Bus Incident Report Submission – Student's bus privileges shall be suspended for five (5) days.
3. Third School Bus Incident Report Submission – Student's bus privileges shall be suspended for ten (10) days.
4. Fourth School Bus Incident Report Submission – Student's bus privileges shall be suspended for the remainder of the school year.

The penalties set forth in this section relate to bus transportation privileges only. Nothing in this section shall preclude the school administrators from applying additional disciplinary measures in accordance with the District's disciplinary policies.

Parents or guardians shall be notified prior to suspension of bus transportation privileges. Students serving bus transportation suspensions are not excused from attending school.

## **REQUEST TO CHANGE BUSES**

Students are assigned to specific buses for transportation to and from school. In emergency situations only a parent/guardian may request **in writing** that their child be permitted to ride another bus. **Please avoid making requests over the phone.** This request must state the reason, a parent phone number and be submitted that morning to the principals' office for approval by the principal or his designee. **Any request for the purpose of socializing will be denied. Students are not permitted to ride a bus different than their assigned bus.**

## **SUSPENSION EXCLUSION FROM SCHOOL** *BOARD POLICY 233*

The administrator or person in charge of a public school may suspend any pupil for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days, and shall report the suspension to the Superintendent as soon as possible thereafter.

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

The parents of the student and the superintendent of the District shall be notified immediately in writing when the student is suspended.

When a suspension from school exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student to meet with 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. The informal hearing is meant to encourage the student's parents or guardian to meet with the administrator to discuss ways by which future offenses can be avoided.

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. The 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.

In the event that the student or his/her parents or guardian chooses not to avail themselves of the opportunity to be heard, the School District's obligation has been fulfilled.

## **TERRORISTIC THREATS / ACTS**

**BOARD POLICY 218.2**

The Board recognizes that terroristic threats and acts by students present a danger 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.

Terroristic Threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience.

Terroristic Act – shall mean any act carried out in conjunction with or to further fulfill a terroristic threat.

The Board prohibits any student from communicating a terroristic threat or committing terroristic act while under the authority of the school district.

A committee consisting of the Superintendent or Assistant Superintendent, appropriate principal, may include home and school visitor, and school psychologist will meet to evaluate the situation and to recommend appropriate disciplinary action which may include suspension and/or expulsion.

*For additional information, please refer to **Board Policy 218.2** on the District website:*

[www.glsd.us](http://www.glsd.us)

## **TOBACCO USE**

**BOARD POLICY 222**

The Board recognizes that the use of tobacco products presents a health hazard which can have serious consequences for both users and non-users alike.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, electronic cigarette, cigar and pipe; other lighted smoking products; and smokeless tobacco in any form.

The possession or use of tobacco products is strictly prohibited by the Board at all times during the school day in school buildings, on school grounds, at school-sponsored events, and on school buses.

Because of the importance of the role played by adult members of the school community, the Board prohibits smoking by staff members and visitors during any part of the regular educational program of the school and at any school-sponsored event on school property.

## **Disciplinary Response**

For the first violation of this policy, the School District shall institute criminal charges under applicable Pennsylvania statutes before the appropriate District Justice. Conviction on the charges will result in payment of a monetary fine and the costs of prosecution. Additionally, the School District may, at its discretion, file charges seeking

a civil penalty under applicable Pennsylvania statutes. A student violating this policy for the first time may receive, along with the other punishments set forth herein, a three-day (3) suspension.

For a second or subsequent violation of this policy, the School District shall institute criminal charges under applicable Pennsylvania statutes before the appropriate District Justice. Conviction on the charges will result in payment of a monetary fine and the costs of prosecution. Additionally, the School District may, at its discretion, file charges seeking a civil penalty under applicable Pennsylvania statutes. A student violating this policy for the second and subsequent times may receive, along with the other punishments set forth herein, suspension of up to ten (10) days.

## **WEAPONS**

### ***BOARD POLICY 218.1***

No person shall possess, handle, or transmit any weapon in any building, on any school property or grounds, at any school-sponsored activity or event, or on any public conveyance providing transportation to or from any school or any school-sponsored activity or event.

The term "weapon" shall include, but not be limited to, any knife, cutting tool, needle, nunchaku (nun-chuck stick), firearm, shotgun, rifle, explosive weapon or device, smoke bomb, "lookalike" weapon, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

"Weapon" shall also include anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. The term includes a firearm which is not loaded or lacks a clip or other component to render it immediately operable and components which can readily be assembled into a weapon.

### **Defenses**

It shall be a defense that the weapon is possessed and used in conjunction with a lawful, supervised school activity or course or is possessed or used for other lawful purposes.

If a person inadvertently takes a weapon into a school building, onto school property, or onto a school bus or conveyance, and upon discovery of the weapon immediately surrenders it to the bus driver, a teacher, or any employee of the school district, the following guideline should be followed:

1. The school employee to whom the weapon was surrendered will promptly report the incident to the appropriate school administrator.
2. The school administrator shall conduct an investigation as promptly as convenient. If the administrator is satisfied that the possession of the weapon was innocent or inadvertent, the matter will end. In that event, the administrator will request a parent/guardian of the student surrendering the weapon to come to the school to retrieve it.
3. If the administrator's investigation finds that the possession of the weapon was not innocent or inadvertent, the case will be handled as other weapon cases under this policy.

## **Disciplinary Response**

Any person who violates this weapons policy shall be expelled for a period of not less than one (1) year; provided, however, that the District Superintendent may recommend discipline short of expulsion on a case-by-case basis. In determining the penalty, the District Superintendent may take into account, among all other circumstances, the age and grade level of the person involved.

Suspensions may be given by the District Superintendent or his/her designee. During any suspension or expulsion, the student shall be excluded from all extra-curricular activities.

*For additional information, please refer to **Board Policy 218.1** on the District website: [www.glsd.us](http://www.glsd.us)*

## **XIV. SEARCH AND SEIZURE**

## **BOARD POLICY 226**

All lockers and cabinets are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker or cabinet as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

School authorities may search a student's locker and cabinet and seize any unauthorized or illegal materials provided that there are reasonable grounds to suspect that the search will reveal such material. Materials seized may be used as evidence against the student in disciplinary proceedings. Where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, or safety of students in the school, student lockers may be searched without prior warning. In all other instances, an attempt shall be made to notify students and allow them to be present.

Greater Latrobe School District officials may search students provided that there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. All searches should be conducted by the administrator or his/her designees and in the presence of another staff member. Any search of a student's person involving a pat-down should be done by a school official of the same sex unless an emergency situation exists that could compromise the safety of staff members or students.

**For additional information, please refer to Board Policy 226 on the district website.**



## STUDENT GUIDELINES

### **BACKPACKS**

Backpacks, although very practical and useful, create a safety hazard in the classroom, cafeteria, cafeteria serving area and library. For that reason, all backpacks should be stored in the hall lockers.

### **CAFETERIA**      **Student Wellness**

*BOARD POLICY 246*

The Food Service program is operated under the regulations of the federally funded National School Lunch and Breakfast Program. Our goal is to provide nutritious and appealing meals everyday school is in session. A variety of whole grains, fresh fruits and vegetables as well as low-fat and fat –free milk are offered with each meal.

School meals are **FREE** to ALL 7<sup>th</sup> and 8<sup>th</sup> grade students. Each student may enjoy one free breakfast meal and one free lunch meal per day. Students must choose a fruit OR vegetable to make their breakfast or lunch a MEAL.

Students will need money on their meal account for any á la carte purchases that are in addition to the free meal. Examples of á la carte items may include *but are not limited to* bottled water, extra entrees or sandwiches, second meals, extra French fries, ice cream, bagged chips or snacks.

All students are expected to behave as ladies and gentlemen when eating in the cafeteria. Failure to do so will result in one or more days of detention or other appropriate disciplinary action as assigned by the principal or his/her designee.

### **CAFETERIA SALES PROCEDURES**

A great way to keep current with meal account balances is to set up an account on [www.myschoolbucks.com](http://www.myschoolbucks.com). There is no fee associated with accessing account balances or viewing purchasing history; however, there is a minimal fee for online payments.

Payments for á la carte extras may be made by cash or check in the cafeteria, or by credit card online ([www.myschoolbucks.com](http://www.myschoolbucks.com)). **Checks may be payable to Greater Latrobe School District with student name and ID number on check.** For online credit card payments and/or to check students meal account balance, log on to [www.myschoolbucks.com](http://www.myschoolbucks.com).

Although meals are FREE for 7<sup>th</sup> and 8<sup>th</sup> grade students for the 2022-2023 school year, GLSD is still encouraging families who may have qualified for free and reduced price meals to **still apply!** For schools and community members to qualify for some government programs and benefits, applications for the school free and reduced meal program are necessary. **Apply online at [www.schoolcafe.com](http://www.schoolcafe.com) to submit the application directly to the Food Service Department.** Paper applications are available upon request from the Food Service Department office and are available on the GLSD website under the *Food Services* link.

## **MEAL CHARGE AND COLLECTION PROCEDURES**

*BOARD POLICY 808*

Please review the steps posted on the Food Service webpage that are used to collect outstanding balances incurred by student charges. Note: Once a negative balance is reached, students are only permitted to purchase a MEAL. No á la carte extras are allowed to be charged (bottled water, extra sandwich, second meal etc.).

**PLEASE NOTE:** It is the student's responsibility to pick up their lunch in the main office if a parent/guardian delivers their lunch during the school day. **Students will only be able to pick up their lunch during their designated lunch period.** Instructional time will not be interrupted for the purpose of delivering or obtaining a lunch from the office.

## **CARD GAMES**

Card games and gambling are not permitted, and those engaging in such an activity will be reprimanded or disciplined accordingly.

## **COMPUTER USAGE**

*BOARD POLICY 815*

Computers provide many expanded educational opportunities. Coupled with this, however, are new responsibilities and liabilities that must be addressed such as inappropriate use of the Internet.

Students abusing the school computers will be placed on probationary usage or completely lose their computer privilege. Students will also be held financially accountable for damaged computers.

All students will be required to sign a **Technology Resource Use Agreement**, adopted by the school board, prior to using the Internet.

## **DANCES**

The primary purpose of dances at Greater Latrobe Junior High is to provide our students with an opportunity to interact with their peers and develop certain social skills and graces as they become young adults. A secondary benefit of school dances is they function as fundraisers for various organizations within the school.

In order to be eligible to attend school dances and other social events, students must continue to display behavior that indicates an intent and desire to abide by school rules and regulations as set forth in this handbook. Students will not be permitted to attend a dance if:

1. They have been assigned a suspension (In-School, Out-of-School, or Bus) during that dance period.
2. They have failed to complete their detention obligations.
3. They are not currently students attending Greater Latrobe Junior High.

The administration reserves the right to restrict any and all students from attending an extracurricular activity based on any negative behavior exhibited during the school year.

**NOTE:** *Junior High students are not permitted to attend the Senior High dances. This includes but is not limited to Homecoming, Polar Palooza, and the Prom.*

## **DISTRIBUTION of NON-CURRICULAR LITERATURE**

### ***BOARD POLICY 220***

Before any non-school related literature is posted or distributed, it must be submitted to the Principals' Office for review and approval by the Junior High school administrators.

## **ELECTRONIC DEVICES/CELL PHONES**

### ***BOARD POLICY 237***

The Greater Latrobe Junior High respects the usefulness of cell phones and electronic devices (iPods, iPads, tablets, etc.) in relation to after-school activities and athletics for which our students are involved. However, we have experienced many situations that have created problems directly related to inappropriate phone usage. The following highlight a few of our concerns:

- Students use of cell phones/electronic devices during school hours for non-emergency purposes
- Cell phones/electronic devices disrupting the educational environment
- Students contacting others both on and off campus to arrange inappropriate activities
- Students using cell phones/electronic devices to arrange for unnecessary early dismissals
- Students using cell phones/electronic devices for cheating on a quiz/test
- Students abuse/misuse of cell phones/electronic devices photographic and video features

Even though we have previously implemented disciplinary consequences for cell phone usage during school hours, the above instances represent a continual problem that needs to be further addressed.

**Therefore, in accordance with Board Policy 237, cell phones usage at GLJHS will be restricted as follows:**

- Students are not permitted to wear their cell phones clipped to their belt or display them in "plain sight" during the school day. Students may, however, carry cell phones in their backpack, purse, or inside a pocket of their slacks, jeans, jacket, etc.
- Students are not permitted to take pictures or videos at any time while on school property (including the bus) unless permitted for educational purposes and under the direct supervision of a faculty member.

- ***The School District will not be responsible for the loss, theft, damage or vandalism to student cell phones/electronic device.*** Therefore, students are strongly encouraged that, if they have cell phones or other electronic devices in their possession, they should not leave them unattended or unsecured.

Any need for EMERGENCY phone contact during the school day requires that students continue to utilize school phones located in the office. Cell phones that are used inappropriately may be confiscated by school personnel.

### **DISCIPLINARY RESPONSE**

- **1<sup>st</sup> Violation:** Phone/electronic device confiscated, phone call home, and phone given back to the student at the end of the day
- **2<sup>nd</sup> Violation:** Phone/electronic device confiscated and parent/guardian meeting
- **3<sup>rd</sup> Violation:** Phone/electronic device confiscated, detention, potential loss of cell phone/electronic device privileges for 1 month
- **4<sup>th</sup> Violation:** Phone/electronic device confiscated, extended and/or Saturday detention, phone/electronic device privileges potentially suspended for remainder of school year

**\*Laser Pointers are strictly prohibited**

### **GUM**

**Chewing gum in school is prohibited.** Students violating this policy will be subject to disciplinary action.

### **GYM UNIFORM**

Students are **required** to wear athletic shorts or running pants and a t-shirt for class. No cargo shorts or jean material can be worn. Shorts must be longer than finger tips when arms are extended at sides. (Girls: boys' athletic shorts are longer and less expensive.) T-shirts must be school appropriate. No alcohol advertisements etc. are permitted on the shirt. T-shirts must have sleeves; no tank tops or cut-off shirts are permitted. **Junior High students are required to have the first initial and last name printed on the front and back of their t-shirt.**

Tennis shoes must be worn for class. Boots or dress shoes are not permitted. (SHOES MUST BE TIED TIGHTLY AND SECURELY.)

**Absolutely NO jewelry will be permitted to be worn during Physical Education classes.** This includes earrings, necklaces, bracelets, and watches that can be worn anywhere on the body. If a student has a new piercing, they must see the teacher to get a waiver form and have it signed by their parent or guardian. It is the student's responsibility to have the new piercing covered with tape or a band aid for class.

**Valuables and clothes are to be secured in a LOCKED gym locker at all times.**

## **DRESS AND GROOMING**

BOARD POLICY 221

Pupils are expected to come to school looking clean, neat and dressed in a manner which is accepted as being in good taste. Dress or grooming practices are prohibited when they:

- Present a hazard to the health or safety of the student him/herself or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The Junior High Administration recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, personal appearance should not disrupt the educational process, call undue attention to the individual, or affect the welfare of the student or his/her classmates. Specific dress rules include the following:

1. All students must wear shoes. Slippers are not considered to be shoes and are not permitted. All shoes with wheels, such as "Heelies" are not permitted on school property. In addition, skateboards are not permitted on school property.
2. Clothing that displays objectionable or abusive pictures/language, weapons, disrespectful and/or double meanings, or advertising drugs/alcohol/tobacco is prohibited.
3. Coats or jackets designed for outdoor wear, hats, sweatbands, pajama tops and bottoms, bandanas, sunglasses, spiked jewelry, and chains should not be worn in school.
4. Cut-offs and/or ripped clothing that has excessive holes shall not be worn.
5. Pants, shorts, or skirts must be secured at the waist and cannot expose undergarments. In addition, shorts/skirts should be no shorter than fingertip length. To self-test, students' fingertips with arms straight should touch the bottom of the hem.
6. Low-cut necklines, tube tops, halters, tank tops that are less than three-finger widths, bare midriff shirts/blouses, and spaghetti strap tops and dresses should not be worn. Mesh or see-through blouses or shirts are not permitted unless worn over appropriate clothing.

Students who are not dressed appropriately for school will be asked to change into appropriate attire. If appropriate attire is not readily available, parents may be required to bring appropriate clothing to school. Students who are unable/unwilling to comply with the dress code may be removed from the classroom setting. *In all cases, the decision of the Principal as to the appropriateness of the attire is final.*

## **HALL PASSES**

Students are not permitted to exit any class OR lunch without a pass. The hall passes found in the Student Assignment book are to be used for specific purposes, such as visiting the Counseling or Principals' Office.

Students requesting to go to the Senior High for ANY reason must first report to the Junior High Principals' Office. The student **MUST** have his/her pass signed by a Senior High staff member and will return with the pass to the Junior High Principals' Office **BEFORE** returning to class. A student requested **BY** a Senior High staff member should have a *prearranged* pass signed by that teacher and may report directly to that teacher.

**FALSIFYING PASSES** will result in disciplinary action.

## **LOCKERS**

Lockers are provided for the convenience of the student. The intended purpose is that of storage for books, clothing or equipment used for extracurricular activities. Students will be able to access their lockers prior to homeroom, during the change of classes, at lunch, and at the end of the day. **Visitations during a class period must be done with teacher permission. *Students must use their assigned locker and not switch with other students.***

Students are reminded that lockers are the property of the school district and as such may be searched or inspected at any time to ensure that they are neat, clean, functional, and properly utilized and damage free. Anything illegal or that may present a health hazard will be confiscated. Periodically, unannounced locker inspections will take place to ensure that lockers are used as assigned and are kept neat, clean functional and properly utilized. ***NO BOOKS, FOLDERS, BINDERS, ETC. ARE TO BE KEPT ON TOP OF LOCKERS AT ANY TIME. It is recommended that students carrying athletic bags that do not fit in their locker make arrangements with any teacher to store the bag in their classroom during the day.***

**All students must have a LOCK at all times on their hall and Phys Ed lockers by September 9th.** Locks may be purchased in the Principals' Office. We prefer that all students use a school issued lock. Those not using a school lock **MUST** furnish the Principals' Office with the combination to their lock or an extra key.

***It is recommended that valuables and large amounts of money not be brought to school.***

## **PUBLIC DISPLAYS of AFFECTION**

Students engaging in this form of unacceptable behavior will be reprimanded and disciplined accordingly.

## **RESTROOMS**

To obtain restroom privileges, the student must acquire permission from a teacher who will sign his/her Student Assignment Book indicating the time of the student's departure. Students are encouraged to use the restroom facilities during their lunch period.

## **HOMEWORK**

### **Roles and Responsibilities of Students in Raising the Quality of Homework**

- A. Take responsibility for developing good work and study habits.
- B. Insure individual understanding of assignments, purpose of the assignments, when it is due, and how it is to be completed.
- C. Request additional clarification and/or help if the directions for an assignment are somewhat confusing.
- D. Use the assignment book for recording and/or remembering assignments.
- E. Budget time to complete all assignments on time.
- F. Make sure the study area is well-lit and free from distractions.
- G. Complete all homework neatly and legibly.
- H. Arrange with the teacher to make up missed assignments as required under the guidelines of student discipline.
- I. Be aware that academic responsibilities take precedence over extra-curricular and other activities.

### **Homework on the Web**

Parents are urged to become more actively involved in their son/daughter's academic achievement by accessing the Junior High school page on the school district website at [www.glsd.us](http://www.glsd.us). Information regarding their homework or other academic responsibilities can be obtained via this system. Please take advantage of this opportunity to become proactive in your child's education. Those who do not have internet access may call the counseling office for further assistance.

Students who are absent from school should use the website for assigned homework during the first few days of an absence. If students need books or material from their locker, the counseling secretary will gather the required material. **Students who are absent three or more days may request homework assignments by calling the guidance secretary. Homework requests should be received BY 8:30 am for pick-up between 2:00 pm and 2:30 pm the same day. Requests received after 8:30 am will be for pick up the following day.**

## SCHOOL SERVICES

### **COUNSELING SERVICES**

The school counselors work with students, parents and teachers to ensure a healthy, safe and satisfying educational experience for everyone. They provide assistance to all students in an attempt to meet their personal, social, educational, and career needs at this important time in their young lives.

All students are assigned a counselor who interviews, counsels and confers with parents to discuss a student's progress and problems.

Counselors are assigned by grade:

Mrs. Theresa Novotney – Grade 7

Mr. Alan Hipps – Grade 8

### **HEALTH SERVICES**

Students who become ill during the school day are to report to the school nurse with a pass signed by the classroom teacher. Students are not permitted to leave the building without first securing proper authorization. **Under no circumstances should students make their own arrangements for leaving school for health related issues.** The school nurse will decide what course of action will be followed. If not ill enough to be sent home, students must return to class. If the nurse is unavailable, they are to report to the Principals' Office. Students who violate this procedure will have their time of absence marked as unlawful.

### **MEDICATION MANAGEMENT**

*BOARD POLICY 210*

*Individual Orders*—Each medication administered during the school day must have a written medication order from a licensed prescriber. Orders are required for **BOTH** prescription **AND** over-the-counter (OTC) medications, and must be renewed at the beginning of each academic year. Orders should contain the student's name, and additional medication information including the name, the route and dosage, the frequency and time for administration, any specific directions, and the date the order should start and be discontinued. Medication forms may be obtained from the nurse or online on the GLSD website.

*Standing Orders*—Standing orders are medical directives written by the GLSD school doctor. They authorize administration of specific over-the-counter medications as well as those used in emergency situations. Parents may sign for their approval of OTC medications on student emergency information forms, which are distributed at the beginning of each school year.

*Parent/Guardian Consent*—With the exception of emergency medications (from the list of standing orders), ALL medications given in the school setting must have written consent from a parent or guardian.



*Delivery of Medications*—ALL medications must be delivered to school by a parent, guardian, or other responsible adult. The medication must be in the original pharmacy labeled container or over-the-counter packaging. Medication in plastic bags or miscellaneous containers will NOT be acceptable.

*Administration of Medications*—ALL medications taken in school must be done so under the nurse's supervision and may NOT be shared with any other individual. Students will be responsible for reporting to the healthroom at the time the medication is to be taken. An exception to this policy is that students may carry and self-administer their own emergency medications, which include asthma inhalers and/or epinephrine auto-injectors. Proper authorization for these two medications is required from the ordering physician, the parent/guardian, and the school district.

*Herbal/Homeopathic Preparations*—Herbal extracts, remedies or supplements, and/or homeopathic/alternative therapies will not be administered to any student attending Greater Latrobe School District.

## **MANDATED HEALTH SCREENINGS**

**BOARD POLICY 209**

Article XIV of the Public School Code requires that every school-aged child be given various, yearly mandated screenings, as established by the State's Advisory Health Board. These mandates include the following screening examinations:

<u>GRADE</u>	<u>MANDATED SCREENINGS</u>
7	Vision, Height, Weight, BMI*, Hearing, Dental, Scoliosis
8	Vision, Height, Weight, BMI
9	Vision, Height, Weight, BMI
10	Vision, Height, Weight, BMI
11	Vision, Height, Weight, BMI, Hearing, Physical
12	Vision, Height, Weight, BMI

\*BMI = Body Mass Index

The District will provide these services to all students. If you do not wish to have these services provided, please contact the school nurse IN WRITING by **September 6th**. If you refuse these services, you will be asked to provide evidence that the mandates have been provided to your child by an appropriate practitioner.

## **LIBRARY**

The library is ideally located in the center of the three houses. There is a seating capacity for 70 students, including two (2) class areas and a reading area. The library has books, magazines and newspapers for both academic and recreational purposes.

The library computers can access the card catalog, Internet and ACCESS PA Power. Students can also access their own files as well as the teacher's assignment folder.

Students may use the library during study hall unless a class has reserved the library. The library schedule will be posted daily and announcements made as to its availability. When the library has been reserved by a class, study hall use will be limited. Students may use the library when limited with a subject teacher pass. Students must have their library pass to visit the library. Lost passes should be reported to the library.

## **STUDENT ASSISTANCE**

BOARD POLICY 236

In Pennsylvania, every school is required to have a Student Assistance Program (SAP). The SAP Team is made up of the school psychologist, the principal(s), the school nurse, the home and school visitor, the school counselors, teachers, and agency representatives. These people not only have the skills and knowledge necessary to try to help students cope with problems but also have expressed a willingness to become involved in providing students with a support system.

Referrals to the SAP Team can come from teachers, friends, parents or self-referral. If a student has a friend experiencing problems, he/she is encouraged to make a referral to one of the team members.

## **GRADING OF STUDENT PROGRESS**

### **GRADING**

1. The teacher will have the final decision in evaluating his/her students within the limits of adopted policy.
2. Evaluation and grading should be compatible with the philosophy of the school system.
3. A variety of evaluative measures should be used to formulate a grade.
4. The behavior and attitude of the student should not be reflected in the grade. Discipline should be imposed through other measures.
5. Teachers will be expected to justify their grades.

## **REPORTING STUDENT PROGRESS**

1. All grade reports, including quarterly report cards, will be made available "electronically" on the Home Access Center (HAC).
2. Each letter grade will be assigned a numerical value as follows:

<u>Letter Grade</u>	<u>Quality Points</u>	<u>Description</u>	<u>Percentages</u>
A	4	Excellent	92-100%
B	3	Above Average	83-91%
C	2	Average	72-82%
D	1	Below Average	61-71%
F	0	Failing	60% and below

3. The final grade for any course shall be determined by the average of the quarterly grades.
4. When a student withdraws from a course, the letter grade "W" will be assigned and no credit will be awarded. *After completion of half the course, the assigned grade will be W/F.*
5. Drop/Add Procedure – Conversations regarding schedule changes, including drop/add, should begin with the student's school counselor. Final decisions regarding drop/adds will include consultation with teachers and parents. The Counseling Office may require five (5) school days to finalize the drop/add.

## **HONOR ROLL**

1. Honor roll recognition is based upon a quality point average earned by students.
2. The three-stage honor roll is designated by the following quality point averages:
  - 4.00 – Distinguished Honor
  - 3.99-3.50 – High Honor
  - 3.49-3.00 – Honor
3. The letter grades “D”, “F”, and “I” in any subject automatically exclude a pupil from honor roll eligibility. Also, a student can receive only one “C” per marking period to be eligible for the honor roll.
4. The honor roll will be compiled by classes with the students’ names arranged alphabetically under three separate categories of “Distinguished Honor,” “High Honor,” and “Honor” in each class division without any reference to the individual’s quality point average.
5. The honor roll will be prepared by the Data Center and posted on the school’s bulletin board designated by the principal, Junior High web page and local newspapers at the end of each marking period.

## **INCOMPLETES**

All incomplete work must be made up within five (5) days after the issuance of an assignment unless there are extenuating circumstances, including but not limited to hospitalization, illness, or death of a family member. If class work is not made up in one (1) week, an “F” grade or “0” may be issued for that assignment. An “I” incomplete will be issued if there are assignments due to be made up near the end of a grading period. An “I” incomplete grade must be changed to a letter grade “A, B, C, D, or F” by the teacher filling out a REPORT CARD CHANGE OF GRADE form within one (1) week.

## **CHEATING**

A student who cheats on a test or copies another student’s work may be assigned a failing grade (F) for that particular assignment, activity or test and/or is subject to further disciplinary action depending on the extent and severity of the offense.

## **PROMOTION POLICY, Grades 7—8**

*BOARD POLICY 215*

Promotion is based upon academic success. Those students who fail two (2) major subjects (English, Math, Reading, Science, Social Studies, and World Language) or a combination of one (1) major and two (2) minor subjects will be retained unless they successfully complete an approved remediation program.

# EXTRACURRICULAR OPPORTUNITIES

## ATHLETIC ELIGIBILITY

Academic achievement is one of the major concerns of the Greater Latrobe Junior High School. It is expected that all athletes make every effort to maintain credible academic standards. Therefore, all students should become familiar with the following criteria as it affects their participation.

1. **Consent** of parent/guardian is necessary before a student can start athletic practice.
  - a. A student shall be eligible for practice or participation in each sport only when a completed PIAA Comprehensive Initial Pre-Participation Physical Evaluation form is on file with the Athletic Department.
  - b. A PIAA Re-Certification and Re-evaluation form must be submitted for athletes who have already had a physical for another sport in the same school year.
2. **Transportation**
  - a. Transportation to and from PIAA/WPIAL events will be provided by the Greater Latrobe School District. Buses will be chartered for all games and practice sessions.
  - b. Students must be transported to and from the school by a parent or other responsible adult. Walking off school property for any extracurricular activity is not permitted.
3. **How Absence Affects Eligibility**
  - a. A student who has been absent from school for twenty (20) percent or more of a quarter or semester shall not be eligible to participate in any athletic contest or extracurricular activity until he/she has attained eligibility status from his/her subject teachers by meeting the school attendance requirements.
  - b. A student who has been absent from school during a semester for a total of twenty (20) or more school days shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of forty-five (45) days following their twentieth day of absence.
  - c. Students must be present the day the athletic event or activity is conducted and also the following school day.
  - d. Students who participate on a Junior High team must be in school no later than 9:00 am.
4. **Determining Scholastic Eligibility for Interscholastic Competition**
  - a. Scholastic eligibility shall be determined by a student's academic standing. Any student failing two (2) or more major subjects will be denied the privilege of participation. Eligibility shall be cumulative from the beginning of the semester and reported every 4 ½ weeks by subject teachers.
  - b. The previous year's final grades will be the determining factor for eligibility requirements for the beginning of the school year. If necessary, eligibility may be obtained by attending summer school.

The administration reserves the right to restrict any and all students from attending an extracurricular activity based on negative behavior during the school year.

*Comprehensive information can be found in the Student Athlete Handbook, which is issued to each student when he/she signs up for a sport.*

## **SMALL ENSEMBLE PARTICIPATION**

Students who desire to participate in a small ensemble such as the Choral Cats Show Choir, Jazz Ensemble or any other small ensemble must first be members in good standing of the 7th or 8th Grade Band or Chorus for the entire year. A student who withdraws from Chorus or Band anytime during the school year automatically removes themselves from participation in any of the above mentioned groups. An audition for these ensembles is also required.

## **SPECIAL EDUCATION**

### **Programs for Eligible or Protected Handicapped Students**

In compliance with state and federal law, notice is hereby given by the Greater Latrobe School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the Greater Latrobe School District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Deaf-blindness
3. Deafness
4. Emotional Disturbance
5. Hearing Impairment
6. Intellectual Disability
7. Multiple Disabilities
8. Orthopedic impairment
9. Other Health Impairment
10. Specific learning disability
11. Speech or language impairment
12. Traumatic Brain Injury
13. Visual Impairment including Blindness

If you believe that your school age child may be in need of special education services, accommodations or related programs, or your young child (age 3 to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the Greater Latrobe School District's public school program. Requests for evaluation and screening are to be made in writing to:

Director of Student Services  
Greater Latrobe School District  
1816 Lincoln Avenue  
Latrobe, PA 15650

In compliance with state and federal law, the Greater Latrobe School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, 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 student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services *and protections for "protected handicapped students" are distinct from those applicable* to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the person listed above or any building principal.

*Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law.* The Greater Latrobe School District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as right of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

## **NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY/SECONDARY STUDENTS IN GREATER LATROBE SCHOOL DISTRICT**

It is the policy of this district to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, ancestry, national origin or handicap.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents of eligible students may ask the Greater Latrobe School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

A second exception allows an educational agency or institution to disclose personally identifiable information from the education record if that information has been designated as directory information. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Parents of the eligible student can refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information by informing the school principal in writing within thirty (30) days.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Police Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

Questions at a local level can be directed to any Greater Latrobe School District principal or the Director of Pupil Services.

## PROTECTION OF PUPIL RIGHTS

BOARD POLICY 235

In compliance with Federal Law, no student shall be required, as a part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationship;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. Such survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the students and parents have been notified of their rights under Section 1232h and of the right to inspect all materials related to the survey, analysis or evaluation.

Additionally, in any covered programs, all instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis or evaluation of part of any applicable program shall be available for inspection by the parents or guardians of the children.

## NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

BOARD POLICY 103

### Guidance Specific to Transgender and Gender Nonconforming Youth

#### Purpose

The purpose of these guidelines is to provide information to all faculty and staff regarding a revision to board policy 103 with regard the addition of gender identity as a category protected from discrimination.

#### Definitions

The definitions provided here are not intended to label students but rather to assist in understanding this policy and the legal obligations of District staff. It is recognized that students might or might not use these terms to describe themselves.

1. **Gender identity** is a person's deeply held sense of psychological knowledge of their own gender, regardless of the gender they were assigned at birth. One's gender identity can be the same or different than the gender assigned at birth.
2. **Transgender** describes people whose gender identity or expression is different from that traditionally associated with an assigned sex at birth.
3. **Gender expression** refers to the manner a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, or mannerisms.
4. **Gender non-conforming** describes people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are



perceived as androgynous. This includes people who identify outside traditional gender categories or identify as both genders.

5. **Transition** is the process in which a person changes their gender expression to better reflect their gender identity. In order to feel comfortable and to express their gender identity to other people, transgender people may take a variety of steps such as using a nickname or legally changing their name; choosing clothes and hairstyles to reflect their gender identity; and generally living and presenting themselves to others, consistently with their gender identity. Some, but not all, transgender people take hormones or undergo surgical procedures to change their bodies to better reflect their gender identity.

## **Guidance**

### **Privacy**

All persons, including students, have a right to privacy. This includes the right to keep private one's transgender status or gender non-conforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential medical information. School personnel should not disclose information that may reveal a student's transgender status or gender non-conforming presentation to others, including, but not limited to, parents and other school personnel, unless legally required to do so, or unless the student has authorized such disclosure, or, in the determination of school officials, it becomes necessary to protect the transgender student's interests or safety. Before making such a disclosure, a school administrator shall make reasonable efforts to inform the transgender student of the decision to disclose, the reason(s) for disclosure, and provide the student with the opportunity and resources they may need to make the disclosure themselves. Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent or guardian of a transgender or gender nonconforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

### **Official Records**

The District is required to maintain a mandatory permanent student record ("official record") that includes a student's legal name and legal gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records in order to be treated in accordance with their expressed gender identity.

The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy. All staff members shall use a transgender student's requested name, gender marker, and gender pronoun to the greatest possible extent on other school-related records and documents.

### **Gender-Segregated Activities**

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for selected health education classes, students should be able to choose and be included in the group that corresponds to their gender identity.

## **Student Information Systems**

The District shall modify its student information system, as necessary, to prevent disclosure of confidential information and ensure that school personnel use a student's preferred name and pronouns consistent with the student's gender identity. The official permanent record will be stored in a secure location, separate from other student records in order to protect student privacy.

## **Restroom Accessibility**

Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single user restroom. However, no student shall be required to use such a restroom because they are transgender or gender non-conforming.

## **Locker Room Accessibility**

The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school, like all other students. Any student, transgender or not, who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

Nothing in this policy shall be construed to excuse any student from following necessary or customary protocols for obtaining parent consent for athletic participation, including permission slips, consent forms, and waivers. All staff will adhere to this policy when advising transgender students about the process for obtaining such parental consent.

## **Physical Education Classes & Intramural Sports**

Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. Students who express discomfort over participation in an activity, such as swimming, will be provided with an alternate activity.

## **Interscholastic Competitive Sports Teams**

Transgender and gender nonconforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity and in compliance with the applicable regulations of the Pennsylvania Interscholastic Athletic Association (PIAA).

## **Dress Codes**

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, District schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

## **Discrimination/Harassment**

It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigation the incident, taking appropriate corrective action, and providing students and staff with appropriate resources.

Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

## **TITLE IX COORDINATOR**

The Assistant Superintendent shall serve as the Title IX Coordinator. He/she shall ensure district compliance with all Title IX requirements and handle any reports involving noncompliance.

Please insert 40 Developmental Assets from previous years' book for pages 44-45



**FIRST FLOOR**  
**(please insert map from previous year's book)**

**SECOND FLOOR**  
**(please insert map from previous year's book)**

**JUNIOR HIGH DATES TO REMEMBER**  
**2022-2023 School Calendar**

<b>August</b>	<b>29</b>	JH Orientation for 7 <sup>th</sup> Grade Students <b>only</b>
	<b>30</b>	School Begins for all 7 <sup>th</sup> and 8 <sup>th</sup> Grade students
<b>September</b>	<b>5</b>	Labor Day Holiday
	<b>7</b>	Height/Weight/Vision and BMI Screenings – Grade 7
	<b>8</b>	Height/Weight/Vision and BMI Screenings – Grade 8
	<b>9</b>	JH Fundraiser Kickoff Day
	<b>15</b>	7 <sup>th</sup> Grade Hearing Screenings
	<b>23</b>	Fundraiser Turn in Day
<b>October</b>	<b>28</b>	JH School Picture Day
	<b>7</b>	JH Band Night – 7 pm Memorial Stadium
	<b>14</b>	Act 80 Day
	<b>24-28</b>	Red Ribbon Week – Junior High
	<b>31</b>	End of 1 <sup>st</sup> Quarter
<b>November</b>	<b>1</b>	2 Hour Late Start
	<b>4</b>	Report Cards available electronically on Home Access Center
	<b>10</b>	JH Parent Teacher Conferences 5-8 pm
	<b>11</b>	Veterans' Day – No School
	<b>14</b>	Act 80 Day - No School for Students
	<b>23</b>	½ Day Instruction
	<b>24-28</b>	Thanksgiving Vacation
<b>December</b>	<b>6</b>	JH Winter Band/Chorus Concert – 7 pm SH Auditorium
	<b>22</b>	½ Day Instruction
	<b>23-Jan 2</b>	Holiday Vacation
<b>January</b>	<b>16</b>	Act 80 Day – No school for students
	<b>16</b>	End of 2nd Quarter/First Semester
	<b>17</b>	2 Hour Late Start
	<b>20</b>	Report Cards available electronically on Home Access Center
<b>February</b>	<b>17</b>	Teacher In Service Day
	<b>20</b>	Presidents Day - No School
<b>March</b>	<b>9</b>	JH Parent Teacher Conferences 5-8 pm
	<b>22</b>	End of 3 <sup>rd</sup> Quarter
	<b>23</b>	2 Hour Late Start
	<b>28</b>	Report Cards available electronically on Home Access Center
<b>April</b>	<b>31-Apr 2</b>	JH Musical
	<b>6</b>	½ Day Instruction
	<b>7 - 11</b>	Spring Break (11 <sup>th</sup> 1 <sup>st</sup> Snow make up day)
<b>May</b>	<b>24 - 28</b>	<b>PSSA English Language Arts Testing Window (Gr. 7-8)</b>
	<b>1 - 12</b>	<b>PSSA Math/Science Testing Window (Gr. 7-8)</b>
	<b>12</b>	Act 80 Day—No School for Students (Prom)
	<b>15—26</b>	<b>Keystone Testing Window</b>
	<b>16</b>	JH Band/Chorus Spring Concert – 7 pm SH Auditorium
<b>June</b>	<b>29</b>	Memorial Day – No School
	<b>1</b>	Graduation (2 Rain Date)
	<b>1</b>	Last Day of Instruction – ½ Day
	<b>2</b>	Teacher In-Service Day
	<b>5</b>	Report Cards available electronically on Home Access Center

**THE SCHEDULE LISTED ABOVE IS SUBJECT  
TO CHANGE THROUGHOUT THE YEAR.**