

STUDENT HANDBOOK

2022-2023

GREATER LATROBE SENIOR HIGH SCHOOL

131 HIGH SCHOOL ROAD
LATROBE, PA 15650
724-539-4225

Website: www.glsd.us

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ALMA MATER

O dear Latrobe High School to you
We pledge to be loyal and true
And while we're at work or at play
We'll honor and love thee for aye.

Dear Old Latrobe High
Dear Old Latrobe High
Thy sons and thy daughters
From far and from near,
Will love thee forever
Thy name we'll revere!

To the skies on high
Dear Old Latrobe High
We'll sing loud thy praises
Thy honor proclaim
Dear Old Latrobe High!

MISSION STATEMENT

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

VISION FOR THE GREATER LATROBE SCHOOL DISTRICT

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

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 challenges 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.

INDEX

Bell Schedules.....	6-7
I. WELCOME.....	8
II. STUDENT DISCIPLINE.....	8
III. STUDENT RIGHTS AND RESPONSIBILITIES.....	9-10
A. Student Rights	
B. Student Responsibilities	
C. Behavior Unbecoming A Student	
D. General Disciplinary Response	
E. School Responsibility	
IV. BULLYING/CYBERBULLYING.....	10
V. HAZING.....	10
VI. UNLAWFUL HARASSMENT.....	11
VII. ATTENDANCE AND ABSENTEEISM.....	11-14
A. Absences	
B. Attendance Procedures	
VIII. ALCOHOL AND OTHER DRUGS.....	14-15
A. Disciplinary Response	
B. Prohibition of Anabolic Steroids	
IX. ELECTRONIC DEVICES.....	15
X. WEAPONS/TERRORISTIC THREATS.....	15-16
XI. TOBACCO PRODUCTS.....	16
XII. SCHOOL BUS SAFETY.....	17
A. Prohibited Conduct	
B. Disciplinary Response	
C. Penalty	
XIII. DETENTION.....	18
XIV. SEARCH AND SEIZURE.....	18
XV. SUSPENSION AND EXPULSION-HEARING PROCESS.....	19-20
A. Definitions	
B. Suspension-Exclusion from School	
C. In-School Suspension	
D. Alternative Discipline Programs	
E. Procedures	
F. Expulsion	
G. Formal Hearings	
H. Confidentiality	
XVI. GRADING PROCEDURES.....	21-23
A. Grading	
B. Reporting Student Progress	
C. Honor Roll – 9 th , 10 th , 11 th , and 12 th Grades	
D. Incompletes	
E. School Minimum Curriculum Requirements for Graduation	
F. Auditing	
XVII. CLASS RANK.....	23
XVIII. ATHLETIC ELIGIBILITY.....	23-24
XIX. WORK STUDY.....	24
XX. CHEATING.....	24

XXI.	EXTRACURRICULAR ACTIVITIES.....	25-26
	A. Clubs	
	B. Fine Arts Opportunities	
	C. Interscholastic Athletics	
	D. Dances/Prom	
XXII.	FIELD TRIPS.....	26
XXIII.	SCHOOL SERVICES.....	26-31
	A. Student Store and Cats Cafe	
	B. Bulletins and Announcements	
	C. Food Service	
	D. Guidance	
	E. Student Assistance Program	
	F. Schedule Changes	
	G. Health Services	
	H. Protected Handicapped Students	
	I. Library/ Media Center	
	J. Laptop Computer	
	K. Lockers (Academic and Physical Education)	
	L. Lost and Found	
	M. Telephones and Cell Phones	
	N. Voluntary Student Accident Insurance	
XXIV.	TECHNOLOGY POLICY.....	31-34
	A. Filtering	
	B. Responsibilities of Users of Technology	
	C. Content Guidelines	
	D. Security and Privacy	
	E. Technology Devices	
	F. Financial Responsibility regarding Damaged/Lost Technology	
	G. Penalty for Violation of this Policy	
XXV.	STUDENT DRIVING.....	34
XXVI.	ROUTINE PROCEDURES.....	34-36
	A. Change of Address	
	B. Dress	
	C. Emergency Closing of Schools	
	D. Fire Drills	
	E. Study Hall	
	F. Junior High Pass	
	G. Student Obligations	
	H. Visitors	
	I. Working Papers (Employment Certificates)	
	J. Lunch and Learn	
	K. Free first and last set.	
XXVII.	COMPLIANCE STATEMENT – TITLE IX	36
XXVIII	NON-DISCRIMINATION POLICY 103.....	36-38
XXIV	EMERGENCY NUMBERS.....	38-39
XXVIX	PARENT/STUDENT/FACULTY MCKINNEY-VENTO HANDBOOK.....	40

BELL SCHEDULE 2022-2023

9th-Grade Schedule			10 - 12 Schedule - Odd Day			10 - 12 Schedule - Even Day	
Period	Time		Period	Time		Period	Time
Tutoring / Remediation	7:25 - 7:55		Tutoring / Remediation	7:25 - 7:55		Tutoring / Remediation	7:25 - 7:55
1 & WCAT-TV	8:00 - 9:05						
2	9:10 - 10:00		1 & WCAT-TV	8:00 - 9:20		2 & WCAT-TV	8:00 - 9:20
3	10:05 - 10:55		3	9:25 - 10:45		4	9:25 - 10:45
4	11:00 - 11:50		Lunch and Learn	10:50 - 11:50		Lunch and Learn	10:50 - 11:50
Lunch and Learn	11:55 - 12:55		5	11:55 - 1:15		6	11:55 - 1:15
5	1:00 - 1:50		7 & PM Announcements	1:20 - 2:40		8 & PM Announcements	1:20 - 2:40
6 & PM Announcements	1:55 - 2:40		We are GL...Go Wildcats!	2:40		We are GL...Go Wildcats!	2:40
We are GL...Go Wildcats!	2:40						
Grade 9			Grade 10			Grades 11 & 12	
*EWCTC Students depart GLSHS:	7:30 AM		*EWCTC Students depart GLSHS:	7:30 AM		*EWCTC Students depart GLSHS:	11:30 AM
*EWCTC Students depart EWCTC:	9:40 AM		*EWCTC Students depart EWCTC:	10:40 AM		*EWCTC Students depart EWCTC:	2:25 PM

Two-Hour Delay BELL SCHEDULE 2022-2023

9th-Grade Schedule		10 - 12 Schedule - Odd Day		10 - 12 Schedule - Even Day	
Period	Time	Period	Time	Period	Time
Tutoring / Remediation	NONE	Tutoring / Remediation	NONE	Tutoring / Remediation	NONE
1 & WCAT-TV	9:25-10:05				
2	10:10-10:50	1 & WCAT-TV	9:25-10:15	2 & WCAT-TV	9:25-10:15
3	10:55-11:35	3	10:20-11:15	4	10:20-11:15
4	11:40-12:20	Lunch and Learn	11:20-12:20	Lunch and Learn	11:20-12:20
Lunch and Learn	12:25-1:25	5	12:25-1:25	6	12:25-1:25
5	1:30-2:05	7 & PM Announcements	1:30-2:40	8 & PM Announcements	1:30-2:40
6 & PM Announcements	2:10-2:40	We are GL...Go Wildcats!	2:40	We are GL...Go Wildcats!	2:40
We are GL...Go Wildcats!	2:40				
Grade 9		Grade 10		Grades 11 & 12	
*EWCTC Students depart GLSHS:	9:30 AM	*EWCTC Students depart GLSHS:	9:30 AM	*EWCTC Students depart GLSHS:	11:55 AM
*EWCTC Students depart EWCTC:	10:50 AM	*EWCTC Students depart EWCTC:	11:20 AM	*EWCTC Students depart EWCTC:	2:25 PM

I. **WELCOME...WE ARE *GL***

Welcome to Greater Latrobe Senior High School (GLSHS)! Our school serves its students and the Greater Latrobe students, staff, parents/guardians, and community with pride and dignity. Our Senior High School Faculty and Staff Team, in partnership with the GLSHS parents, guardians, and community members, will continue to facilitate opportunities for all students in academics, the arts, and in athletics throughout our "Learning Neighborhood." Each student will continue to build upon a personalized, relevant pathway that prepares you for success throughout your senior high school and in preparation for you becoming among our "Generation Leaders!"

Your experiences at GLSHS will be successful and rewarding through your individual and collective commitment to academic excellence and citizenship. Work hard to obtain your goals. Be diligent and enthusiastic in setting and achieving your personal pathway for success. Have pride in yourself and in your school. Know that the GLSHS Team will provide an intangible needed for your success each year until then beyond graduation.

We are all "Wildcats" within our "Learning Neighborhood." Thank you again and in advance for doing your part to be conscious of our school's excellent traditions and reputation. Together, with our GLSHS Team, let us work toward keeping it unique and dignified. As you journey through your time at Greater Latrobe Senior High School, we wish you a successful, rewarding experience as you prepare for your futures, hopes and dreams.

We are *GL*...Go Wildcats!

II. **STUDENT DISCIPLINE BOARD POLICY 218**

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 from their homes to and from school to their homes.

This discipline policy has two main goals: First, it seeks to provide a learning experience for the student by permitting him or her to understand why certain rules and regulations have been made and why they must be followed. Second, it seeks to prevent a recurrence of specific misbehavior by that student. It is hoped this discipline policy will encourage students to choose the appropriate course of conduct rather than having such a course of conduct mandated upon them.

All students are expected to respect and observe the basic rules of conduct established by the Board of School Directors. Total staff cooperation and collaboration should have as its goal encouragement of the only true form of discipline which is self discipline. Application of the following procedures promotes the system of discipline in the Greater Latrobe School District.

1. Structure shall be provided by teachers, counselors, and administrators. Such structure consists of explaining the rationale for setting limits, the rules of acceptable behavior and the consequences of unacceptable behavior.
2. Administrators may use discretion in making decisions regarding discipline. Referring teachers should be kept informed and teacher-counselor conferences encouraged when appropriate.
3. Counselors are a referral source to help students adjust to school life. When staff members initially observe changes in student behavior, they may inform counselors in order to facilitate intervention.
4. Parents/guardians should be kept informed when appropriate, with an effort being made to achieve a home-school collaboration.
5. Chronic or severe cases of disruptive behavior should be treated as confidential, involving only appropriate staff members, the student, and his or her parent or guardian.
6. When appropriate, disciplinary issues should be treated as confidential, involving only appropriate staff members, the student, and his or her parent(s) or guardian(s).

These policies for student discipline apply to all levels of education within the District. It is understood that procedures utilized to implement this policy will vary from level to level and school to school. Administrators and teachers applying this policy shall have the discretion to consider the age and grade of the student except when otherwise stated in a separate policy.

For additional information, please refer to Board Policy 218 on the district website.

III. 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 students to conform to the following:

1. Be aware of all rules and regulations 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 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 process.
5. Understand that a rule is in full effect until it is waived, altered, or repealed.
6. Assist the staff in operating a 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 school functions.
10. Pursue and attempt to satisfactorily complete the course of study prescribed by state and local school authorities.
11. Make all necessary arrangements to make up work when absent from school.
12. Avoid the use of indecent or obscene language.
13. Avoid inaccuracy 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. GENERAL DISCIPLINARY RESPONSE

When student consequences for violating the rules outlined in student handbook sections III.B and III.C are not expressly stated within board policy, District administration and staff have discretion to fashion appropriate disciplinary responses on a case-by-case basis. In fashioning a disciplinary response, the administrators and staff may take into account the student's prior disciplinary record, if any; all aspects of the student's record; the age of the student; the cooperativeness and honesty of the student; whether or not the violation was a one time occurrence or an ongoing course of conduct; and other relevant and material facts existing on a case-by-case basis.

E. 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.

For additional information, please refer to Board Policy 235 on the district website.

IV. BULLYING/CYBERBULLYING BOARD POLICY 249

The Board is committed to providing a safe, positive learning environment for district students. The board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an 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 this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

Each student shall be responsible for respecting the rights of others and doing their best to ensure an atmosphere free from bullying.

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

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.

For additional information, please refer to Board Policy 249 on the district website.

V. HAZING BOARD POLICY 247

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

The Board directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone or tolerate any form of hazing. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Students who have been subjected to hazing are encouraged to promptly report such incidents to the building principal. Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and report such conduct to the building principal. **If an investigation results in a substantiated 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.

VI. UNLAWFUL HARASSMENT BOARD POLICY 248

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

A student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

For additional information, please refer to Board Policy 248 on the district website.

VII. 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.

A. Absences

There must be an accounting of all absences.

1. **EXCUSED ABSENCES.** Excused absences are those absences resulting from personal illness, a death, or an 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.
2. **VACATIONS.** Students requesting an excused absence from school for a vacation with parents or guardians 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% 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. Students may forfeit opportunities to make up work 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 school days to allow for completion of make-up work.
3. **INCOMPLETE WORK.** All incomplete work resulting from excused absences must be made up within five school days after the issuance of an assignment, unless extenuating circumstances exist. Incomplete work at the end of a marking period must be made up no later than five school days into the next marking period. Incomplete work not made up shall be assigned a failing grade.
4. **WRITTEN EXCUSES.** All absences must be accounted for through an email to the attendance secretary (shattendance@glsd.us). The excuse must be sent from a parent or guardian email account that is listed in eSchools. 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 have a valid excuse within three school days following the date of the return to school shall have their absence considered unexcused or unlawful.
5. **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.
6. **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.
 - a. **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 incomplete work during these absences and shall be averaged into the overall grade for the nine-week marking period.
 - b. **ADDITIONAL DISCIPLINARY RESPONSE.** In addition to the above section of this policy, educators may prescribe individual plans of remediation for students exhibiting attendance problems. (Excused and unexcused absences over 10% of the school year not including medical excuses and approved vacation time.
 - i. **Teacher actions.** Teachers' actions under this section may include but shall not be limited to: conference with student; phone call to parents or guardian; conference with student's counselor; parent-teacher conference; teacher-supervised detention; student-teacher contract; and referral of student to support staff.
 - ii. **Administrator actions.** Administrators' actions under this section may include but shall not be limited to: set up staffing with support staff, teachers, administrators, and community resource providers; issue verbal reprimand(s); assign detention(s); issue suspension; issue revocation of privileges to participate in school sponsored curriculum, co-curricular, and extracurricular activities; removal of driving privileges; make referral to probation officer; and make a referral to Juvenile Court System.
 - iii. **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. In order to be eligible to participate in an event or contest, a student must be in attendance during the school day no later than 9:20 a.m. If the student reports to school between the commencement of the school day and 9:20 a.m., a valid excuse for the student's tardiness must be presented. Exceptions to this policy may be made on a case-by-case basis at the discretion of the building administrator.
 - c. **FALSIFIED/FORGED EXCUSES** may result in the day being declared an unlawful/unexcused absence and may result in disciplinary action.
7. **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 School Attendance Improvement Conference (SAIC) meeting will be held after the sixth unlawful absence. Charges are subject to be filed with the magistrate after the sixth unlawful absence.
8. **ABSENCES RELATED TO SUSPENSIONS.** Students who are assigned in-school suspension must request assignments from their teachers upon notice of suspension. Students suspended out-of-school for three days or less will receive assignments upon return to school. However, they are encouraged to reach out to staff members, as necessary. Students

suspended in excess of three days should make arrangements with the guidance office for assignments. This work shall be submitted upon return to class unless the teacher allows additional time not to exceed five school days for the completion of this work. Work that is not completed after five days shall constitute a failing grade.

B. Attendance Procedures

1. When a student has been absent from high school they have three days upon their return to hand in an excuse for the day(s) they have been absent to the attendance secretary. A handwritten note indicating the date, the student's name and parent's signature is required. This may be done via email. All students should direct the email to the attendance secretary (shattendance@glsd.us). If the student is seventeen (17) years of age or younger and has not turned in an excuse after the three days of return they will receive an unlawful absence. If the student is eighteen (18) years of age or older and has not turned in an excuse after the three days of return they will receive an unexcused absence.
2. Excuses should have the students first and last name, the date(s) of absence, the student's identification number, and the reason the student was absent. A parent/guardian should then sign the excuse regardless of if the student is eighteen (18) years of age or older.
3. **EARLY DISMISSALS:** EARLY DISMISSAL: Occasionally students will have a need for an early dismissal. When this occurs, students will be obligated to bring with them a note signed by their parent/guardian stating the reason and time of the requested early dismissal. This note must be submitted to the principal's office upon arrival at school. The student will then receive an electronic pass which will also be sent to the teacher from whose class he/she will depart. Before leaving school, the student must sign out on the chromebook located in the principal's office. Upon returning to school, the student must present an official signed note from their appointment. This note must contain the physician's or dentist's phone number and the exact time of departure from their office. Students are encouraged to schedule appointments with their doctors or dentists when school is not in session. When need dictates otherwise, the appointment should be made as early or as late as possible during the school day or during a study period. The only requests that will be approved are those that are allowable for a legal absence. Students are expected to return to school as soon as possible following a doctor or dental appointment. Students who return to school the same day should report to the principal's office to sign in and receive an electronic pass prior to returning to class.
4. **TARDINESS:**
 - a. This includes being late to school, homeroom, class, study hall or lunch.
 - b. Students will be considered tardy to school if they arrive after the start time for a student's First Set of each school day. The following procedure should be followed for tardy arrivals:
 1. Report immediately to the Main/Front Office
 2. Present written documentation for tardiness
 3. Secure tardy permit
 4. Report immediately to your scheduled class
 - c. Accurate records will be maintained to be used for parent/guardian conferences and/or disciplinary action.
 - d. Students who report to school after homeroom begins **MUST** report to the Main/Front Office prior to reporting to class. The practice of attending selected class periods without securing proper authorization is prohibited.
 - e. Students who are habitually tardy to school for an unexcused reason will be subject to the following disciplinary actions:
 1. Third tardy in a quarter - Warning issued/ parent contacted
 2. Fourth tardy in a quarter - Regular Detention
 3. Fifth tardy in a quarter - Extended Detention
 4. Sixth and subsequent tardy will result in escalated discipline procedures.

Tardies to school will accumulate ~~only~~ for a quarter. Tardy to class includes being late to a subject class and/ or study hall.

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 to class will be disciplined accordingly.
 - f. In order to be eligible to participate in an event or contest, a student must be in attendance during the school day no later than 9:20 a.m. If the student reports to school between the beginning of the school day and 9:20 a.m., a valid excuse for the student's tardiness must be presented. Exceptions to this policy may be made on a case-by-case basis at the discretion of the building administrator.
5. **CLASS & ASSEMBLY, LUNCH CUTS:**
 - a. A **cut** is a deliberate absence from class, homeroom, study hall, lunch period, Lunch and Learn, or other assignment on a day when the student is counted present. During assemblies, each student is expected to sit in his/her assigned seating area or it will be considered a class cut.
 - b. 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 Principal's Office.
6. **DISMISSAL FROM CLASS:** If a teacher finds it necessary to remove you from a classroom because of disruptive behavior, report immediately to the office. To be reinstated, you must confer with a principal, your counselor and/or the teacher concerned.
7. **FALSIFICATION OF PASSES AND EXCUSES:** Falsification of excuses for absences, hall passes, library passes, etc.

will result in disciplinary action.

8. LAVATORIES/Restrooms

- a. Students excused from classes or study halls will use the nearest open lavatory/restroom on the floor where classes are being taught. Students in the Fine Arts building and Auditorium should use the lavatories opposite the cafeteria.
- b. For health and safety purposes, students are not permitted to loiter in the lavatories/restrooms.

VIII. 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 Policy 218 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 (i.e. use prior to school hours/events) where they are under the influence of alcohol or other drugs.

A. Disciplinary Response

Violation of this section for the first time will result in a minimum of a ten-day 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 pre-approved 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 club/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 school district representative.

The administration has the discretion to implement more severe disciplinary action including the recommendation for expulsion depending upon 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 to appropriate drug and alcohol assessment. This assessment must be completed within 30 calendar days of the violation. 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.

B. Prohibition of Anabolic Steroids

The use of steroids by students involved in school-related athletics is prohibited. In addition to the prohibition of use, the Board directs the administration to develop education plans regarding the use of anabolic steroids.

The Principal shall prescribe, implement, and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other District drug and alcohol programs. The disciplinary response for use of possession of anabolic steroids falls under the same guidelines for drugs and alcohol.

For additional information, please refer to Board Policy 227 on the district website.

IX. ELECTRONIC DEVICES

BOARD POLICY 237

Greater Latrobe Senior High School respects the usefulness of cell phones and electronic devices (iPod Touch, 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 cell phone usage. The following highlight a few of our concerns:

- Students use of cell phone 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 to arrange for unnecessary early dismissals
- Students use of cell phones/electronic devices for cheating on a quiz/test
- Students abuse/misuse of cell phones 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.

- Students are prohibited from using cell phones during class unless permitted by the teacher.
- School District will not be responsible for the loss, theft, damage or vandalism to student cell phones. Students are strongly encouraged that, if they have cell phones in their possession, they should not leave them unattended or unsecured.

ONLY A PARENT/GUARDIAN WILL BE ALLOWED TO RETRIEVE A CELL PHONE ONCE IT IS CONFISCATED. REPEAT OFFENDERS WILL BE SUBJECT TO DISCIPLINARY ACTION.

X. WEAPONS /TERRORISTIC THREATS

BOARD POLICY 218.1/218.2

A. Weapons

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.

"Lookalike weapon" shall also include toys or models or anything having the appearance of any of the weapons in the above definition.

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 possible. If the administrator is satisfied that the possession of the weapon was innocent or inadvertent, the matter will end.
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.

Punishment

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

B. Terroristic Threats

The Board recognizes the danger that terroristic threats by students presents 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.

Terroristic threat – the term shall mean a threat communicated **either directly or indirectly** to commit **any crime of violence** with the intent to terrorize another; to cause evacuation of a building, **place of assembly or facility of public transportation**; or to **otherwise** cause serious public inconvenience, **or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience**.

The Board prohibits any student from communicating a terroristic threat or committing a 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.

XI. TOBACCO PRODUCTS

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 the purpose of this policy, tobacco products shall include any product containing tobacco, including but not limited to, cigarettes, electronic cigarettes, vaping devices, cigars, pipes, chewing tobacco, and snuff. 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 suspension and/or Smokeless Saturday assignment, and/or a Drug & Alcohol/Student Assistance Program referral.

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, a suspension of up to ten (10) days.

XII. SCHOOL BUS SAFETY**BOARD POLICY 810.2**

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

A. 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.

B. Disciplinary Response

The initial disciplinary response for student misconduct should ordinarily be handled by the bus driver. The driver may utilize 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 action has failed to correct the student misconduct or where the conduct 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.

C. 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 may be suspended for three (3) days.
2. **Second School Bus Incident Report Submission.** Student's bus privileges may be suspended for five (5) days.
3. **Third School Bus Incident Report Submission.** Student's bus privileges may be suspended for ten (10) days.
4. **Fourth School Bus Incident Report Submission.** Student's bus privileges may be suspended for the rest of the 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.

XIII. DETENTION**BOARD POLICY 218.3**

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 for periods of time prior to school hours or after school hours or on Saturdays. 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 detentions may result in the assignment of additional detentions or a more serious disciplinary response. In the event of a family emergency, a parent or guardian may request a postponement of detention. The decision as to rescheduling detentions shall be made by the teacher or administrator who assigned the detention. The parent or guardian requesting the rescheduling of detentions must make the request in writing in order for the teacher or administrator to consider the request.

Detention Guidelines

Detention shall be designated as either regular detention or extended detention:

1. Regular detention shall be 40 minutes in duration.
2. Extended detention shall be two (2) hours in duration for senior high students.
Extended detention shall be assigned by the administrator or his/her designee.
3. Saturday detention shall be 3 hours in length from 8am till 11am.
Saturday detention shall be assigned by the administrator or his/her designee.

Parents shall be informed when a student is being detained on the same day as the infraction occurred. Thereafter, the student shall be responsible for notifying the parents/guardians 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:

- a. 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.
- b. Detention obligations have priority over all extracurricular activities, and work schedules. Students should make arrangements with their employer to accommodate their assigned detention.
- c. Any student missing detention as the result of an excused absence shall work toward completion of the detention obligation immediately upon returning to school.

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.

School officials may search any student vehicle on school property provided that there are reasonable grounds for suspecting that the search will reveal that the vehicle contains evidence of a violation of the law or the rules of the school. Materials seized may be used as evidence against the student in disciplinary proceedings. Where school authorities have a reasonable suspicion that the vehicle contains materials which pose a threat to the health, welfare, or safety of students in the school, student vehicles may be searched without prior warning. In all other instances, an attempt shall be made to notify students and allow them to be present.

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

XV. SUSPENSION 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.

For additional information, please refer to Board Policy 233 on the district website.

A. 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.

B. Suspension - Exclusion from School

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 administrators 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.

This section requires that the School District give the student and parents the opportunity for an informal hearing. It is the District's responsibility to provide this opportunity to be heard. In the event that the student or his/her parents or guardian chooses not to avail themselves of the opportunity, the School District's obligation has been fulfilled.

C. 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 parent(s) or guardian(s) 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.

D. 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 extracurricular 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.

E. Procedures

Students suspended "out-of-school" may not participate in or attend any extracurricular activity until they return to school. Students suspended "in-school" may not participate in any extra-curricular activity until the end of the school day or last day of the suspension.

F. Expulsion

The Board of School Directors may expel a student for a period exceeding ten (10) school days or may permanently expel from the student rosters 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 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.

G. 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 School Board.

XVI. GRADING PROCEDURES

The Board recognizes that a system of grading student achievement can help the student, teachers, and parents to better assess the student's progress toward personal educational goals. (See Policy #'s 212 and 216).

Grading shall be that system of measuring and recording student progress and achievement which enables the student, parents and teachers to learn the student's strengths and weaknesses; plan an educational and vocational future for the student in the areas of the greatest potential for success; and know where remedial work is required.

The Board directs that the instructional program of this district include a system of grading for all pupils, which is consistent with the educational goals of the district. The Superintendent shall develop procedures for grading which include the following.

A. Grading

1. The teacher will have the final decision in evaluating his/her students within the limits of the adopted board policy.
2. Evaluation and grading should be compatible with the philosophy of the school system.
3. A variety of evaluative measures may be used to formulate a grade.
4. Grading should not be used as a form of discipline.
5. Parents and students may request clarification of a grade.

B. Reporting Student Progress

1. Reports will be issued each nine (9) weeks on dates specified on the school calendar.
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 or below
WF	0	Withdrawal Fail	
I	0	Incomplete	
P	0	Passing	
N	0	No Pass	
W	0	Withdraw	

Students will be assigned letter grades of "A, B, C, D, or F" in most subjects. Teachers may assign the letter grade "I" in lieu of a grade if it is near the end of a marking period and later change the incomplete grade to a letter grade. Students may be assigned the letter grade of "P" or "N". The Courses Drop/Add Committee may offer students the opportunity to take specific courses for a grade of "P" or "N".

If a student withdraws from a class, the letter grade "WF" will be assigned for that marking period unless the Courses Drop/Add Committee deems extenuating circumstances apply, in which case the student will receive a "W". The Courses Drop/Add Committee will evaluate extenuating circumstances to determine relevance pertaining to withdrawal requests.

All Advanced Placement courses have a quality point value of 5 for an "A" grade, 4 for a "B" grade, 3 for a "C" grade, and 1 for a "D" grade.

3. The final grade for any course shall be determined by the average of the quarterly grades. The exception is if the student earns failing grades in the last quarter(s) of a course. In a semester course, students who earn a failing grade in the second quarter may earn a final grade of "F" for the course and receive "0" credit. In a full-year course, students earning failing grades in the third and fourth quarters may earn a final grade of "F" in the course and receive "0" credit.
4. Students who desire to voluntarily withdraw from a course must meet the timeline in the Withdrawal Guidelines or arrange a meeting with the Scheduling Committee. The Withdrawal Guidelines allow students to withdraw from a course prior to the Withdrawal Guidelines deadline of the previous school year. Students who meet with the Scheduling Committee will be involved in the development of a student plan that may require additional instruction and extended learning time. The Scheduling Committee may require the student to continue in the assigned course or facilitate the withdrawal procedures. The Scheduling Committee will determine the grades earned and the credits awarded. The only exception to these

procedures may be for those students who transfer into a similar course. The receiving teacher will be responsible for all grade changes. If a student withdraws to enroll in another school, his/her grades will be transferred to the receiving school.

5. A referral form will be sent to the student's parent/guardian when the student potentially may receive a grade of "D" or "F" for the marking quarter. Referral forms will be sent at mid-quarter. In addition, referral forms may be sent following mid-quarter if the student's performance indicates the student may receive a failing grade for the marking quarter. In addition to the mailing of referral forms, teachers are encouraged to communicate with parents via e-mail or telephone. Parents may schedule conferences with teachers, guidance counselors, or administrators to discuss the academic progress of their students. Students and parents/guardians have continuous access to grades electronically via the Home Access Center (HAC) and may contact a teacher with concerns at any time. Also, they are encouraged to communicate via email or telephone and may schedule conferences, as needed, with teachers, school counselors, or administrators to discuss academic progress. Teachers will utilize email and/or telephone to communicate specific academic concerns.
6. Students are responsible for actively contributing to and monitoring their own academic progress as follows:
 - a. promptly submitting all required work and makeup work;
 - b. regularly checking grades in HAC;
 - c. utilizing various forms of communication to reach out and/or respond to their teachers; and
 - d. seeking remediation/enrichment during Wildcat Time and Lunch and Learn.

C. Honor Roll

1. Honor roll recognition is based upon the quarterly grade point average and all subjects are included in the calculation.
2. Students must register for and take five (5) courses, which would constitute a minimum of five (5) credits, to be considered for honor roll status. NONE of the five (5) courses may be a PASS/FAIL course, even though credit may be given.
3. The three-stage honor roll is designated by the following grade point averages.

4.00	-	Distinguished Honor
3.99 – 3.50	-	High Honor
3.49 – 3.00	-	Honor
4. Grades of "D, F, I, N, or WF" in any subject automatically excludes a student from honor roll status. Also, a student can only receive one C per marking period to be eligible for honor roll.
5. The honor roll will be compiled by classes with the student's names arranged alphabetically under three separate categories of "Distinguished Honor," "High Honor," and "Honor" in each class division without any numerical reference to the individual's grade point average.
6. Students with incomplete grades should not be considered for honor roll purposes until the work has been completed.

D. Incompletes

All incomplete work must be made up within one (1) week after the issuance of an assignment unless there are extenuating circumstances including but not limited to hospitalization, illness, or death in the family. 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 may be issued if there are assignments due to be made up near the end of the grading period. The "I" incomplete grade must be changed to a letter grade by the teacher within one (1) week.

E. SCHOOL MINIMUM CURRICULUM REQUIREMENTS

To be considered as a candidate for graduation, a student must have acquired at least 24 credits in grades 9-12. These credits must be acquired as per the following requirements.

GRADUATION REQUIREMENTS

GRADES 9-10-11-12

<u>SUBJECT</u>	<u>CREDITS</u>
English	4
Mathematics	3
Required: Algebra I	
Geometry	
Science	3
Required: Biology	
Social Studies	4
Required: U.S. History I	
U.S. History II	
Global Studies	
Physical Education	1.25
Health	.75

Art	
Family & Consumer Sciences	
Technology Education	
Music	2
Electives	6
TOTAL	24 credits

SPECIAL NOTE: Within these 24 required credits, the computer literacy requirement will be integrated throughout the curriculum.

The following credit guidelines will be used to determine homeroom placement:

Sophomore	- 5 credits	*6 credits required for E.W.C.T.C.
Junior	- 12 credits	
Senior	- 18 credits	

F. Auditing

Permission to audit a class will be determined by the availability of space in the class, counselor recommendation, teacher approval and Principal approval. A student will receive no grade or credit for a course which is audited; however, all attendance and course requirements must be adhered to by the student. Students wanting to audit a specific subject must make the request in the guidance office prior to the beginning of the course. A student who has chosen to audit a course may not then decide to take the course for the credit. Also, a student may not start a course for credit and subsequently decide to audit rather than take a grade that may lower his/her quality point average.

If a serious concern arises as to whether or not a student should audit a course, the Scheduling Committee will make the final determination after conferring with the teacher and the student. All students, if chosen, will be evaluated quarterly for continuance in this program. The parent(s)/guardian(s) may be notified periodically of progress.

XVII. CLASS RANK

BOARD POLICY 214

Grade point averages and class rank for secondary school students will be used to inform students, parent(s)/guardian(s), and others of relative academic achievement among peers.

The Board of Education authorizes the implementation of a system to calculate class rank by using the grade point average of students in Grades 9-12.

Class rank shall be computed by using quarterly grades in all subjects. Students will be ranked from highest to lowest. Grade point average will be calculated to the nearest 100th decimal place for the purpose of determining percentile ranking. Grade point average will be calculated to the nearest 1000th decimal place for the purpose of determining valedictorian and salutatorian status. In the event of a tie of top ranking students, the Superintendent, high school principal, and chair of the guidance department may exercise discretion in awarding "shared" status for valedictorian and salutatorian. Recognition will be given to both valedictorian and salutatorian each year.

Class rank utilizing percentile rankings to the nearest 1% will be reported to outside institutions, or may be reported to outside institutions to the nearest 5%, if requested at 5% increments. (For example: the top 5% of the class, the top 10% of the class, the top 15% of the class.)

A statement of the method used to arrive at class rank will be provided to agencies to whom the students' grade point average percentile rank or class rank are released.

Transferred Grades

Transferred grades are used to calculate class rank in the Greater Latrobe School District. Extra credit or grade points from a previously attended school's honor courses will not be issued unless they are listed with the AP prefix. Transfer students must be enrolled in the Greater Latrobe School District for the final four semesters before graduation and must take a minimum of 14 credits to be considered for valedictorian and salutatorian. Grades that are listed as percentages from the previously attended school will be converted to letter grades according to that sending school's conversion scale.

XVIII. ATHLETIC ELIGIBILITY

All student athletes are required to secure a signed parental consent form prior to their participation. This consent form will then be placed on file in the Athletic Office. Those students who are unable to secure the necessary parental consent will be denied the opportunity of participating.

All students who accumulate twenty (20) or more days of absenteeism during a semester will become athletically ineligible. Eligibility will be restored when a student has been in attendance for at least forty-five (45) days following the twentieth day of absence.

In order to be eligible to participate in an event or contest, a student must be in attendance during the school day no later than 9:20 a.m. If the student reports to school between the beginning of the school day and 9:20 a.m., a valid excuse for the student's tardiness must be presented. Exceptions to this policy may be made on a case-by-case basis at the discretion of the building administrator.

Students who participate in an interscholastic event must be present the following school day unless excused by the school physician. Coaches do not have the authority to exonerate their athletes from attending school the day after an athletic event.

Student athletes are also required to abide by the policies/rules and regulations as stated in the Athletic Handbook.

XIX. WORK STUDY

To be eligible, a student must attain senior status and maintain a grade average of at least a "C" in all subjects otherwise he/she may revert to a full time student.

All applications must be approved by the principal. Any infraction of existing school rules or regulations will automatically be grounds for removal from the program and return to school full time. **This is a privilege, not a right.** Detailed requirements may be acquired from your guidance counselor.

To be considered for the program, a completed application, containing student - parent - employer information, must be returned to the guidance office no later than one week before the first scheduled day of classes. Students who participate in the work study program and drive to school must purchase a parking pass.

XX. CHEATING

Cheating may result in a failing grade being assigned for a test, quiz, project, research paper, etc. and/or the possibility of failing for the quarter in the class where the cheating occurred.

XXI. EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege extended to the student body. Students participating in these activities are held to high standards of citizenship and must represent the school in a positive manner. Failure to comply with school rules and policies may result in dismissal from extracurricular activities. Building administrators have the discretion to dismiss students from extracurricular activities for a specified period of time depending on the nature and severity of the infraction.

In order to be eligible to participate in an event or contest, a student must be in attendance during the school day no later than 9:20 a.m. If the student reports to school between the commencement of the school day and 9:20 a.m., a valid excuse for the student's tardiness must be presented. Exceptions to this policy may be made on a case-by-case basis at the discretion of the building administrator.

A. Clubs

Our program is designed to make available as many different types of clubs and activities as possible to meet the interests and needs of the student body. All clubs meet in designated classrooms at times that are convenient to their members. The plans, activities and functions of each club are decided upon and carried out by the members and their elected officers with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. A club is only as good as its members make it. All clubs must have a sponsor and must be approved by the Student Council.

Aevidum
Chess Club
Class Officers
Dance Club
Drama Club
FCA
Future Business Leaders of America
French Club
German Club
Global Scholars
GSA
Interact Club

Key Club
Leaders of Tomorrow/SADD
Letterman's Club
Makerspace
Mu Alpha Theta
National Art Honor Society
National Honor Society
P.A.W. (Prayer and Worship)
Pep Club
Physics Olympiad
Reading Competition

Science Club
Science National Honor Society
Ski Club
Spanish Club
Stage Crew
Student Council
Student Store
Tri-M
Ushers Club
WCAT-TV
Yearbook

B. Fine Arts Opportunities

Marching Band
Concert Choir
Symphonic Band
Jazz Ensemble
Mixed Chorus

Concert Band
Chamber Choir
Class Play
Musical
Winter Guard

C. Interscholastic Athletics

FALL SPORTS

Cross Country
Cheerleading
Golf
Field Hockey
Football
Soccer/Boys
Soccer/Girls
Tennis/Girls
Trap Shooting
Volleyball/Girls

WINTER SPORTS

Basketball/Boys
Basketball/Girls
Cheerleading
Hockey
Swimming
Wrestling
Bowling

SPRING SPORTS

Baseball
 Cheerleading
 Lacrosse/Girls
 Tennis/Boys
 Trap Shooting

SPRING SPORTS CON'T.

Track/Girls
 Lacrosse/Boys
 Softball/Girls
 Track/Boys
 Volleyball/Boys

D. Dances/Prom

Throughout the school year there are several school-affiliated dances and the High School prom. Students are reminded that all policies and rules within this handbook apply to those school events as well though they take place outside of normal school hours.

Any student wishing to bring a non-Greater Latrobe Senior High School student as their guest to a school dance or the prom must obtain prior approval from a building principal. **All guests must be under the age of 21 at the time of the event.**

XXII. FIELD TRIPS

Field trips, while viewed as an extension of the classroom experience, require a certain amount of self-discipline and control. Students who have failed to exhibit those traits may be denied a field trip experience. Students may be denied the opportunity to attend a field trip because of poor attendance, behavior, or academic deficiencies. Students must complete a field trip form to determine if they are eligible to participate in the field trip.

XXIII. SCHOOL SERVICES**A. Student Store and Cats Cafe**

The Student Store is open daily for our students' convenience. School supplies and other school related items may be purchased as needed. Students may be disciplined for loitering and/or abusing this privilege.

The Cats Cafe is open from 7:30 AM - 10:00 AM daily selling beverages and food items.

B. Bulletins and Announcements

All notices concerning club meetings, athletic and social events, and general operational information will be made during the First Set each day via our in-house public address system and TV network. All potential announcements must be e-mailed to WCAT TV for proofreading and approval. Students submitting announcements must have the signature of the sponsoring teacher. Students desiring to place an announcement in the DAILY BULLETIN must first secure a sponsoring teacher's signature and have the notice in the office one day prior to printing. All announcements must meet the Principal's approval.

C. Food Service

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 every school day. Students have the choice of at least five (5) different lunch entrees daily: Fresh fruits and vegetables as well as low-fat and fat free milk are offered with each meal. Students can also participate in the School Breakfast Program every morning. Hot and cold Breakfast items are served in the cafeteria daily.

1. Behavior Guidelines for the Cafeteria

We are committed to keeping our school and the school cafeteria as clean as possible. The vast majority of our students are proud of their school and wish to maintain an environment conducive to dining. Your cooperation is needed and expected. Having a cafeteria that is neat, clean and attractive is everyone's responsibility. Please do your part.

- a. All students are expected to report to the cafeteria within 4 minutes following their dismissal from class. Students who arrive late must be in possession of a pass from a teacher to the Principal's Office.

- b. All students may eat lunch in the cafeteria or other designated areas on campus.
- c. No backpacks or oversized bags are permitted in the serving area.
- d. Good table manners are expected and required
- e. All students are responsible for the physical condition of the area where they eat. Students should leave both the table and floor area where they eat neat and clean. This is a common courtesy that should be extended to your classmates and the custodians.
- f. Cafeteria property that is intentionally broken or destroyed will be repaired or replaced by the responsible student at a cost assessed by the cafeteria management.
- g. All trash is to be disposed of in the appropriate places.
- h. Return all trays to the dishwashing area.
- i. Students who may have a need to leave the cafeteria before lunch has concluded must request permission from a supervising teacher in the cafeteria. Any student requesting to leave the building before or during lunch must have written permission from the Principal's Office.
- j. Excessive noise and needless roaming throughout the cafeteria is prohibited.
- k. Courtesy should be extended to your fellow classmates at all times.
- m. Students may lose their cafeteria privileges by violating generally accepted cafeteria behavior and procedures. When this occurs, students will be required to bring their lunch and eat in a designated area for a specific period of time. In addition, a student who misbehaves may be subjected to other punitive actions commensurate with the infraction.

Any infraction of these guidelines may result in one or more of the following:

- 1. Notification to parent(s)/guardian(s)
- 2. Detention
- 3. Suspension
- 4. Loss of cafeteria privileges
- 5. Any other disciplinary measure deemed necessary to modify student behavior.
- 6. Disorderly conduct charges may be filed.

2. Procedure to follow upon completing your lunch

- a. Remove your tray
- b. Proceed directly to the dish window
- c. Place all paper in the disposal bin provided
- d. Place your tray and/or dishes on the dish room counter in the tray rack
- e. Return to your seat, conduct yourself accordingly and wait for the dismissal by the supervising teacher.

3. Cafeteria Sales Procedures

The following procedures will be used to obtain free, reduced and full priced meals:

- a. Students on the Free and Reduced price meal program must complete and return the Free and Reduced price meal application EVERY school year. **NEW! Apply online at www.paschoolmeals.com to submit the application directly to the Food Service Department for faster processing.** Paper applications are still available in the Principal's Office, Food Service Department office and on the GLSD website under the Food Services link.
- b. Students have the option to purchase their lunch:
 - i. \$3.00 daily. *Prices are subject to change.
 - ii. In increments of 5 days (\$15.00), 10 days (\$30.00), 15 days (\$45.00) or 20 days (\$60.00).
 - iii. Yearly, at \$540.00 (\$3.00 x 180 days).

Students purchasing lunches in increments will be extended credit when absent.
- c. Payments may be made by cash or check in the cafeteria, or by credit card online (www.myschoolbucks.com). Cafeteria slips are provided in the cafeteria for cash and check payments. For online credit card payments and/or to check students meal account balance, log on to www.myschoolbucks.com
- d. Parents are able to designate if lunch money is strictly for meals only or for meals and a la carte extras. Please indicate preference on the cafeteria slip or on check.
- e. Students will use their student ID Number for meals and enter it into the pin pad at the point of sale
- f. Students may use any lunch line.
- g. Students are permitted to charge a monetary value not to exceed the total of three (3) paid lunches. After the charge limit has been reached, students will be expected to make adequate deposits into their account, or bring a meal from home.
- h. Breakfast is available for \$1.50 Daily. * Prices are subject to change

Meal Charge and Collection Procedures

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 a la carte extras are allowed to be charged (including breakfast, bottled water, extra sandwich, second meal, etc.).

D. Guidance

Guidance services are available to all students. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help with home, school and/or social concerns, or any question the student would like to discuss with the counselor.

Students desiring to confer with a counselor should contact the guidance secretary to arrange for an appointment before or after school or during study periods.

E. Student Assistance Program

BOARD POLICY 236

The Student Assistance Program is a systematic process that uses accountable professional techniques to mobilize school resources to help students cope with problems that may constitute barriers to learning. If these problems are beyond the scope of the school, the Student Assistance Program's role is to assist the parent/guardian and student by providing information so that they may access services within the community.

For additional information, please refer to Board Policy 236 on the district website.

F. Schedule Changes

No schedule changes will occur after the designated timeline. Any student requesting a schedule change must complete the proper request form and submit it to his/her guidance counselor. The request will be approved or denied by the Scheduling Committee.

G. Health Services

Students who become ill during the school day are to report to the school nurse with an agenda signed by their 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. Students who violate these procedures are subject to disciplinary action. The school nurse will assess the concerns of students presenting in her office, and decide upon an individualized course of action. If not ill enough to be sent home, students must return to class. If the nurse is not available, students should report to the Principal's Office.

Medication Management

- a. 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.
- b. 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 sheets, which are distributed at the beginning of each school year.
- c. 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.
- d. 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.
- e. Administration of Medications: All medications taken in school must be done so under the nurse's supervision. Students will be responsible for reporting to the health room 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.
- f. 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.
- g. Health Examinations/Screenings: All students must have a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.

For additional information regarding Health examinations/Screenings, use of medications, and possession/use of Asthma inhalers/epinephrine auto injectors, please see Board Policies 209, 210, and 210.1 on the District web page.

H. Protected Handicapped Students

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 of 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 evaluation procedures and provision of services to protected handicapped students please contact your building principal or the Director of Pupil Services at (724) 539-4213.

I. LIBRARY/MEDIA CENTER

Introduction: The Greater Latrobe Senior High School Library currently has a collection of over 3,400 fiction books; 18,000 nonfiction and reference volumes; numerous magazine and newspaper titles; and other resources. We belong to Access PA, an inter-library loan service. Additionally, we have access to a variety of databases—those provided in POWER Library as well as other sources available to currently enrolled students. The library also has access to numerous eBooks and audio books (including for listening on a computer or some mobile devices) for our current students. Furthermore, the library is fortunate to have microfilm periodicals, such as the local newspaper dating back to the 1870s. Of course, during their time at the Senior High School, students will learn a variety of information literacy skills as they are integrated into learning opportunities in their courses. If you would like more information about any of these resources or programs, visit the library or contact Miss Riebel.

Library Passes: You are welcome to come to the library as often as necessary, but you must have an individual signed pass/electronic pass from a teacher. Do not share passes with another student. When you arrive, please NEATLY print all required information on the library sign-in sheet and have someone on duty check your pass. If you must leave the library, you must have a pass signed by an ADULT on duty. You must also NEATLY print all required information on the sign-out sheet. If you return to the library, write the time returned on the sign-out sheet. It is very important that you follow all procedures, including those given in person/posted, and that you write neatly. Any falsification of passes, sign-in sheets, or sign-out sheets will result in disciplinary action!

Behavior: You will be expected to abide by all school and library rules and policies. Furthermore, you must respect the needs of all students using the library, including those visiting with their classroom teacher and those who require quiet study. Do not interfere with students visiting the library from classes. You must also respect the physical space and pick up after yourself.

Using Library Materials: Any time you pick up a library resource for independent work or browsing, please put it in the library book return slot in the front counter. Do NOT put it back on the shelf, even if you remember where it belongs, and even if you never checked it out. If you are using a resource set aside for a particular class, please be sure to return it to the designated spot.

When using library computer devices, please remember to log off/sign out.

Use all of the library equipment with respect, care, and responsibility.

Borrowing Materials: All materials must be checked out before they can be removed from the library. All items must be returned to the library by the end of the school day on the day on which they are due. A book drop is provided directly outside the library entrance (and at the front counter) for the return of materials. Reference books generally do not circulate. **Please do NOT place materials back on the shelves until they have been checked in by a library staff member.**

Overdues/Damages: If an item is overdue for one month or longer, it is assumed that the borrower will not be returning the item and is required to reimburse the library for the cost of the item if he/she does not return it. Also, if the borrower damages an item, he/she will be required to reimburse the library for the cost of the particular item. :

Checks are preferred and may be made payable to Greater Latrobe School District.

For more information about borrowing materials or satisfying obligations, ask Mrs. Mamaril.

Prohibited Areas: The library office, magazine room, and conference room are prohibited areas unless you get permission

from an adult. Additionally, you may not walk behind the circulation counter without permission. The restroom is normally for faculty and staff only.

Credibility and Usage of Sources: Remember that you are expected to use credible, authoritative sources. The following are some (not all) important criteria when evaluating websites in particular: the authority (or level of knowledge/credibility) of the person providing the information, the accuracy of the information, the purpose of the writer (is there a bias?), and the currency of the information (how up-to-date it is). If needed, ask a teacher for more information about evaluating sources. Books and databases are often more credible than Web sites!

Remember also that many materials, including online sources, are protected by copyright law (Title 17, U.S.C.). Make sure you understand how, how much of, and when materials may be copied or otherwise used, and make sure to give credit to all sources of information and other works.

You are encouraged to visit our library! Feel free to ask Mrs. Mamaril if you have any questions.

J. Laptop Computers

Each student will be given the opportunity to buy, lease, or bring their own laptop or Chromebook for use in his/her academic endeavors. The technology program exposes the school community to countless new and exciting opportunities and capabilities. However, with this resource exists additional responsibilities and liabilities that must be addressed. One example of this includes the appropriate use of the Internet or e-mail. Students must also accept the responsibility for the condition of their laptops. Students abusing the laptops may be placed on probationary usage or completely lose the privilege of possessing one. Students will be held financially accountable for lost, stolen, or damaged laptops.

It should be noted that while these units afford the students and staff many opportunities for work and enjoyment in a variety of areas, the primary purpose is to enhance teaching and learning within the curriculum. Parents and students are encouraged to read the Laptop Guidelines that all students will be issued upon receiving their computers.

K. Lockers (Academic and Physical Education)

1. **Lockers are available upon request. Please see the Main/Front Office to obtain access to a locker.**
2. **Do not** put personal belongings in another student's locker. The District **WILL NOT** assume responsibility for any personal belongings taken from a locker.
3. Refer any problem with your locker or combination lock to your homeroom teacher.
4. Locker doors are to be kept locked at all times. Do not share your locker combination number with other students.
5. Do not preset your locker for quick entry. This may invite other students to enter your locker before you do.
6. Any damage or defacing of a locker must be reported immediately. If damage is not reported, you will be responsible for payment of the repair.
7. P-204 Bag Room

L. Lost and Found

The school is not responsible for any loss or theft incurred by pupils. However, all losses should be reported promptly to the office and every effort will be made to find the article. The Lost and Found Department is maintained by the Custodial Department. All losses should be reported to the Principal's Office, and articles which are found should be taken to the Lost and Found immediately. A person losing an article may claim the article by going to the office and successfully identifying the item. At the end of each school year, all articles not claimed will be discarded. To reduce the number of losses, students should keep lockers locked and refrain from storing valuables or money in them.

N. Telephones and Cell Phones

Students will be permitted to make or receive calls through the high school guidance office only for official school business or for emergency reasons. Personal cell phone use is greatly discouraged during the school day along with transition to and/or from school. During instruction, cell phones may be used for school-related reasons as per a staff member's approval.

O. Voluntary Student Accident Insurance

Under the Public Subdivision Tort Claims Act, the school district is not liable, in most cases, for injuries sustained by students and the school district does not provide medical insurance nor pay the medical bills of any student who may be injured at or during school. For those students who participate in athletic programs, the district does provide excess medical coverage, but only for

injuries related to an athletic program (i.e. football, basketball, etc.)

If a student is not covered by his/her parents medical insurance plan and coverage is desired, it can be obtained through the Voluntary Student Accident Insurance Program sponsored by the school district. Applications and premium information are provided to each student at the beginning of the school year.

XXIV. Technology Policy

The Board of School Directors of the Greater Latrobe School District supports and encourages the use of technology to aid in educational and operational processes of the district. The Board recognizes the vast and unique resources that Internet access offers to both students and teachers. The Board has consistently encouraged the use of Internet technology to aid in and promote the overall educational experience. The Board further recognizes that the Internet allows for access to virtually unlimited information as well as the ability to communicate with individuals and institutions worldwide.

The Board also recognizes the potential for misuse of the various technology resources supplied to students, faculty and staff. Nevertheless, it is the belief of the Board that the value of technology in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse by students, faculty and staff.

Use of technology resources by students, faculty and staff shall be considered a privilege, which may be denied or limited where violation of this policy occurs. The district reserves the right to control, monitor, log and restrict in size or content all network use, email and space available on district workstations or servers.

The Greater Latrobe School District reserves the right to log network use, Internet activity, and email file server space. In addition, the district will periodically delete all email from all email accounts in order to preserve file server space. Archives of e-mail messages will not be maintained by the district for the duration of three (3) years. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate uses.

It is the policy of the district to protect technology users from harassment, unwanted and improper communication and violations of their privacy. The district receives Internet access to its students, teachers and administrators through the Westmoreland Intermediate Unit. As a participating school district within the Westmoreland Intermediate Unit, Greater Latrobe School District must include the Westmoreland Intermediate Unit Acceptable Use Policy as the minimum level of requirements for use of the Internet. The district acknowledges and incorporates the Westmoreland Intermediate Unit's Acceptable Use Policy within this policy. (A copy of the Westmoreland Intermediate Unit Internet Acceptable Use Policy is attached and made a part of this policy.)

The district shall not be responsible for unauthorized charges or fees resulting from inappropriate use of or access to the Internet or any other technology resource.

Information available to students and staff through various technology resources does not imply endorsement of the content of that information by the district, nor does the district guarantee the accuracy of that information. The district shall not be responsible for information, which is lost, damaged or unavailable when using technology resources.

This policy covers the use of all district-owned electronic communications systems: email, Internet access, district Intranet, district-wide telephone systems, and all licensed software programs, whether or not they are associated with any of the above-mentioned systems. This policy also covers the use of all non-district owned or personal devices whether access is via the District network resources or an independent vendor.

A. Filtering

All Greater Latrobe School District computers with Internet access shall be equipped with filtering software. The Children's Internet Protection Act requires that filtering be on all computers with Internet access regardless of whether they are used by students or staff. In an effort to block and filter inappropriate material that may otherwise be accessible via the Internet, the Greater Latrobe School District, as part of the Westmoreland Intermediate Unit's consortium, manages Internet filtering services that are fully compliant with the Children's Internet Protection Act.

In keeping with the above guideline of the Children's Internet Protection Act, the filtering service may be disabled on computers by the network administrator, an adult administrator, or a teacher for bona fide research or other lawful purposes. The filtering service may not be disabled by students or other minors for any reason.

B. Responsibilities of Users of Technology

Students, faculty, staff and any other user of the Internet or other technology resources provided by the Greater Latrobe School District shall act in a responsible, ethical and legal manner in accordance with this policy, the accepted rules of network and

Internet etiquette as well as state and federal laws.

All district-affiliated users must sign the Technology Resource Use Agreement to verify that they will abide by the rules set forth within this policy. Until this signed form is returned by the user and/or parent/guardian to the district Technology.

Department, network access will be suspended. Parental consent shall be required for students before Internet access is granted. This form will be included as part of the student handbook and should be submitted to the respective school building at the beginning of each school year. (A copy of the Technology Resource Use Agreement is attached and made a part of this policy.)

The guidelines set forth below shall be followed by students, faculty, staff, and any technology user:

1. All users are prohibited from using the Internet, e-mail or any technology Resource:
 - a. For commercial, private, advertisement or for-profit purposes.
 - b. For lobbying or political purposes.
 - c. For any illegal purpose.
 - d. For the dissemination of hate mail, discriminatory remarks and offensive or inflammatory communications.
 - e. For the unauthorized or illegal downloading, installation, distribution or a reproduction of copyrighted materials. This includes but is not limited to downloading copyrighted music files, creating P2P networks and/or applications over the network, or streaming video or audio that is not educational.
 - f. For gaining access to obscene or pornographic material of any kind.
 - g. For gaining access to material that is harmful to students and minors or which has been deemed inappropriate for students and minors by other Board policies of the Greater Latrobe School District.
 - h. For transmitting inappropriate language or profanity.
 - i. For transmitting material likely to be offensive or objectionable to recipients of said material.
 - j. For obtaining or modifying files, passwords and data belonging to other users.
 - k. For impersonating another user, anonymity and pseudonyms.
 - l. For loading or using unauthorized program files, games or electronic media.
 - m. For disrupting the work of other users.
 - n. For the destruction, modification, abuse or unauthorized access to network hardware, software and other files.
 - o. For the quoting of personal communications or works in a public forum without the prior consent of the author.
 - p. For gaining access to sexually oriented chat rooms, e-mail exchanges or any other information of a sexually oriented, obscene, pornographic or extremely violent nature.
 - q. For the purpose of tampering, interfering or intercepting another user's email.
 - r. For disabling or circumventing or attempting to disable or circumvent Internet filtering.
 - s. Bullying/Cyberbullying.
2. Users shall not reveal their passwords to any other individual.
3. Users shall not use a computer which has been logged on under another person's name.

C. Content Guidelines

Information electronically published on the Greater Latrobe School District's computers, network, Internet, electronic communications and information systems shall be subject to the following guidelines:

1. Published documents, including but not limited to audio and video clips or conferences, may not include a child's phone number, street address, or box number, name (other than first name) or the names of family members without parental consent.
2. Documents, web pages, electronic communications, or video conferences may not include identifiable information that indicates the physical location of a student at a given time without parental consent.
3. Documents, web pages, electronic communications, or video conferences may not contain objectionable material or point directly or indirectly to objectionable materials.
4. Documents, web pages and electronic communications must conform to all district policies and guidelines, including copyright.

D. Security And Privacy

Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on the Greater Latrobe School District network, s/he must notify a network administrator. Do not demonstrate the problem to others.

As a user of this system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

To the extent legally required, users of the district's technology systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately take them to the district Technology Coordinator.

Users may not steal another's identity in any way, may not use spyware, parasiteware, cookies, or use district or personnel employee technology or resources in any way to invade one's privacy. Additionally, the user may not disclose, use or disseminate confidential and personal information about students or employees (examples include, but are not limited to, using a cell phone with camera and Internet access to take pictures of anything, including but not limited to, persons, places, and documents relevant to the district, saving, storing and sending the image with or without text or disclosing them by any means, including but not limited to, print and electronic matter; revealing student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the district unless authorized to do so.

Students may be asked by their teachers to participate in Web 2.0 online collaborative environments (wikis, blogs, chats, discussion boards, etc.). These tools shall only be used to cover and discuss educational topics to enhance learning inside and outside of the classroom. In accordance with CIPA guidelines, users under the age of thirteen (13) shall not participate in Web 2.0 environments unless part of Greater Latrobe School District's approved online curricular program.

Students will agree not to meet with someone they have met online unless they have parental consent.

In order for the district to use student images in video form, hard copy publications, and/or on the district's web site, parental consent must be given by signing the Photo/Video Release Form. This form will be included as part of the student handbook and should be submitted to the respective school building at the beginning of each school year. (A copy of the Photo/Video Release Form is attached and made a part of this policy.)

E. Technology Devices

The policy setting forth the financial responsibility for loss, destruction or damages to technology equipment shall be as follows:

1. In all cases of destruction or damage to any technology device, the Greater Latrobe School District Technology Department shall investigate and determine whether the destruction or damage resulted from intentional or malicious conduct. The building administrator's decision in this regard shall be final.
2. If the damage or destruction resulted from intentional or malicious conduct, the student (and his/her parent/guardian) causing the destruction or damage shall be responsible for the entire amount.
3. Parents/Guardians shall be responsible for the entire value where the technology device is lost or stolen, regardless as to whether malicious or intentional conduct was involved. Parents/guardians are advised to determine whether their homeowner's or renter's insurance provides coverage for the loss or theft of a school laptop computer.
4. The Technology Department of the Greater Latrobe School District will complete repairs or have them completed in the most cost-effective manner, and will charge for labor and replacement parts.
5. The District will not be responsible for the safety, security, loss or damage of personal electronic devices that students choose to bring it to school. In addition, the District does not provide personal property insurance for any personally owned device. Such insurance can be obtained by an independent carrier.

F. Financial Responsibility regarding Damaged/Lost Technology

The policy setting forth the financial responsibility for loss, destruction or damages to technology equipment shall be as follows:

1. In all cases of destruction or damage to any technology device, the Greater Latrobe School District Technology Department shall investigate and determine whether the destruction or damage resulted from intentional or malicious conduct. The building administrator's decision in this regard shall be final.
2. If the damage or destruction resulted from intentional or malicious conduct, the student (and his/her parent/guardian) causing the destruction or damage shall be responsible for the entire amount.
3. Parents/Guardians shall be responsible for the entire value where the technology device is lost or stolen, regardless as to whether malicious or intentional conduct was involved. Parents/guardians are advised to determine whether their homeowner's or renter's insurance provides coverage for the loss or theft of a school laptop computer.
4. The Technology Department of the Greater Latrobe School District will complete repairs or have them completed in the most cost-effective manner, and will charge for labor and replacement parts.
5. The District will not be responsible for the safety, security, loss, or damage of personal electronic devices that students choose to bring to school. In addition, the District does not provide personal property insurance for any personally owned device. Such insurance can be obtained by an independent carrier.

G. Penalty for Violation of This Policy

Violators of this policy shall be disciplined in accordance with the provisions of the existing policy for student discipline (Policy 218 etc.). Along with the disciplinary response under that policy, the following may be imposed:

1. The user shall be responsible to make full restitution for any damage (including all labor costs for repair or replacement) to equipment, software and any other part of the network resulting from known improper use or deliberate or willful acts.

2. Any acts which may violate state or federal laws including, but not limited to, copyright violations, theft and destruction of property shall be reported to the appropriate authorities for possible prosecution.
3. The user may lose access privileges temporarily or on a permanent basis. Staff or employees violating this policy may be disciplined in accordance with the Public School Code and other applicable laws.

For additional information, please refer to Board Policy 815 on the District website.

XXV. STUDENT DRIVING

All students who drive to school and park on school property must complete an application and purchase a parking pass. This includes students who leave school throughout the day to participate in Co-op, work study, dual enrollment or any other program sanctioned by the school. Due to safety concerns and space, parking is limited. Student drivers are expected to follow the directives of faculty, staff and administration who are monitoring the parking lots. Failure to obey driving laws and parking procedures could result in suspension of driving privileges or the loss of driving privileges without a refund.

XXVI. ROUTINE PROCEDURES

A. Change of Address

Inform the Attendance Office immediately if you change your guardianship, address or telephone number. Do this between 9 a.m. and 2:00 p.m., either personally or by phone.

B. Dress

This code is meant to support the academic purposes of and preserve the safety of everyone in this environment, rather than to restrict student expression or limit student comfort. Therefore, the dress code has been written to meet the following goals:

1. Prioritize instruction and ensure student engagement in the learning environment
2. Maintain a safe environment for all
3. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style
4. Ensure all staff can consistently enforce these guidelines

Students in Grades 9-12 must follow the stipulations below:

Students must wear:

- Shoes
- Shirt
- Bottoms: pants/shorts, dresses, skirts, leggings

*Bras, boxers, briefs, underwear, and athletic bras do not qualify as shirts and bottoms. Clothing must cover undergarments. Breasts, genitals, buttocks, and midriff or torso must be fully covered at all times with opaque fabric.

**High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress. In addition, clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

Students cannot wear:

- Clothing advertising or displaying drugs, alcohol, tobacco, pornography and/or dual meanings
- Clothing displaying offensive language, including profanity and hate speech
- Beanies, hats, hoods, bandanas, etc., with the exception of religious headwear, may not be worn indoors.

Non-compliance will result in request(s) to remove and/or cover the prohibited articles. A student's failure to follow this reasonable request will result in further consequences consistent with the school's overall discipline plan.

C. Emergency Closing of Schools

Unfortunately, emergency closing of schools is inevitable. This may occur due to inclement weather, floods, fire, hazardous material accidents or the like. If and when this should occur, please do not call the school. If possible, the district will announce information via the **1 Call Now**. The following radio and TV stations may broadcast all pertinent information concerning the opening and closing of schools:

Station	Base	Station Channel
KDKA	Pittsburgh	10.20 AM
WTAE	Pittsburgh	Channel 4
Station	Base	Station Channel
WHJB	Greensburg	6.20 AM - 107.1 FM
WCNS	Latrobe	14.80 AM
WJAC/TV	Johnstown	Channel 6
WQTW	Latrobe	15.70 AM

D. Fire Drills

Fire drills at regular intervals are required by law and are important as safety precautions. It is imperative that when the fire alarm is sounded everybody exits the building quickly and quietly as per fire drill procedure. Fire drill procedures should be posted in all rooms for your safety and general welfare. Your classroom teacher will provide whatever student instruction is necessary.

E. Study Hall

A study hall is a period of time set aside in the school day to study or prepare for the next class. This period also permits you the opportunity to use the library for research or recreational reading. It is not a time for sleep. In addition, it provides time in a busy schedule to meet with a teacher to make up work. Study hall periods should be used wisely: therefore, come prepared.

F. Junior High Pass

Senior High School students, not taking a class in the Junior High School, are **not** permitted in the Junior High School without a pass from the Principal's Office.

G. Student Obligations

All obligations must be completed prior to a student being promoted or graduated. Such obligations shall include make-up work within established time schedules, detention and/or financial obligations.

H. Visitors

Students are not permitted to bring a visitor to school without prior administrator's approval.

I. Working Papers (Employment Certificates)

Employment certificates may be obtained in the Guidance Office. To obtain an employment certificate a student must first present a copy of his/her birth certificate as proof of age. The application form must then be filled out by the parent/guardian and returned to the Guidance Office before the employment certificate is issued.

J. Lunch and Learn

The purpose of the Lunch and Learn time is to allow students time to eat and to meet with teachers during the school day for clarifications, enrichment, additional help, or remediation. Some students, who are in need of more intensive support, may be assigned to a teacher for a designated period of time so that the student may more fully develop a necessary skill. Those students are required to attend all scheduled sessions. Students will be assigned 30 minutes for lunch and 30 minutes for academic support. Failure to report to an assigned support may result in disciplinary action. Lunch and Learn is a schoolwide opportunity for all students to meet with teachers so that they may improve in an area of specific academic concern.

Lunch and Learn Areas

Students are permitted in the following areas during Lunch and Learn.

1. Cafeteria
2. Commons Area
3. Main Hallways
4. Gymnasium(Pending Staff Supervision)
5. Gym lobby
6. Weightroom (Pending Staff Supervision)
7. Rossi Field (Weather Permitting)
8. Courtyards (Weather Permitting)

Students are not permitted to eat and/or loiter/linger in the following areas during Lunch and Learn

1. Auditorium Lobby
2. Auditorium
3. Bathrooms
4. Center for Student Creativity
5. Locker Areas
6. Locker Rooms
7. Connecting Corridor
8. Parking Lots or Vehicles
9. Students are not permitted to leave school during Lunch and Learn.

K. Free First or Last Set

Grades 10 through 12 students who have a **First Set or Last Set** open period are permitted to come in late and leave early from school. Students who utilize this opportunity must sign in upon arrival at school and must sign out upon leaving school. Misuse of this privilege will result in student discipline and loss of this privilege.

XXVII. COMPLIANCE STATEMENT - TITLE IX

It is the policy of the Greater Latrobe School District not to discriminate on the basis of sex, race, religion or national origin in the educational programs or activities which it operates as required by Title IX or the 1972 Education Amendments. The district policy does not discriminate on the basis of sex, race, religion or national origin in the educational programs and activities extending to employment in and admission to such programs and activities.

XXVIII. NON-DISCRIMINATION POLICY 103

Nondiscrimination in School and Classroom Practices 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 regards to the addition of gender identity as a category protected from discrimination.

Definition

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.

“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 from the gender assigned at birth.

“Transgender” describes people whose gender identity or expression is different from that traditionally associated with an assigned sex at birth.

“Gender expression” refers to the manner a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, or mannerisms.

“Gender nonconforming” 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.

“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 nonconforming 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 nonconforming 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 nonconforming.

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.

XXIV. EMERGENCY NUMBERS

Ambulance/Fire/Police – 911

Excelsa Health - 724-537-1000
Web Site - www.lah.com

Excelsa Mental Health – 724-537-1650 ext. 3
Monday – Friday 8:30 AM-5:00 PM

Blackburn Center – 724-837-9540

Children's Bureau of Westmoreland County – 724-830-3300

Gateway: Substance Abuse Treatment Services – 724-853-7300

Lifeway Pregnancy Care – 724-539-2002

National Runaway Switchboard - 1-800-621-4000

Phoenix House: Children of Drug & Alcoholics Foundation –
1-800-359-2623

Westmoreland County Helpline
724-836-2020 Monday – Friday 8:30 AM-4:00 PM
or 1-800-222-8848 (24 hours)

**Westmoreland County Crisis Hotline – 724-547-0285 or
1-800-836-6010**

Youth Crisis - 1- 800-448-4663
Web Site - www.lah.com

WESTMORELAND COUNTY'S HELPLINE

Westmoreland County's information and Referral Helpline is a free link to someone who cares. By dialing 836-2020 or Toll Free 800-222-8848 you can explain your problem to a Helpline specialist who will connect you with the service or agency that can help you.

WHAT IS THE INFORMATION AND REFERRAL SERVICE HELPLINE?

The Information and Referral Service Helpline is a one-number information service which refers people with problems, questions, or needs to agencies and community resources that can help.

WHY SHOULD I CALL?

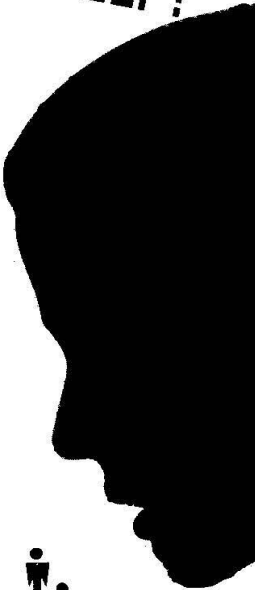
If you have a problem or if you just want information about service agencies in Westmoreland County, one call will answer your questions.

HOW WILL I BE HELPED?

When you call the Helpline we listen and we care, but our purpose is not to give solutions. A trained professional will listen to your problem and find the agencies or sources that can best help you.

call 836-2020
TOLL FREE 800-222-8848

**NEED
HELP?**



WALK-INS WELCOME
Courthouse Square
First Floor, Room 108A
Greensburg, PA 15601
Weekdays - 8:30 a.m. to 4:00 p.m.

[PARENT/STUDENT/FACULTY MCKINNEY-VENTO HANDBOOK](#)