Line Mountain

Student Handbook

2026-2027

Parents and students should become familiar with the information in this handbook. A sign-off sheet, stating that parents/guardians and students have read this handbook, will be distributed to all students and must be signed by BOTH a parent/guardian and student.

This form must then be returned to school by August 20, 2026

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Schedules

REGULAR SCHEDULE

Middle School Schedule ***High School Schedule***

Teacher plan	*7:00-7:42*	*Teacher plan*	*7:00-7:42*
1	*7:43-8:52*	*1*	*7:43-8:52*
2	*8:55-9:52*	*2*	*8:55-9:52*
3	*9:55-10:52*	*3*	*9:55-10:52*
A Lunch	***10:55-11:25***	*4*	*10:55-11:52*
4	*11:28-12:25*	***B Lunch***	***11:55-12:25***
5	*12:28-1:25*	*5*	*12:28-1:25*
6	*1:28-2:25*	*6*	*1:28-2:25*

HALF-DAY SCHEDULE

Middle School Schedule ***High School Schedule***

Teacher plan	*7:00-7:42*	*Teacher plan*	*7:00-7:42*
Period 1	*7:43-8:25*	*Period 1*	*7:43-8:25*
Period 2	*8:28-9:03*	*Period 2*	*8:28-9:03*
Period 3	*9:06-9:36*	*Period 3*	*9:06-9:36*
A Lunch	***9:39-10:09***	*Period 4*	*9:39-10:19*
Period 4	*10:12-10:52*	***B Lunch***	***10:22-10:52***

ACTIVITY SCHEDULE

Middle School Schedule ***High School Schedule***

Teacher plan	*7:00-7:42*	*Teacher plan*	*7:00-7:42*
Period 1	*7:43-8:41*	*Period 1*	*7:43-8:41*
Period 2	*8:44-9:40*	*Period 2*	*8:44-9:40*
Period 3	*9:43-10:39*	*Period 3*	*9:43-10:39*
A Lunch	***10:42-11:12***	*Period 4*	*10:42-11:34*
Period 4	*11:15-12:07*	***B Lunch***	***11:37-12:07***
Period 5	*12:10-1:02*	*Period 5*	*12:10-1:02*
Period 6	*1:05-1:56*	*Period 6*	*1:05-1:56*
Activity	*1:59-2:25*	*Activity*	*1:59-2:25*

2 HOUR DELAY SCHEDULE

Middle School Schedule		***High School Schedule***	
Teacher plan	*9:00-9:42*	*Teacher plan*	*9:00-9:42*
Period 1	*9:43-10:32*	*Period 1*	*9:43-10:32*
Period 2	*10:35-11:12*	*Period 2*	*10:35-11:12*
A Lunch	***11:15-11:45***	*Period 3*	*11:15-11:52*
Period 3	*11:48-12:25*	***B Lunch***	***11:55-12:25***
Period 4	*12:28-1:05*	*Period 4*	*12:28-1:05*
Period 5	*1:08-1:45*	*Period 5*	*1:08-1:45*
Period 6	*1:48-2:25*	*Period 6*	*1:48-2:25*

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3 HOUR DELAY SCHEDULE

Middle School Schedule		***High School Schedule***	
Teacher plan	*10:00-10:42*	*Teacher plan*	*10:00-10:42*
Pd 3 for attendance	*10:43-10:52*	*Period 4*	*10:43-11:25*
A Lunch	***10:55-11:25***		
Period 3	*11:28-11:55*	*Period 3*	*11:28-11:52*
Period 4	*11:58-12:25*	***B Lunch***	***11:55-12:25***
Period 5	*12:28-12:55*	*Period 5*	*12:28-12:55*
Period 6	*12:58-1:25*	*Period 6*	*12:58-1:25*
Period 1	*1:28-1:55*	*Period 1*	*1:28-1:55*
Period 2	*1:58-2:25*	*Period 2*	*1:58-2:25*

ALMA MATER

Hail to thee, dear Royal Eagle
Guard the land below,
Where now stands our alma mater,
That we love and know.

Proudly as we watch our banners
Waving on the hill,
Through the years our love has deepened;
Loyal are we still.

Nearby is the Susquehanna,
Flowing by our shore;
History we hold so sacred,
As in days of yore.

Dear Line Mountain - Seat of Knowledge -
Your truth guides our ways;
Blue and gold will be the banner,
Cherished all our days.

★★★★★★

Colors: Blue and Gold Mascot: Eagle

LINE MOUNTAIN SCHOOL DISTRICT

DISTRICT OFFICE

185 Line Mountain Road
Herndon, PA 17830
Phone - 570-758-2640 Fax - 758-2842
Office Hours: 8:00 a.m. - 4:00 p.m.

Dwain Messersmith - Superintendent
Kaitlin Rosselli - Business Administrator/Board Treasurer
Amy Dunn – Director of Special Education
Brad Shrum – School Psychologist
Jason Albright – Network Administrator
Mike Shingara - Director of Plant and Operations Paige Lenker – Board Secretary/Tax Collection Assistant
Lisa Zimmerman - Purchasing Assistant
Megan Shaffer - Secretary to the Superintendent
Joanna Hovenstine – Business Administrator Assistant
Denise McCauley – Special Education Secretary

BOARD OF SCHOOL DIRECTORS

Troy Laudenslager, President
Dennis Erdman, Vice President
Ronald Neidig, Treasurer
Michael Bordner
Linda Gutkowski
Lauren Hackenburg
Paul Kolody
John Blasius
Laurie Johnson

Antonio Michetti - Solicitor

School Board Policy
A copy of the Line Mountain School District Board Policy Manual is available on-line under the ADMINISTRATION tab. Students are encouraged to use this manual as a reference for clarification of any items found in the Student Handbook.

LINE MOUNTAIN MIDDLE/HIGH SCHOOL TEACHING STAFF

187 Line Mountain Road, Herndon, PA 17830
PH: 758-2011 FAX: 758-1514
HS PRINCIPAL: William Callahan MS PRINICPAL: Todd Ayers
PRINCIPAL/CURRICULUM DIRECTOR: Christine Kent

HS Faculty	
Bowman, Karrie	Child Care, FCS
Dutweiler, Sarah	Reading Specialist
Ferster, Francine	Agriculture
Frye, Jennifer	Spanish
Haas, Jared	Tech Ed
Heim, Kelly	English
Herb-Fausey, Shelley	Physics/Chem.
Kahl, Joe	Tech Ed
Keer, Charles	Math
Kelley, Steve	CEW/Health
Straub, Maggie	Biology
Knock, Rodney	SS/Psych
Lucas, Angelica	Life Skills
Mausteller, Rebecca	Learning Support
Michael, Katelynne	Business
Molesevich, Sophia	English
Mowery, Danielle	Learning Support
Ney, Susan	English/German
Poltonavage, Kim	English
Pomykalski, Laura	Math
Raker, Jonathan	Math
Rebuck, Kyle	Learning Support
Snyder, Amanda	Counselor
Troutman, Kaitlyn	Band
Wagner, Wesley	Art
Walter, Hannah	SS
Zelnick, Alan	Biology

MS Faculty	
Bomgardner, Lydia	DE/Gifted/ Librarian
Brosious, Amy	Math
Buriak, Michael	PE
Carl, Christa	Reading
Deljanovan, Tara	ELA
Esch, Cheyenne	Counselor
Fink, Abigail	Learning Support
Fisher, Jenna	Reading
Gessner, Dana	Music
Herb, Trisha	Writing
Kelley, Jackie	Math
Lundy, Jill	Writing
Michael, Allison	Nurse
Reed, Michael	SS
Sejuit, Jaymi	Learning support
Shaffer April	Learning Support
Shearer, Mark	SS
Sprenkel, Stacy	Reading/SS
Straub, Maggie	STEM
Supsic, Tracy	Social Worker
Troutman, Heather	Life Skills
Troutman, MaryAnn	Math
Walter, Ian	ELA
Weller, Jason	Science
Yisrael, Jill	Health/AD
York, Theresa	Science
Zimmerman	Cole

LINE MOUNTAIN MIDDLE/HIGH SCHOOL SUPPORT STAFF

187 Line Mountain Road, Herndon, PA 17830
PH: 758-2011 FAX: 758-1514
HS PRINCIPAL: William Callahan MS PRINICPAL: Todd Ayers
PRINCIPAL/CURRICULUM DIRECTOR: Christine Kent

SUPPORT STAFF	POSITION
Bobb, Adrienne	Nurse
Clark, Kristin	Aide
Corcoran Alissa	Cafeteria Staff
Derck, Linda	Cafeteria Staff
Eisenhauer, Amanda	Aide
Fessler, Butch	Maintenance/Delivery
Griffey, Paige	Aide
Hughes, Michele	Secretary
Hunsberger, PJay	Custodian
Jones, Spencer	Maintenance
Kahler Andrew	Maintenance
Lahr, Bethany	Aide
Leader, Chris	Aide
Leiser, Faith	Aide
Lenker, Nina	Aide
Long, Aidan	Custodian
Long, Linda	Aide
Lundy, Ian	Aide
Masser, Gert	Aide
Miller Amy	Aide
Oakes, Holly	Aide
Reed Bonnie	Cafeteria Staff
Renninger, Holly	Aide
Schadel, Brenda	Cafeteria Staff
Shaffer, Deb	Secretary
Wiest, Vicki	Head Cook
Wilson, Charissa	Secretary
Witmer, Kenneth Jr.	Custodian
Wolfe, Evelyn	Cafeteria Staff
Wren, Lisa	Aide

NORTHUMBERLAND COUNTY CAREER and TECHNOLOGY CENTER

1700-2000 West Montgomery Street
Coal Township, PA 17866
Phone: 644-0304 Fax: 648-1931
ADMINISTRATIVE DIRECTOR: Dr. James E Catino

STAFF	POSITION
Tyler James, Klacik Representative	Business Office
Lori Kehler	Administrative Assistant (Child Acctg Board Secy)
Craig Fegley	Welding Instructor
Emily Richardson	Protective Services Instructor
Mary Heim	Cosmetology Instructor
Jaime Stelma	Nurse/Health Occ Careers Instructor
Jeremy Johnson	Collision Repair Technology Instructor
Sharon Graboski	Admin Asst (Attendance)
Keith King	Construction Trades Instructor
Meghan Foote	Culinary Arts Instructor
Daniel Rummel	Automotive Technology Instructor
Kathryn Reed	Occupational Child Care Instructor

Section 1 – General Information

ACADEMIC ACHIEVEMENT

Grading System and Reporting Methods

The cooperation of home and school is a vital ingredient in the growth and education of each child. It is the responsibility of the school district to keep parents informed of student progress in school and to acknowledge State Board and Federal Regulations governing school records.

Students will receive a report card to take home to parents or guardians at the end of each nine-week marking period. Grading and reporting systems will be developed to ascertain student progress, to identify strengths and weaknesses, to learn the need for remedial work, to understand the student's performance in relationship to coursework studied, and to help the student to develop educational and vocational goals.

At the Middle/High School, grades will be reported as a percentage. Letter grades will be used at the elementary level.

% Grade	Letter Grade	Achievement Level
93-100	A	Superior
86-92	B	Above Average
77-85	C	Average
70-76	D	Below Average
0-69	F	Failure

I	Incomplete
M	Medical
W	Withdrawal
NG	Not Graded

For complete details regarding the grading system, refer to Board Policy #212.

Academic Deficiency

For students experiencing academic concerns, notices or letters of academic deficiency will be distributed or mailed to their homes near the mid-point of the marking periods. The purpose of this procedure is to give both student and parent adequate warning of

possible failure. Both students and parents should examine the meaning of this notice and take proper action.

It is the responsibility of the student and/or parent to initiate a conference request concerning the student's grades or progress. Please contact the counselor's office or classroom teacher for further information or to arrange for a conference.

Promotion and Retention

Board Policy #215 defines that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. The personal, social, physical, and educational growth of students will vary, and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. Promotion to the next grade is dependent upon success in the instructional program, maturity in the physical, personal, and social areas, and the potential to achieve.

Each student at risk of retention is evaluated by a child study team to determine whether he/she would benefit by remaining in the same grade for an additional year. Secondary students failing two or more major subjects or the equivalent are at risk of retention.

Final Examinations (Grades 9-12)

Students who are required to take a final examination in a course may not take the test prior to the scheduled examination date for the class. Arrangements need to be made with the class instructor if the student is unable to take the final examination on the scheduled date.

Also, final exams are not required for courses in which students are taking a Keystone Test.

Summer School\Private Tutoring

Summer school is provided to students in grades 9-12 who have failed a required math and/or English class with a final average between 50-69%. Students with an absentee rate higher than 10% are not eligible for summer school. In addition, students earning less than 50% in a failed course are not eligible for summer school and thus must repeat the required failed course. The district-provided summer school is the only summer school option students may utilize to make up a credit. Students who do not attend summer school or who do not successfully complete summer school will automatically be scheduled to repeat a failed math or English course. The cost of summer school credit recovery will be incurred by the family and/or student.

Academic Ineligibility

All parties (school personnel, parents, students and fans) of Line Mountain acknowledge that academic endeavors have priority over athletics and extra-curricular activities. Participation in these activities is an honor and a privilege. The School District recognizes that while extra-class activities provide opportunity for personal improvement, contribution to the school, self-realization of potential, and education of the whole person, participation in these activities cannot take precedence over academic pursuits. Every effort must be made to keep grades stable or improving.

Eligibility Criteria and Participation Guidelines:

Students' eligibility will be governed by rules set by the Line Mountain School District Board of Education, Pennsylvania Interscholastic Athletic Association.
Grades for all students will be monitored on a continual basis to ensure that students remain in good academic standing throughout the school year.

Weekly grade checks will be conducted every Friday morning. Any student failing two or more classes (below a 70%) will be deemed ineligible from Sunday of report week until Saturday of the following week. During this period they will be allowed to attend, practices, rehearsals, meetings. They are not permitted to participate in games, concerts, trips.
If a student fails to raise his/her grades above 70% during the probationary period, he/she will not be allowed to participate at all. They are encouraged to use the time away from extracurricular activities to work on academics. They will be reinstated upon passing.

At the end of a grading period, students who fail to meet the requirements become ineligible for fifteen (15) school days beginning the day that report cards are issued.

Honor Roll

Honor rolls are announced for each marking period. Eligibility shall be calculated as follows:

- *Distinguished Honor Roll: A grade point average (GPA) of 95% or above must have been earned. The average is obtained by multiplying the percentage grade by the numerical weight (credit) of the course. The total of the weighted percentage scores is then divided by the number of credits earned. All courses are used in the tabulation of the GPA.*
- *Honor Roll:* A grade point average (GPA) of 90.0 to 94.9% must have been earned. The average is obtained by multiplying the percentage grade by the numerical weight (credit) of the course. The total of the weighted percentage scores is then divided by the number of credits earned. All courses are used in the tabulation of the GPA.
- Any numerical grade below 77% automatically disqualifies the student from both the Honor Roll and the Distinguished Honor Roll.

National Honor Society Admission Policy

Membership in the National Honor Society is the highest honor that the Line Mountain High School can bestow on one of its students. National Honor Society membership will be open to juniors and seniors. To be worthy of this honor, a student must be exceptional not only academically, but also in character, leadership, and service. Students must meet the requirements in all four areas as outlined below in order to be eligible for membership.

- **Academics:** A student is eligible for consideration academically when he/she carries a cumulative grade point average of 93**% or higher** at the time of application. In addition, students may not have any failing grades on a current year report card in a major academic course.

- **Character**: Students who are considering membership in the NHS may not have any Code of Conduct Level IV violations or truant during their high school career. Five teachers, 3 from the current school year, will rate students according to the character qualities promoted by the National Honor Society. A character rating average of 3.5 or greater is required for membership.

- **Leadership**: Students must be actively involved in at least four school or community non-paying responsibilities. Students must have service in two leadership positions.
- **Service**: Students being considered for membership in the NHS must have completed 40 hours of community service. Students may not count activities that are during school time or for which they receive any sort of compensation.

DUAL ENROLLMENT PROGRAM

Dual enrollment provides a unique opportunity for Line Mountain High School juniors and seniors to take college courses through programs at Lackawanna College, Luzerne County Community College, and Bloomsburg University. Dual enrollment allows students to experience advanced course work and the opportunity to earn transferable college credit. It also enables a wide variety of electives, eases the transition to college, and is cost effective as many colleges offer a reduced tuition rate that is at a 75% cost savings.

The Line Mountain School District cannot guarantee that dual enrollment college credits will transfer to the college students plan to attend after high school. Students are encouraged to contact specific college admissions office with questions regarding how credits will transfer.

Dual Enrollment Courses taught by Line Mountain Faculty

Line Mountain will offer 8 college classes that will be taught by Line Mountain High School faculty, for college AND high school credit. These courses may be taken for high school credit only or students may choose to pay for college credits for these courses through Lackawanna College. Students will earn the numerical grade assigned by the teacher weighted by a 1.05 factor. These courses may fill core graduation requirements. Lackawanna College limits the number of college credits a student can take to 12 credits per school year. Six additional credits could be taken at Lackawanna College in Sunbury or on-line over the summer. Classes taken over the summer may be taken for enrichment purposes only and will not contribute to a student's GPA or meet graduation requirements.

Line Mountain Course	Lackawanna Course	Line Mountain Credits	Luzerne Credits	GPA Weighting Factor
Advanced Accounting	Principals of Accounting	0.75	3	1.0
AP Calculus	Calculus	1.5	4	1.05
Probability and Statistics	Statistics and Data Analysis	1.5	3	1.0
AP English	Intro to Literature	1.5	3	1.05
Honors English III	College Writing	1.5	3	1.05
AP Biology	General Biology 1 + General Biology 1 Lab	1.5	4	1.05
AP Physics	General Physics 1 + General Physics1 Lab	1.5	4	1.05
AP Psychology	Intro to Psychology	1.5	3	1.05

Dual Enrollment Courses taught by College Faculty

Line Mountain students may also take college courses while in high school taught by college faculty through Luzerne County Community College, Bloomsburg University (STEEM or ACE), or through another postsecondary institution approved by LM administration. These courses will count as core courses to meet graduation requirements. Grades in these courses will count towards high school GPA and class rank. Courses will be weighted by a factor of 1.05 and will transfer from a college grading scale to the Line Mountain grading scale according to the chart listed below beginning in the 17-18 school year. Each dual enrollment 3 credit course will count as one high school credit. Classes taken over the summer may be taken for enrichment purposes only and will not contribute to a student's GPA or meet graduation requirements.

College grade	LM grade %	LM grade with 5 points
A+ / 4+	100%	105%

A / 4	100%	105%
A- / 4-	94%	99%
B+ / 3+	92%	97%
B / 3	90%	95%
B- / 3-	88%	93%
C+ / 2+	86%	91%
C / 2	80%	85%
C- / 2-	78%	83%
D+ / 1+	76%	81%
D / 1	74%	79%
D- / 1-	71%	76%
F/0	64%	69%

Students must receive parental permission, administrative recommendation and meet specific college dual enrollment entrance requirements to participate. Students are responsible for costs associated with dual enrollment such as cost per credit, textbooks, and fees. Students should see their school counselor for more information.

ATTENDANCE

Attendance - Compulsory

Regular attendance at school is one of the most important factors in a student's success in school. The Board of School Directors requires that school-aged children enrolled in the schools of this district attend school regularly in accordance with the laws of the state. State law requires attendance of school starting at age 6 and until age 18. The only excusable absences are sickness, quarantine, death in the immediate family, impassable roads, or absences approved in advance by the administration. All other reasons for absence will be considered unexcused for students over the age of 18 or illegal for students under the age of 18.

Although attendance is not compulsory before age 6, children are eligible to attend kindergarten when they attain the age of 5 before the first of September. They may remain in attendance until graduation or age 21, whichever occurs first. You may refer to Policy 204, Attendance, which can be found on the website www.linemountain.com

Absences - Cumulative

If a student has been absent for a total of 10 days with parent signed excuses, **any further absence during that school year will be excused only upon a written statement from a physician**. Any absence after the 10 days, not covered by a physician, will be considered illegal (for students under the age of 18) or unexcused (for students over the age of 18).

After the accumulation of 6 illegal days (for students under age 18) an official notice will be sent to the parent/guardian by certified mail. This notice informs parents that any

further illegal absences will result in a citation being sent to the local magistrate. Upon accumulating the seventh illegal day, students will be referred to the Northumberland County truancy program.

On November 15, 2016 ***Governor Wolf signed new truancy legislation into law on Thursday, November 3, 2016. The new provisions take effect at the start of the 2017-18 school year. This factsheet highlights important provisions of the new law relating to the rights of families, and obligations and roles of schools, courts, and children and youth agencies. Key departures from the prior truancy law are in red.***

The law clearly states that the purpose of Pennsylvania's truancy law is to improve school attendance and deter truancy "through a comprehensive approach to consistently identify and address attendance issues as early as possible with credible intervention techniques" in order to:

- **Preserve the unity of the family whenever possible as the underlying issues of truancy are addressed.**
- **Avoid possible entry of children into foster care, the loss of housing and other unintended consequences of disruption of an intact family unit.**
- **Confine a parent or guardian for truancy-related offense only as a last resort and for a minimum amount of time.**

It is critical that all of those who apply the new law—schools, law enforcement officers, children and youth agencies (CYS), advocates and practitioners, and judges—do so in accordance with these principles, which are rooted in evidence-based best-practices to prevent and reduce truancy.

Definition of "truant." The new law explicitly defines "truant" as a child subject to compulsory school laws "having three (3) or more school days of unexcused absence during the *current* school year." ***The prior law did not define "truant." New*** **definition for "habitual truancy." The new law streamlines the definition of "habitual truancy." Under the new law, "habitual truancy" is defined as a child subject to compulsory school laws "having six (6) or more school days of unexcused absences during the *current* school year." Therefore, a child is habitually truant once he or she accumulates six unexcused absences during the course of the school year. These absences do not need to run consecutively.**

Charter schools. The law *substantially changes* the way in which charter and cyber charter schools address student attendance by shifting responsibility from an authorizing school district to the charter school:

- **Every charter school, including cyber charters, must establish an attendance policy. A charter's attendance policy *may differ* from the policy of the school district in which the child resides. Therefore, parents must be notified of their child's charter school attendance policy.**
- **Charter and cyber charters must now report unexcused absences directly to the Pennsylvania Department of Education (PDE) through the Pennsylvania Information Management System (PIMS).**

Charter and cyber charter schools are now responsible for filing citations with magisterial district courts or referring truancy to the local CYS agency*. That is because the law makes the provisions regarding the filing of citations expressly binding on charter schools. This does not preclude charter and cyber charter schools from participating in truancy elimination and reduction programs operated by the local school district or CYS agency. *This is a significant change from the prior law. Previously, the law and PDE policy required charters to report school attendance and unexcused absences to a child's school district of residence, whose obligation it was to file a citation in court.

Procedure when child is truant (three unexcused absences). *The new law creates two new "procedural" requirements.* The first pertains to procedures schools must follow when a child is "truant"; the second pertains to the procedures a school must follow when a child is "habitually truant."

The law expressly requires schools to *notify in writing* the person in parental relation with a child within ten (10) school days of the child's third unexcused absence that the child has been "truant." This notice:

- **Must include a description of the consequences that will follow if the child becomes habitually truant in the future;**
- **Must be in the mode and *language of communication preferred by the person in parental relation*; and**
- **May include the offer of an attendance improvement conference.**

If the child continues to be truant and incurs additional absences after this notice has issued, the school must offer the student and parent a student attendance improvement conference. (*See* discussion of student attendance improvement conferences, *infra*.)

Procedure when child is habitually truant (accumulates six unexcused absences). Like the old law, the procedure schools must follow when a child is habitually truant depends on the age of the child. *Under the prior law, the critical age was thirteen (13). Now, the critical age is fifteen (15).*

***Habitually truant children under fifteen years of age.* If a habitually truant child is under fifteen (15), the school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county CYS for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school *may* file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.**

***Habitually truant children fifteen years of age and older.* If a habitually truant child is fifteen (15) or older, the school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If a habitually truant child aged fifteen (15) or older incurs additional absences after a school refers**

that child to an attendance improvement program or the child refuses to participate in an attendance improvement program, the school may refer the child to the county CYS agency for possible disposition as a dependent child.

In all cases, regardless of age, where a school refers a habitually truant child to a magisterial district court or CYS, the school must provide verification that it convened and held a student attendance improvement conference.
Consistent with evidence-based best practices, the law defines "school-based or community-based attendance improvement program" as a "*program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absence*." *While such a program may include an educational assignment to an alternative education program, it explicitly does not include referral to an Alternative Education for Disruptive Youth (AEDY) program under Article XIX.*

Schools must create attendance improvement plans prior to referring truancy to the courts. The new law requires that schools convene attendance improvement conferences to create *individualized plans* to address and reduce a student's truancy prior to referring the matter to law enforcement or the courts. This means that if a school takes legal action against a student or parent for truancy without having first convened an attendance improvement conference and creating a plan, the matter is procedurally flawed and may be dismissed. *This is a critical and substantial change from the prior law which did not require schools to convene or create attendance improvement plans at any time, let alone before filing a citation in court.*

The new law defines "school attendance improvement conference" as a "conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services." The law requires schools to invite the following individuals to the conference:

- **The child.**
- **The person in parental relation to the child.**
- **Other individuals identified by the person in parental relation who may be a resource (*e.g.* a grandparent, sibling, family friend, advocate, community member, etc.).**
- **Appropriate school personnel.**
- **Recommended service providers (*e.g.* case managers, behavioral health providers, probation officers, children and youth practitioners, etc.).**

The school must hold the conference even if the parent declines to participate or fails to attend after the school provides *advance written notice* and *makes attempts to communicate via telephone*. There is no legal requirement for either the child or parent to attend an attendance improvement conference. The school must document the outcome of any attendance improvement conference in a written attendance improvement plan. Schools may not take further legal action

to address unexcused absences until after the date of the scheduled attendance improvement conference has passed.

Attendance improvement conferences must not be perfunctory warnings that further absences will result in legal action against the student or parent. Schools must create attendance improvement plans in conformity with the overriding purposes of the law as set forth in the preamble, discussed *supra*.

Schools cannot impose discipline for truant behavior that excludes the student from the classroom. The new law forbids schools from imposing discipline that excludes a student from the classroom on a student for truant behavior. Specifically, the law states that "schools shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior."1 *This is a critical change that will not only reduce schools' over-reliance on punitive and exclusionary discipline measures, but will end the practice of pushing truant students further away from school through ineffective exclusions. This provision also applies to charter and cyber charter schools.*

1 As stated earlier, this means that part of the Pennsylvania's law providing for assignments to AEDY programs is no longer valid as it relates to assignments to AEDY for "habitual truancy."
2 *In re C.M.T.*, 861 A.2d 348, 352-55 (Pa. Super. Ct. 2004).
3 *Id.* at 355-57.

Procedure in magisterial district courts. The new law clarifies the procedure that must be followed when schools refer cases of habitual truancy to the magisterial district courts. *Such explicit procedures were not delineated in the prior law.*

***Venue* is determined based on the location of the school in which the child is enrolled.**

***Notices.* A magisterial district court must provide notice of the hearing to the following:**

- **The school.**
- **The person in parental relation.**
- **The local CYS agency.**

***Burden of proof. The new law substantially alters and clarifies the burden of proof that applies at a trial on a truancy citation.* At the trial with respect to the citation, the burden, at all times, is on the school to prove beyond a reasonable doubt the following:**

- **The child was habitually truant;**
- **While subject to the compulsory attendance law;**
- **Without "justification."**

This standard aligns with the definition of habitual truancy in the Juvenile Act. The Superior Court has held that the Juvenile Act places the burden on the *Government* to prove each of these three elements. 2 This means that *the school* must prove each of these elements, including that the habitual truancy was *not justified*. There is no burden on a student or parent to put forth evidence that the habitual truancy was justified. Of course, a student or parent may still put forth evidence that the habitual truancy was justified. If the school fails to prove that the habitual truancy was not justified, the school cannot carry its burden.

Affirmative defenses. **Student and parent-respondents may put forth evidence of an "affirmative defense" that justifies the habitual truancy. For example, at least one court has held that a student has a right to present evidence of her disability to justify her habitual truancy. 3 Additionally, the law continues to permit parents to present an affirmative defense that he or she took every reasonable step to ensure the child's attendance at school. Affirmative defenses must be proven by a preponderance of the evidence.**

Relevant evidence. **The new law explicitly states that, at sentencing, the judge must permit the school, parent, or student to present relevant information that will assist the judge in making an informed decision regarding the appropriate sentence. This is important because, as discussed *infra*, the new law affords considerable discretion to local judges in determining the most appropriate penalty in conformity with the purposes of the law.**

Provides discretion to local magistrates to choose the appropriate punishment. *The new law reforms the penalty provisions of the statute to provide local judges with considerable discretion to impose appropriate penalties in individual cases.* Penalties should, of course, be imposed in accordance with the principles of the law as set forth in the preamble, discussed *supra*.

Changes in the penalty scheme: Increased fines and reduced jail time for truancy. *The new law substantially changes the penalties that judges may impose on students and parents for violating the compulsory school attendance law by imposing new progressive fines and reducing jail time.*

Increased fines up to $750. The new law significantly increases the amount of money a judge may fine a student or parent for habitual truancy*. The old law permitted a magistrate to fine a student or parent up to $300 per offense. *The new law states that a person convicted of habitual truancy may be fined: (1) up to $300 per offense, with court costs, for the first offense; (2) up to $500 per offense, with court costs, for the second offense; and (3) up to $750 per offense, with court costs, for a third and any and all subsequent offenses.

HOWEVER, the new law defines "offense" as "each *citation* filed under Section 1333.1 for a violation of the requirement for compulsory school attendance . . . *regardless of the number of unexcused absences averred in the citation*." *This is*

an important clarification absent in the old law. This means that fines must be limited to the citation, not the number of unexcused absences alleged in the citation. **For instance, if a school files a citation against a parent alleging that in the month of October, the parent's child was illegally absent ten (10) days, and the magistrate finds that the parent violated the compulsory school attendance law, the magistrate may only fine the parent up to $300, if it is the parent's first offense. In the past, because of ambiguity in the law, some magistrates assumed that they had authority to fine a parent up to $3000 in that situation ($300 per illegal absence). This is an important clarification that limits the imposition of excessive and crippling fines on poor families.**

****It is critical that magistrates responsibly exercise the discretion afforded to them under the law in imposing penalties. In meting out punishment for truancy in accordance with the guiding principles of the law, discussed*** **supra*, magistrates should rarely and uncommonly fine students and parents at the statutory maximum. Such fines not only have devastating collateral consequences for poor families, but are contraindicated to reduce truancy*.**

Jail reduced to three days. The new law reduces jail time to three days, from five days, and adds additional safeguards to ensure that poor families are not jailed for their inability to pay. **The new law states that a court may jail a parent who fails to pay a fine or completed court-ordered community service for a period not to exceed three days in any one case. That means that no matter what a parent should never be in jail for more than three days.**

A judge may jail a parent only if (1) the court makes a specific finding that the parent had the ability to pay the fine or complete the community-service and (2) that parent's non-compliance was willful. **These safeguards seek to ensure that poor families, who face obstacles to compliance with fines and community service, are not jailed for their poverty, a practice that is not only oppressive but contraindicated by evidence-based research on truancy reduction best practices. NOTE: The failure of a student to comply with a fine or costs associated with court must not be considered a "delinquent act" under the Juvenile Act.**

Referral to CYS for second conviction in three years. **Under the new law, if a parent or student is convicted a second time for habitual truancy within three years, the *court* must refer the child to CYS for services or possible disposition as a dependent child under the Juvenile Act.**

Provides judges with discretion on whether to send the Department of Transportation a certified record of a student's conviction for license suspension. **The prior law required magistrates to send a record of a student's certified conviction to the Department of Transportation (DOT); *the new law provides local judges with discretion on whether to forward a student's conviction to DOT.* While the law still requires DOT to suspend a child's license, *the discretion the***

***new law affords to magistrates should limit the number of students whose licenses are suspended for truancy*.**

Restoration of driving privileges is more fair to students. Where a student's license has been suspended, he or she may seek to have his or her eligibility restored by providing DOT with a form that indicates that (1) the child has attended school for a period of at least two months after the first conviction or four months after the second conviction without an unexcused absence or tardy; or (2) is subject to exception to the compulsory school attendance law; or (3) has graduated from school. *The prior law did not provide students with an opportunity to seek license restoration.* The new law's restoration option provides an incentive to students to increase attendance.

All students are eligible for an occupational limited license. *In contrast to the prior law, the new law provides that students who have been convicted of violating the compulsory school attendance laws and had their licenses suspended may apply for an occupational limited license pursuant to 75 Pa.C.S. § 1553 in order to get to and from work or school.* Thus, even a student whose license has been suspended may drive to school if he or she applies for and receives an occupational limited license. This removes a potential barrier to school attendance.

Streamlined process for expungement. *The prior law simply did not provide for the expungement of records. Under the new law, a child who has been convicted of habitual truancy may apply for an expungement. The court must grant a child's application if (1) the child has earned a high school diploma, a Commonwealth secondary diploma, or another PDE-approved equivalent, or is subject to an exception to compulsory school attendance and (2) the child has satisfied any sentence imposed by the court with respect to the conviction*, including payment of fines and costs. If a court grants an expungement application, the court must also order DOT to expunge all administrative records related to the convictions. Courts should make students aware of the opportunity to seek an expungement throughout the dispositional process.

Any student who has been absent for a total of seven (7) or more illegal days will be cited to the local magistrate.

The magistrate may impose the following:

1. Student's driver's license will be suspended for 90 days for the first conviction.
2. Student's driver's license will be suspended for 6 months for the second conviction.
3. Unlicensed juveniles are prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense), commencing upon their 16th birthday.
4. All students convicted will be referred to County Children and Youth Service.

5. Authorities have the right to arrest the student if the parent is unable to make the child attend.
6. A parent or guardian can be fined for failing to have the child in school. Fines may go as high as $300.00.

For students over the age of 18, the accumulation of more than ten (10) consecutive unexcused days of absence will result in that student being dropped from the rolls of the Line Mountain Middle/ High School for the remainder of the school year (PA Code Title 22 Section 11.24). The student may apply for re-admission next school year.

Students who are chronically absent (miss 10% or more of school days) and/or truant may not be permitted to participate in school related functions. Those include but are not limited to homecoming, prom, graduation, dances, driving privileges, non-curricular based field trips, etc.

Excuses - Returning to school after an absence

1. All students, regardless of age, should bring a written excuse in the form of a signed note from a parent or guardian on the day of return to school. The note should give the day(s) of absence and the reason(s) for absence. A confirmation slip from the doctor must be turned in to the school office when a student returns to school following either a full or partial day for a medical appointment. Note: A doctor's excuse is required after 3 consecutive days of absence.
2. The school is required to maintain files of excuses for student absences. **It is the student's responsibility to see that all excuses are properly submitted**.
3. Failure to submit a written excuse within three school days of your return to school will result in your absence being classified as illegal (for students under the age of 17) or unexcused (for students over the age of 17.)

School Day

Beginning Time: 7:43 AM
Dismissal Time: 2:25 PM

Students must not arrive at school prior to 7:43 a.m. Students arriving too early will be sent home until school begins for them. This is especially important during the winter when there are delays in school openings.

Early Dismissal

Generally, a student is released from school during the day only for serious reasons such as: family funerals, medical or dental appointments that cannot be scheduled for after-school hours. In order to be excused, the student is required to turn in a written request from their parents to the office at the beginning of the school day after he/she reports to first period. The requests from parents should include the date and time that the student needs to be excused as well as the reason. If the student is excused for a medical or dental appointment, it is necessary to secure a note from the doctor or

dentist's office stating that the student was seen at the time and place indicated. This note is to be turned in to the office when the student returns to school. If the note is not turned in when the student returns to school, the absence from school is marked as either illegal or unexcused, depending upon the age of the student. **Parents are strongly discouraged from picking up students prior to 2:25 p.m.**

Tardiness

If a student arrives to school after 7:50 a.m. he/she must sign in at the office and will be marked tardy for the day. Students who arrive after 8:30 will be marked absent for a portion of the school day, depending on the time of arrival. Unexcused tardiness is cumulative. A student accumulating six (6) unexcused tardy days may be disciplined as described in the code of student conduct.

Students who are late to class will be disciplined according to the code of student conduct.

ATTENDANCE UPDATES for CURRENT SCHOOL TERM:

- Request for early pick-up must be made in writing to the high/middle school office, by the morning of the request.
- Parents will pick students up in the main office.
- Parents may not enter the building without administrative permission (students will be sent to the office for pick up).
- No child will be permitted to stay after school without a note and approved supervision.
- Students must be in attendance by 8:45 to participate in any after-school activity.
- Tardy, absence will be recorded as follows – arriving between the following times:

Arrive 7:51 to 8:45	Tardy
Arrive 8:46 to 11:55	½ Day Absence
Arrive 11:56 to 2:25	Full Day Absence

Extra-Curricular Eligibility - Absences

Any student arriving after 8:45 a.m., or who is absent from school for the entire day, will not be permitted to participate (defined as compete or practice) in any extra-curricular activity unless it is an excused absence.

If a student is absent for 20 days or more in any semester, he/she will be ineligible until having attended school for 60 days, beginning after the 20th day of absence.

All personal absences from school including approved requests for student travel and out-of-school suspensions are included in the 20 days of absence.

Educational Tours and Trips (Approved Travel)

The school district recognizes that from time to time students may have the opportunity to participate in preplanned trips and educational experiences during the regular school year. Parents/Guardians should obtain a "Request for Student Travel" form from the school office and return it to the principal at least 10 days prior to the anticipated absence. If approved by the principal and the superintendent/designee, the student will be legally excused from school for the requested day(s) up to seven (7) days per year.

Approval/disapproval will be based on the following: prior attendance records, previous requests and frequency of such requests, and the weighted educational value of the requested experience. Students are required to turn in an agenda with their completed travel form listing the educational objective for each day and how they are to be achieved, as well as follow up with a written summary of the trip upon return that is at least one page in length. Any departure from this procedure will result in an illegal/unexcused absence. In case of extenuating circumstances, the principal should be contacted.

Emergency Closing and Delayed Opening of Schools

In the event school is to be canceled or the length of the school day is modified due to inclement weather or other emergency, announcements will be made via the alert-now system and over the following stations:

Radio Stations

Sunbury	WKOK	1070 AM/94.1 FM/107.3 FM
Selinsgrove	WYGL	1240 AM/100.5 FM
Milton	WVLY	100.9 FM
Lewisburg	WGRC	91.3 FM
Millersburg	WQLV	98.9 FM

Television Stations

Scranton	Ch. 16	WNEP
Harrisburg	Ch. 27	WHTM
Harrisburg	Ch. 21	WHPTV

Parents are urged to make provisions in advance for the care of their children during early dismissal, school closing, and delayed opening situations in case they themselves would not be at home.

COMMUNITY SERVICES

Community Education

Community education programs are available throughout the year.

Use of School Facilities

The facilities of the Line Mountain School District are available for community purposes, provided that such use does not interfere with the educational program of the schools. Those interested in securing permission to use school facilities should contact the respective building principal, who will discuss the application form, fees, insurance coverage needed, and other requirements.

CURRICULUM AND INSTRUCTION

Books and Supplies

Students are responsible for books and supplies provided at the expense of the taxpayer and will be required to pay the replacement cost if they are lost or damaged.

Course Selection – Please refer to the high school course selection guide. Course selection guides are presented to eighth through eleventh grade students in early spring with encouragement to select courses that will enable them to succeed in their career goal planning. Guidance counselors, administration and faculty are available for assistance.

AIDS Instruction

AIDS instruction is part of the health curriculum. Parents who object to having his/her child receive this instruction should contact the principal in writing.

Animal Dissection

Students have the right to refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of their course of instruction. Any

student wanting to schedule alternate learning experiences should notify their teacher and principal in writing.

Pennsylvania System of School Assessment

The State Board of Education, through the Pennsylvania Department of Education, mandates that students in specific grade levels be tested using instruments developed by the state. Parents have the right to refuse, based on religious reasons, to permit their child to participate and/or to inspect the tests prior to permitting their child to participate. Parents wanting to examine the test or withhold permission for their child to participate should contact the superintendent in writing.

Testing Program

Students are sometimes referred to one of the specialists who work in our schools in order to determine how we can better meet their students' needs. If you have any questions regarding the various testing programs or feel your child should be screened by one of our specialists, please contact the school counselor.

A certified school psychologist works with students in our district. Students are evaluated on recommendations by school staff or at the request of the parent. Parental permission is always secured before a student is tested by the school psychologist. Please contact the school counselor for additional information.

GRADUATION REQUIREMENTS

Please note that graduation requirements will be updated as per state requirements.

Regardless of content area or educational area, the methods of assessment employed by the professional staff of the Line Mountain School District emphasize authentic assessment, varied performance assessments and the production of work displaying student achievement of academic standards. All assessment techniques are formative and summative in order to attain a snapshot of student achievement and to plan to initiate the changes, which need to take place to ensure student achievement of academic standards.

Students must complete work and studies representative of the instructional program aligned to the academic standards for grades 9 through 12. Specific requirements may be found in Policy 217. Also it should be noted that attendance is closely associated with credits and graduation requirements. If a pupil is absent in excess of 10% of the school term, it could be just cause for failure in any subject or grade.

GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND CLASSES THEREAFTER INCLUDE:

1. In grades 9-12 every student graduating shall have completed 120 hours of instruction in each of the following:
    - 4 English courses (NCCTC students must take American Lit and Career English during their junior year)
    - 3 Math courses

- 3 Science courses
- 3 Social Studies courses
- 2 Arts/Humanities credits (Art, Music, FCS, Tech Ed, Foreign Lang, Social Studies electives)
- 1 Physical Education/Health course
- 1 Personal Finance (typically taken Junior year)
- 5 elective courses (at least 2 must be Foreign Language for College Prep students; NCCTC students meet this requirement with satisfactory completion of their VT program)

It is highly recommended that students pursuing post-secondary education complete 4 years of study in English, math, science, and social studies plus a minimum of 2 consecutive courses of a foreign language.

HEALTH PROGRAM AND SERVICES

The school health program consists of those procedures that contribute to the understanding, maintenance, and improvement of the health of students, including educational and healthful living. A registered nurse is available in all schools.

SCHOOL HEALTH EMERGENCY INFORMATION FORM

A parent/guardian is requested to complete the School Health Emergency Information Form as soon as it is received and have their child return it to school the following day. The form indicates parent phone numbers, emergency contact information and permission to administer the school physician's standing medication orders. If there is

not completed form on file, you child's health may be jeopardized in the event of an illness or injury. Above all, please write or print clearly. If we can't read the information, we won't be able to contact you!

Mandated VACCINE Information

For ALL children grades K-12

* 4 doses of tetanus
* 4 doses of diphtheria
3 doses of polio
** 2 doses of measles
** 1 dose of mumps
** 1 dose of rubella (German measles)
3 doses of hepatiti1 dose of varicella (chickenpox) vaccine or history of disease
* 1 dose on or after the 4th birthday if entering on or after 1997; usually given as DTaP, or DTP or DT or Td
** Usually given as MMR

Proposed Immunization Changes

For ALL children grades K – 12
4 doses of tetanus (1 dose on or after the 4th birthday)
4 doses of diphtheria (1 dose on or after the 4th birthday)
3 doses of polio
2 doses of measles (MMR)
♦2 doses of mumps (MMR)
1 dose of rubella (German measles)
3 doses of hepatitis B
♦2 doses of Varicella vaccine or history of chicken pox disease

IN ADDITION, for Children entering 7th Grade:
♦1 dose of tetanus/diphtheria/acellular pertussis (Tdap)
♦2 doses of meningococcal conjugate (MCV)
1st dose is given 11-15 years of age, a 2nd dose is required at age 16 or entry into grade 12; if the dose was given at 16 years of age or older, only one dose is required

ONLY written documentation from your health care provider can be accepted as proof of any immunizations.

If you have any questions regarding your child's immunization status please feel free to call your child's school nurse or the PA Dept. of Health State Health Center in Sunbury. The State Clinic's phone number is 988-5513.

Mandated Physical and Dental Examinations

The School Health Code of Pennsylvania and the Pennsylvania Department of Health mandate the following examinations:

Physical Examinations: upon original entry into school (ie. Kor 1), in grade six (6) and eleven (11).

Dental Examinations: upon original entry into school (ie. Kor 1), in grade three (3) and seven (7).

Examinations can be performed by your family dentist/physician at your expense. **Reports of Private Physical/Dental Examinations performed as early as one year before the mandated grade level may be accepted**. We encourage private exams because your physician knows your child best.

Alternatively, you may choose to have the examination done by the school dentist/physician. School exams are offered free of charge one time during the mandated year. Written parent permission is required for all school exams. Parents are notified prior to all in-school examinations and will be notified of any problem that is discovered

Parents will receive a private physical form during kindergarten registration and near the end of grades 5 and 10 in order to allow adequate time for completion. **Private Physician forms are to be returned to the school nurse by September 30th in the year in which they are mandated.**

Parents will receive a private dental form during kindergarten registration and near the end of grades 2 and 6 in order to allow adequate time for completion. **Private Dental forms are to be returned to the school nurse by October 30th of the upcoming school year.**

PIAA sports physicals may also be accepted. If performed by a private physician, it is the responsibility of the parent and student to deliver a copy of the report directly to the school nurse.

Mandated Health Screenings

	or 1	2	3	4	5	6	7	8	9	10	11	12	Special Education
Physical Exam	✓					✓					✓		As needed
Dental Exam	✓		✓				✓						As needed
Vision	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Growth (BMI)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hearing	✓	✓	✓				✓				✓		As needed
Scoliosis Screening						✓	✓						✓
Health Counseling	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
School Follow Through	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

LMSD Medication Policy (Prescription and non-Prescription)

The Line Mountain School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with their child's physician to arrange medication time intervals to avoid administration during school hours whenever possible. Only medication that absolutely must be taken during school hours should be sent to school.

Students are NOT permitted to carry any medication on their person except for an inhaler or epi-pen and then ONLY with written permission of a physician and parent/guardian. Any student carrying medication on their person without a physician order and knowledge of the school nurse is subject to the district's Drug and Alcohol Discipline procedure.

All nurses in the state of Pennsylvania are required to have written authorization from a physician before being permitted to administer ANY medication. This **includes ALL over-the-counter medication, including cough drops.** In addition, school nurses are also required to have written parental permission before administrating any medication.

Medications will be dispensed by school personnel only when the following conditions have been met:

1. The school medication form MUST be completed in its entirety. It must clearly include the following: student name, name of the medication, dose to be administered, frequency and time the medication is to be administered, signatures of physician AND parent/guardian, reason for medication.

2. **All medication** to be given during school hours must be delivered directly to the school nurse, principal or his designee in the **original pharmaceutically dispensed and properly labeled container.** The only exceptions are inhalers and epi-pens; however, a completed medication form must still be on file in the nurse's office and students must report to the nurse's office and document each instance they use the medication.

3. Controlled substances, i.e., ADHD medication and some pain medication must be transported to and from school by a parent/guardian and delivered to the school nurse or designee. Controlled medications must be counted upon delivery and before taken home.

4. **Inhaler Policy: In** addition to having the front of the medication form being completed, all students who require an inhaler in school must additionally have the back side of the medication form completed. This is a contract between the student, parent, physician and the school.

5. **End of year procedure:** All medication except for controlled substances will be returned to the student to take home at the end of the year. Controlled

substances must be picked up by the parent. If not claimed till the last day of school they will be discarded.

Standing Medication Orders

The school physician has issued medication orders allowing the school nurses to administer the following at their discretion: Tylenol (acetaminophen), Advil (Ibuprofen, Motrin), Tums, Maalox, Chloraseptic lozenges, Halls and Vicks cough drops, but ONLY with written parent/guardian permission. Signing the bottom of your child's Emergency Information Form gives parental permission. These medications will only be administered for the conditions indicated on the Student Emergency Form. Your child may be asked to first try resting for one class period.

Physical Education Gym Excuse Policy

A parent or the school nurse may issue only **one written excuse** during a school year which is valid for **one day**. A physician's note is required for any additional days. All physical education excuses are to be delivered to the school nurse upon the student's arrival to school. The nurse will then give a note to the student to present to his/her gym teacher. All original physical education excuses are maintained in the child's cumulative health record. The grading policy related to non-participation is explained by physical education teachers to the students.

Adaptive Physical Education (APE) Forms

May be required if your child is not able to participate fully in his/her gym class. The form will need to be completed by the child's physician/surgeon. The original completed form is to be returned to the school nurse for placement in the health record. A copy will be given to the physical education teacher.

Ill/Injured Students

If a student becomes ill or is injured during school hours, he/she must report to their teacher first, if at all possible, and then to the school nurse (or to the main office if the nurse is not available). Students will be assessed and the parent/guardian contacted if necessary, or at the child's request. No student is permitted to leave school unless a parent/guardian has been contacted **by school personnel**. Parents or their designee are responsible for transporting an ill/injured child.

Student Initiated Phone Calls

If your child phones/texts you and asks that you come in to take him home or permit him/her to drive home because of illness/injury, we respectfully ask that you instruct your child to go to the nurses office to be assessed and that you will not come to school or allow him to drive home unless you are contacted by the nurse or designee. A student phoning to make arrangements to go home without authorization or knowledge of a school official may face disciplinary measures.

When should your child stay home from school?

For a temperature above 100 degrees Fahrenheit; until fever-free without fever-reducing medication (such as Tylenol or Motrin) for at least 24 hours before returning to school; for vomiting and/or diarrhea (may return 24 hours after last episode); uncontrollable, infectious cough; suspected communicable disease (i.e. chicken pox, lice); suspected infection of the eyes (i.e. conjunctivitis), nose, throat (i.e. strep throat), skin (i.e. scabies), or scalp (i.e. lice). Students must stay home for the first 24 hours on antibiotic therapy for any reason.

Communicable Diseases

The Department of Health has established the following criteria for exclusion of students suspected of having any of the communicable diseases listed below and for the specific period of time that the child must be excluded from school.

It is very important that all students who are ill or suffering from any contagion be kept at home. This will hasten recovery and prevent the development of an epidemic. **Please notify the school nurse if your child is diagnosed with any communicable disease.**

If a student is suspected of having a contagious condition, his/her parent/guardian will be contacted. Upon their arrival to school, an exclusion note will be issued for the child. Parents are responsible for transporting their child home from school. Your child's health care provider will need to be consulted as only he can make the proper diagnosis, prescribe the proper treatment and complete the exclusion form, which is to be returned to the nurse when the child is cleared to return to school. Students who have been excluded **must** be re-checked by the nurse or principal's designee before being allowed to re-enter school.

Examples of Common Communicable Diseases:

- **Pink Eye** (Infectious conjunctivitis) – for 24 hours from the first dose of antibiotic treatment
- **Strep Throat, Scarlet Fever** (Scarlatina) – for 24 hours from the first dose of antibiotic treatment
- **Lice** – until louse and nit-free
- **Chicken Pox** (Varicella) – until the last crop of blisters are dried
- **Impetigo** – for 24 hours from the first dose of antibiotic treatment
- **Scabies** – until judged non-infectious by a physician (written instructions will be given at time child is excluded)
- **Ringworm** (Tinea) – until judged non-infectious by a physician

PUBLIC ANNOUNCEMENTS

Asbestos Management Plan

Line Mountain School District maintains an asbestos management plan in accordance with the requirements of the Asbestos Hazard Emergency Response Act of 1986. This plan is available for public inspection at the District Office during normal working hours.

Drug-Free Schools

Line Mountain schools are drug-free schools. Unlawful possession, use or distribution of illicit drugs or alcohol by students on school premises or as any part of any school activity will be treated in a serious manner, consistent with local, state and federal law, up to and including expulsion and referral for prosecution. Likewise, the use or possession of tobacco products on the high school grounds will result in legal prosecution. Compliance with school district rules is mandatory.

Equal Opportunity

Line Mountain School District provides access to programs regardless of sex, race, or disabilities. There will be no discrimination against people seeking employment, students attending schools, and the general public using our facilities.

Many buildings have been adapted to provide access for those with disabilities. Assistance is offered in understanding this policy to those with visual or hearing impairments and those whose native language is not English.

In compliance with state and federal law, the Line Mountain School District will provide to each “protected handicapped student,” without discrimination or cost to the student or family, those related aids, services, or accommodations 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.

Questions should be directed to: Affirmative Action Officer, Line Mountain School District, 185 Line Mountain Road, Herndon, PA 17830

Harassment

It is the policy of the Line Mountain School District to maintain a learning and working environment that is free from harassment, both same sex and opposite sex.

It shall be a violation of this policy for any member of the district staff, visitors to the school district, or other students to harass students through conduct or communication.

Harassment shall consist of unwelcome advances, requests for favors, and other inappropriate verbal or physical conduct when made by any member of the school staff to a student or to another staff member, when made by any student to another student, or a staff member, or when made by or to any visitor to the school when:

1. Submission to such conduct is made either explicitly or inexplicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching; or
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor; building principal; school counselor; Affirmative Action Officer, Line Mountain High School, 185 Line Mountain Road, Herndon, PA 17830 (phone: 758-2640); or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject that staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to student disciplinary action, including suspension or expulsion, consistent with the student discipline code.

Given the nature of this type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

Complete details are contained in Line Mountain School District Policy #248, Sexual Harassment, which is available for public review at any school building or the District Office.

SPECIAL EDUCATION IN LINE MOUNTAIN

Child Find

Each school district in the Commonwealth must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of a child's disability. To help find these children, physicians, agency caseworkers, family members, friends, etc., are asked to encourage parents of such children to contact the Special Education Supervisor in the Line Mountain School District by letter or by phone at 570-758-2640. Special Education will be explained to the parents and the parents will be given a copy of their rights. Parents must give written permission to evaluate their child, before the evaluation process can begin.

Screening

Screening activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning, unless special education programs and services are made available. The activities include: review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for screening.

Referral

Once a child is enrolled in the Line Mountain School District, teachers monitor progress and refer students to the Elementary Child Study Team or the Secondary Student Assistance Team if they feel the student requires additional assistance to make academic progress. The Child Study Team or the Student Assistance Team will suggest possible interventions. After any interventions are implemented, the Child Study Team or the Student Assistance Team will reconvene to determine if the interventions helped the student to make academic progress. If the interventions have been successful, they will continue as long as they are necessary. If no change in the student's academic progress is evident, the Child Study Team or the Student Assistance Team can refer the student for an evaluation to determine if the student qualifies for special education. After a child is identified as a suspected child with a disability, he or she is evaluated, but not before parents receive an explanation of Special Education, receive a copy of their parents' rights, and give written permission for their child to be evaluated.

Evaluation

The evaluation, conducted by the school psychologist or the speech therapist depending on the reasons the student was referred, must be completed within sixty school days from the date parents gave written permission to evaluate. Input from

parents, teachers, and other professionals familiar with the child is collected and developed into an Evaluation Report. These individuals will determine if the student meets the criteria to be identified with one of the special education disabilities and if the student requires specially designed instruction to make academic gains.

Independent Evaluation

If the parents disagree with the results of the Evaluation Report, they may request testing by an Independent Evaluator at school district expense. Parents can obtain a list of Independent Evaluators in the area by contacting the Special Education Supervisor at 570-758-2640. The results of the Independent Evaluator will be incorporated into the Evaluation Report and used to assess the existence of a disability and the need for specially designed instruction.

Areas of Disability

The Evaluation Report will identify which one of the following disabilities is evident:

- **Autism** – developmental disability affecting communication, social interaction, evident before age 3.
- **Deaf-Blindness** – hearing and visual impairment that causes severe communication, developmental and educational needs.
- **Deafness** – severe hearing impairment that impairs processing information by hearing.
- **Emotional Disturbance** – a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance:
    - An inability to learn that cannot be explained by intellectual, sensory or health factors.
    - An inability to build/maintain satisfactory interpersonal relationships with peers and teachers.
    - Inappropriate types of behavior or feelings under normal circumstances.
    - A pervasive mood of unhappiness or depression.
    - A tendency to develop physical symptoms or fears associated with school. (It does include schizophrenia. It does not apply to children who are socially maladjusted)
- **Hearing Impairment** – hearing impairment that adversely affects educational performance.
- **Mental Retardation** – sub average intellectual functioning with deficits in adaptive behavior, manifested during developmental period that adversely affects educational performance.
- **Multiple Disabilities** – mental retardation-blindness, mental-retardation-orthopedic impairment, etc. which causes such severe educational needs that they cannot be accommodated in special education program solely for one of the impairments.
- **Orthopedic Impairment** – severe orthopedic impairment that adversely affects educational performance, caused by a congenital anomaly, disease (polio), other (CP)

- **Other Health Impaired** – having limited strength, vitality or alertness, including heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that adversely affects a child's educational performance and is due to acute health problems such as asthma, attention deficit disorder, or attention deficit hyperactivity disorder, diabetes, epilepsy, heart condition, hemophilia, leukemia, etc.
- **Specific Learning Disability** – a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations. It does not include learning problems that are primarily the result of another category or environmental, cultural or economic disadvantage. (Severe discrepancy between intelligence and achievement is necessary)
- **Speech or Language Impairment** – is a communication disorder, such as stuttering, impaired articulation, a language impairment, or voice impairment that adversely affects a child's educational performance.
- **Traumatic Brain Injury** – is an acquired injury to the brain caused by an external physical force resulting in total or partial functional disability that adversely affects educational performance.
- **Visual Impairment** – impairment of vision including blindness that even with correction adversely affects a child's educational performance.

Eligibility

Once a student has been identified as having one of these disabilities listed above, the need for specially designed instruction must also be evident. While a student may have an orthopedic impairment and be in a wheelchair, if the disability is not affecting ability to make academic progress, the student is not in need of special education.

Individual Education Program

After agreement on the Evaluation Report, an Individual Education Program must be developed within thirty calendar days. The parents, the regular education teacher, a special education teacher and a representative of the local education agency must be present. The Individual Education Program will identify the student's needs, outline the student's present levels of academic performance, list measurable goals and objectives needed for academic progress, include frequency and location of specially designed instruction and related services, identify when the student will be educated with non-disabled peers, describe involvement on district or state assessments, identify eligibility, frequency and location for Extended School Year, explain how progress is reported and identify transition services if the student is age sixteen or over. The Individual Education Program must be implemented within ten calendar days.

Special Education Programs in Line Mountain

Speech and Language Therapy – is provided by the speech therapist on an individual or small group basis for students with speech and language impairment.

Itinerant Learning Support - regular classroom instruction for most of the school day with special education services and programs provided by a Learning Support Teacher inside or outside of the regular class for part of the school day for students whose primary need is academic learning.

Part-time Learning Support – special education services and programs outside the regular classroom but in a regular school for most of the school day, with some instruction in the regular classroom for part of the school day.

Emotional Support for students at the secondary level identified as having an emotional disturbance and in need of academic instruction outside regular education due to their disability.

Life Skills – services for secondary students with a disability focused primarily on the needs of students for independent living.

Special Education Programs provided by CSIU

Autistic Support – services for students with the disability of autism.

Deaf and Hard of Hearing Impaired Support – services for students with the disabilities of deafness or hearing impairment.

Emotional Support for students at the elementary level identified as having an emotional disturbance and in need of academic instruction outside regular education due to their disability.

Life Skills – services for elementary students with a disability focused primarily on the needs of students for independent living.

Learning Support/Language Development – for students entering school age programming whose primary need is language development.

Multiple Disabilities Support – services for students with multiple disabilities.

STUDENT RECORDS

FERPA Privacy Act

The Family Educational Rights and Privacy act is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) Individuals who use TDD may use the Federal Relay Service. Or, you may contact Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

SUPPORT SERVICES

Remedial Reading

Title I remedial services using small group instruction and/or in-class assistance, are provided in eligible buildings to students experiencing moderate academic difficulties in reading. (Note: The grade levels served may vary.)

English Language Learners (ELL)

All students who register must complete a home language survey to be maintained in their student file. ELL services will begin immediately for those students who require language instruction.

Cafeteria

The Line Mountain School District Food Services staff continually strives to organize and deliver in an expeditious and responsible manner a program, incorporating the National School Lunch Program, that is nutritionally sound, quality-controlled, and educationally beneficial. Serving as a resource for school district needs, other food-related services are provided to school-sponsored and school-related organizations.

Minimally, a 30-minute cafeteria period is provided for all students for lunch. Students may buy a balanced lunch or, if they bring a lunch from home, purchase milk. Students may purchase limited items for breakfast until 7:50 a.m. Breakfast costs $1.00. (Reduced cost is $.30) The Line Mountain Board of School Directors has adopted the following lunch price schedule for the current school year:

Lunch: MS/HS	$1.90	Adults: ala carte (pay per item) $3.00 for full lunch
Reduced:	$0.40	Adult Breakfast $1.50
Milk:	$0.50	

Checks (preferably) or cash should be given to cafeteria personnel for deposit in the student's cafeteria account (5 digit student ID number) and replenished as needed. Checks should be made payable to "Line Mountain Food Service". Please note your child's name in the memo line on the check. Payments may also be made via Credit Card, Debit Card, or Electronic Check through My School Bucks by signing up at https://www.myschoolbucks.com and creating an account or by downloading the My School Bucks App on your smartphone.

Parents may apply for free and reduced price school meals online at https://www.schoolcafe.com anytime throughout the school year but are strongly advised to do so at the beginning of the school year to avoid accumulating meal charges. Please review the Food Services policy #808 on our website using the following web address https://www.linemountain.com/policy-800/ for the district's procedures on student meal accounts including collection of unpaid meal charges

through a third-party collection agency.

Please contact the District Office at 570-758-2645, ext. 6010 to request a hard copy of the policy or the meal application if you do not have access to the internet or a computer.

School Insurance

Parents may purchase school group accident insurance for their child at the beginning of each school year. The policy covers injuries by accident while the child is in school or traveling to and from school. Twenty-four hour coverage is also available. Forms will be sent home at the beginning of the school year. Students participating in extracurricular, intramural, or athletic activities must have evidence of insurance through the family's own insurance policy or through the voluntary school insurance program.

Student Assistance Program (LINK)

The Student Assistance Program (LINK) operates in the middle/high school. The LINK team, comprised of school and community agency staff, is here to help you access school and community services. The school's LINK team will help you find services and assistance within the school and, if needed, in the community. We do not diagnose, treat, or refer your child for treatment. Rather, we will provide you with information*; **you** make the choices.* ***Remember, you are part of our team.*** Our goal is to help your child succeed in school.

PUBLIC NOTICE

Line Mountain School District Homeless Information

The Line Mountain School District will follow the requirements of the McKinney-Vento Homeless Assistance Act. Under federal law, children and youth in transition must have access to appropriate public education and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. The District will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Identification

In collaboration with school personnel and community organizations, the local liaison (Brad Shrum - 570-758-2640 ext. 6022) will identify children and youth in transition in the district, both in and out of school. The Director or designee will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth in transition, and procedures for forwarding information indicating homelessness to the District's Student Services Office, the offices of Food Services, Transportation, and Special Education as deemed appropriate. Instructions will be provided to school personnel to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the appropriate District personnel. Community partners in identification may include the following: family

and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services. When necessary, the District will also seek the assistance of the Regional Coordinator (Jeff Zimmerman) for the PA Children's Homeless Initiative.

The liaison will keep data on the number of children and youth in transition in the district; where they are living; their academic achievement (including performance on state- and district- wide assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

School Selection

Each child and youth in transition has the right to remain at his or her school of origin or to attend any school that housed students who live in the attendance area in which the child or youth is actually living are eligible to attend. Keeping students in their schools of origin enhances their academic and social growth, while permitting our schools to benefit from the increased test scores and achievement shown to result from student continuity.

Therefore, in selecting a school, children and youth in transition will remain at their schools of origin to the extent feasible, unless that is against the parent or youth's wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years.

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility.

Enrollment

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents available readily. Nonetheless, the school selected for enrollment must enroll any child or youth in transition immediately. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)

- Immunizations or immunization/health/medical/physical records (The school nurse will assist in obtaining immunizations and/or appropriate immunization information and other medical records. Health records may often be obtained from previous schools or state registries, and school- or community-based clinics can initiate immunizations when needed.)
- Proof of guardianship
- Birth certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

Unaccompanied youth must also be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

Transportation
Without appropriate transportation, a student may not be able to continue attending his or her school of origin. To avoid such forced school transfers, at a parent's request, transportation will be provided to and from the school of origin for a child or youth in transition. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes.

Requests will be processed and transportation arranged without delay. If the student in transition is living and attending school in this district and requires transportation, the Line Mountain School District will arrange transportation. If the student in transition is living in this district but attending school in another or attending school in this district but living in another, this district will coordinate with the neighboring district to arrange transportation. When inter-district difficulties arise with transportation, the district will consult with the Regional Coordinator. In addition to receiving transportation to and from the school of origin upon request, children and youth in transition will also be provided with other transportation services comparable to those offered to non-homeless students.

Services
Children and youth in transition will be provided services comparable to services offered to other students in the selected school, including:

- Transportation (as described above)
- Title I, Part A, services (as described below)
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs

- Before- and after-school program

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused. Our school district will follow state procedures to ensure that youth in transition and youth who are out of school are identified and accorded equal access to appropriate secondary education and support services. School personnel will refer children and youth in transition to appropriate health care services, including dental and mental health services.

School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.

Disputes
If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the Director of Student Services or designee who will resolve the dispute as expeditiously as possible and maintain all appropriate documentation. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute and appeal to the District Superintendent if necessary. The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

Free Meals
All children and youth in transition will receive free breakfast and lunch.

Title I
Children and youth in transition are automatically eligible for Title I, services, regardless of what school they attend. The District's Title I plan will be coordinated with the McKinney-Vento services. Children and youth in transition will be assessed, reported on, and included in accountability systems, as required by federal law and U.S. Department of Education Regulations and Policy Guidance.

Training
The local liaison will conduct training and sensitivity/awareness activities to relevant school personnel at least once each year. The trainings and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.

The Director of Student Services or designee will also obtain from every school the name and contact information of a building liaison. Building liaisons will be identified to lead and coordinate their schools' compliance with this policy.

Coordination
The District will coordinate with and seek support from the Regional Coordinator as well as the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the pupil transportation department, local liaisons in neighboring districts, and other organizations and agencies. Coordination may include conducting outreach and training to those agencies and participating in the local continuum of care, homeless coalition, homeless steering committee, and other relevant groups. Both public and private agencies will be encouraged to support the local school district in implementing this policy.

Special Education Notice

2024-2025 Annual Public Notice of Special Education Services and Programs, for Central Susquehanna Intermediate Unit, Local School Districts and Other Local Agencies Providing Services for Gifted Students and Protected Handicapped Students

July 2024

Notice to Parents
According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, http://www.pattan.net/ or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of

majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).
This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT 16	
Special Education Terri Locke 90 Lawton Lane Milton, PA 17847 570-523-1155, extension 2212	Early Intervention 570-523-1155, extension 2226 Kaitlyn Hall 90 Lawton Lane Milton, PA 17847
SCHOOL DISTRICT/VOCATIONAL SCHOOL OFFICES	
Benton Area School District 600 Green Acres Road Benton, PA 17814 Mary Rose Latorre 570-925-6651, extension 3003	Berwick Area School District 500 Line Street Berwick, PA 18603 Pamela Hegland 570-759-6400, extension 3503
Bloomsburg Area School District 728 East Fifth Street Bloomsburg, PA 17815 Dr. Ricki Boyle 570-784-7885, extension 1148	Central Columbia School District 4777 Old Berwick Road Bloomsburg, PA 17815 Jennifer Snyder 570-784-2850, extension 4043
Danville Area School District 931 Ironmen Lane Danville, PA 17821 Alyssa Wenrich Amy Willoughby 570-271-3268, ext 3719	Lewisburg Area School District 1951 Washington Ave., PO Box 351 Lewisburg, PA 17837 Stephanie Beaver 570-522-3277
Line Mountain School District 185 Line Mountain Road Herndon, PA 17830 Amy Dunn 570-758-2640, extension 6021	Midd-West School District 568 East Main Street Middleburg, PA 17842 Erin Sheedy 570-837-0046, extension 1301
Mifflinburg Area School District 178 Maple Street, Box 285 Mifflinburg, PA 17844 Jane Spickler	Millville Area School District 330 East Main Street, PO Box 260 Millville, PA 17846 Dee Davis
570-966-8281	570-458-5538, extension 1007
Milton Area School District 700 Mahoning Street Milton, PA 17847	Mt. Carmel Area School District 600 West Fifth Street Mount Carmel, PA 17851

Misty Harris 570-742-0539	Nicole Edmondson 570-339-1500, extension 3149
Selinsgrove Area School District 329 Seals Avenue Selinsgrove, PA 17870 Susan Lipsey 570-372-2205	Shamokin Area School District 2000 West State Street Coal Township, PA 17866 Sherry Glosek 570-648-5731, extension 3601
Shikellamy School District 200 Island Boulevard Sunbury, PA 17801 Stephanie Michaels 570-286-3721, extension 2363	Southern Columbia Area School District 800 Southern Drive Catawissa, PA 17820 Special Education Office 570-356-3510
Warrior Run School District 4800 Susquehanna Trail Turbotville, PA 17772 Amanda Velte 570-649-5138, extension 5010	North Central Secure Treatment 13 Kirkbride Drive Danville, PA 17821 Jeffrey Myers 570-271-4752
Columbia-Montour Area Vocational-Technical School 5050 Sweppenheiser Drive Bloomsburg, PA 17815 Suzanne Rentschler 570-784-8040	Northumberland County Career and Technology Center 1700-2000 West Montgomery Street Coal Township, PA 17866 Dr. James E. Catino 570-644-0304
SUN Area Technical Institute 815 East Market Street and 21st Century Drive New Berlin, PA 17855 David Bacher 570-966-1031	
NON-PUBLIC SCHOOLS LOCATED IN IU 16	
Central Susquehanna Intermediate Unit Jennifer Allen 90 Lawton Lane Milton, PA 17847 570-523-1155, extension 2302	
PRISONS	
Columbia County Prison 721 Iron Street Bloomsburg, PA 17815 George Nye 570-784-4815	Montour County Prison 117 Church Street Danville, PA 17821 Samuel Kranzer 570-271-3039
Northumberland County Prison 1 Kelley Drive Coal Township, PA 17866 Tom Reisinger 570-988-4232	Snyder County Prison 600 Old Colony Road Selinsgrove, PA 17870 Scott Robinson 570-374-7912

Union County Jail
Union County Courthouse
Lewisburg, PA 17837
Douglas Shaffer
570-524-8711

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

VISITATION

Parents are Welcome

Parents are always welcome to visit schools, but in order to avoid interruptions of the school program, parents/guardians are requested to confer with their child's teacher in advance to arrange a mutually agreed upon time. No preschool child or infants may visit the classroom with a parent, as younger children often distract the attention of both the visitor and the class. **Students are not allowed to bring other children to school for visits.**

Here are a few tips on how to get the most out of your visits:

1. Call the school in advance and let us know you are coming to visit.
2. All visitors must report to the office upon entering the school.
3. Parents are urged to quietly enter the classroom and will probably find the back of the room more satisfactory for seating.
4. Come at the time of day when the work you want to see is likely to be in progress.
5. Visitation before a holiday or near the end of a term is not encouraged. These are not ordinary periods and are not typical classroom situations.

All Other Visitors

All individuals visiting the school during school hours must first report to the office to register and obtain permission for the visit. Visitors must wear a visitor's badge. **Meetings should be scheduled in advance.**

Section 2 – General Rules and Regulations

RULES AND REGULATIONS

Academic Dishonesty/Cheating

Academic Dishonesty at Line Mountain School District includes but is not limited to:

1. Copying assignment/test and submitting as his/her own.
2. Allowing one to copy or providing someone with assessments or materials which are submitted as his/her own.
3. Unauthorized possession of teacher materials.
4. Sharing the content of assessments with other students verbally, in writing, or through any other means, if the work was meant to be done individually.
5. Communication via electronic means: cell phone, email, shared documents, etc. for the purposes of collecting/disseminating information to submit as his/her own during prohibited times (i.e. exams, quizzes, assessments).
6. The use of Artificial Intelligence (AI) will fall under the standards based on "Academic Dishonesty" listed in this section.

Plagiarism

"According to the Merriam-Webster Online Dictionary, to "plagiarize" means: to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward." (http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/).

Plagiarism at Line Mountain School District is considered a similar offense to Academic Dishonesty and thus shall be treated in a similar fashion. Plagiarism shall include but not limited to: copy/paste sections of someone else's work into one's own paper, project or similar document without proper citation; utilizing internet sources without proper citation; paraphrasing without proper citation; utilization of another person's written, oral or programming language without proper permission and citation. Students' unsure of how to avoid plagiarism should consult their content teacher.

Address Changes

Any changes in a student's record, such as parent/guardian name and address, student address, phone numbers, and emergency procedure information, should be reported to

the school office immediately. The school is best prepared to serve student needs when this information is current.

Arson

Any student found guilty of setting fires or assisting in setting fires on school property will receive a minimum of 10 days out-of-school suspension, and arson charges will be filed against him/her by the Line Mountain School District. The student shall be referred to the Board of School Directors for potential expulsion.

Approved Travel Forms

Forms for approved travel (also known as "Education Tours and Trips") are available in the office. Students must turn them in 2 weeks before an absence, complete with parent signature, teacher signature, and an agenda of the trip. If approved, a summary of the trip must be submitted to the principal within three days of return from the absence.

Assembly Programs

Assemblies are planned to provide educational value and are a privilege.

1. Students must be seated according to the arrangement assigned to each homeroom
2. Students are expected to be attentive and polite during assemblies.
3. At the end of the assembly, students are to remain seated until instructions are given. They should leave in a quiet and orderly fashion.
4. Students who cannot follow school rules may lose the privilege of attending an assembly.
5. All pep rallies will be held in the gymnasium unless otherwise indicated.
6. All Vo-Tech students returning to the High School for an assembly will, upon arrival at the building, report directly to the auditorium or gymnasium and sit in the assigned area.

Bused Vo-Tech students will be invited to assemblies when the schedule accommodates. Vo-Tech students who drive themselves may be released from the Vo-Tech building to attend assemblies with administrative approval from both schools.

Backpacks

Backpacks are to be secured in lockers throughout the school day, as well as gym bags and clothing when not needed for physical education class.

Boy/Girl Relationships

Grades 5 and 6: NO public display of affection
Grades 7-12: **THE ONLY ACCEPTABLE BEHAVIOR IS HAND HOLDING.**

Bus Behavior

Students are provided with safe means of transportation to and from school. The drivers of all buses are responsible for maintaining control. Whenever problems arise that the

driver is unable to resolve, a bus conduct report will be written and presented to the building principal for disciplinary assistance. Bus conduct rules are divided into Class A and Class B rules. Violations of the Class B rules tend to be of a more serious nature.

The first violation of Class A rules will result in a written warning, the second violation will result in an automatic three-day suspension of bus-riding privileges, and a third violation may result in termination of bus-riding privileges for the remainder of the year. Due to the more serious nature of violations of Class B rules, the first violation will result in a three-day suspension of bus-riding privileges, and a second violation may result in suspension of bus-riding privileges for the remainder of the year.

Suspension from bus-riding privileges begins pending notification of the parent. During such suspensions, the student is expected to attend school as required by school attendance laws. Parents are responsible for transportation of the student to and from school.

Carrying, Using, or Concealing a Weapon

WEAPONS ARE NOT PERMITTED ON SCHOOL PROPERTY. The possession of a weapon by any student on school property, at any school-sponsored activity, or on a school bus is prohibited. “Possession” is defined as on the student, in the student’s car or locker, or otherwise under the student’s control. “Weapon” is defined as any instrument capable of inflicting bodily injury and serving no common lawful purpose and includes knives and hunting weapons. (See Board Policy #218 for a more complete listing.)

Depending on the circumstances, any student found to be in possession of a weapon shall be expelled from the Line Mountain School District for a period of not less than 1 year, and the incident shall be reported to local law enforcement officials. This penalty is applicable to students storing weapons in vehicles on school property with the intention of hunting before or after school.

Exceptions to this policy for such purposes as are related to the curriculum require prior written permission from the superintendent.

In order to avoid disciplinary action, if a student unintentionally brings any instrument that could be classified as a weapon onto school property, he/she should notify the principal immediately.

Community Service Work

Students who belong to any community service organization such as volunteer fireman, ambulance crew or FFA may not leave school without a specific request from their supervisor and the Principal’s approval.

Dances, Prom, Activities, Class Trips, Sporting Events and other Social Events

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or school. See Policy #231 for more information.

1. School rules and conduct are in effect at these events. Attendance at these events is a privilege. Students who cannot follow school rules during the school day, at practices, or at these activities can lose the privilege of participating in such after-school events. Serious offenses will be reported to the police, and legal action may follow.
2. Administrative approval must be granted before any dance or after-school activity is held.
3. Admission fees for dances will be pre-announced.
4. Admission fees will be taken at the doors before entering the gym/cafeteria.
5. ANY STUDENT WHO LEAVES THE BUILDING WILL NOT BE ALLOWED TO RETURN TO A DANCE.
6. Students must remain within designated areas unless an emergency situation occurs, then adult chaperone permission is required.
7. Outside guests must show official Photo ID. You are responsible for the conduct of your guest.
8. Administrators reserve the right, based on academic performance, attendance, and discipline, to allow or restrict attendance to the prom, dances, and other school sponsored events.
9. If the prom is held on a Saturday, students must be in school on the previous school day.
10. Eligibility to attend the prom will be based on attendance, discipline and grades.

Deliveries

All parental deliveries for students (class work, gym clothes, etc.) will be made through the principal's office. Balloons, flower deliveries, etc., will be held in the office until the end of the day.

Dogs - Use of Dogs to Search School Property

The school may periodically invite law enforcement agencies to search school property with dogs trained for the purpose of finding illegal substances. **All property such as lockers**, **classrooms, storage areas and all vehicles parked on school property may be searched**. Refer to Board Policy #226.1.

Dress Code

The written policy of the Board of School Directors concerning dress and grooming states that the Board will not interfere with the right of students and their parents to make decisions regarding appearance **except when their choices affect the educational program of the schools or endanger the health or safety of the students themselves or others**. **Appropriate attire is expected at all times.**

The district administrators have been authorized to establish dress code regulations when dress or grooming practices:

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

Dress code regulations shall include, but not be limited to, the following:

- Pants worn to school shall not have holes in the front, back or sides anywhere above the knee, unless holes are covered by leggings or holes are permanently patched.
- Clothing worn to school will not be worn for Physical Education. Clothing worn in Physical Education class cannot be worn the rest of the school day. Appropriate footwear like sneakers must be worn.
- Any item of clothing (hats, belts, buckles, buttons, pins, shirts, pants, jackets, gloves, shoes, etc.) that displays or advertises drugs, alcohol, tobacco, profanity, sexual or vulgar connotations will not be acceptable.
- Heavy chains and necklaces or anything with spikes or sharp objects, which may pose a safety threat, may not be worn.
- Tops and dresses that are halter, tube, crop, string/spaghetti strap, backless, transparent or semi-transparent, muscle type, basketball/tank top type, “A” type undershirts worn as regular clothing, or any garment that is too revealing are not permitted.
- Clothing that exposes any portion of a bare midriff/torso is not permitted.
- Coats may not be worn inside the building.
- Hats, bandannas, sweatshirt hoods and other such head coverings may not be worn in school.
- Shorts/skirts and dresses may be worn if they are the same length as the longest finger- tip when shoulders, arms, hands, and fingers are in a normal, relaxed hanging position by the sides of the body. This standard shall be used to determine the appropriate length of shorts/skirts and dresses, but should be applied in consideration of a student’s physical stature.
- Shorts and pants will be worn up around the waist (top of hipbones) at all times. Underwear may not be exposed.
- The administration reserves the right to prohibit the wearing or use of any item that is unsafe, hazardous, disruptive, and/or not appropriate in an educational setting.

NOTE: If students are dressed inappropriately and have no other clothing in school to wear, the following steps will be taken:

- **The student will be offered to wear clothing provided by the school.**

- **If not willing to accept school provided clothing, the student's parents/guardians will be called to bring in acceptable clothing to the school for their child to wear the rest of the day.**
- **If a parent/guardian cannot or is not willing to bring in clothing for their child, the student will go to the ISS room for the rest of the day or until appropriate clothing is worn.**
- **An accumulation of two or more dress code offenses may result in infractions outlined by the Code of Conduct.**

DRIVING to SCHOOL – High School

Driving to school is a privilege, not a right, extended to students by the Board of School Directors. The following rules apply to all students who choose to drive to school:

1. All vehicles must be registered in the High School office. The cost of a parking pass is $3.00. The pass may be used on various vehicles, provided they are registered in the office.
2. The parking pass must be displayed on the rear-view mirror or the dash.
3. Students must obey the laws of the Commonwealth of Pennsylvania and school regulations while on school grounds.
4. Loitering around cars before or during school hours is prohibited.
5. Tobacco, alcohol or controlled substances are prohibited in vehicles on school grounds.
6. All vehicles are subject to search for tobacco, alcohol or controlled substances where reasonable suspicion of use or possession occurs.
7. Driving privileges may be revoked for violations of school policies other than driving and parking violations.
8. No student may enter a vehicle during the school day without a pass from the office.
9. The Line Mountain School District is not responsible for accidents or acts of vandalism which occur on school grounds. Any accident is the responsibility of the parties involved. Vandalism will be handled by legal authority. Persons at fault in accident or vandalism can have privileges revoked by the school administration.
10. Vehicles parked illegally in handicap spaces may be fined and towed at the owner's expense.
11. Students may park only in areas designated for student parking as instructed.
12. Infractions of parking regulations and unsafe driving practices will result in the following:
    a. 1st offense: Written warning issued and notice sent to parent/guardian.
    b. 2nd offense: $50 fine for each driving infraction & vehicle may be towed and impounded at owner's expense
13. Four unexcused tardy days to school may result in loss of driving privileges.
14. Unacceptable decals or signage with suggestive or obscene gestures will not be permitted on school grounds.
15. Vo-Tech students who need to drive to Vo-tech for work-related reasons must secure a permission form from the office to be signed by their employer and parent. They may be granted driving privileges upon approval by the principal.

Vo-Tech drivers MAY NOT transport any other students.

Drug and Alcohol Policy

Line Mountain School District believes the role of the schools is basically educational and rehabilitative, not punitive. However, we also recognize that the inappropriate and illegal use of drugs constitutes a hazard to the positive development of students. In addition to maintaining a realistic or meaningful drug education program, which includes the resources of the community at large, the school district has outlined procedures for dealing with use, possession, and distribution.

Refer to Board Policy #227, Drug Awareness, for a complete understanding of the policy regarding "drugs," defined to include all dangerous, controlled substances prohibited by law, all alcoholic beverages, any drug paraphernalia, and any prescription or patent drug, except those for which permission to use in school has been granted pursuant to school policy. (See the "LMSD Medication Policy" on page 17 of this handbook.)

Electronic/Mechanical Devices

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses, and other vehicles provided by the district, and at school-sponsored activities. Students may be in possession of a cellular telephone or electronic communications device. Use of the devices shall be limited to the period before school begins in the morning and after the conclusion of the instructional day. Such devices shall not be used during instructional time, in the passing time between classes, or during activities such as lunch.

The unauthorized use of <u>any type</u> of electronic or mechanical device which distracts or impedes the educational process is against policy. No unauthorized use, including but not limited to walk-mans, boom boxes, recorders, CD players, beepers, iPod's, cell phones, head phones, etc. will be allowed during school hours. Refer to Board Policy #237. Consequences include:

- 1st offense:
  - Turn device into the office
  - Pick up the device at the end of the school day
  - Call to parents/guardians
- 2nd and 3rd offense:
  - Turn device into the office
  - Call to parents/guardians
  - Parents/guardians must pick up the device
  - Student will serve an after school detention
- 4th offense:
  - Turn device into the office
  - Call to parents/guardians
  - Parents/guardians must pick up device
  - 1 day of ISS

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

Extra- Curricular Activity Participation

1. Any student, who uses, possesses, purchases, or deals with illegal substances or alcoholic beverages or tobacco, or commits a felony or misdemeanor under the PA Crime Codes while on school property and/or under the supervision of school authorities shall receive an immediate 10-school-day suspension from participation in any Line Mountain School District extra-curricular activity. An additional 60-school-day suspension may occur after determining the circumstances. A 20-school-day suspension will be enforced for second tobacco infractions.
2. Any student who displays poor citizenship/deportment or inappropriate dress while participating in an extra-curricular activity will be suspended from participation in extra-curricular activities for 10 school days for the first offense and 20 school days for the second offense.
3. For additional information regarding the above, refer to Board Policies #122 and #123.

Field Trips

As a part of the education program of the school, students may be taken on field trips off school grounds. Such trips are made only with the permission of the parent and are considered a day of attendance. When such trips are being planned, permission slips will be sent home to be signed by the parent. Students will not be allowed to participate in a field trip without parent approval. All field trips are supervised by district employees and may include parent volunteers.

Fighting

All parties involved in a fight will be disciplined. Disciplinary action may include, but is not limited to, suspension, expulsion, and referral to police officials for prosecution. If a student is being threatened or intimidated, he/she should notify school personnel.

Hall Pass Procedure – Middle/ High School

Middle school student hall passes will be in the back of their student planner books. High school student passes will be distributed at the start of each marking period, to be used for that marking period. Teachers must sign the student planner/hall pass or marking period hall pass (depending on grade of student). Students without handbook/hall passes or marking period hall passes will not be permitted to leave the classroom. In addition, students must sign out when leaving a classroom. Students using another student's pass will be subject to disciplinary action.

Homebound Instruction

Homebound instruction of up five hours per week may be provided to students who are confined to home or hospital for a physical disability, illness, or injury that will last at least two weeks. Parents requesting this service should **put their request in writing** to their child's principal, **along with documentation of a physician's recommendation.** This must include the reason for homebound instruction as well as the estimated time frame that homebound instruction will be needed.

Insubordination

Students must respect not only each other but respond to verbal directions given by ALL school personnel. When a person in a position of authority makes a reasonable request, students must comply.

Internet Use

Students will be permitted Internet access only after parents have signed a permission form, which shall be kept on file the duration of the student's school years. Any changes from the original permission must be put in writing to the office. Internet use shall be for educational and/or research purposes only. Parents are asked to contact the school if they have any questions regarding the use of the Internet. Policy #815, Use of Internet is available on-line at www.linemountain.com.

Library /Information Skills – Middle/High School

The Middle/High School Library provides students with access to a wide variety of instructional resources. The library catalog is automated and access is provided from all building computers. We are members of the Commonwealth Library sponsored Access PA and POWER (Pennsylvania On-Line World of Electronic Resources) Library Programs. These programs enhance instruction by providing students with access to the statewide union catalog and many on-line databases. An integrated instructional program provides students with knowledge about how to access these and other resources.

1. The library is used for reading and research purposes.
2. Student ID cards serve as their library card
3. Reference materials circulate only for one night. Periodicals circulate for one week. Most other books circulate for three weeks.
4. Students are responsible to sign out all materials and return them on time. A fine of five cents per day is charged for late materials. Fees are also charged for lost and damaged items. Failure to return items or pay fees will result in loss of borrowing privileges.
5. The Big 6 research strategy is used – the steps are: task definition, information seeking, location of information, use of information, synthesis and evaluation.
6. Students are required to cite all sources using the MLA style that is taught in various courses.

Lockers

The lockers assigned to students by the school district remain the sole property of the school district and are subject to inspection or search at any time without prior notice to the student and for any reason, whether or not reasonable grounds for suspecting that a student has violated or is violating the laws of the Commonwealth of Pennsylvania or the rules of the school district exist. Therefore, students shall have no reasonable expectation of privacy in the locker or any contents placed therein. School officials may assist in the search of lockers by police authorities, including the use of sniffing dogs, which are trained to detect drugs, weapons, or other contraband. For complete details regarding the search of lockers, refer to Board Policy #226.

High School students are responsible for any damage to the lockers they are assigned. There are to be NO Stickers or signage of any kind, without administration approval on lockers. Students are assigned locks to place on gym lockers, and baskets.

Make-up Work

Students are required to make up tests upon the day of return from 1 day of legal absence. No more than 3 days from the day of return will be permitted to complete work missed from a single day of absence. After that, the student will receive a zero for the work. In the case of a planned absence, final exams, will be completed as described in final examination section of handbook.

Money and Valuables

The school discourages the carrying of large sums of money or valuables. The school will not be responsible for the loss of valuables or large sums of money that students bring to school.

Obscenity

Cursing or using abusive language, including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition or intellectual ability is prohibited.

Physical Education Attire

All students in grades 7-12 will be expected to wear safe, movement friendly clothing. Movement friendly clothing includes but is not limited to sweatpants, shorts, sweatshirts, t-shirts, leggings, shorts, etc. This clothing must allow you to sit, bend, crouch, run, jump, spin, roll, and even be upside down and still remain covered and comfortable. Wear footwear that is athletic in nature such as sneakers. Unacceptable footwear includes but not limited to sandals, boots, crocs, slides, etc.

Physical Education Expectations: dressing for PE classes is imperative to ensure a successful completion of the course. All students who forget their clothing will be afforded the opportunity to use clean clothing of appropriate size provided by the

physical education department in order to satisfy their academic obligation. If student does not have safe and movement friendly clothing: Students will be offered clothing that is safe and movement friendly.

Student accepts the clothing offered:

1. 1st time: communication to parents. Student participates and loses no points.
2. Any time after: students participate but lose daily participation points.

Student refuses the clothing offered:

1. 1st time: warning and communication with parents. Alternate written assignment.
2. Any time: after communication with parents. Alternate assignment – but lose daily participation points.

Setting Off False Fire Alarms

Any student found guilty of setting off a false fire alarm will receive 10 days out-of-school suspension, and the matter shall be referred to the appropriate Fire Marshall and/or Police Department and to the Board of School Directors for possible expulsion.

Sexual Harassment

It is the policy of the Line Mountain School District not to condone both same sex and opposite sex sexual harassment. Refer to Board Policy #248 and the description listed in this handbook under the heading “Public Announcements” for details.

Smoking and Tobacco

The Board of School Directors recognizes that the use of tobacco by students presents a health and safety hazard, which can have serious consequences for both users and nonusers. In order to protect students and staff from such hazards and to provide a cleaner, safer environment in our school, students are prohibited from possessing or using tobacco at any time in school buildings, on school buses, or on school property. “Tobacco” shall be defined as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form and electronic smoking products. Electronic smoking products shall mean electronic products designed to deliver nicotine, flavor, and/or potentially harmful chemicals.

The district shall initiate prosecution of a student who violates the tobacco use policy. If convicted, the student shall be fined or admitted to alternative adjudication. In addition, the student shall be subject to school disciplinary action.

Any student identified, as a “look out” for another student violating this policy will also be subject to school disciplinary action.

Tampering with Fire Extinguishers

Any student found guilty of tampering with a fire extinguisher will receive 5 days out-of-school suspension and will be required to pay for the cost of refilling it plus the cost of

any damaged incurred. The matter will be referred to the appropriate Fire Marshall and/or Police Department.

Telephone Use

Only in cases of **EXTREME EMERGENCY** will students be permitted to use the office phone during school hours. These calls will be authorized by school personnel. This applies to **incoming messages** for students as well.

Threats and Other Related Actions

Any student found guilty of communicating a bomb threat will receive 10 days out-of-school suspension and be reported to the proper law enforcement agencies, in addition to the Board of School Directors for possible expulsion. Any student guilty of threats to person or property will receive 10 days out of school suspension and be reported to proper law enforcement agencies, in addition to the Board of School Directors for possible expulsion.

Toys

Toys of any kind constitute a distraction should not be brought to school. The district is not responsible if they are lost, stolen or damaged; therefore, we request that they remain at home.

Withdrawal from School

When students change residence and move from the district, a report of the change is to be made to the principal's office before the change is made. Prior to withdrawal, all materials must be returned and other obligations met.

Work Permits

Students who have obtained employment before the age of 18 or graduation are required to hold a current work permit. Applications are available from the Middle/High School office. The application requires a parent/guardian signature.

Section 3 – Discipline

DISCIPLINE POLICY

The development of self-discipline in students is a basic responsibility of each staff member. Such development is critical to a student's growth as a learner, as well as essential to maintaining a school climate that encourages learning. Refer to Board Policy #218, Student Discipline, for further clarification.

The four basic rules that govern student conduct in school and during time spent to and from school are as follows:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person, and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

A direct correlation exists between conduct and learning. The Board of School Directors acknowledges that an effective instructional program requires a wholesome and orderly school environment.

Students are required to adhere to school rules and regulations as developed by the administration. The building principal shall have the authority to assign discipline to students subject to the rules and regulations of the superintendent and to the student's due process right to notice, hearing, and appeal.

Role of Principal and Assistant Principal

The principal and assistant principal become involved in the disciplinary process after team disciplinary interventions have been ineffective in modifying a student's behavior. Students who repeatedly choose behaviors which are disruptive to the educational environment and/or are disrespectful of the instructional process and the learning of other students may be referred to the dean of students for discipline.

Students are referred to the office immediately for severe disciplinary infractions, which can include, but are not limited to:

- Fighting;
- Abusive or threatening language or actions toward any person;
- Theft;
- Vandalism;
- Violation of a tobacco, drug, or weapon policy;
- Bus infractions;
- Leaving school without permission;
- Behaviors in violation of criminal codes or so disruptive as to interfere with the orderly operation of the school or which pose a danger to the well-being of the school community.

Disciplinary Offenses and Consequences

The discipline system of the Line Mountain School is designed with 4 levels of progressive consequences (detention, in school suspension, out of school suspension, expulsion) based on the severity of the action. Dependent upon the specified situation, the administration has the prerogative to amend and accelerate the disciplinary procedure, as warranted. Non-compliant students may be subject to arrest. Please refer to the School Code of Conduct.

Detention

Detention will be held after school hours. Students violating school procedures may be assigned to detention where they will be monitored by teachers trained in Conflict Resolution.

Restitution

Restitution will be made for all acts of theft, vandalism, damage, or destruction of school or personal property.

Suspensions

Suspensions may be in the nature of a temporary or full suspension. *Temporary Suspension* shall mean exclusion from school for an offense for a period of up to 3 school days by the principal without an informal hearing. *Full Suspension* shall mean exclusion from school for an offense for a period of up to 10 school days after the student and parents are offered an informal hearing before the principal.

Corporal punishment is not administered in the Line Mountain School District. Reasonable force may be used by school authorities to quell a disturbance, obtain possession of weapons, for self-defense, or for protection of people or property.

School Wide Discipline Intervention Framework Options

- Teacher warning(s).
- Parent contact by an individual teacher or the school counselor via phone and/or a progress report by the team members.
- Thinking room.
- Team conferences with the student (warning as to possible future consequences for continued inappropriate behaviors).
- Team conference with the student, parents, school counselor, and/or principal.
- Principal's discipline decision (severe or repeated infraction)
- In school detention, after school or Saturday detention.
- In or out-of-school suspension.
- Recommendation to school board for expulsion hearing.

CODE OF CONDUCT

The examples provided in this Code of Conduct are not to be construed as limiting the behaviors, which may require disciplinary action by school personnel. The following misconduct/response structure includes four levels. Level I, II, II and IV represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence. Students should avoid the behaviors listed as examples under each level and, instead, exhibit good conduct. Any student found in violation of Board Policy or District rules and regulations will receive appropriate disciplinary action.

Level I

Misbehavior on the part of the student which IMPEDES ORDERLY CLASSROOM PROCEDURES OR INTERFERES
With the ORDERLY OPERATION OF THE SCHOOL

These misbehaviors are usually handled by individual staff members, but sometimes require the intervention of other school support personnel.

EXAMPLES but NOT limited to:

- Classroom/School disturbance or disruptive/inappropriate classroom/school behavior
- Inappropriate attire
- Inappropriate behavior (minor)
- Inappropriate displays of affection
- Disruptive classroom behavior
- Disrespectful language or gestures
- Cheating/lying
- Minor bus disturbance *
- Horseplay
- Lack of respect
- Unreasonable noise
- Cafeteria misbehavior
- Misbehavior on school property
- Abuse of school or personal property & equipment
- Internet misconduct (suspension of internet privileges)
- Unlawful harassment **
- Vehicular/driving violation ***

PROCEDURES:

- Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior
- Repeated misbehavior requires a parent/teacher conference
- Conference with the counselor and/or administrator
- A proper & accurate record of the offenses and disciplinary action is maintained by the staff member

Examples of Disciplinary Responses:

- Administrative Discretion can be used to determine discipline depending on circumstances of situation
- Minimum: verbal reprimand
- Behavioral contract
- School Bus conduct warning notice
- Parent conference (in person or by phone)
- Counseling
- Strict supervised study
- Detention (lunch and/or after school) done thru admin
- Reflective writing
- Referral to office
- Grade reduction in cases of cheating/plagiarism
- Removal of internet privilege

*refer to school board policy #810 – Transportation
**refer to school board policy #248 – Unlawful harassment
***refer to school board policy #223 – Use of bicycles & motor vehicles

Level II

Acts that frequently or seriously tend to DISRUPT THE LEARNING CLIMATE OF THE SCHOOL

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

EXAMPLES but NOT limited to:

- Continuation of unmodified LEVEL I misbehavior
- Insubordination
- Inciting a confrontation
- Truancy/3 unexcused absences and tardies
- Tardiness to class
- Physical aggression (minor)
- Use of obscene language or gestures
- Smoking/tobacco or look-a-like products (1day ISS)
- Using forged notes or excuses
- Out of assigned area
- Cutting classes (1 day ISS)
- Failure to serve detention
- Gambling
- Leaving school without authorization (1 ISS)
- Abusive language to faculty
- Possession of dangerous objects, i.e. matches, lighters, etc.)
- Unlawful harassment ***
- Hazing
- Continued bus disturbances****
- Bus discipline A & B offenses

PROCEDURES:

- Student is referred to the administration for appropriate investigation and necessary disciplinary action
- Administrator meets with the student and/or teacher and decides the most appropriate response
- Teacher is informed of the administrator's action
- A proper & accurate record of the offenses and disciplinary action is maintained by the administrator
- A parental conference is held as a result of suspension

Examples of Disciplinary Responses:

- Administrative Discretion can be used to determine discipline depending on circumstances of situation
- Minimum: 1 hr after school detention
- Behavioral contract
- In-school suspension**
- Reflective writing
- Referral to outside agency
- Counseling/referral for psychological evaluation
- Parent/teacher/administrator conference
- Temporary suspension**
- After-school or Saturday detention
- Citations filed in accordance with the school code
- Removal of internet privileges
- Temporary suspension of bus riding privileges
- Bus discipline A & B offenses

In cases of ISS, temporary suspension, full suspension, or exclusion, students shall be entitled to due process rights as outlined in the section entitled "Student Rights" and "Student Responsibilities".

*refer to school board policy #222 – Tobacco use
**refer to school board policy #233 – Suspension and expulsion
***refer to school board policy #248 – Unlawful harassment
****refer to school board policy #810 - Transportation

Level III

Acts that frequently or seriously tend to DISRUPT THE LEARNING CLIMATE OF THE SCHOOL. Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. Acts that might be considered criminal but can be handled by the disciplinary mechanism in the school illegal acts will automatically be referred to the appropriate law enforcement office.

EXAMPLES but NOT limited to:

- Fighting (3 days OSS)
- Hate speech (3 days OSS)
- Inappropriate touching
- Stealing
- Vandalism (minor)
- Use of obscene language or gestures to a staff member
- Throwing harmful objects
- Threats against others
- Continuation of unmodified LEVELS I & II behaviors
- Lewd behavior or materials to include sexting
- Use or threatening to use a dangerous object
- Receiving stolen merchandise
- False report of threats
- Internet misconduct (major)
- Unlawful harassment***lighters, etc.)
- Hazing
- Physical aggression (major)
- Major bus disturbance (Throwing items out of bus windows)****

PROCEDURES:

- The administrator initiates, disciplinary action by investigating the infraction and conferring with staff and/or appropriate law enforcement authorities or the extent of the consequences
- Administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action of the school officials and/or legal authorities
- A proper & accurate record of the offenses and disciplinary action is maintained by the administrator

Examples of Disciplinary Responses:

- Administrative Discretion can be used to determine discipline depending on circumstances of situation
- Minimum: 1 day ISS
- In-school suspension**
- Temporary removal from class**
- Temporary or full suspension**
- Homebound instruction or Alt-Ed program
- Parent conference and/or hearing
- Consulting/referral for psychological eval
- Charges under PA Criminal code
- Restitution for property damages
- Removal of driving privileges
- Removal of internet privileges
- Removal of bus riding privileges
- Bus discipline A & B offenses

*refer to school board policy #222 – Tobacco use
**refer to school board policy #233 – Suspension and expulsion
***refer to school board policy #248 – Unlawful harassment
****refer to school board policy #810 - Transportation

Level IV

Acts that frequently or seriously tend to DISRUPT THE LEARNING CLIMATE OF THE SCHOOL.
Acts which result in violence to another person or property or which pose a direct threat to the safety of others in school.
Acts that are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.

Examples but NOT limited to:

- Continuation of unmodified Levels I, II & III misbehavior
- Vandalism (Major) disorderly conduct
- Arson
- Theft/possession/sale of stolen property
- Deliberately striking a staff member
- Assault
- Extortion
- Bomb threat
- False fire alarm
- False 9-1-1 call in school
- *Violation of Controlled Substances Policy
- ***Unlawful harassment
- ****Possession/Use/Transfer of a weapon
- *****Terroristic threat
- ******Hazing

Procedures:

- The administrator verifies the offense, confers with the staff involved and meets with the student
- The student is immediately removed from the school environment
- Parents are notified
- School officials contact law enforcement agency and assist in prosecuting the offender
- A complete and accurate report is submitted to the Board for action

Examples of disciplinary options:

- Administrative discretion can be used to determine discipline depending on circumstances of situation
- Minimum: 1 day OSS
- **All verified offenses will result in a mandatory temporary and/or full suspension
- Referral to appropriate law enforcement agencies
- Referral for psychological treatment
- **Expulsion
- Other Board action which results in appropriate placement
- Alternative placement
- Alternative school or homebound instruction
- Restitution of property and damages
- Removal of internet privileges

*refer to school board policy #227 – Controlled Substances
**refer to school board policy #233 – Suspension and expulsion
***refer to school board policy #248 – Unlawful harassment
****refer to school board policy #218.1 – Weapons
*****refer to school board policy #218.2 – Terroristic Threats/Acts
******refer to school board policy #247 - Hazing

Line Mountain Middle/High School
Bullying Behavior Chart

Physical Bullying Harm to someone's body or property		**Emotional Bullying** Harm to someone's self-esteem or feeling of safety		**Social Bullying** Harm to someone's group acceptance		**Consequences**		
Verbal	**Non-Verbal**	**Verbal**	**Non-Verbal**	**Verbal**	**Non-Verbal**	**1st Offense**	**2nd Offense**	**3rd Offense**
LEVEL ONE								
-Expressing Physical Advantage - Blaming the victim for starting the conflict	-Making threatening Gestures -Defacing property -Pushing/ shoving -Taking small items from others	-Insulting remarks -Calling names -Teasing about possessions, clothes, physical appearance	-Giving dirty looks -Holding nose or other insulting gestures	-Gossiping -Starting or spreading rumors -Teasing publicly about clothes, looks, relationships etc.	-Ignoring someone and excluding them from a group	-Student Conference - Phone call Home	- Student Conference - Phone Call Home - After-School Detention	- ISS or two After-school Detentions To be determined by admin
LEVEL TWO (Some of these behaviors are against the law)								
-Threatening physical harm	-Damaging property -Stealing -Starting Fights-Scratching or biting -Pushing, tripping, or causing a fall -Assaulting	-Insulting family -Harassing with phone calls -Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability or sexual orientation	-Defacing school work or other personal property, such as clothing, locker, or books.	-Excluding using note, instant messaging, email, internet, text messaging -Posting slander in Public Places (such as writing derogatory comments about someone in the school bathroom)	- Playing mean tricks to embarrass someone	- After School Detention, ISS, OSS Severity of Behavior will determine consequence-to be determined by administration	- After School Detention, ISS, OSS Severity of Behavior will determine consequence-to be determined by administration	- After School Detention, ISS, OSS Severity of Behavior will determine consequence-to be determined by administration
LEVEL THREE (Most of these behaviors are against the law)								
- Making repeated and/or graphic threats (harassing) - Practicing extortion (such as taking lunch money) - Threatening to keep someone silent: "If you tell, it will be a lot worse!"	- Destroying property - Setting fires - Physical Cruelty -Repeating acting in a violent, threatening manner -Assaulting with a weapon	-Harassing you because of bias against your race, color, religion, ethnicity, gender, disability or sexual orientation.	-Destroying personal property, such as clothing, books, jewelry -Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation.	-Enforcing total group exclusion against someone by threatening others if they don't comply	-Arranging public humiliation	- After School Detention, ISS, OSS Severity of Behavior will determine consequence-to be determined by administration	- After School Detention, ISS, OSS Severity of Behavior will determine consequence-to be determined by administration	- After School Detention, ISS, OSS Severity of Behavior will determine consequence-to be determined by administration

* Bullying Complaint Form will be completed for each offense by referring teacher. Bullying Committee will review forms and submit discipline referral to administration.

EQUAL OPPORTUNITY

Line Mountain schools provide all people access to programs regardless of sex, race or disabilities. There will be no discrimination against people seeking employment, students attending schools, and the general public using our facilities. Questions should be directed to Affirmative Action Office, Line Mountain School District, 185 Line Mountain Rd, Herndon, PA 17830