

General McLane High School

Student/Parent Handbook

2020-2021



Mission Statement

Meeting students where they are to empower them to become all they are capable of being.

www.generalmclane.net

Welcome Back

Introduction

Welcome to the 2020-2021 school year. A successful General McLane student is one who exhibits a positive, respectful attitude when dealing with others at school. You will be expected to treat fellow classmates and adults you encounter with the same courtesy that you would expect from others.

Let's make 2020-2021 an enjoyable and successful school year.

Sincerely,

Daniel V. Mennow
Principal

Pamela M. Mackowski
Associate Principal

It is the policy of the General McLane School District not to discriminate on the basis of age, religion, sex, race, color, national origin, ancestry, disability, or non-job related disability (including sexual harassment, sexual orientation, gender identity, and gender expression), in the admission or access to, or in the provision of services, programs, or employment in compliance with Title VI of the Civil Rights Act of 1964, Section 1604 of Title VII of the Civil Rights Act of 1964, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the Civil Rights Act of 1991, the Pennsylvania Human Relations Act. For information relevant to this policy, contact Richard Scaletta, 504 Coordinator; Michael Cannata, ADA Coordinator; or Richard Scaletta, Title IX Coordinator, 11771 Edinboro Rd., Edinboro, PA 16412; 814-273-1033. See [Policies 103](#) and [104](#) for procedures regarding complaints of discrimination.

General McLane High School Staff 2020-2021

ADMINISTRATION

Richard Scaletta, Superintendent
Daniel V. Mennow, Principal
Pamela M. Mackowski, Associate Principal

William Fendya, CPA, Business Manager
Jason Buto, Curriculum Coordinator
Michael J. Cannata, Director of Pupil Services

HIGH SCHOOL FACULTY

Nick Basko, Tech Ed.
Erin Bentley, Business Ed.
Diane Bremner, English
Lauren Cassano, Social Studies
Mary Anne Cousins, English
James Delsandro, Math
Monica Fritchman, Foreign Lang.
Sarah Garofalo, Nurse
Chris Gilbert, Biology
Luil Graham, Health/PE
Megan Green, Spanish
John Guzik, English
Charles Haise, Foreign Lang.
Peiyu Hakanen, Foreign Lang.
Victoria Hansen, Math
Brenda Hertel, Guidance Counselor
Karen Hodas, Art
Ami Iaquinta, Life Skills
Lindsey Jahn, Learning Support
Lon Jenkins, English
Daniel Kane, Learning Support
Heather Karns, Health/PE
Max Knight, Social Studies
Noah Krizanik, Autistic Support
Scott Korb, Physics
Jacob Malec, Music
Arianna McCray, Health/ PE
Melanie Mischler, English
Nathan Moore, Science
Mollie Mumau, English
Jeremy Reed, Math

Brian Schulz, English/Social Studies
Timothy Snair, Tech Ed.
Robert Stauffer, Social Studies
Tyler Stuyvesant, Tech Ed.
Rick Terella, Math
Alicia Terrill, Literacy Interventionist
Katie Thompson, Art
Ryan Thompson, English/Math
David Treusch, Physics/Math
Jeff Tyree, Guidance Counselor
Brett Vath, Biology
Hannah Washek, Emotional Support
Betsy Weiss, Guidance Counselor
James Wells, Health/PE/DE
Bradley Wheeler, Chemistry
Kevin Wible, Social Studies
Brian Woodward, Social Studies
Darcy Woodward, Math
Bruce Yates, Music
Karen Yonko, Biology
Katie Zewe, Learning Support
Toni Zona, Business Ed.

Office Administrative Assistants

Meghan Chelton
Paula Loomis

Office Secretaries

Courtney Behnke

Library

Alicia Terrill
Maggie Adamski

Personal Care

Aides

Sally Foulkrod
Tim Gruzosky
Leslie Hetz
Lynn Lipinski
Lori Renick
Robin Robinson

Refocus Room

Joe DeSanti
Jennifer Fratus

Maintenance

Chad Chase
John Walsh

Custodians

JoePresor
Cale Schwartz

Housekeeping

Maria Chalk
Sherri Kwiatowski
Rebecca McConnell

Cafeteria

Dan Dzara
Deanna English
Harriet Gilbert
Lisa Myers
Patty Sarring
Janine Weston

Education Center

Jennifer Berger (Payroll/Insurance) Robyn
Edwards (Receptionist)
Johnna Gomersall (Registrar)
(Business Manager Admin.)
Sarah Grabski(Director of Communication)
Lisa Prihoda (Accounts Payable)

Technology

Jeremy Dylewski
Eran Hakanen
Jason Pero
Jeffrey Shreffler
John Stone

Support Services

Thomas Skarupski, Supervisor
Nancy Ekstrom, Transportation Coord.
Amy Skladanowski, Food Services Coord.
Chris Prenatt, Custodial Services Coord.
Beth Buckholtz, Admin. Asst.
Maryann Loomis, Admin Asst.

School Resource Officer

José Montes

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1. Academic Letter

The General McLane High School Academic Letter Program is designed to award excellence in academic performance by its students.

Students may accumulate points on a yearly basis, as outlined. For purposes of this award, the school year shall begin with the fourth term and end with the following year's third term.

Points will be awarded as follows:

Principal's Honor Roll	2.5
Honor Roll	2.0
National Honor Society	2.0
Academic Challenge Team	1.5
School Sponsored Competitions	1.0
Non-Athletic Activities	.5
(maximum 2.0/year)	

To earn this award, freshmen must accumulate 8.0 points and all other students 10.5 points during the defined year.

*A more specific list can be found on the High School website

2. Alma Mater

Beyond the lake's blue water, stands our alma mater;
Glorious to view, the red and white;
Love and honor praise to thee;
We will sing of faith and loyalty
Trust and courage guide thy days ahead
And we'll ne'er forget the Lancer;
Strive to win thee fame.
Hail to thee our Alma Mater
Ever onward guard thy name.

3. Announcements

Announcements are important and students' attention to the announcements is mandatory. Announcements will be made available on PowerSchool or Schoology. Every attempt will be made to limit the use of the PA system during the school day. Other announcements, which are absolutely necessary, will be made during the last few minutes of a class period. Notifications regarding messages and items in the office for students will be communicated via Schoology. Students are required to leave their Schoology Notifications turned on.

4. Assemblies

At various times throughout the school year planned programs are offered to all students for educational purposes. Conduct in an assembly program is no different from good classroom conduct. Every performer in an assembly program deserves the attention, respect, and courtesy of every student. Students are not to engage in whistling, booing, or other behavior demeaning to the presenter.

5. Daily

Regular Schedule

Time schedule morning session:

7:45 a.m. - 8:55 a.m.

9:00 a.m. - 10:10 a.m. (morning session dismissed)

Time schedule afternoon session:

12:20 p.m. - 1:30 p.m.

1:35 p.m. - 2:45 p.m. (afternoon session dismissed)

6. Book Bags

Students may use book bags to carry books to and from school; however, these books bags must be placed inside student's lockers for the duration of

the school day. Students will not be permitted to carry book bags to class during the school day. This includes any female or male purse or bag that is large enough to hold a standard textbook. Only purses that meet the rough dimensions of 9"x4.5" x 2" are considered acceptable to be carried throughout the day - any book bag exceeding this size may be collected by the teacher or an administrator and subject to search. The reason for this rule is to limit the opportunity for a student to hide prohibited items and to cut down on thefts.

Gym Bags - Students will be allowed a gym bag (drawstring style) to be brought to gym class, however it will not be permitted in other high school rooms.

7. Beverage Policy

Students must be responsible for taking care of the facility as beverages are concerned. Students will be permitted to have beverages in the building in an approved container. Approved containers include travel mugs, or metal beverage bottles, etc. Paper and styrofoam cups with lids are approved containers. The administration reserves the right to revoke this policy without notice.

8. Cell Phones/ Electronic Devices

The use of Electronic Devices (cell phones, games, music players, etc.) is limited to specific areas of the building at specific times of the day. The following rules must be followed concerning cell phones and electronic devices:

- Cell phone/listening device use in classrooms is the purview of the teachers. If causing a distraction, teachers will handle them like any other classroom distraction.
- Cell phones in the building must ALWAYS be on silent or vibrate.

With this policy, there are some additional responsibilities for both parents and students:

- Cell phones, iPads, and other devices must be placed in student's locked locker before going to phys ed. Cell phones and other devices should NEVER be left with belongings in the PE locker rooms.
- We understand that many parents communicate with their children via text messaging during school hours. We ask that you limit that communication to the time the student has tutorial and lunch.
- If students choose to bring electronic devices to school, WE WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS. The investigation of thefts and lost electronics is time-consuming and distracts us from our educational mission.
- Students MAY NOT call parents and ask them to bring him or her home because he or she is sick. That is solely the domain of the school nurse who will call parents if, in her professional judgment, the student is too sick to be in school. If students call or text their parents prior to seeing the nurse, and leave the building, their absence will be considered unexcused.

9. Confidentiality

The following is a summary of the rights of students/parents, and privileges concerning educational records:

- Right to have access to all educational records.
- Right to a hearing before a hearing examiner if the challenge is not satisfactory.
- Right to a copy of the records at a nominal fee.
- Right to be notified of the district policy regarding student records.
- Right to request amendment or destruction of data.
- Right to file complaints with the United States Department of Health, Education and Welfare.

Certain records are classified as "Directory." These records include, but are not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Normally, this information is released to the public in the form of news releases on student activities, honor rolls, athletic programs, clubs and other extracurricular activities. This data may be disclosed without consent. However, parents and eligible students have the right to have the directory file deleted.

NOTE: Parents/guardians have all these rights unless the student qualifies as an emancipated student and is not dependent on his/her parents for his/her subsistence. Students have only the right of access of educational records. Questions concerning student records should be referred to the building principal. The policy of the school board concerning student records may be examined at the Dr. Therese T. Walter Education Center in the office of the superintendent.

10. Dances

Student dances are sponsored by various activity groups during the school year. All dances must be approved by the administration and have faculty sponsorship. The following regulations for dances have been established:

- All school rules are in effect for dances.
- Students leaving the dance before the end will not be permitted to return.
- Dances at General McLane High School are intended to be for General McLane High School students only. Students attending from other high schools may be sponsored by a General McLane student by obtaining the appropriate approval. No middle school students are permitted to attend high school dances.
- All dances will end promptly at 11:00pm or before.
- Students are not permitted to loiter in the parking lot during high school dances.

11. Drug Free School Policy

The General McLane School Board supports a comprehensive prevention and intervention program to deal with the problems of substance abuse that face our students. Students receive information addressing the legal, social and health consequences of drugs and alcohol beginning in kindergarten and continuing through grade 12.

It is the Board's position that the unlawful possession, use, and/or distribution of illicit drugs or alcohol is both wrong and harmful. The possession, use, and/or distribution of drugs, alcohol, or both by students on school property, or at any school-sponsored off school property activity are prohibited. The term "school property" includes any school building, a school bus or vehicle used to provide transportation to or from any school or school-sponsored event, school parking lot areas, and any school property owned by, leased by, or under the control of the General McLane School District. Compliance with these regulations is mandatory. It is also the Board's position that the presence of any student under the influence of alcohol, drugs, or both on school property, or at any school-sponsored activities, is prohibited.

The Board has adopted Policy 227 on drug abuse, which includes disciplinary sanctions up to and including expulsion and referral for prosecution. Complete copies of Policy 227 are available upon request in the main office.

Students found to be sharing alcohol or illegal drugs will be considered "distributing" under the policy and will be referred for consideration of an expulsion from the General McLane School District.

For purposes of this policy, "drugs" mean:

- all dangerous controlled substances prohibited by law
- all "look alike" drugs
- all alcoholic beverages
- any drug paraphernalia

- any prescription medication (except for those for which permission to use in school has been granted pursuant to Medication Procedure 227-R). In addition, any over-the-counter medication (except those for which permission to use in school has been granted pursuant to Medication Procedure 227-R) may be considered a drug under this policy.

The District Disciplinary Code regarding substance abuse has been developed with input from parents, teachers, and administrators, adopted by the Board, and is in compliance with local, state and federal law. A copy of the complete policy may be obtained by calling the Dr. Therese T. Walter Education Center at 814-273-1033.

Drug and alcohol counseling services are available for students during the school day. After-care programs for students who have been in treatment are also available. If you have any questions about these programs, please contact your child's Guidance Counselor or Principal.

12. Erie County Technical School

General McLane School District is a member of the Erie County Technical School Program. The purpose of vocational training is to develop skills that will enable the students to enter the world of work or to further their education by entering a college or a technical school at the completion of the course. The Erie County Technical School Program is open to students in grades 10, 11, and 12.

The following vocational programs are available at the Erie County Technical School:

Art & Design for Business Auto	Early Childhood Education
Body Repair	Electrical Engineering
Automotive Technology	Electronics
Computer Networking	Facility Maintenance Technology
Computer Programming	Graphic Communications
Construction Trades	Health Assistant
Cosmetology	Metal Fabrication
Culinary Arts	Precision Machining
Drafting and Design	Tourism & Hospitality Management

Additional information regarding the ECTS curriculum may be found in the General McLane High School Programs of Study booklet. Any student attending the ECTS will receive an informational handbook with details pertaining to ECTS. Please refer to this comprehensive handbook for information needed for ECTS Students.

13. Food Services

For the 2020-2021 school year, students may order breakfast and lunch using the School Cafe' app on their iPads. Parents and/or students may use the app to order meals. Meals will be bagged and delivered to the classroom shortly before dismissal for students to take home to enjoy. Students are reminded that they are not to eat on the bus.

We urge you to take full advantage of this system by placing money into your child's account on a weekly, monthly, or annual basis. You choose the amount you want to deposit. Any money not spent by the end of school year will be available for your child's use the following year. In the case of a graduating senior, monies will be refunded at the end of the school year.

Free and reduced-price lunches are available for eligible students. For faster approval, it is suggested that applications for this service be completed via your School Café Parent account; however, paper applications are also available in the main office. Applications for this service are required each year. If a student was eligible last year, their eligible status will be honored until October 6th. Please note that if a new application is not received by this date, the student account will revert to "full-pay" status. Please contact Amy Skladanowski, Food Services Coordinator, with questions regarding this service: 814-237-1033 x 2618.

14. Fund Raising

Clubs, sports teams, and other groups are permitted by General McLane School District Policy to conduct fund raising. Requests for in-school fundraising must be approved by the High School Administration. Candy sales and bake sales are limited during the school year.

15. Grading

General McLane High School students and parents have the ability to access grades throughout the year using the PowerSchool Access Portal. The only report card that will be printed during the 2020-2021 school year is the final report that will be sent home following the last week of school.

End of 1st Quarter: October 28, 2020

End of 2nd Quarter: January 15, 2021

End of 3rd Quarter: March 24, 2021

End of 4th Quarter: June 3, 2021

A grade is a teacher's evaluation of a student's educational progress in a given course. Student grades will be recorded on report cards as letters A, B, C and F. Letter grades will be determined by the following percentage scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 0 - 69

The minimum passing grade is 70%. A student with a grade average below 70% will not qualify for passing or earn course credit.

The current earned letter grade will be given for the grading period when assignments or tests have been missed because of an excused absence. If the teacher feels that the student deserves additional time, a maximum of two (2) weeks will be given to complete such classroom work. If the work is not completed within the designated time, the grade will be calculated using zero (0) credit for the work in question.

16. Graduation Requirements

To be eligible for a diploma from General McLane High School, a student must complete the courses and credits outlined. Credits toward graduation are accumulated beginning with grade nine. A total of twenty-eight credits must be earned for graduation from General McLane High School. The following credit totals are standard for status in the classes listed:

Sophomores	6 credits
Juniors	12 credits
Seniors	20 credits

17. Guidance Department

General McLane High School offers a program of guidance and counseling to all students in grades 9 through 12. Our guidance office is located in the main office complex. Mrs. Loomis, Guidance Administrative Assistant, can be reached at 273-1033 x 1906. Students are encouraged to take advantage of all programs offered through our Guidance Department.

Guidance counselors for the 2020-2021 school year are as follows:

Student Last Name A-G	Mrs. Betsy Weiss
Student Last Name H-O	Mrs. Brenda Hertel
Student Last Name P-Z	Mr. Jeff Tyree

18. Hall Behavior

The rules for movement of foot traffic throughout the building are very simple and reflect common courtesy. When proceeding through the building, keep to the right so the traffic moving in the opposite direction proceeds smoothly. All students are discouraged from loitering in the corridors or visiting students in other rooms.

19. Hall Passes

In most cases, all students should be in class for the entire period. Anytime students leave their assigned classroom, except at the conclusion of class or during the five-minute passing time following announcements, the teacher is responsible for their whereabouts. In all cases, students must obtain permission to leave the classroom by the use of **e-Hallpass**.

20. Harassment/Bullying

Harassment, including bullying, means an intentional electronic, written, verbal, sexual or physical series of acts:

- directed at another student or students;
- which occurs in a school setting and/or outside a school setting;
- that is severe, persistent or pervasive; and
- has the effect of doing any of the following:
 - Substantially interfering with a student's education;
 - Creating a threatening environment; or
 - Substantially disrupting the orderly operation of the school.

Examples include, but are not limited to, repeated words, gestures or conduct intended to annoy, frighten, alarm, intimidate, put down or provoke the person to whom such actions are directed.

Verbal Harassment--Repeated words, including name calling, put downs, and threats intended to annoy, frighten, alarm, intimidate, provoke, or insult the person to whom they are directed.

Electronic Harassment -- Using technology (including cell phones, listening devices and all unnamed modern devices) to put down, threaten, provoke, or insult another student or person associated with the school.

Written Harassment--Inappropriate notes including name-calling, put downs, and threats (including posted signs bearing a student's name, photo or other information) intended to annoy, frighten, alarm, intimidate, provoke or insult the person to whom they are directed.

Sexual Harassment--It is a violation of both school policy and federal laws to sexually harass another student or for you to be sexually harassed by anyone - student or adult. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to, the following:

- sexual comments, jokes, gestures or looks;
- showing, giving or leaving someone sexual pictures, photographs, illustrations, messages or notes;
- writing sexual messages/graffiti about a person on the bathroom walls, locker rooms, etc.;
- spreading sexual rumors about a person;
- making derogatory comments relating to sexual orientation;
- spying on someone as they dress or shower at school;
- flashing or "mooning" someone;
- touching, grabbing, or pinching someone in a sexual way;
- pulling at someone's clothes in a sexual way;
- intentionally brushing against a person in a sexual way;
- pulling someone's clothing off or down;
- blocking someone's way or cornering them in a sexual way;
- forcing someone to do something sexual, including kissing.
- distributing photos or videos of others engaging in sexual acts or nude.

Physical Harassment--Pushing, poking, throwing objects, taking or hiding another person's personal possessions, or spitting.

If you feel you are being harassed or bullied and need help, tell an adult that you trust. Any teacher, guidance counselor, nurse or principal will help you deal with the problem and get some help. It is important that you tell an adult.

Title IX Provisions

Title IX protects all students from sex discrimination, sexual and gender-based harassment, and acts of sexual violence. According to the U.S. Department of Education's Office of Civil Rights "any student can experience sexual violence: male and female students, straight, gay, lesbian, bisexual, and transgender students, part-time, full-time students, students with and without disabilities, and students of different races and ethnicities, regardless of national origin, immigration status, or citizenship status." (April 29, 2014, Questions and Answers on Title IX and Sexual Violence)

School Commitment: We are committed to creating and maintaining a campus environment that is free from sex discrimination and sexual misconduct. We express our commitment to engaging in the following activities:

- Continuing to foster and maintain a campus culture of reporting sex discrimination and sexual misconduct;
- Taking prompt interim steps to end sex discrimination and sexual misconduct, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects;
- Taking every effort to maintain confidentiality;
- Taking immediate steps to protect the complainant and the respondent;
- Resolving issues and complaints in a timely manner;
- Providing effective assistance to complainants or sexual violence and to bystanders;
- Offering complainants of sexual violence confidential counseling, support services, and medical assistance to the extent that such services are offered by the school;
- Providing education and training programs with the goal of raising awareness and preventing sex discrimination and sexual misconduct.

Reports: Reports of sexual violence to the Title IX Coordinator, Mr. Richard Scaletta, may come from any source. Students may report misconduct to any adult employee, who will then contact the Title IX Coordinator either by email, phone, mail or in-person reports. Responsible employees and others who receive notice of an alleged incident of sexual violence that occurs on or off campus must report it to the Title IX Coordinator. Once the school has notice of alleged sex discrimination and sexual misconduct it will take prompt interim steps to end the discrimination and sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects if it has occurred.

21. Hazing

Hazing is defined as any action or situation which demeans the worth or value of a student or recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes property for the purpose of initiation or admission into any organization including sports teams of the General McLane School District. Participation in such activities is strictly prohibited and will result in serious disciplinary consequences, which include the possible removal from the organization or team. All complaints of hazing should be made immediately to the building administration.

22. Honor Roll

At the conclusion of each marking period the honor roll is posted. To qualify for:

Principal's Honor Roll

A student must have all A's.

*excluding Student Apprentice, Release, Manufacturing Release, and Dual Enrollment.

Honor Roll

A student must have all A's and B's.

*excluding Student Apprentice, Release, Manufacturing Release, and Dual Enrollment.

Students must be taking a minimum of 3 classes per quarter to be eligible for the honor roll.

23. Internet Use Policy

We are pleased to offer students of the General McLane School District access to the district network for on-line services.

Students are responsible for appropriate behavior on the school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communication apply.

Within reason, freedom of speech and access to information will be honored. Students are prohibited from accessing inappropriate sites. A network-filtering device is in place on the school district network. All students will be required to sign the Acceptable Use Policy form found in number 6 of the Addendum of this document.

Parents who do not give permission for their child to access the Internet during school hours should contact the building principal in writing.

24. Inter-Scholastic Athletics

General McLane High School is a member of the Pennsylvania Inter-Scholastic Athletic Association and District 10. To be considered eligible for participation, a student must meet all of the eligibility requirements of the P.I.A.A. Student athletes are subject to the General McLane High School Code of Conduct for all sports. The code of conduct is included in the General McLane Sports Physical Packet and requires student-athletes to be passing a minimum of three (3) credits to maintain eligibility.

A student must complete the PIAA Comprehensive Initial Pre-Participation Physical Packet (CIPPE) before beginning practice for a sport. Students who complete the CIPPE will not need to have an additional physical evaluation to participate in other sports seasons during the school year. CIPPE forms are available on the website under the Athletic tab or may be obtained in the school office. The completed physical packet is due no later than:

Monday, August 24, 2020 (Fall Sports)

Monday, November 20, 2020 (WinterSports)
Monday, March 8, 2021 (Spring Sports)

Students who are issued school athletic uniforms are responsible for returning them in clean condition at the end of the season to their respective coach.

Students and other spectators are expected to behave in a manner that is respectful of others at all General McLane athletic events both home and away. Unsportsmanlike behavior including abusive language and taunting will not be tolerated and will result in ejection from the contest and grounds and possible disciplinary action. We are proud to make sportsmanship a top priority!

The following sports are offered:

Boys' Program

Football
Wrestling
Basketball
Track & Field
Baseball
Soccer

Girls' Program

Basketball
Volleyball
Track & Field
Softball
Soccer

Co-Educational

Cross Country
Golf Cheerleading
Tennis
Swimming & Diving
Unified Track

Boy's Volleyball (Co-op with Fort LeBoeuf HS)

Girl's Water Polo (Co-op with Fairview HS)

Girl's Lacrosse (Co-of with Fairview HS)

25. Laser Pointers Laser Pointers are potentially dangerous and will be permanently confiscated if found in students' possession.

26. Library Services

The General McLane Library / Media Center is a large attractive room which contains periodicals, pamphlets, maps, visual, books, audio and digital media.

Students are encouraged to make full use of opportunities provided by our library.

27. Lockers

School lockers -- are the property of the General McLane School District. Lockers are assigned to the students merely for the convenience of the students. At no time does the General McLane School District relinquish its ownership and control of the lockers. No drugs, alcohol, weapons, tobacco products including e-cigarettes, proceeds from criminal conduct, or any other contraband is to be kept in any school locker or other assigned storage area including desks, lab, gym or shop compartments.

As a condition of providing student lockers, the General McLane School District reserves the right to enter lockers at any time, for any reason, without notice, without student consent, and without a search warrant. The General McLane School District also reserves the right to conduct canine searches of lockers for the detection of drugs and other illegal or prohibited items. Canine searches of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Each student is assigned a locker for use during the school year. Students are not permitted to switch lockers or use another student's locker for any reason. Students are responsible for the condition and security of their lockers. Students must use a school issued lock. The use of any other lock or locking mechanisms is prohibited. Students who choose not to lock their lockers assume the responsibility for items stolen or damaged. Students are not permitted to, write on, or to deface lockers in any way. All lockers assigned to students are offered subject to the terms and conditions of this paragraph as well as all rules, regulations, and policies of the General McLane School District related to alcohol, drugs, weapons, tobacco, and any other contraband.

The contents of the locker are the responsibility of the student. Money or other valuables should not be left in unlocked lockers, desks, or storage areas. Neither the school nor the General McLane School District is responsible for loss of property stored in your school locker or other storage compartments.

28. Lost and Found

A "lost and found" is maintained in the main office. All articles that are found in school should be turned in at the office. Items are kept for thirty (30) days; items not claimed after 30 days are then donated to charity.

29. Medication Policy

Medication Procedure 227-R

- When possible all medications should be given by the parent/guardian at home.
- Medications that a student needs during school hours, that cannot be given at home, can be brought to the school and given by the school nurse. All medications including prescription, emergency, and over-the-counter medications must be sent to school in the original pharmacy container (ideally by the parent) and be accompanied by written permission by **both** the parent and the physician. The "Authorization for Medication at School" form is available on the school nurse's webpage for this purpose. Students must register ALL medicines with the nurse. All medications will be given according to the General McLane School District Policy.
- Each school maintains a supply of epinephrine in the event of an anaphylactic reaction to an unknown origin. If you do not want your child to receive this in an emergency, contact the school nurse to obtain the opt-out form.
- Any medications not registered with the nurse may be considered a violation of the Drug Abuse Policy 227, which includes disciplinary sanctions up to and including expulsion and referral for prosecution.

30. National Honor Society

The National Honor Society is an organization that promotes appropriate recognition for 11th and 12th grade students who reflect outstanding accomplishments in the areas of academics, scholarship, character, leadership and service. Students must also have earned a grade point average of 3.5 or better to meet the scholarship requirement.

These students are then invited to submit an application for membership. A faculty committee reviews all applications and carefully selects those who they feel show positive accomplishments in the stated areas.

31. Nurse's Office

The nurse's office is located in the main office complex. The main purpose of the nurse's office is to help students stay mentally and physically healthy so they can make the best possible use of educational opportunities. The nurse takes care of emergencies and also helps students who become ill during the school day. **Should it be necessary to go to the nurse's office during class time, students should proceed directly to the nurse. Students are not permitted to contact their parents regarding illness prior to seeing the nurse. Students who contact their parents to go home due to an illness before seeing the nurse will be given an unexcused absence for the day.**

32. Obligations

Students who owe the school money, lost books, detention time, library materials or other school property will not be permitted to participate in any school extracurricular activities, attend any school-sponsored functions, home or away, have tutorial privileges and if applicable, will not be permitted to drive to school. These privileges will be immediately reinstated upon payment/return of the obligation.

33. Privacy Act / Armed Forces Exclusion

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that General McLane School District, with certain exceptions,

obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, General McLane School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the General McLane School District to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want General McLane School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15th.

General McLane School District has designated the following information as directory information:

Student's name	Grade level
Address	Date of birth
Telephone number	Parent's name

Written requests for exclusion should be addressed to:

Mr. Daniel V. Mennow, Principal
General McLane High School Office

11761 Edinboro Rd.
Edinboro, PA 16412
Attn: Armed Forces Exclusion

34. Program of Study

The Guidance Department of General McLane High School produces a document entitled Program of Study. Information regarding academic offerings, grading, and other academic policies of General McLane High School are contained in this document. The Program of Study is available on the school website at generalmclane.org and in the Guidance Office.

35. Release

Seniors may request to be released provided that they:

- are registered for all required graduation credits;
- have the written permission of a parent or guardian; and,
- have no owed obligations to the school.

Release period application forms are available from the Guidance Office. Students must submit their written requests for release periods prior to the quarter in which release is requested. This will only be considered for seniors and no credit will be granted for release time.

36. School Resource Officer

The school resource officer is a full time Deputy Sheriff with the Erie County Sheriff's Department assigned to the General McLane School District in partnership with the County of Erie. The SRO's duties in the district include but are not limited to, law enforcement, Student Assistance Program, conflict resolution (peer mediation), safety education, bullying prevention and drug and alcohol awareness. His presence in the district enables a pro-active approach to problems in the school and community.

37. School Store

The General McLane High School store, the "General's Store" is located opposite the dining room. The student store is open at various times throughout the school day for students' convenience. The store offers a wide variety of items including school supplies and school apparel.

38. Signs

Any school- related club or activity wishing to advertise an event must have the sign approved by the administration. All signs must be hung in the clear plastic holders in the hallways. Signs must be removed promptly.

39. Smoking/Tobacco Products

The possession, use, and/or distribution of tobacco or smoking paraphernalia in any form, including e- cigarettes, by students or adults on school property or at any school-sponsored event is prohibited. The term "school property" includes any school building, a school bus or vehicle used to provide transportation to or from any school or school-sponsored event, school parking lot areas, and any school property owned by, leased by, or under the control of the General McLane School District.

Under Pennsylvania law, the possession or use of tobacco products, electronic cigarettes, or smokeless tobacco by a student in a school building, a school bus, or on school property owned by, leased by, or under the control of a school district constitutes a summary offense. Any violation of this Pennsylvania law shall be punishable by a fine of not more than \$50.00 plus court costs. The General McLane School District reserves the right to institute any other disciplinary action for violation of this policy in addition to referring the matter for criminal prosecution.

40. Snow Days/ALERTNOW

In case of severe weather, snow, ice, etc., the official announcements for closings or delays may be heard over the local radio and television stations.

The safety and security of our students and staff is the top priority at the

General McLane School District. To succeed in our efforts to keep our children safe we must make keeping you informed a focus. That is why the District currently uses the ALERTNOW Notification System. This system allows us to send a telephone or email message to you providing information about emergencies or school events. We use this phoning system to alert you to school delays, cancellations, early dismissals or even school events of interest. The system will call up to three (3) numbers for each child giving you updates and information through a brief recorded message. Each number will be called each time the system is activated.

In the event of a late start, time should be calculated by adding the announced delay to the regular time. (For example, if the bus usually picks up your child at 7:20 a.m. for the school opening at 8:00 a.m., a two-hour late start would mean a bus pick up of 9:20 a.m. for the 10:00 a.m. start.) School may be dismissed early if a severe storm or emergency arises.

Decisions about closing (or not closing) are difficult. Parents should use their own discretion about sending their children to school during very inclement weather. If you choose to keep your child home due to weather conditions and school is in session, it will be an excused absence.

41. Sportsmanship

Students and other spectators are expected to behave in a manner that is respectful of others at all General McLane athletic events both home and away. Unsportsmanlike behavior including abusive language and taunting will not be tolerated and will result in ejection from the contest and grounds and possible disciplinary action.

42. Staying After School

For the 2020-2021 school year, students are **not** permitted to remain after the morning session for an after -. Students staying after school should go directly to their designated activity area. Roaming the building is not permitted. At the conclusion of an after school activity, students must report to the gym lobby to wait for pick up and/or activity bus.

43. Student Activities

Student activities form an important part of the total school program. Students who are involved in school activities generally have a more positive self-concept, do better academically and enjoy school more than students who are not involved.

General McLane High School sponsors a wide variety of activities. New activities can be organized whenever there is sufficient interest and an available sponsor. Students interested in starting a new activity should discuss the idea with the administration.

For an updated list of activities, refer to the Clubs & Activities guide on-line.

44. Student Attendance

Regular attendance is not only required by law but is necessary for success in all phases of schoolwork. Tardiness and unnecessary absences will not be tolerated. The high school office routinely telephones the homes of absent students to function as a liaison between home and school and to verify student absence.

Absences

By law, the following absences/tardies are considered excused:

- illness
- death in the family
- religious activities
- court cases
- impassable roads
- family emergencies
- medical appointments
- recovery from accident

Absences for reasons other than those listed previously will be considered unexcused. Students may not be permitted to make up tests or other class work for an unexcused/illegal absence or tardy.

Parental Notice of Absences

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

If an excuse is not submitted within three (3) school days after the child's return to school, the absence or tardy will be considered illegal (or unexcused for students seventeen or over). The submission of an excuse after three (3) days will not be accepted as removing the illegal (or unexcused) classification of the absence or tardy.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a doctor.

When a student has been absent for three (3) days during the current school year without a lawful excuse, a letter will be sent to the parent within ten (10) days of the student's third unexcused absence. If the student incurs additional unexcused absences after issuance of the notice, the student and parents will be invited to a School Attendance Improvement Conference if a meeting of this nature has not already taken place. The district may not take further action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Habitually Truant

A student is considered to be habitually truant upon the accumulation of six (6) or more unexcused days.

If the student is under fifteen (15) years of age, district staff shall refer the student to a school-based or community-based attendance improvement program, or the local children and youth agency. The district may file a citation in the office of the appropriate judge against the parent/guardian of the student.

If the student is fifteen (15) year of age, or older, district staff shall refer the student to a school-based or community-based attendance improvement program, or file a citation in the office of the appropriate judge against the parent/guardian of the student. District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if

the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such a program.

Tardies

Being on time to school and classes is a very important factor in overall student success. If a student acquires tardies to school during a single term the following procedure will be followed:

3rd tardy = after school detention

4th tardy = Saturday detention

5th or more tardy = Saturday detention and/or the revocation of driving privileges, if applicable, for the balance of the term.

Excusals During the School Day

Students may be excused from school during the school day for medical and other appointments that cannot be scheduled before or after school hours. Students need to present a written excuse signed by a parent/guardian to the school office at the beginning of the school day.

After-School Activities

Any student who is absent from school will not be permitted to participate in or attend any school functions or activities that day. Any student who is excused by the school during the school day due to illness, will not be permitted to participate in or attend any school functions or activities that day.

Educational Trips

Five (5) days per semester may be approved for an educational trip. A Request for Approval of Educational Trip form must be completed and approved in advance of the trip. Any work provided in advance of the trip must be turned in on the day of the student's return. Other work must be made up within three (3) days of the student's return. The request must be completed by a parent or guardian. After the fifth day of absence, the student shall be marked illegally absent until such time that they return. If the student is 17 or over they will be withdrawn from school.

Assignments

Following an absence students are responsible to complete all make up class work, tests/quizzes, etc. Teachers may ask that students complete makeup

work outside the regular class period. For an absence of three (3) days or more, requests for assignments may be made by contacting the teacher via email. (Firstnamelastname@generalmcclane.org)

Homebound Instruction

A physician's statement of incapacitation is required for homebound instruction. All applications must be verified by the principal and approved by the superintendent before a tutor will be assigned (Policy 117).

45. Student Behavior

Students are encouraged to make appropriate choices regarding their conduct in school. Students have a choice between appropriate and inappropriate behavior. The objective of any disciplinary action is the correction of inappropriate behavior.

Students and parents have the responsibility to be aware of the school's behavior expectations and to work with the school to reinforce appropriate behavior. Communication between the school and the home must be open and supportive. Appropriate behavior is expected on busses, during the normal school day, and all extra-curricular activities.

Possible Consequences:

1. Warning

A warning will be given for most first-time, minor infractions.

2. Parent Contact

Parent contact is made whenever possible either by phone or written communication.

3. Saturday detentions are assigned by the administration for more serious infractions. Detention is held on Saturday morning from 9:00 a.m. - noon in Room 201. Parents are not notified in every instance; however, parents will be contacted directly when a student's behavior/action warrants such communication. Transportation is the responsibility of the student or parent.

4. Suspension or Expulsion

Students may be excluded from school for a period of one to ten days by action of the Principal. Out-of-school suspension will be considered in the most serious cases or when all other possible consequences have failed to change the student's behavior. All out-of-school suspension cases will be handled in compliance with the due process provisions of Chapter 12 of the Regulations of the State Board of Education of Pennsylvania, the Policy of the General McLane School District, and the procedural guidelines of this Behavior Code.

The following behaviors by students may lead to suspension and possible expulsion:

- Bringing on to school property or being in the possession of dangerous or illegal weapons;
- Selling, using, possessing, or aiding in the procurement of alcoholic beverages, narcotics, or restricted drugs, or controlled substances,

including but not limited to marijuana or any material purported to be such, and any other violation of the policy of the *General McLane School District* pertaining to the use and abuse of alcohol or drugs;

- Making a terroristic threat or committing a terroristic act;
- Engaging in violent actions threatening to the safety of pupils and school personnel - this includes loud statements, which may possibly lead to disruption of the school;
- Overt insubordination to the clear directions of a school district employee;
- Committing immoral acts or gestures;
- Engaging in sexual activities on school property;
- Making salacious statements either verbally or in writing, or engaging in behaviors that violate Title IX;
- Theft;
- Destruction or defacing of school property;
- Failure to be in an assigned area;
- Truancy;
- Failing to comply with the requirements of, or failing to take advantage of, alternative education to which the student was assigned;
- Accumulation of disruptive offenses;
- Violation of the laws of the Commonwealth of Pennsylvania or the United States of America.

8. Specific School-Wide Limits and Consequences

The following is a list of limits and potential consequences. This list does not address every possible situation but concentrates on the most frequent inappropriate behaviors.

Consequences are assigned by the administration. The severity of the consequence assigned depends on a variety of factors, but is the sole discretion of the administration. Ultimately, consequences are assigned to improve behavior.

LIMIT

POTENTIAL CONSEQUENCE

Use or possession of tobacco
or electronic cigarettes

Saturday detention.

*Tobacco violations also carry with them civil penalties of a \$50.00 fine plus court costs.

Fighting

Out-of-school suspension
Police notification

Harassment/Bullying

Any student who violates this policy will be subject to appropriate disciplinary action consistent with the Code of Student Conduct and applicable Board Policy, including Policy 233, which may include: Counseling within the school; parental conference; loss of school privileges; transfer to another school building, classroom, or bus; exclusion from school-sponsored activities; detention; suspension; expulsion; counseling/therapy outside of school; and/or referral to law enforcement officials

Cutting Class	Saturday detention plus the loss of credit for work missed during the period
Truancy (including leaving the school building without permission)	Saturday detention
Theft or possession of stolen property	1st offense - Saturday detention. Repeat Offense- Out-of-school suspension. Police notification.
Forgery of hall passes, excuses, etc.	Saturday detention
Cheating	1st offense - No credit for the assignment and communication with the parent by the teacher. Repeat offense - Same consequence as above plus Saturday detention.
Tardiness to school	If a student acquires tardies to school during a single term (nine week grading period), the following procedure will be followed: 3rd tardy = after school detention 4th tardy = after school detention 5th or more tardy = Saturday detention.
Abusive, profane or threatening language in the presence of a teacher or staff member. Profanity and disrespectful behavior (non-threatening or directed at a staff member)	After-school detention or Saturday detention
Failure to comply with clear	

directive of a staff member

Saturday detention

Fire equipment and safety violations (including the unlawful removal, discharge, or damage of a fire extinguisher or other fire safety equipment, activating an evacuation alarm without just cause, or starting, helping to start or otherwise causing a fire)

Out-of-school suspension and/or prosecution under any and all appropriate statutes

Public display of affection

After-school detention

Inappropriate behavior in the hallway or dining room (running, shouting, throwing food, etc.)

After-school detention or Saturday detention

Unauthorized access to or alteration of electronic data/information

1st offense = Saturday detention
Repeat or serious offense = Out of school suspension. Police notification if appropriate.

46. Student Council and Class Officers

Student Council Officers

President

Vice President

Treasurer

Secretary

Class of 2021

President

Vice President

Treasurer

Secretary

Class of 2022

President Vice
President
Treasurer
Secretary

Class of 2023

President Vice
President
Treasurer
Secretary

Class of 2024

President Vice	TBD
President	TBD
Treasurer	TBD
Secretary	TBD

47. Student Dress Code

The General McLane School District believes that student manner of dress has an impact upon the atmosphere and consequently the learning environment of its schools. It is the belief of the district that attire appropriate to the school environment serves to promote learning, minimize distractions and emphasize the seriousness of the learning process.

Specifically, students are expected to dress in a manner that adheres to the following guidelines:

- All shirts/tops/dresses must have sleeves. Clothing will completely cover the torso from the shoulders to the hemline - no part of the back or midriff may be exposed. Necklines and hemlines should reflect an appropriate environment for learning, not a social setting.

- All shorts, dresses and skirts must be at, or past, fingertip length.
- Clothing must be worn in such a way as to not expose undergarments.
- Clothing cannot present a hazard to the health or safety of the student or to others in the school, materially interfere with school work, create disorder, or disrupt the educational program.
- Clothing and accessories should not cause excessive wear or damage to school property or cause blocked vision or restricted movement. Specifically prohibited are exposed chains and metal spikes.
- Students may be required or permitted to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.
- Hats are prohibited between the hours of 7:45am - 2:45pm
- Any clothing of a sexual and/or violent nature or which promotes or advertises tobacco products, alcohol products or illegal drugs is prohibited.
- All matters related to student dress not covered by this policy, shall be left to the discretion of the administration.

48. Student Driving

The use of a licensed automobile to drive to school is a privilege, not a right. To be eligible to drive to school, a student agrees to meet all of the following regulations:

- Most student drivers will park in the east parking lot only, directly behind the high school. Exceptions: Dual Enrollment, ECTS, Education Academy.
- All student drivers must register with the office and purchase a GM parking permit. Students must present a valid drivers license and vehicle registration for all vehicles to be driven to school. Permits for the 2020-2021 school year are \$5.00. Permits must be displayed from the rear-view mirror at all times.
- Only licensed vehicles may be driven to school. Snowmobiles, ATV's, dirt-bikes, and other unlicensed vehicles are prohibited.
- All students must abide by all of the rules, regulations, and conditions set forth on the front and reverse sides of the Student Driving Permission form, which include, but are not limited to, the following:
 - student drivers must have parental permission to drive;
 - student drivers are to exit after dismissal after all buses have departed;
 - student drivers are to enter the building immediately upon arrival to school;
 - student drivers must comply with the rules, regulations and policies of the General McLane School District including, but not limited to, those set forth in the Student/Parent Handbook;
 - student drivers must comply with the rules, regulations, and policies of the General McLane School District pertaining to the possession, use, and distribution of alcohol, drugs, tobacco, and weapons;
 - students issued permission to drive a vehicle to school are subject to the Vehicle Search Policy which is set forth on the reverse side of the Student Driving Permission form and which authorizes canine searches of vehicles for drugs and/or drug paraphernalia.
- A student's driving privilege may be suspended by the administration for any of the following reasons:

- failure to comply with the terms and conditions as set forth in the Student Driving Permission form
- failure to comply with the Student Driving Regulations
- failure to comply with any and all rules, regulations, and policies of the General McLane School District, whether or not any vehicle was used in or part of any violation(s)
- truancy or excessive absence from school
- excessive tardiness to school (includes tardiness to or from the Erie County Technical School)
- using an automobile to leave school without an excuse before the end of the school day or allowing another student to use your automobile during the day for such a purpose
- reckless or unsafe driving on school property
- owing the school any obligation--books, library materials, money, detention time, etc., as outlined in the obligation section of the student handbook
- if, in the opinion of the administration, a student's driving privilege is interfering with his/her class attendance or academic performance or if the automobile is being used for purposes unacceptable to the school

Student driving permission forms, the Vehicle Search Policy, and the Student Driving Regulations are available in the main office.

49. Student Information Forms

Each year a Student Information Form must be completed fully and submitted to the Guidance Office at the high school. A preprinted information form is mailed to parents prior to the beginning of the school year. Parents should verify the information, make any corrections or changes, and return the form to the school.

50. Student Insurance

The General McLane School District provides parents the opportunity to purchase insurance coverage, at no cost to the district, for injury resulting from accidents sustained by students in programs, school activities, and while traveling between home and school other than on a school bus. This

coverage is made available at the beginning of the school year and enrollment is strictly voluntary.

Students engaging in any program of interscholastic athletics or related interscholastic activities must have provided their medical insurance information.

51. Student Support Program

The *General McLane High School Student Support Program* is intended to find help for students who are experiencing problems that are interfering with their education. The Student Support Program works with a wide variety of problems including drugs and alcohol, depression, suicide, eating disorders, co-dependency issues and other family problems.

The Student Support Program does not counsel students or provide therapy. The role of the teachers involved in the program is to work with students and parents to find out what is causing destructive behavior and what professional resources are available to help solve the problem.

Referrals to the Student Support Program may come from any source: parents, students, teachers, administrators, law enforcement agencies, activity advisors, and coaches. To make a referral you may talk with any member of the Student Support Program core team or give any member a written note. Anyone who is concerned about a student and has observed inappropriate behavior may make a referral. The person making the referral may request that his or her name not be revealed. For more information about the Student Support Program, see any SSP Core Team member or seek information in the guidance or main office.

Core Team Members include the GMHS administrators and faculty.

52. Messages

Unless an emergency exists, all messages for students will be communicated via Schoology. Students may receive messages or items in the main office.

53. Telephone Use

During school hours, students may request the use of an office telephone only for urgent reasons and with the permission of the assigned teacher. Students' use of cell phones is permitted during tutorial/lunch time in the cafeteria only, or at discretion of classroom teacher.

54. Terroristic Threats/Acts

No student shall make a terroristic threat and/or commit a terroristic act.

For purposes of this policy, the term "terroristic threat" is defined as a threat to commit any crime of violence:

- with the intent to terrorize another or to cause evacuation of a building, place of assembly, facility, or vehicle(s), or
- with the intent to cause serious public inconvenience, or
- if made in reckless disregard of the risk of causing such terror or inconvenience.

For purposes of this policy, "terroristic threat" includes, but is not limited to, bomb threats, false fire alarms, or any statements, comments, or remarks which fall within any one or more of the above categories and which pertain to harm directed against another person and/or property.

For purposes of this policy, the term "terroristic act" is any act against a person or property involving danger or risk of harm to another person or property, or any act committed:

- with the intent to terrorize another person, or
- with the intent to cause evacuation of a building, place of assembly, facility, or vehicle(s), or
- with the intent to otherwise cause serious public inconvenience, or

- in reckless disregard of the risk of causing such terror or inconvenience.

The consequences for such threats or actions may include suspension or expulsion from school. This policy is based upon Policy 233, which has been adopted by the Board of the *General McLane School District*. Students who hear or see a threat must report it immediately to a teacher or school administrator.

55. Textbooks and School Property

Textbooks and other school property are issued to students each year. Students are held accountable for the condition of the books issued to them. Lost or damaged books are to be paid for by the student. The charge for lost books shall be the full replacement cost during the first year the book is used. Each year following, the cost shall be reduced by ten percent. Damaged books will be rebound if possible and the cost of rebinding charged to the student. If the book cannot be repaired, the lost book charge will be used.

56. Transportation Services

The *General McLane School District* transports pupils to and from school each day. In addition to normal transportation, many students are transported on field trips and extra-curricular activities. The safety and welfare of all students being transported on district-operated buses is of vital concern. Drivers have the authority to assign seats, to insure the safety of the riders, and to provide an orderly atmosphere on the bus. Only authorized pupils are permitted to ride a bus. Disorderly conduct or persistent refusal to follow the district bus regulations or submit to the authority of the bus driver shall be sufficient reason for the pupil to be denied transportation. Misconduct on the school bus will be viewed as endangering the safety and welfare of others and will be treated seriously. Electronic monitoring is used to insure student safety. The School District permits the use of video cameras capable of recording audio and video on school buses to aid in student discipline.

Riding the school bus is a privilege, which requires responsibility on the part of the riders. The following general rules are to be reviewed and followed at all times on General McLane School District buses.

- Students are to remain seated while the bus is moving.
- Loud talking, loud music, and/or abusive language is unacceptable.
- Pushing, fighting or other unruly behavior will not be tolerated.
- Students are not to eat or drink on the buses. These practices can be unsafe and create problems with litter.
- Vandalism on the buses will require restitution by the student.
- The driver is in charge. Student respect to the school bus driver is expected at all times.

Failure to comply with directives issued by the bus driver will result in a Student Discipline Report being filed with the school principal. Any questions or concerns may be directed to The General McLane Service Center at 273-1033 ext. 6900.

57. Vandalism Policy

If any person shall willfully or maliciously break into, enter, deface, write, mark, or place any obscene or improper matter upon any building of the General McLane School District or other building used for school purposes, or shall deface, injure, damage, or destroy any school furniture, books, paper, maps, charts, apparatus, or other property contained in any school building, or shall injure, damage, or destroy any shade tree, shrubbery, fences, or any other property of any kind, upon any school grounds, or upon any school playground, such person shall be sentenced to pay a fine of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000), or undergo an imprisonment in the county jail for a period of not exceeding six months, either or both, at the discretion of the court. In addition to any other penalty prescribed by this subsection, the court, upon conviction of a defendant for a violation of this subsection, may order the defendant to compensate the school district for damages sustained as a result of the defendant's unlawful conduct. (Section 777, PA Public School Code of 1959, as amended, P.L. No. 59)

Notice is also given that at a Regular Meeting of the General McLane School District Board of Education held June 17, 1981, it was unanimously resolved that the Board of Education intends to prosecute ALL PERSONS caught in the act of violating any of the provisions of the law stated above.

Furthermore, School Administration shall be compelled and directed to bring such charges against all violators. The General McLane School District Board of Education will pay a reward of not less than ten dollars (\$10.00) and not more than one thousand dollars (\$1,000.00), at their discretion, for

58. Visitors

For the 2020-2021 School year, visitors will not be permitted.

59. Volunteers

General McLane High School encourages parents to become involved in the school program by volunteering their time during the school day and as chaperones during extracurricular events. The school district requires all volunteers to file Act 34, Act 151 and FBI clearances with the district prior to any one-to-one participation with the students. These applications may be obtained at any school office within the district.

60. Weapons Policy

The possession, use, and/or distribution of a weapon on school property or at any school-sponsored activity is prohibited. The term "school property" includes any school building, a school bus or vehicle used to provide transportation to or from any school or school-sponsored event, school parking lot areas, and any school property owned by, leased by, or under the control of the General McLane School District. No student shall bring a weapon onto any school property or to any school-sponsored activity. The term "school property" is as defined above.

The term "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, explosive device, explosive material, and any other tool, instrument, material, or implement capable of inflicting bodily injury.

All persons entering any school building may be required to submit to a metal detector scan, and a personal search, to ensure that weapons are not

brought into the building. Bags and parcels also may be searched by means of metal detection devices, by hand, or otherwise. Refusal to cooperate with the search will result in the denial of entry and/or disciplinary action.

General McLane School District has adopted this weapons policy in accordance with **federal law**, specifically: (Public Law 103-382) and **state law** (Act 26 of 1995, Section 1317.2). Both laws leave little or no discretion to local Boards of Education. The federal and state laws provide as follows:

“...a school district shall...**expel**, for a period of no less than one year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity...”

If, through a hearing, it is determined that a student has violated the Pennsylvania or federal law, or both, expulsion for one year is mandated under the law.

61. Website

For information regarding the General McLane School District and General McLane High School, visit: <http://www.generalmclane.net>

62. Wellness

In an effort to promote student health, the General McLane School District maintains a wellness policy that complies with state and federal regulations. This policy encourages healthy choices of foods and beverages for all students by including foods high in fiber and low in fats and sugars such as fruits, vegetables and whole grain items. Healthy beverages include water, milk, 100% fruit juices and others. Food and beverage choices that will be avoided by this policy include high calorie foods and foods of minimal nutritional value. Beverages of high sugar content such as soda will not be permitted. The policy will affect all foods available to students during the school day including breakfast and lunch menus, vending machines, the school store, fundraising activities and items provided for class parties and holiday celebrations. Adults are encouraged to set a positive example for students to model and show their support of this new policy. Physical exercise is also

promoted throughout the district as part of the overall wellness initiative. Efforts will be made at all levels to encourage positive life style choices while providing educational opportunities.

63. Work Permits

Work permits are issued through the Guidance Office. A parent or guardian must be present and a birth certificate or other acceptable proof of age must be shown at the time of application.

Addendum

General McLane High School - Student Handbook iPad Policy and Procedures

I. Goals of the Initiative

- A. Provide each student with an electronic device to be used for classwork, homework, research, and communication
- B. Allow teachers to provide course content digitally
- C. Allow students to submit work digitally
- D. Provide students the opportunity to learn on a device that will allow for anytime, anywhere opportunities to explore and learn without the constraints of the traditional computer lab
- E. Provide an avenue for teachers to utilize technology to enhance learning and increase student engagement
- F. Provide opportunities for teachers to create challenging, robust lessons which allow for the use of technology in appropriate, responsible, exciting ways
- G. Provide an avenue for teachers to differentiate instruction for students through the use of a personal device
- H. Teach and emphasize digital citizenship with students

II. Student Responsibilities

- A. The iPad is a district-owned device and students will be expected to follow the district acceptable use policy; any misuse of the device will result in disciplinary consequence. It should be used for school-related purposes only and only by the student to whom it is issued. Students should not assume any privacy of the school-

issued iPad. Students may be asked by school administration to hand over the device for search if there is a reason to believe the device has been used inappropriately.

- B. Each student will be issued an iPad in a protective case and charger. The protective case should never be removed by the student.
- C. Students will have access to the school app store from which they will download apps, electronic books, and other resources.
- D. Students may use the iPad for photos, videos, and music; however, they will be required to manage the amount of data stored on the iPad. Furthermore, photos and videos may not violate any rules of behavior.
- E. In the event of damage or malfunction, students should not attempt to repair or correct the issue. The student should scan the QR code and fill out a help ticket.

III. General Care and Use

- A. Students will keep the iPad in the protective case at all times. Further, the case and device must be kept free from writing, drawing, decorations (stickers, paint, etc.)
- B. Students will enable a passcode on the iPad to help prevent another student from using the device.
- C. Students may change the background (wallpaper and lock screen) but the image chosen **MUST** be school appropriate. Backgrounds may **NOT** contain images of weapons; tobacco, drugs or drug paraphernalia; alcohol; pornographic material, nude, or scantily dressed people; inappropriate language; or gang- or criminal-related symbols or references. In general, any photos/use must adhere to the District's Acceptable Use Policy.
- D. Students will use great care with the iPad; do not drop, throw, stress, or otherwise physically abuse the iPad.
- E. Students should take care in using the iPad; do not put pressure on the screen (set heavy or sharp objects on it); do not drop anything on the device that may damage the screen.
- F. Students will be expected to keep the iPad clean by wiping it periodically with a soft, dry anti-static cloth. Use of harsh chemicals (spray cleaners, etc.) are **NOT** recommended as they may damage the device.

IV. Student Expectations at School

- A. Students will be expected to bring the iPad to school each day, fully charged. Unless otherwise specified by the teacher, the iPad should be taken to each class each day.
- B. Students will be expected to keep the device secured and in his/her possession at all times. The iPad should not be left unattended at any time. When not needed at school, the iPad should be with the student or stored in his/her locked locker. Students will place the iPad in their locked lockers when going to physical-education class.
- C. While the device is intended for student use during class, students must follow guidelines and procedures set by the classroom teacher. For example, a teacher may ask a student to refrain from listening to music on the iPad. Games may be prohibited.

V. File and Data Management

- A. Students will be responsible for adding and deleting apps, and downloading electronic resources necessary for classes. At no time should personal music, photos, video, or data take precedence over class-required apps and resources. Students may upload their work to their Google Drive account to alleviate storage space on the iPad.

VI. Acceptable Use

The use of General McLane School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the General McLane School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in the policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The General McLane School District's Acceptable Use Policy as well as the consequences outlined in the Student Handbook shall be applied to all student infractions. Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

A. Parent/Guardian Responsibilities

- i. Talk with your children about the values and standards that your children will follow regarding the use of the Internet just as you do on the use of all media information such as television, telephones, movies, and radio.
- ii. Parents will be required to sign a permission slip which expressly allows use and permits photos of students to be used on district, and teacher-created webpages.

B. School Responsibilities

- i. The District will provide Internet access and email accounts to all students.
- ii. The District will provide Internet blocking of inappropriate materials according to COPPA (Child Online Privacy Protection Act) and CIPA (Children's Internet Protection Act).
- iii. The District will provide network data storage areas. These will be treated in a similar manner to school lockers. **General McLane School District administration reserves the right to review, monitor, and restrict information stored on or transmitted via General McLane School District owned equipment and to investigate inappropriate use of resources.**
- iv. The District will provide training on the appropriate use of the iPad.
- v. The District will educate the teaching staff on proper and current research and strategies to ensure student compliance of the Acceptable Use Policy.

C. Student Responsibilities

- i. Students will use electronic devices in a responsible and ethical manner.
- ii. Students will obey general school rules concerning behavior and communications that apply to electronic devices.
- iii. Students will use all technology resources in an appropriate manner so as not to damage school equipment. Damage may include, but is not limited to:
 - a) Loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruption caused by the student's own negligence, error, or omission.
 - b) Use of any information obtained via General McLane School District's designated Internet system is at your own risk.

General McLane School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- c) Students will help the General McLane School District protect its systems/devices by contacting a teacher or administrator about any security problems they may encounter.
- d) Students will monitor activity on their accounts.
- e) Students should always turn off and secure the device after they are done working to protect their work and information.
- f) If a student should receive email or other communication containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to immediately bring the device to school administration.

D. Student Activities Strictly Prohibited

- i. Any action that violates existing Board policy or public law.
- ii. Illegal installation or transmission of copyrighted materials.
- iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- iv. Use of chat rooms or websites selling term papers, book reports, or other forms of student work.
- v. Use of outside data storage devices or attachments without the prior approval of a school administrator.
- vi. Changing iPad settings, "resetting" the iPad, or deliberately altering the iPad to make it unusable on the school network.
- vii. Spamming (sending mass or inappropriate email).
- viii. Gaining access to another student's account, device, files, or data.
- ix. Use of the school's Internet or district-provided email account for financial gain or for any illegal activity.
- x. Students shall not give out personal information, for any reason, over the Internet. This includes, but is not limited to, the creation of Internet accounts including those necessary for chat rooms, eBay, email, etc. Students shall not share usernames and passwords.
- xi. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to the uploading or

- creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- xii. Transmission, possession, or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients will not be permitted.
 - xiii. Use of the device camera to take photos and/or video with the intent to distribute in an inappropriate or unethical manner.
 - xiv. Bypassing the General McLane School District web filter through a web proxy.

E. Legal Property

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- i. Plagiarism is viewed as a form of cheating and thus is a violation of the General McLane School District Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media from the Internet such as graphics, movies, music, and text.
- ii. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

B. Student Discipline

- i. All incidents involving devices will be thoroughly investigated by school administration and/or the technology department and addressed according to the current policy and procedures outlined in the Student Handbook.

C. Protecting and Storing the Device

- i. Devices will be labeled in a manner as set forth by the technology department. Student iPads can be identified in the following ways:
 - a) Record of serial numbers and correlated asset tags.
 - b) General McLane High School label.

Students will be issued a district-owned iPad for daily use in school and at home. While students will be able to utilize them for schoolwork, students should also be aware that any teacher's request regarding the use of iPads in his or her classroom must be followed. The iPad issued to each student is for that student's use only; students should not share the iPad with other students, family members, or friends.

Violations involving the use of iPads and the consequences:

Violation	Possible Consequence
Forgetting to bring iPad to class	Teacher discretion
iPad not charged	Teacher discretion
Lending iPad to another person to use	Tuesday detention
Removing the device management profile	Saturday detention
Use of the iPad to harass or embarrass another	Saturday detention/Suspension
Taking video or photos of another person without his/her consent with the iPad	Tuesday detention/Saturday detention/Suspension
Distributing video or photo of another person without his/her consent with the iPad	Saturday detention/Suspension
Deliberate damage to the iPad	Pay for damages and Saturday detention
Malicious taking possession of another student's iPad	Saturday detention/Suspension/Expulsion
Violations of the <i>GM AUP</i>	Saturday detention/Suspension/Expulsion

The iPad issued to you is the property of the General McLane School District. Students will return the issued equipment when requested by District personnel. The District reserves the right to retrieve this equipment at any time for any reason to include, but not limited to inspection, maintenance or upgrade; all equipment issued must be returned at the end of each school year. The iPad is issued in a protective case which should not be removed by students or parents. If an issue arises with the iPad, it should be reported immediately to district personnel.

Parents and students are advised to not enter personal credit card or payment information pertaining to the Apple ID created by the student with his/her GM Lancers email.

The student will return the iPad in working order, with all issued accessories, all also in working order.

Students/parents/guardians may be held financially responsible for lost or damaged equipment or accessories.

Replacement/Repair Costs:

- Lost iPad — \$400
- Stolen iPad — filing of police report and \$400
- Stolen iPad — no police report, full replacement cost
- Damaged iPad — \$125 first accidental incident
\$200 second accidental incident
\$400 each accidental incident after

If the damage is determined to be deliberate, \$400 will be charged

- Lost or damaged charging block \$10 and/or charging cable \$12
- Damaged protective case — \$40