

General McLane High School
Student and Parent Handbook

2023 - 2024



GENERAL MCLANE
S C H O O L D I S T R I C T

Mission Statement

The General McLane School District meets students where they are and empowers them to meet their full potential

www.generalmclane.net

Welcome Back

Introduction

Welcome to the 2023-2024 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 2023-2024 an enjoyable and successful school year.

Sincerely,

Daniel V. Mennow
Principal

Jason M. Keim
Assistant 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 Dr. Matthew Lane, 504 Coordinator; Michael Cannata, ADA Coordinator; or Dr. Matthew Lane, 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 2023-2024

Administration

Dr. Matthew Lane, Superintendent
Daniel V. Mennow, Principal
Jason Keim, Assistant Principal
Jamie Soboleski, Athletic Director

William Fendya, CPA, Business Manager
Dr. Steven Karns, Director of Curriculum
Michael J. Cannata, Director of Pupil Services
Sarah Grabski, Director of Communication
and Administrative Services

High School Faculty

Heather Basko, Health/PE
Nick Basko, Tech Ed.
Erin Bentley, Business Ed.
Mackenzie Bird, Biology
Diane Bremner, English
Jessica Burkey, Math
Lauren Cassano, Social Studies
Mary Anne Cousins, English
James Delsandro, Math
Monica Fritchman, Foreign Lang.
Sarah Garofalo, Nurse
Katie Gleba, Support Srv.
Megan Green, Foreign Lang.
John Guzik, English
Charles Haise, Foreign Lang.
Victoria Hansen, Math
Brenda Hertel, Guidance
Ami laquinta, Life Skills
Max Knight, Social Studies
Noah Krizanik, Transition
Ashley Lossie, English
Zach Lucas, Autistic Support
Jacob Malec, Music
Marshall McCormick, Health/ PE
Arianna McCray, Health/ PE
Jennifer Mischler, Math
Melanie Mischler, English
Spencer Nagy, Support Srv.
Brian Schulz, English
Lauren Smith, Support Srv.
Timothy Snair, Tech Ed.
William Steadman, Music
Traci Steers, Social Studies
Anna Strnisha, Social Studies

Tyler Stuyvesant, Tech Ed.
Rick Terella, Math
Alicia Terrill, Literacy Int.
Katie Thompson, Art
Jennifer Tobin, Bio/Chem
David Treusch, Physics/Math
Jeff Tyree, Guidance Counselor
Jessica Wall, Biology
Hannah Washek, Support Srv.
Betsy Weiss, Guidance
Sarah Webb, FSC
James Wells, Health/PE/DE
Bradley Wheeler, Chemistry
Kevin Wible, Social Studies
Christina Wolfe, Art
Karen Yonko, Biology
Toni Zona, Business Ed.

Office Administrative

Assistants

Courtney Behnke
Paula Loomis

Receptionist/Attendance

Kristy Marucci

School Police Officers

Scott Adams
Erin Froehlich

Library

Alicia Terrill
Shelly Kirby

Personal Care Aides

Sally Foulkrod
Tim Gruzosky
TBD
Lori Renick
Robin Robinson

Refocus Room

Jennifer Fratus
Carla Hromyak

Maintenance

Chad Chase

Custodians

Cale Schwartz
Jacinda Jones

Housekeeping

Sherri Kwiatowski
Rebecca McConnell
Maria Chalk

Cafeteria

Dan Dzara
Deanna English
Lisa Myers
Patty Sarring
Janine Weston

Education Center

Jennifer Berger, Payroll/Insurance
Kristina Sonney, Registrar
Anne Heidorn, Administrative
Specialist
Lisa Pihoda, Accounts Payable

Technology

Eran Hakanen
Jason Pero
Jeffrey Shreffler
John Stone

Support Services

Thomas Skarupski, Supervisor
Dave Cannon, Transportation
Alejandro Escalante, Food
Services Coord.
Chris Prenatt, Custodial
Services Coord.
Beth Buckholtz, Admin. Asst.
Maryann Loomis, Admin Asst.

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1. Academic Letter

At General McLane High School, we value participation and achievement in extracurricular activities, and we value academic achievement. Since student athletes have an opportunity to earn a General McLane Letter for participating in a varsity sport, we feel it is important to offer the same opportunity for students who both achieve academically and participate in non-athletic extracurricular activities.

To earn both an Academic Letter (a chenille, red and white “GM”) and a Lamp of Knowledge pin, students in grades 10, 11, and 12 must earn 10.5 points in a one year period. This one year period will be defined as the last nine weeks (or quarter) of the previous school year and the first three nine weeks (or quarters) of the current school year. Students in grade 9 must earn 8 points in the first three nine weeks (or quarters) of their freshman year. In order to earn a bar pin, students must accumulate 10.5 points in any subsequent year.

Other than quarter four Honor Roll or Principal’s Honor Roll, points do not transfer from year to year.

The Academic Letter program is maintained by the Academic Letter Committee which is composed of a member of the administration, a faculty advisor, and two grade level representatives (one male and one female) for each grade, for a total of ten members. Student committee members remain for the duration of their high school career. The ninth grade members are selected at the conclusion of their grade nine third quarter by vote of the remaining student members of the previous year. Eligible students are defined as those who earned Principal’s Honor Roll for the first three quarters of their freshman year. Additionally, when this voting occurs, the members are encouraged to vote for students who are active members in clubs and activities and are seen as leaders by their peers.

Only the eight student representatives on the committee may vote about which programs to include or remove as well as any student appeals. The appeal process should progress through the Academic Letter Committee advisor. It is inappropriate to address these topics with individual student members of the committee and should instead be accomplished in an arranged group setting of the whole.

The list of eligible clubs and activities is dynamic in nature as student interests change from year to year. If a student would like to create a new club or activity, please meet with the administration to learn those procedures. Inquiry about who currently advises each club or activity should be directed through the front office.

The following list was used for last year’s determination of Academic Letter recipients. Points were awarded as follows:

Principal’s Honor Roll	2.5	Broadway Dinner	1.0
		District Chorus	1.0
Honor Roll	2.0	English Festival	1.0
NHS	2.0	Envirothon	1.0
Musical	2.0	FBLA	1.0
Battle of the Books	1.0	LINK Crew	1.0

PJAS	1.0	Jazz Band	0.5
Principal's Cabinet	1.0	Key Club	0.5
RoboBots	1.0	Lancer Ledger	0.5
Student Council	1.0	Mandarin Club	0.5
TEAMS	1.0	Marching Band	0.5
		Model UN	0.5
Anime	0.5	Photography Club	0.5
Caring Club	0.5	Rec Bowling	0.5
Chess Club	0.5	STEM	0.5
District Jazz	0.5	Spanish Club	0.5
Diversity Club	0.5	Spring Concert Choir	0.5
French Club	0.5	Students for Christ	0.5
GM Acceptance	0.5	Vocal Jazz	0.5
Health and Wellness	0.5	Writing Club	0.5
Holiday Choir	0.5	Yearbook	0.5

Historically, students in official active leadership roles (ie. officers) in the above Clubs and Activities are awarded an extra 0.5 point value. Additionally, in Clubs and Activities that compete and advance through competition, members that advance are awarded an extra 0.5 point value for each level of advancement (ie. districts, regions, states, nationals).

Club and Activity faculty advisors report the names of active members at the end of the third quarter. Active membership is determined by each faculty advisor and, thus, inquiries about the parameters of active member status should be directed to each Club or Activity advisor.

Academic Letters are awarded in the final weeks of school each year.

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 Schedules

Regular Schedule (82 minute classes)

Period	Start Time	End Time
Period 1	8:00 a.m.	9:22 a.m.
Mentorship	9:27 a.m.	9:49 a.m.
Period 2	9:54 a.m.	11:16 a.m.
Period 3	11:21 a.m.	1:18 p.m.
Lunch A	11:21 a.m.	11:51 a.m. (Class 11:56 a.m. - 1:18 p.m.)
Lunch B	12:02 p.m.	12:32 p.m. (Class 11:21 a.m. - 12:02 p.m. / 12:37 p.m. - 1:18 p.m.)
Lunch C	12:48 p.m.	1:18 p.m. (Class 11:21 a.m. - 12:43 p.m.)
Period 4	1:23 p.m.	2:45 p.m.

Extended Mentorship (78 minute classes)

Period	Start Time	End Time
Period 1	8:00 a.m.	9:18 a.m.
Mentorship	9:23 a.m.	10:01 a.m.
Period 2	10:06 a.m.	11:24 a.m.
Period 3	11:29 a.m.	1:22 p.m.
Lunch A	11:29 a.m.	11:59 a.m. (Class 12:04 a.m. - 1:22 p.m.)
Lunch B	12:08 p.m.	12:38 p.m. (Class 11:29 a.m. - 12:08 p.m. / 12:43 p.m. - 1:22 p.m.)
Lunch C	12:52 p.m.	1:22 p.m. (Class 11:29 a.m. - 12:47 p.m.)
Period 4	1:27 p.m.	2:45 p.m.

Late Start Schedule (60 minute classes)

Period	Start Time	End Time
Period 1	10:00 a.m.	11:00 a.m.
Period 2	11:05 a.m.	12:05 p.m.
Period 3	12:10 p.m.	1:40 p.m.
Lunch A	12:10 p.m.	12:35 p.m. (Class 12:40 p.m. - 1:40 p.m.)
Lunch B	12:40 p.m.	1:05 p.m. (Class 12:10 p.m. - 12:40 p.m. / 1:10 p.m. - 1:40 p.m.)
Lunch C	1:10 p.m.	1:40 p.m. (Class 12:10 p.m. - 1:10 p.m.)
Period 4	1:45 p.m.	2:45 p.m.

End of Day Assembly Schedule (70 minute classes)

Period	Start Time	End Time
Period 1	8:00 a.m.	9:10 a.m.
Mentorship	9:15 a.m.	9:35 a.m.
Period 2	9:40 a.m.	10:50 a.m.
Period 3	10:55 a.m.	12:40 p.m.
Lunch A	10:55 a.m.	11:25 a.m. (Class 11:30 a.m. - 12:40 p.m.)
Lunch B	11:35 a.m.	12:05 p.m. (Class 10:55 a.m. - 11:30 a.m. / 12:05 p.m. - 12:40 p.m.)
Lunch C	12:10 p.m.	12:40 p.m. (Class 10:55 a.m. - 12:05 p.m.)
Period 4	12:45 p.m.	1:55 p.m.
Assembly	2:00 p.m.	2:45 p.m.

6. Book Bags

Students may use book bags to carry books to and from school; however, these book 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 our building as beverages are concerned. Students will be permitted to have beverages in the building in an approved container with a lid. 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. Food Delivery

Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, DoorDash or GrubHub. Please remember that only parents and immediate family members in the computer system can deliver food to students during the school day. This is to better ensure the security of the school as well as to minimize disruptions to the school day. Also, students are NOT allowed to leave school to get food. Students found leaving school will face disciplinary consequences. **Food delivered to students by outside delivery companies will be confiscated and made available for parent pick up for the remainder of the day. If a student opens an outside door to allow an outside food delivery, they will face disciplinary consequences for a safety violation as that creates a security risk.**

9. Cell Phones/Electronic Devices

The appropriate use of electronic devices (cell phones, digital watches, bluetooth headphones, games, music players, etc.) can provide great potential for enhanced learning opportunities for all students. However, there are many uses of electronic devices which can distract from the learning process; thus the use of electronic devices for educational purposes is permitted under the direction of the classroom teacher.

Any student who violates these provisions shall receive appropriate disciplinary action and may have his/her privileges revoked. Further, the student's electronic device may be subject to confiscation and held until a conference has been held with the student's parent(s)/guardian(s).

The following rules must be followed concerning cell phones and electronic devices:

- Electronic device (cell phone, digital watches, headphones, etc.) use in classrooms is the purview of the teachers. Unless granted advanced expressed permission by the teacher, cell phone use during instructional time is prohibited. Instructional time is considered all minutes between the beginning of class bell and end of class bell. This includes time in the mentorship period.
- Cell phone use in lieu of a school issued iPad is prohibited.
- Cell phones in the building must ALWAYS be on silent or vibrate.
- Limited personal use of electronic devices is permitted during transition times and at lunch.
- All classrooms have been equipped with cell phone holders. Teachers may request students to put their cell phones in the holder during class time. This is considered a first warning for students. Students who choose to not utilize the holder, will be in violation of the cell phone policy if they are found to be using their phone during class time.

Inappropriate use of electronic devices includes, but is not limited to the following examples:

- Placing and/or receiving a call, text message, or other communication during instructional time. Parent(s)/guardian(s) are asked to call the school for emergency situations, rather than attempting to contact their child directly during instructional time.
- The use of electronic devices in locker rooms, nursing suite, restrooms, and other areas where there is a reasonable expectation of privacy.

- Audio or video recording without advanced expressed permission from either a teacher or administrators AND the individuals who are being recorded.
- Using an electronic device in violation of other provisions of the student hand book, such as bullying, cyberbullying, cheating, violating academic integrity, harassing, or intimidating students or staff members.

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

- Cell phones, iPads, and other devices must be placed in the 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 is not in class.
- 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.

10. 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 to access 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.

11. 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 11:00 p.m. or before.
- Students are not permitted to loiter in the parking lot during high school dances.

12. 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.

13. 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	Early Childhood Education
Auto Body Repair	Electrical Engineering
Automotive Technology	Electronics
Computer Networking	Facility Maintenance
Computer Programming	Technology 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.

14. Food Services

For the 2023-2024 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.

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 the 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, is it 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 Alejandro Escalante, Food Services Coordinator, with questions regarding this service: 814-237-1033 x 2618.

15. Fundraising

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

16. 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 school year is the final report that will be sent home following the last week of school.

End of 1st Quarter: November 1, 2023

End of 2nd Quarter: January 19, 2024

End of 3rd Quarter: March 26, 2024

End of 4th Quarter: June 6, 2024

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, D and F. Letter grades will be determined by the following percentage scale:

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 65

F = 64 - 0

The minimum passing grade is 65%. A student with a grade average below 65% will not qualify for passing or earn course credit. End-of-quarter grades, including final grades will be rounded to the nearest whole percent if that rounding will impact the letter grade a student earns. The lowest percentage a student may receive at the conclusion of any quarter, regardless of course duration is 50%.

Marking periods will be weighted as follows:

a. Quarter Courses

Quarter 1	100%
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b. Semester Courses

Quarter 1	50%
Quarter 2	50%

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.

17. 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 9. A total of 28 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

18. 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 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

19. 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.

20. Hall Passes

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

21. 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.

22. 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.

23. 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, excluding Student Apprentice, Release, and/or Dual Enrollment per quarter to be eligible for the honor roll.

24. Social Media Policy

Students are responsible for appropriate behavior on the school 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. Network- filtering is in place on the school district network. All students will be required to sign the Acceptable Use Policy form found in the Addendum of this document.

25. Interscholastic 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 7th, 2023 (Fall Sports)
Friday, November 10th, 2023 (Winter Sports)
Monday, February 26th, 2024 (Spring Sports)

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

Football
Wrestling
Basketball
Track & Field
Baseball
Soccer

Girls Teams

Volleyball
Basketball
Wrestling
Track & Field
Softball
Soccer

Co-Educational

Cross Country
Golf
Cheerleading
Swimming & Diving
Unified Track

Boys Volleyball (Co-op with Fort LeBoeuf HS)

Girls Water Polo (Co-op with Fairview HS)

Girls Lacrosse (Co-op with Fairview HS)

26. Laser Pointers

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

27. Library Services

Students are encouraged to make full use of opportunities provided by our library. Resources borrowed should be returned promptly on the due date.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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 who contact their parents to go home due to an illness, without being assessed and dismissed due to illness by the nurse, will be given an unexcused absence for the day.

33. 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.

34. 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 16th.

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

35. Programs of Study

The Guidance Department of General McLane High School produces a Program of Study annually. 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.

36. 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.

37. School Police Officer

The school police officer is a full time General McLane School District employee. The SPO's duties in the district include but are not limited to, law enforcement liaison, Student Assistance Program, conflict resolution (peer mediation), safety education, bullying prevention and drug and alcohol awareness. His presence in the district enables an active approach to problems in the school and community.

38. 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.

39. 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 at the conclusion of the meeting or event.***

40. 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.

41. Snow Days

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 SwiftK12 Notification System. This system allows us to send a telephone, text, 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.

42. 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.

43. Staying After School

Students are not permitted to remain after school without permission past 3:15. 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.

44. 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.

45. 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.

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) years 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.

Tardiness to School

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:

A tardy will be considered unexcused if a written excuse by parent/guardian is not provided to the attendance office within three school days. A maximum of ten (10) excused tardies verified by parental notification shall be permitted during a school year. All tardies beyond ten (10) shall require an excuse from a doctor.

Every 4th Tardy Unexcused = One (1) hour of after school detention

10 or more Tardy Unexcused per one (1) quarter = May include exclusion from Homecoming, Prom, Dances, Extra-Curricular Activities, Sports, Parking Privileges, etc. for the remainder of the quarter.

25 or more Tardy Unexcused in one (1) year = May include exclusion from Homecoming, Prom, Dances, Extra-Curricular Activities, Sports, Parking Privileges, etc. for the remainder of the school year.

No Student may participate in afterschool activities including, athletic, band, and/or performing arts practices or games/performances if:

- **He/she does not arrive at school by 9:49 a.m.**

The only formal exception to this rule is:

- **If he/she has a valid excuse signed by a medical professional and submitted to the administration, coach, or advisor on the day of the event.**

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, by parent or nurse, 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, including work shared via schoology during the trip, 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@generalmclane.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).

46. Student Behavior Policy

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 buses, during the normal school day, and all extra-curricular activities.

Lancer Leaders

Positive office referrals are a way to recognize students for their outstanding demonstration of school-wide expectations and excellence. General McLane High School honors these students as part of the Lancer Leader initiative. Positive Office Referrals may be related to outstanding performance, improved performance, or other reasons to celebrate student success. Students receiving positive office referrals will be recognized by teachers and/or administration and communication will be sent home to celebrate student success.

School-Wide Misconduct and Response Structure

While our focus is on positive student interaction and behavior, we understand that students will engage in behaviors which may require disciplinary action by school personnel. Consequences are designed to help the student learn from their behavior and ensure that it does not happen again.

The administration has the primary responsibility for establishing and enforcing school-wide behavior expectations and supporting teachers in their efforts to maintain classroom discipline. Parents have the responsibility to be aware of the school's behavior plan and work with the school in reinforcing appropriate behavior. Communication between the school and the home must be open and supportive in both directions. Students have the responsibility to be familiar with the behavior plan defined in this handbook and to behave in a positive manner.

The misconduct and response structure includes four levels. Levels I, II, III, and IV represent a continuum of misbehaviors based on the seriousness of the action and the frequency of the occurrence. Students should avoid the behaviors listed as examples under each level, and instead, exhibit good conduct. The plan lists specific infractions in each level, followed by consequence options for those infractions. **Any or a combination of disciplinary actions may be applied.** The example misbehaviors and consequence options are not intended to be inclusive.

Level I

Level I behaviors are those that are minor and usually handled by individual staff members. These behaviors include those that impede classroom procedures and interfere with daily classroom and school operations.

Examples include, but not limited to:

- Disruptive/inappropriate behavior
- Unauthorized presence in the halls or other school areas
- Dress code infraction
- Inappropriate behavior in the hallway or cafeteria (running, shouting, throwing food, etc.)
- Tardiness to class
- Sleeping
- Electronic device policy infraction
- Abusive language, agitating others
- Inappropriate language
- Partial class cut
- Eating outside cafeteria or unauthorized areas
- Horseplay
- Failure to have or return required forms, books, library books, materials, and equipment

Examples of disciplinary options:

- Verbal redirection
- Written reflection
- Reteaching
- Seat change
- Loss of classroom privileges
- Conference with student
- Confiscation (electronic device- until end of class period)
- Contacting parents/guardian
- Conferencing with parent/guardian
- Teacher Detention
- Lunch Detention
- After school detention
- Guidance/SAP referral

Level II

Level II behaviors disrupt the learning environment of the school in frequency and/or seriousness. These infractions, often resulting from the continuation of Level I behaviors, require the intervention of administration because previous attempts to correct the behavior have not worked. Also included in this level are behaviors which do not represent a threat to the health or safety of others but are serious enough to require action by the administration.

Examples include, but not limited to:

- Extreme Level I behaviors
- Continuation of Level I behaviors
- Abusive, obscene, or disrespectful language directed at individual
- Dishonesty- Forged notes/excuses
- Unsafe bus conduct
- Violation of school attendance policies (i.e. tardiness, truancy, leaving school without permission, cutting class, unexcused absences)
- Failure to serve obligations (detention) within a reasonable time
- Bullying/Cyberbullying
- Insubordination and open defiance of authority
- Theft
- Inappropriate use of electronic device
- Safety violation- including food delivery and/or opening door for others
- Unauthorized publication or posting of photographs/videos of others
- Possession/use of tobacco and/or electronic cigarette

Examples of disciplinary options:

- Verbal redirection/reteach by principal
- Conferencing with the Student
- Lunch Detention
- After School Detention
- Contact parents/guardian
- Conferencing with parents/guardian
- Guidance/SAP referral
- Loss of privileges; may include extracurricular activities, parking, and participation in special events
- Restitution
- Saturday Detention
- Confiscation
- In-school suspension
- Out of school suspension

Level III

Level III behaviors disrupt the learning environment of the school in frequency and/or seriousness. Level III behaviors also include those directed against people or property, including those whose consequences could endanger the health or safety of others in the school.

Examples include, but not limited to:

- Continuation of or extreme Level II behaviors
- Vandalism
- Continued violation of school attendance policies (i.e. tardiness, truancy, leaving school without permission, cutting class, unexcused absences)
- Fighting
- Gross disrespect to staff
- Trespassing
- Threatening/Intimidating others
- Hazing
- Bullying/cyberbullying
- Destruction of the property of others
- Lewdness
- Harassment
- Possession of laser pointers
- Inappropriate use of electronic devices
- Theft
- Minor Altercation

Examples of disciplinary options:

- After-School Detention
- Saturday Detention
- Confiscation
- In-School suspension
- Temporary removal from class
- Loss of privileges; may include extracurriculars, parking, and participation in special events
- Referral to police or district magistrate
- Guidance/SAP referral
- Out of school suspension
- Restitution
- Referral for drug & alcohol evaluation
- Expulsion/Alternative Education Placement

Level IV

Level IV behaviors disrupt the learning environment of the school in frequency and/or seriousness. Level III behaviors also include those directed against people or property, including those which could pose a threat to the health or safety of others in the school.

Examples include, but not limited to:

- Continuation of or extreme Level III misconduct
- Fighting- Multiple
- Bomb threat or threatening phone calls
- Possession/use/transfer of dangerous weapons
- Assault
- Theft or possession/sale of stolen property
- Hacking or tampering with the network/computers
- Inappropriate use of electronic devices
- Transfer/sale/possession/purchase/use or under the influence of unauthorized substances, e.g. drugs, alcohol, or drug paraphernalia,
- Disorderly conduct
- Reckless driving or speeding on school property
- Terroristic threats
- Terroristic acts
- Repeated incidents of bullying/cyberbullying

Examples of disciplinary options:

- Confiscation
- In-school suspension
- Out-of-school suspension
- Restitution for damages
- Expulsion/Alternative Education Placement
- Referral to police or district magistrate

Cheating/Plagiarism

Academic Dishonesty includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized use of artificial intelligence (ChatGPT), having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. The person who gives another person answers on an exam, or writes a paper for another student, is equally guilty of academic dishonesty with the person for whom the answers or papers are provided. Communicating answers to another student (unless authorized to do so by a teacher) or committing other fraudulent acts is prohibited either in person, in writing, via computer, phone or other electronic device.

Plagiarism is the presenting of ideas or statements of another writer or creator without crediting the original source. Plagiarism is theft, even when it is unintentional. Plagiarism can occur in several ways. A writer commits plagiarism if he or she quotes a source without using quotation marks, or paraphrases a source without giving credit. Plagiarism also occurs when a writer summarizes a source's ideas or observations without giving credit to the source. Examples of various types of plagiarism include, but are not limited to, the following:

- Stealing, borrowing, buying, or copying another person's work (i.e. homework, reports, takehome exams, tests, research papers, music, art, etc.)
- Failure to cite a direct quotation
- Failure to cite a paraphrased passage
- Failure to provide a complete bibliography

Substituting a few words of a direct quotation and calling this “paraphrasing” still constitutes plagiarism because most of the words remain the words of the source. Plagiarism must be avoided when researching. Students must learn to give credit to their sources, as well as to themselves.

Adhering to the School-Wide Misconduct and Response Structure is the responsibility of both students and staff. Acts of academic dishonesty and/or plagiarism will be dealt with severely.

There should be clear, objective evidence that plagiarism or academic dishonesty has occurred. If there is reasonable suspicion of plagiarism or academic dishonesty, but no physical evidence, the teacher should check the bibliography or have the student summarize the work under different conditions. Any student suspected of plagiarism may be required to produce the sources in question.

The teacher should complete a disciplinary referral, clearly documenting the violation. Evidence of the possible violation of the policy must accompany the referral form.

The consequences for acts of academic dishonesty or plagiarism include the following:

- Conference with the student
- Notification of parent(s)/guardian(s), faculty member involved, and building principal
- Disciplinary referral to the building administrator
- Incidents of academic dishonesty within a course will follow a progressive academic consequences system:
 - For a first offense, the student will be required to redo the paper, project, or assignment for a maximum of half-credit. Should the student fail to complete the assignment, he/she will receive a zero.
 - Subsequent offenses of academic dishonesty will result in the lowering of the marking period grade by ten (10) percentage points per offense.
- Incidents of academic dishonesty within a given year will follow a progressive disciplinary system:
 - For a first offense, the student will be assigned an after-school detention.
 - For the second offense, the student will be assigned a Saturday detention.
 - The third and subsequent offenses of academic dishonesty will result in a minimum of one (1) day of in-school suspension up to ten (10) days of out of school suspension.

47. Student Council & Class Officers

Student Council Officers

	<u>Class of 2024</u>	<u>Class of 2025</u>
President	Ellah Beachly	Owen Eisert
Vice President	Peter Alberti	Kasey Ramey
Treasurer	Owen McMullen	Isabella Williams
Secretary	Ian Salisbury	Jane Howard
	<u>Class of 2026</u>	
President	Abbie Gula	
Vice President	Emma Walker	
Treasurer	Whitney Troyer	
Secretary	Ella Crouse	

48. Student Dress Code

Purpose:

The General McLane High School dress code will provide students with guidelines for dressing in a comfortable manner appropriate for a typical school day. We believe students should not be made to feel shame or embarrassment based on what they are wearing. We believe students should not be taken out of class and miss instruction to be asked to change their clothes. We also believe that the dress code should not conflict with the wearing of religious, cultural, or social clothing or that it should not cause undue financial burden to a family. We believe that the dress code should reflect the tenets of the General McLane School District Mission Statement; likewise, our dress code will reflect our commitment to our District Core Values.

What to wear:

- Bottoms
- Tops
- Shoes
- Clothing that covers the buttocks and private areas with opaque material

What you may wear:

- Hoodies (hood down)
- Leggings, yoga pants, sweatpants, shorts, skirts, pants; ripped jeans as long as undergarments are not exposed
- Dresses
- Pajamas

What you may not wear:

- Hats
- Hood covering head
- Clothing depicting violence, violent or vulgar language
- Images or drug- or alcohol-related language
- Hate speech, profanity, pornography
- Images or language that initiates hostility or intimidation of any protected class
- Visible undergarments; swimwear
- Sunglasses
- Blankets

Enforcement:

Teachers will be asked to report the administration the name of a student out of compliance with the dress code. If a teacher does not know the student's identity, a description of the student, area of the school, or classroom entering/exiting should be provided.

Teachers should directly address students wearing sunglasses, hoods or hats, and blankets. Students who fail to comply with a teacher's request will be subject to disciplinary consequences.

The administration reserves the right to change or update this dress code as deemed necessary. Likewise, the interpretation of what constitutes a violation will be left to the administration.

49. 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 facing West. 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 driver's license and vehicle registration for all vehicles to be driven to school. Permits for the 2023-2024 school year are \$5. 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.

50. Student Information Forms

Each year a Student Information Form must be completed fully and submitted to the General McLane High School. This year parents/guardians will complete the student information form via the PowerSchool portal. Parents should verify the information and make any corrections or changes before submitting.

Our students, educational programs, school events, and community-oriented activities are sometimes made the subject of recording by video tapes, audiotape, photography or the like for use as instructional and informational tools. The district will allow students to be recorded, interviewed, and/or photographed for legitimate public purposes. Throughout the school year students may be interviewed, and/or photographed by newspapers, television stations, and district communication office personnel or their designees and these items may be publicly displayed. We will permit this to occur unless parents have placed a written objection on record with the school principal. Any written objections must be filed at the beginning of the school year. If parents do not file a written objection, their silence will serve as implied consent.

51. 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.

52. 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.

53. Messages

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

54. Office 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 lunch and passing time, or at the discretion of classroom teachers as listed in the Cell Phones/Electronic Devices section of the handbook.

55. Terroristic Threats

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.

56. 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.

57. 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 ensure 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 for 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.

58. 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 information leading to the arrest and conviction of any person or persons violating the above referenced provisions of law.

59. Visitors

For the 2023-2024 School year, visitors will only be permitted by appointment. Visitors must report to the main office to sign in and bring identification to be entered into the visitor management system.

60. 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.

61. 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.

62. Website

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

63. 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 lifestyle choices while providing educational opportunities.

64. Homeless Students

The McKinney-Vento Homeless Education Assistance Act ensures the educational rights and protections of homeless children and youth so that they may enroll in school, attend regularly, and be successful. The legislation requires a local homeless education liaison in every school district to assist children and unaccompanied youth in their efforts to attend school. This act guarantees homeless children and youth the following:

- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment.
- The right to attend school in his/her school of origin or in the school in the attendance area where the family or youth is currently residing.
- The right to receive transportation to his/her school of origin.
- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services.
- The right to an “equal playing field” and the removal of all barriers to receiving educational services.
- The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.
- The posting of homeless students’ rights in all schools and other places around the community.

The McKinney-Vento Homeless Assistance Act defines homeless children and youths as those who lack a fixed, regular, and adequate nighttime residence. The law provides several examples of situations that meet the definition. This includes children and youths: Sharing housing due to a loss of housing, economic hardship, or a similar reason; Living in hotels, motels, trailer parks, or camping grounds due to a lack of alternative adequate housing; Living in emergency or transitional shelters; Abandoned in hospitals; "Unaccompanied homeless youth," including any child who is "not in the physical custody of a parent or guardian," including youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason; Living in a public or private place not designated for, or normally used as, a regular sleeping accommodation for human beings; Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar places; and/or living in one of the above circumstances and who are migratory.

Further, unaccompanied youth are also considered experiencing homelessness. An unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.

The General McLane School District homeless education liaison is Director of Communications and Administrative Services Mrs. Sarah Grabski. Please see more information about this topic here. Families and students that would like further information on this, have questions or are in need of assistance in this regard may contact him at 814-273-1033 ext. 5901.

For more information on students experiencing homelessness, including definitions, [please use this link.](#)

COMMUNITY RESOURCES

Additionally, General McLane School District works with numerous community organizations to create and foster partnerships to help students and families in

need that might be experiencing homelessness. Please see the following highlighted resources and/or reach out to Mrs. Grabski for a full list of resources:

- **Edinboro Food Pantry**, 150 South Perry Lane, Edinboro, PA 16412, 814-732-3663 (FOOD). **Help/assistance provided:** The Edinboro Food Pantry is an individual site that distributes boxes or bags of food directly to those in need. A food pantry is a member agency of, and obtains food from, a food bank. <https://www.edinborofoodpantry.com/> Open: Thursdays, 11 a.m. to 4:30 p.m.
- **Boro Women & Family Services**, 108 High St., Edinboro, PA 16412, 814-734-4237. **Help/assistance provided:** Boro Women & Family Services is dedicated to “Providing Resources And Support To Individuals & Families In Crisis” Rest assured that all services are free and completely confidential. <http://www.borowomenservices.com/>
- **St. Francis Xavier Parish Food Pantry**, 8880 W. Main St., McKean, PA 16426, 814-476-7657, **Help/assistance provided:** Food provided for families in need. <https://www.stfrancisxaviermckean.org/Food-Pantry.html> Open: Every Friday, or anytime by request.

CHILD CARE RESOURCES: Please see [this attached list of child care providers](#) in the Edinboro and McKean areas.

For additional help: Early Learning Resource Center, Region 1: Crawford, Erie, Mercer, Venango counties; [3823 W. 12th Street, Erie, PA 16505](#), 814-836-5898

MEDICAL RESOURCES: Please see the [attached list of doctors and dentists](#) that have partnerships with GMSD.

65. 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. Appointments for work permits can be made by emailing Paula Loomis, Guidance Secretary, at paulaloomis@generalmclane.org.

GMSD Acceptable Use Policy (815)

1. Acceptable Use Policy ([Board Policy 815](#)):

- a. **Overview:** The Acceptable Use Policy as adopted by the General McLane Board of Directors is intended to maintain GMSD's established culture of openness, trust and integrity. GMSD is committed, through the restrictions imposed in the policy, to protecting GMSD and its students and employees from illegal or damaging actions by individuals, either knowingly or unknowingly, using the computer and other electronic systems of GMSD. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, File Transfer Protocol (FTP), and voicemail systems (hereinafter the "Information Systems") are the property of GMSD. Information Systems shall not include personally owned computers used to access GMSD's website or other Information Systems over the Internet. These systems are to be used for business purposes in serving the needs of GMSD and its students, faculty and community in the course of normal school operations. **It is the responsibility of every user of the Information Systems to know these guidelines, and to conduct his or her activities accordingly.** To ensure enforcement of this policy, the district shall monitor the use of technology resources through direct supervision, monitoring Internet use history, or other software and hardware tools.
- b. **Scope:** This policy applies to all use of Information Systems, including use by students, employees, consultants, temporary employees, other workers at GMSD, including all personnel affiliated with third parties, volunteers, and all other individuals who might have access to Information Systems of GMSD (hereinafter "Users"). This policy applies to all Information Systems whether owned or leased by GMSD and restricts the use of Information Systems to Users authorized by GMSD.
- c. **Purpose:** The purpose of the policy is to outline the acceptable use of the Information Systems at GMSD. These rules are in place to protect the students, employees, and GMSD. Inappropriate use exposes GMSD to risks including virus attacks, compromise of the Information Systems, and legal issues related to unauthorized use, inappropriate use or information disclosure. GMSD strives to maintain a school atmosphere and workplace free of harassment and sensitive to the diversity of its students and employees. Therefore, GMSD prohibits the use of the Information Systems in ways that are unauthorized, including those that are disruptive, offensive to others or harmful to morale.
- d. **Policy:**
 - i. **Administrative Regulations and Review:** The Superintendent, in cooperation with other appropriate administrators, may in his/her discretion develop administrative regulations to implement this policy. The Superintendent, in cooperation with other appropriate administrators, shall review this policy and the administrative regulations promulgated hereunder at reasonable intervals, make appropriate revisions to the administrative regulations and recommend necessary revisions of this policy to the Board.
 - ii. **Internet Usage Safety and Technology:** The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law, or for accessing obscene or sexually explicit materials, child pornography or materials that are harmful to minors. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults from certain visual depictions that are obscene, child pornography, material that is harmful to minors, or material that is determined by the Board to be inappropriate for use by minors.
 2. Maintaining and securing a usage log.
 3. Monitoring online activity of minors.
- iii. **Education:** The Superintendent or designee shall be responsible for recommending courses regarding the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and appropriate response.
- iv. **General Use and Ownership:**
1. While GMSD desires to provide a reasonable level of privacy, Users should be aware that the data in any form which they create or receive on the Information Systems remains the property of GMSD. There is no expected right of privacy with respect to any data composed, sent or received through, or stored in, the Information Systems.
 2. Authorized Users are responsible for exercising good judgment regarding the reasonableness of any personal use. However, Users must comply with the administrative regulations, and if there is any uncertainty, each User should consult his or her supervisor, manager or teacher. No Information Systems use shall be permitted if it violates the provisions of this policy or the administrative regulations as to use, content or purpose.
 3. For security and maintenance purposes, authorized individuals within GMSD may monitor equipment, systems, and network traffic, and content at any time.
 4. GMSD reserves the right to audit networks and all Information Systems and the content thereon on a periodic basis to ensure compliance with this policy.
 5. The Information Systems at all times remain the property of GMSD. As such, GMSD reserves the right to monitor internet and voicemail traffic, and retrieve and read any information composed, sent or received through, and stored in, the Information Systems.
 6. GMSD reserves the right to replicate, and when appropriate purge, all digitally stored information in accordance with GMSD's Record Retention Policy, Board policy No. 800.
 7. Information that is composed, transmitted, accessed, or received via the Information Systems shall not include content that could be considered inflammatory, discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any User or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious beliefs, national origin, disability, or any other characteristic protected by law.
 8. All information that is composed, transmitted or received via the Information Systems is considered to be part of the official records of GMSD and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, Users are responsible to ensure that the information contained in email and voicemail messages and other transmissions is accurate, appropriate, ethical, lawful, school-related, and consistent with this policy and the administrative regulations.

9. GMSD accounts shall be used only by the authorized owner of the account for its approved purpose. Users of the Information Systems shall respect the privacy of other Users of the Information Systems.
 10. Any User identified as a security risk or having a history of problems with other computer systems may be denied access to any part of or all of the Information Systems.
 11. Any User who receives any threatening or unwelcome communication shall report such communication immediately to a teacher or administrator.[5][7]
 12. Any GMSD computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software. Filtering may be disabled for adults engaged in bona fide research or other lawful purposes
- v. **Unacceptable Use of Information Systems:** The following activities are, in general, prohibited. Certain Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances are Users authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the Information Systems. The list below is by no means exhaustive, but is intended to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or entity protected by copyright, trademark, trade name, trade secret, patent or other intellectual property, laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not approved and licensed for use by GMSD, subject to the exception for "fair use" as may be explained in GMSD's Fair Use Policy. This includes reproducing software for use on more than one (1) computer when GMSD is not licensed to do so by the software developer or supplier.
2. The copying or transmission of any copyrighted material, without the prior written authorization of the owner and then only with recognition and credit to the holder of the copyright protection, subject to the exception for "fair use" as may be explained in GMSD's Fair Use Policy. Examples of the unauthorized use of copyrighted material include, but are not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, the transmission or copying of copyrighted music, and the installation of any copyrighted software for which GMSD or the end user does not have an active license. If a User did not create material, does not own the rights to it, or has not secured authorization for its use, it may not be transmitted through or placed on the Information Systems. The installation of any software on GMSD Information Systems without the prior approval of GMSD is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Allowing use of a GMSD User account or GMSD assigned computer by unauthorized Users. This means that you may not let your family, other household members and/or friends use your GMSD account or your GMSD assigned computer.

6. Using the Information Systems to engage in procuring or transmitting material that is in violation of sexual harassment, discrimination laws, including but not limited to laws respecting hostile workplace conditions.[10][11]
7. Making offers of products, items, or services originating from any GMSD account or utilizing GMSD Information Systems without the prior approval of GMSD.
8. Accessing, displaying or transmitting sexually explicit images, messages, cartoons, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, defamation, or showing disrespect for others.
9. Engaging in unauthorized transactions that may incur a cost to GMSD or initiate unwanted internet services, transmissions or voicemail traffic. GMSD shall not be responsible for any unauthorized charges or fees resulting from access to the Information Systems.
10. Attempting to gain unauthorized access into a computer or other Information System of another organization or person.
11. Passing off personal views as representing those of GMSD.
12. Sending unsolicited email or voicemail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
13. Any form of harassment via email, telephone or paging, whether through language, frequency, or length of messages.
14. Unauthorized use, or forging, of e-mail header information.
15. Solicitation of e-mail for any e-mail address, other than the poster's account, without the prior approval of that account holder.
16. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
17. Use of unsolicited e-mail originating from within the Information Systems of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by GMSD or connected via the Information Systems of GMSD.
18. Posting the same or similar nonschool-related messages to large numbers of Usenet newsgroups, email list-servs and/or e-mail groups (newsgroup spam).
19. Unauthorized use of e-mail or voicemail to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonschool matters.
20. Any use of the Information Systems of GMSD which is prohibited in the administrative regulations promulgated from time to time pursuant to this policy, or is unlawful under any applicable federal or state law or regulation.
21. Bullying/Cyberbullying.
22. Intentional obtaining or modifying of files, passwords, and data belonging to other Users.
23. Impersonation of another User, anonymous use, and/or the use of pseudonyms.
24. Disruption of the work of other Users.
25. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
26. Users shall not reveal their passwords to another individual.
27. Users are not to use Information Systems that have been logged in under another User's name.
28. Users shall not reveal personal information to any other individual on the Information Systems.

29. Access by students and minors to material that is harmful to minors or is determined to be inappropriate for minors in accordance with Board policy
- e. **Enforcement:** Any User who has used the Information Systems without authorization or for an unauthorized purpose, or is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, suspension or expulsion from school, denial of access to school premises and property, as well as the possibility of facing applicable criminal charges as per appropriate local, state, and federal statutes. Users shall be responsible for damages to the Information Systems resulting from deliberate or willful acts.

GMSD iPad Policies & Procedures

- 1. iPad Mission:** The General McLane iPad initiative is designed to:
- Allow students to use the tools in school that they will encounter outside of school.
 - Facilitate more active engagement in finding and using information more efficiently.
 - Move students and teachers through the SAMR model of technology use: from Substitution to Augmentation to Modification to Redefinition
 - To facilitate a higher level of student engagement in all aspects of learning.
 - To facilitate a higher level of differentiated instruction, meeting students where they are.
 - Teach students to act in a manner that is consistent with good digital citizenship.
- 2. Everyday Care:** Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the classroom teacher for an evaluation of the equipment.
- a. **General Precautions**
1. The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
 2. Cords and cables must be inserted carefully into the iPad to prevent damage.
 3. The iPad and the case must remain free of any writing, drawings, stickers, and labels that are not the property of GMSD.
 4. The iPad must never be left in an unattended or unsupervised area.
 5. Students are responsible for keeping their iPad's battery charged for school each day.
 6. Students must keep their iPad in the protective case, provided by the school, at all times.
- b. **Carrying iPad**
1. The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads must always be within the protective case. Avoid bumping the iPad.
- c. **Screen Care**
1. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - i. Do not lean on the top of the iPad when it is open or closed.
 - ii. Do not place anything near the iPad that could put pressure on the screen.

- iii. Be mindful of your belongings and the iPad in the book bag. Items within the book bag can potentially damage the iPad.
- iv. Do not place anything in the carrying case that will press against the cover
- v. Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.

3. Use at School: iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of GMSD. Therefore, school staff and administration have the right to check any material stored on a student's iPad at any time.

Charging: Students must fully charge their iPad every night. iPads must be fully charged at the start of each school day.

a. Screensavers/Backgrounds:

1. Inappropriate media may not be used as a screensaver or background photo.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
3. Passcode lock number should be the last four digits of the student's ID number and should be kept confidential.

b. Sound/Music/Games:

1. Music is not allowed on the iPad, unless permission is given by the teacher.
2. Internet games are not allowed on the iPads. If game apps are installed, it will be with General McLane School District staff approval.
3. All software/apps must be district provided. Data storage will be through apps on the iPad and email to a server location.

4. Managing your files and saving your work:

- a. **Saving Your Work:** The iPad has limited storage capabilities. Students should use their General McLane OneDrive account to complete and save their work. Work that was not started in OneDrive should be uploaded and saved to the OneDrive account.
- b. **Network Connectivity:** GMSD makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5. Software:

- a. **Originally Installed Software:** The software/apps originally installed by GMSD must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of the iPads will be made to ensure that students have not removed required apps.
- b. **Additional Software:** Students are not allowed to load extra software/apps on their iPads. GMSD will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads to their assigned iPad to include home syncing accounts.
- c. **Inspection:** Students may be selected at random to provide their iPad for inspection, including all materials present on the iPad.
- d. **Re-image:** In the event of a software issue, students should notify their teacher. The iPad may need to be re-imaged. Re-imaging will restore the default applications and settings. Any work not saved in the student's OneDrive Account may be lost.
- e. **Software upgrades:** Upgrade versions of licensed software/apps are available from time to time. Upgrades will be handled by school personnel. Students are not to upgrade software on their device.

f.

6. Protecting and Storing your iPad

- a. **iPad Identification:** Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:
 1. Record of serial numbers and correlated asset tag.
 2. School Label with student name and graduating class.
- b. **Storing your iPad:** When students are not using their iPads, they should be kept with the student. Students will store iPads in designated areas (when not needed).
- c. **Left in Unsupervised areas:** Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms and lockers, and hallways. Any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

I. iPad Use Agreement and Student Pledge for iPad Use

1. All students and parents must read and complete the iPad Use Agreement and Student Pledge for iPad Use at the beginning of each school year to indicate that you have read and will comply with all policies and procedures within the above document.
2. The student pledge for iPad use is:
 - I will use my iPad in ways that are appropriate, meet General McLane School District expectations, and are educational.
 - I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
 - I understand that my iPad is subject to inspection at any time without notice and remains the property of General McLane School District.
 - I will take good care of my iPad.
 - I will never leave my iPad unattended.
 - I will never loan out my iPad to other individuals.
 - I will know where my iPad is at all times.
 - I will charge my iPad's battery daily.
 - I will keep food and beverages away from my iPad since they may cause damage to the device.
 - I will not use of the iPad camera to take and/or distribute inappropriate or unethical material
 - I will not disassemble any part of my iPad or attempt any repairs.
 - I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from the case provided by General McLane School District.
 - I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.
 - I will not deface the serial number iPad sticker on any iPad.

- I will be responsible for all damages or loss caused by neglect or abuse.
 - I agree to the stipulations set forth in the JWPMS iPad Policy and Procedures, the student handbook, the District Acceptable Use Policy, and the Student Pledge for iPad Use.
3. Individual school iPads and accessories must be returned to GMSD at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at GMSD for any reason must return their individual school iPad on the date of termination.

Student Name: _____

Teacher (If Applicable): _____

GMSD iPad Use Agreement Form, Student Pledge for Use & Equipment Return Agreement - 2023-2024

The undersigned understands that the iPad issued to your child is the property of the General McLane School District and further agrees that they 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 must be returned at the end of each school year. The iPad is issued in a protective case which should not be removed. If an issue arises with the iPad, it should be reported immediately to district personnel.

Parents and students are not permitted to enter personal credit card or payment information or a personal Apple ID for downloading applications or music. All necessary applications will be available to download in the district self-service portal.

The student will return the iPad in working order, with all issued accessories, all also in working order. The accepted definition of working order is as follows: the state or condition of being operational or of functioning acceptably. Students/parents/guardians may be held financially responsible for lost or damaged equipment or accessories. Degree of damage and financial responsibility will be determined by inspection of equipment at the discretion of the Technology Supervisor and the Business Manager, and the building Principal will determine neglect or disregard versus normal wear and tear.

Replacement/Repair Costs:

- Damaged iPad — \$125 first accidental incident, \$200 second accidental incident, \$400 each accidental incident after
- Lost or Stolen iPad — \$400
- Lost or damaged charging block \$10 and/or charging cable \$12
- Damaged protective case — \$40

***If damage to iPad is determined to be deliberate, the student/parent will be charged \$400.*

I, _____, agree that my student and I have read and will comply with all policies and procedures
(parent/guardian) within the "GMSD iPad Policies and Procedures" document. I understand the replacement/repair costs and my responsibility as outlined above.

Equipment Issued to Student (initial what was given to your child): _____ iPad _____ Power Adapter/Cable _____ Protective Case

Student Name (printed): _____

Signature: _____

Parent Name (printed): _____

Signature: _____

Date: _____

Student Name: _____ **Teacher (If Applicable):** _____

2023-24 Student Handbook and Acceptable Use Policy Review Statement

Each student and parent is required to read and sign the Student Handbook and Acceptable Use Policy Review Statement at the beginning of the school year. You may access the Student Handbook for the student's school on the school district's web site (www.generalmclane.net).

Once you have accessed the Student Handbook, please read and discuss the information with your child. After reading and discussing the information, please sign the following statement and return it to your child's homeroom teacher:

Student User Agreement:

I have read, understand and will abide by the procedures and Acceptable Information Systems Use Policy and Administrative Regulations for independent access to the Information Systems of General McLane School District. I further understand that any violation of any provisions of the Acceptable Information Systems Use Policy will not be tolerated. Should I commit any violation, my access privileges may be revoked and General McLane School District may take disciplinary and/or appropriate legal action against me. In consideration for the privilege of using the Information Systems and in consideration for having access to the information contained therein, I hereby accept responsibility for my actions while using the Information System, including any harm to me or others resulting from my use of the Information Systems.

Student Name (Please Print): _____

Date: _____

Student Signature: _____

Date: _____

Parent or Guardian Consent for Independent Use:

As the parent or guardian of the student signing above, I have read and understand the Acceptable Information Systems Use Policy and Administrative Regulations for independent use of the Information Systems established by the General McLane School District. I grant permission for my son or daughter to access the Information Systems. I understand and agree that individuals and families may be held liable for violations of the law or this Policy while using the Information Systems. I understand that some materials on the Internet may be objectionable, and I accept responsibility for the guidance of my son or daughter with respect to Internet use, including setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information or media. I agree to accept full responsibility for my son or daughter's selection, sharing, or exploration of information or media while using the Information Systems and, hereby release and agree to hold General McLane School District harmless from any and all claims or damages of any nature arising from the access, use, or inability to access or use, the Information Systems by my son or daughter.

Parent or Guardian Name (Please Print): _____

Date: _____

Parent or Guardian Signature: _____

Date: _____

2023-24 Photo and Video Authorization and Consent

Our students, educational programs, school events, and community-oriented activities are sometimes made the subject of recording by video tapes, audiotape, photography or the like for use as instructional and informational tools. The district will allow students to be recorded, interviewed, and/or photographed for legitimate public purposes. Throughout the school year students may be interviewed, and/or photographed by newspapers, television stations, and district communication office personnel or their designees and these items may be publicly displayed. We will permit this to occur unless parents have placed a written objection on record with the school principal. Any written objections must be filed at the beginning of the school year. If parents do not file a written objection, their silence will serve as implied consent.

Student Signature: _____

Date: _____

As a parent of a General McLane student, I/we hereby consent to our child being included in photos and videos that will be posted as set forth above.

Parent/Guardian Signature: _____

Date: _____