

Lebanon High School

Student Handbook



Lebanon High School Information,
Communication, and Support for Parents,
Students and the Community.

2023 – 2024 School Year

Lebanon High School
1000 South 8th Street
Lebanon, PA 17042

Website: www.lebanonsd.org
Twitter: @LebanonHSCedars
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Welcome to Lebanon High School

Dear Students and Parents,

Welcome to Lebanon High School! This student handbook is designed to inform the student body and parents of policies, procedures, and expectations of Lebanon High School. These policies are designed to ensure a safe and productive learning environment. Additional information regarding the policies of the Lebanon School District can be found by accessing the Lebanon School District website at www.lebanonsd.org.

Lebanon High School Administration and Staff would like to welcome back all students for the 2023 - 2024 School Year! Our number one focus for this school year is to increase the level of student engagement in the classroom, school activities, and school community. Lebanon High School is undergoing a transformation to Career Academies to allow students to select experience career-relevant learning, begin preparing for post-secondary education and experience community-based learning opportunities. As educators, we believe that all students should be prepared to do at least one of the following listed below after graduating from Lebanon High School:

- **Enlistment:** Enlist in one of our military branches
- **Enrollment:** Enroll in postsecondary education
- **Employment:** Be employed in a full-time job that has family sustaining salary

Throughout the year, there will be opportunities for family members to be part of College and Career Planning, as well as Family Engagement. We hope that you will engage in our planning process to provide the most competitive education opportunities in this area!

Best wishes for a successful and enjoyable school year.

GO CEDARS!

Sincerely,



Dr. Nordall
Principal

Lebanon School District Leadership

Lebanon High School

Principal	Robert Nordall, Ed.D. rnordall@lebanon.k12.pa.us
Assistant Principal (11 th / 12 th Grade)	Dave Bentz dbentz@lebanon.k12.pa.us
Assistant Principal (10 th Grade)	Ralph Heister rheister@lebanon.k12.pa.us
Assistant Principal (9 th Grade)	Amanda Rhinier arhinier@lebanon.k12.pa.us
Director of Athletics	Carlos Sanchez csanchez@lebanon.k12.pa.us

District Administration

Superintendent	Arthur Abrom, Ed.D.
Asst. to the Superintendent for Director of Human Resources	Josh Coatsworth
Asst. to the Superintendent for Secondary Teaching & Learning	Nicole Malinoski, Ed.D.
Elementary Director of Teaching & Learning	Dawn Connelly
Director of Special Education & Student Services	Jessica Evans
Director of English Language Development & Student Services	Amber Abreu
Chief Information Officer	Shawn Canady
Business Director	Kelly Herr

School Counselors

Last Name A-C	Karl Liedtka kliedtka@lebanon.k12.pa.us
Last Name D - L	Kathy Kline Grove kkgrove@lebanon.k12.pa.us
Last Name M - Ri	Christine Wolfe cwolfe@lebanon.k12.pa.us
Last Name Ro - Z	Steph Hock shock@lebanon.k12.pa.us

Academic Expectations

Mission, Vision and Goal

Mission Statement

Building on our tradition of educational excellence, the mission of the Lebanon School District is to challenge students to continually develop their skills as lifelong learners and responsible citizens.

Vision Statement

The Lebanon School District will provide an educational experience that will optimize success for all students. We will honor best practices in teaching and learning so that all students learn at high levels. Our graduates will rely on the foundation of their K-12 education as they set their own goals. Our children will be confident, skilled communicators who are prepared to compete both academically and socially in the world beyond high school. They will be active citizens who contribute in both local and global communities. Lebanon School District graduates will rely on their strong sense of character, enabling them to make ethical decisions in an ever-changing world.

Goal

H.O.P.E. – Help One Person Every Day

Student achievement is our goal. Our number one indicator is for all of our students to have the necessary experiences to develop the knowledge and skills for their chosen career path.

Core Beliefs

Regarding Student Learning:

- We believe all students should be able to demonstrate at least a year's academic growth in a year's time, evident through ongoing assessment data.
- We believe that nearly all students can achieve, reaching proficiency or advanced levels on annual state assessments.
- We believe that it is our shared responsibility as a community to provide the necessary time and resources to ensure that all students achieve.
- We believe in the education of the whole child, understanding that the development of intellect and character are essential to our community and country.

Regarding Relationships among Stakeholders:

- We believe that our schools should be welcoming places that encourage family and community involvement.
- We believe that the community and our schools share the responsibility of building the developmental assets in our children and that working together we can positively impact the future.
- We believe that stakeholders in our learning community will conduct themselves with respect and with the students' best interests in mind.

Graduation Requirements

In order to graduate from Lebanon High School a student must satisfy the following requirements:

1. Each student will select a minimum of 8.0 credits each school year.
2. Each student will be enrolled for a minimum of four years. Refer to policy #217 regarding early graduation. The formal graduation ceremony and recognition will take place at the end of the academic year.
3. Each student will earn at least 24.0 credits during their years of attendance at LHS.
4. All students must pass the following to meet the minimum graduation requirement:

English	4.0 Credits
Social Studies	3.0 Credits
Mathematics	3.0 Credits
Science	3.0 Credits
Physical Education	1.0 Credits
Health	1.0 Credit
Career Pathways / Humanities	3.0 Credits
Electives (Credits of choice)	6.0 Credits
TOTAL CREDITS	24.0 Credits

5. All students must successfully complete a Career Development Portfolio as a requirement for graduation. The Portfolio is the culmination of career development activities completed over the four years of high school concluding in a written Career Plan. Students identify their future career pathway in response to research and activities as defined by the Lebanon High School administration.
6. All students will be required to meet the requirements established in Act 158 of 2018, that included the following:
 - **Keystone Proficiency Pathway:** Scoring proficient or advanced on each Keystone Exam – Algebra 1, Literature, and Biology
 - **Keystone Composite Pathway:** Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than a basic score on the remaining two). The passing composite score is 4452.
 - **Alternate Assessment Pathway:** Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency **and** one of the following:
 - Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB);
 - Gold Level on the ACT WorkKeys Assessment;
 - Attainment of an established score on an Advanced Placement Program or an International Baccalaureate Diploma Program exam in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score;
 - Successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score;
 - Successful completion of a pre-apprenticeship program; or
 - Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.
 - **Evidence Based Pathway:** Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student’s goals and career plans, including
 - One of the following:
 - Attainment of an established score on the ACT WorkKeys assessment, a SAT subject test, an Advanced Placement Program Exam, or an International Baccalaureate Diploma Program Exam;
 - Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework;
 - Attainment of an industry-recognized credential; or

- Successful completion of a concurrent enrollment or postsecondary course; and
- Two additional pieces of evidence, including one or more of the options listed above, or: satisfactory completion of a service-learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.
- **CTE Pathway:** For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

Career Portfolio Requirements

Grade 9 (Pathways to Success)	Grade 11 (Junior Seminar)
<p>Learning Styles Inventory</p> <ul style="list-style-type: none"> Completed assessment & Survey reaction <p>Career Cluster</p> <ul style="list-style-type: none"> Completed assessment & Survey reaction <p>College Exploration</p> <ul style="list-style-type: none"> Completed College search & Survey reaction <p>Resume - Basics</p> <ul style="list-style-type: none"> Build the initial resume & Survey reaction completed <p>Do What You Are (Personality)</p> <ul style="list-style-type: none"> Completed assessment & Survey reaction <p>Career Interest Profiler</p> <ul style="list-style-type: none"> Completed assessment & Survey reaction <p>Finding a Job</p> <ul style="list-style-type: none"> Completed lesson & Survey reaction <div data-bbox="215 909 630 1220" style="text-align: center;"> </div>	<p>Strengths Explorer</p> <ul style="list-style-type: none"> Completed assessment & Survey reaction <p>College Planning</p> <ul style="list-style-type: none"> Completed College planning lesson & Survey reaction <p>Resume - Revision</p> <ul style="list-style-type: none"> Completed Resume updated & Survey reaction <p>Interview - Academic</p> <ul style="list-style-type: none"> Completed Interview Lesson & Interview Survey <p>Financial Aid - Basics</p> <ul style="list-style-type: none"> Completed Financial Aid Lesson & Aid Survey <p>Standardized Aptitude Assessment (one or more required)</p> <ul style="list-style-type: none"> ASVAB, PSAT, SAT, ACT, Career Scope (CTC) <p>Written Career Plan</p> <ul style="list-style-type: none"> Completed survey detailing the career/educational pathway after high school graduation. <p>Community-Based Education Experience</p> <p>One of the following must be completed:</p> <ul style="list-style-type: none"> Career Mentoring, Internship, Service Learning, Work Study, or Attendance at Lebanon County CTC. <p>College Enrichment Experience</p> <p>One of the following (or approved alternative) must be completed:</p> <ul style="list-style-type: none"> College tour, College Fair, summer enrichment camp (e.g. Rotary Camp, Camp Cadet)
Grade 10 (Sophomore Seminar)	Grade 12 (Senior Seminar)
<p>Post-Secondary Research</p> <ul style="list-style-type: none"> Completed College research & Survey Reaction <p>Resume – Update</p> <ul style="list-style-type: none"> Resume updated & Survey reaction completed <p>Interview - Employment</p> <ul style="list-style-type: none"> Completed Employment lesson & survey reaction 	<p>Resume - Final Version</p> <p>Interview Session</p> <ul style="list-style-type: none"> Completed interview lesson and survey <p>Financial Aid / FAFSA Completion</p> <ul style="list-style-type: none"> Completed FAFSA & Financial Aid Survey <p>Written Career Plan – Final Version</p> <ul style="list-style-type: none"> Completed survey detailing the career/educational pathway after high school graduation.

Grading System

Non-weighted GPA

Many post-secondary schools will request a grade point average (GPA) based on a 4.0 scale. They do this because schools weight courses differently, and some scales exceed 4.0. Trimester courses yield 45% per marking period and 10% for the final. If a college requests that the GPA be based on the 4.0 scale, the computation is made using final grades from all coursework and implementing the following scales:

Achievement Level	Letter Grade	Numerical Average	Grade Point Equivalent
Excellent	A+	97 - 100	4.3
	A	93 - 96	4.0
	A-	90 - 92	3.7
Good	B+	87 - 89	3.3
	B	83 - 86	3.0
	B-	80 - 82	2.7
Average	C+	77 - 79	2.3
	C	73 - 76	2.0
	C-	70 - 72	1.7
Poor	D+	67 - 69	1.3
	D	63 - 66	1.0
	D-	60 - 62	0.7
Failure	F	≤ 59	0.00

Weighted QPA / Class Rank

Weighted quality point average (QPA) is based on a point scale that exceeds 4.0. Core (English, Math, Science, and Social Studies) and world language courses in grades 9-12 are "weighted" and receive quality points based on course difficulty. Course weightings will be maintained on a four-level system (1.0, 1.1, 1.2, and 1.4). College courses and AP courses will be weighted at 1.4, Honors courses will be weighted at 1.2 and Academic courses will be weighted at 1.1. Once QPA is determined, this information is used to rank students. Beginning in grade nine, the student receives a QPA and class rank at the completion of each year.

Course Levels	Weighted Value
General	1.0
Academic / Advanced Performing Art	1.1
Honors	1.2
Advanced Placement (AP)	1.4
Dual Enrollment / College in the High School (CIHS)	1.4

Online Platforms

- Schoology will be the primary tool used to house and organize all course content.
 - [Student Login Instructions](#)
 - [Parent Sign Up Letter](#)
 - Parent Access Codes will be made available to all parents
- Online Elective & Credit Recovery courses will be run through [Edmentum](#). Courses in Edmentum will not have digital agendas. Students are expected to complete one assignment per class, per day in Edmentum.
- Students will complete career exploration lessons through [Naviance](#).
- Other supplemental apps will be used at each teacher's discretion (i.e. IXL).

Support Services

Special Education

Students with Individualized Education Plans (IEPs) will be provided the services outlined in their IEP. If you have any questions or concerns, please contact your case manager. Additional information regarding Special Education Programs and Services can be found in the District Handbook.

English Language Development (ELD)

The goal of the ELD department is to provide specialized instruction to assist English Learners (ELs) to develop English while accessing grade level content instruction and meeting PA academic standards. The ELD department will continue to provide research-based instruction to all content areas for ELs in an online classroom environment. Please contact our ELD department if you have any questions or concerns. Additional information regarding our English Language Development Program can be in the District Handbook.

Technology Support

- Broken or malfunctioning device? - studenttechhelp@lebanon.k12.pa.us
- Other problems or questions about how to do something? – Check with your teacher

Career and Technology Center

All Lebanon High School students have the opportunity to apply for programs or courses at the Lebanon County Career and Technology Center (CTC). Students who are interested in the CTC will have an opportunity to visit the CTC to learn about a program that interests them. This will take place during the school day. If you do not wish to have your son or daughter visit the CTC to explore career and training options, please contact the principal or counselor in writing prior to September 30th.

Student Expectations

Arrival / Dismissal

Arrival Expectations

1. Students may enter the building at 7:25 a.m. Students must remain in the cafeteria or atrium until 7:45 a.m. (Breakfast begins earlier)
2. At 7:45 a.m., the entire school is open and students will report to class.
3. At 7:55 a.m. all doors will be locked except the East Entrance (large parking lot) entrance.
4. Students who are tardy to school will need to get a late slip at the East Entrance.

Inclement Weather:

Harsh winds, excessive wind chills, heavy rain, and snow can all impact students on the way to and from school. On days when inclement weather presents a danger to students (hypothermia, frostbite, no shelter from rain, etc.) we will open doors so that students can be protected.

Dismissal Expectations

1. Students will be dismissed from school at 2:45 p.m.
2. Students may go to their locker during dismissal. Students who do not need to use their locker should exit at the nearest exit.
3. Students who are staying after school for a program or detention must be in the assigned area. Students who are not remaining after school for any activities or detention should be out of the building by 2:55 p.m. Students may not wait for their peers in the building, unless supervised by a staff member.

District Behavior Expectations

All students of Lebanon High School are expected to follow the District Behavior Expectations established by the Lebanon School District's [Code of Conduct](#).

Detention

Detention is held Tuesday, Wednesday, and Thursday from 2:50 – 3:50 p.m. After school employment will not be an excused reason for missing detention. **Serving an In-school Suspension for failure to serve detentions does not eliminate detention obligations.** Students must bring **schoolwork** to detention.

Student Identification Cards

All students will be issued a student photo identification card. Students are expected to carry these cards with them during the school day and at after school activities. Students are required to show their ID cards to LHS personnel. Refusal to show an ID to a staff member may result in disciplinary actions for insubordination.

Hall Passes

Students are **NOT** permitted in the halls during class periods unless they have a signed or electronic pass. Students must have a pass signed by a teacher before reporting to the main office, counseling office, or nurse's office. Students should utilize the change of class time to use the restroom facilities and are discouraged from using the restrooms during class time. Any student who is on a pass for 15 or more minutes will be considered cutting class.

Behavior Expectations

Lebanon Cedars Are...

	<i>Respectful</i>	<i>Responsible</i>	<i>Safe</i>
Arrival and Dismissal	<ul style="list-style-type: none"> • Voice level 0-2 • Be respectful to 100% of the people 100% of the time 	<ul style="list-style-type: none"> • Enter and exit in a timely fashion • Have the materials you need. • Cell phone off and stored inside the building 	<ul style="list-style-type: none"> • Be in the right place at the right time • All re-entries should be through the front door • Follow adult directions • Report any concerns to a school adult
Auditorium	<ul style="list-style-type: none"> • Voice level 0-4 • Be respectful to 100% of the people 100% of the time • Eyes on the speaker • Respond to presentation appropriately • Sit up in chair 	<ul style="list-style-type: none"> • Materials under seats • Keep space clean 	<ul style="list-style-type: none"> • Orderly entrance and exit • Chairs still • Feet on the floor while sitting
Locker	<ul style="list-style-type: none"> • Voice level 0-2 • Be aware of people around you 	<ul style="list-style-type: none"> • Go to locker at assigned times • Keep locker clean and orderly 	<ul style="list-style-type: none"> • Keep combination to yourself • Only your things are in your locker • Lock your locker
Hallways	<ul style="list-style-type: none"> • Voice level 0-2 • Be respectful to 100% of the people 100% of the time • Pass the door 	<ul style="list-style-type: none"> • Go directly and promptly to your destination • Follow hall pass procedures 	<ul style="list-style-type: none"> • Walk on right side of the hall • Keep your hands, feet, and objects to yourself • Report any concerns to a school adult
Cafeteria	<ul style="list-style-type: none"> • Voice level 0-2 • Be respectful to 100% of the people 100% of the time • Follow café procedures • Use table manners 	<ul style="list-style-type: none"> • Store items in cubbies when you arrive • Clean up area and throw items away • Follow bathroom procedures • Pick-up items from cubbies 	<ul style="list-style-type: none"> • Stay in seat • Wait until dismissed • Report major spills • Eat your own food
Bathrooms	<ul style="list-style-type: none"> • Voice level 0-2 • Respect the privacy of others • Flush 	<ul style="list-style-type: none"> • Use the bathroom in a timely manner • Have your hall pass and place in appropriate location in bathroom 	<ul style="list-style-type: none"> • Use equipment properly • Wash and dry hands • Report any concerns to an adult
Technology	<ul style="list-style-type: none"> • All interactions educationally relevant • Know your audience 	<ul style="list-style-type: none"> • Use tech for its designated educational purpose • Treat it as if you paid for it 	<ul style="list-style-type: none"> • Only you or an adult should be in possession of your device • Report anything threatening or suspicious • Keep personal information private

Student Activities

Lebanon High School offers a wide variety of activities for students. All students are encouraged to participate in activities and to become involved in the overall school program.

A. INTRAMURAL AND INTERSCHOLASTIC PROGRAMS

1. Intramural programs may be offered based on student interest.
2. New Activities: students must petition the approval of the Principal.
3. Suspended Students: suspended students may not participate in or attend activities while suspended.

B. STUDENT COUNCIL

1. The student council is the student governing body of the school. Their peers elect members. LHS is a member of the Pennsylvania Association of Student Councils and the National Association of Student Councils.
2. The main purpose of the student council is to teach good citizenship. Student council is a liaison between students, teachers, and administrators.
3. It is a democratic organization formed from the entire student body to foster school spirit, develop school interests, and manage various school activities.

C. ATHLETIC AND CO-CURRICULAR ELIGIBILITY

1. Physical Examinations

Athletes are required to have an annual physical examination. A school district approved physician will administer physical examinations. Per Board policy, **students may not participate in LHS athletics without a physical form that has been signed by a physician and a parent/guardian.**

2. Interscholastic Athletic Programs

The Board recognizes the value of interscholastic athletics as an integral part of the total school experience for students and the community. An athletic program fosters school loyalty within the student body and stimulates community interest. The contests and practice sessions provide opportunities to teach the values of competition and sportsmanship. Interscholastic athletics shall include all activities related to competitive sport contests, games or events, or sport exhibitions involving individual students or teams of students of this district when such events occur with any schools outside this district.

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students.

The Board shall make school facilities, supplies, and equipment available and assign sponsors for the support and supervision of interscholastic athletic programs. The Board shall require that all equipment utilized in interscholastic athletic programs, properly safeguard participants and meet all appropriate health and safety regulations. After Board approval on recommendation of the superintendent, any interscholastic athletic program shall be considered to be under the sponsorship of the Board. The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition before participating in any interscholastic athletic program. The Board further adopts those eligibility standards set by the Pennsylvania Interscholastic Athletic Association, the Lancaster-Lebanon Athletic Association, and the provisions of Board policy.

The Board shall annually purchase appropriate accident insurance for all students participating in the interscholastic athletic program. Such insurance shall cover medical and hospitalization expenses related to injuries incurred while participating in an interscholastic athletic program.

3. Eligibility for Participation in Co-Curricular Activity and Interscholastic Athletic Programs

Participation in co-curricular activities and interscholastic athletic programs is a privilege, which requires students to give appropriate attention to scholastic achievement, regular school attendance, and proper conduct. All students who wish to participate in any co-curricular activity or interscholastic athletic program must adhere to district and PIAA eligibility standards.

- **Scholastic Achievement (subject to revision)**

Any student who fails more than 1 course is ineligible to participate for 1 week. (Sunday to Saturday) During this period students may participate in practices with the discretion of the Athletic Director and Coach, but may not participate in performances, field trips and/or any activities associated with a co-curricular activity or interscholastic athletic program.

At the end of the period of ineligibility, the student's academic progress will be evaluated for improvement. If the student has attained passing status, he/she will become eligible for participation. If not, the student will remain ineligible for an additional week. The grades of interscholastic athletes will be checked weekly at the close of school on Thursday during the season of participation. The eligibility of co-curricular activity program participants will be checked at the start of a specific program activity period and will be based on grades in all courses being taken term-to-date. End-of-year grades from the previous term will be used to determine eligibility for all students at the beginning of a school year. Successful completion of work in an approved summer school program may be used to produce passing grades in subjects failed.

- **School Attendance**

Students who wish to participate in co-curricular activities and interscholastic athletic programs must maintain a record of regular school attendance as determined by the principal. Any student who does not meet the intent of this standard may be declared ineligible for participation. A student who is absent from school may not participate in any co-curricular activity or interscholastic athletic programs on the day of the absence.

An athlete may not participate in a practice or game on any day in which he/she has attended less than a half-day of school, or has been sent home from school due to illness. One-half day means that a student must report to school no later than 11:25 a.m. Emergency exceptions may be approved by the principal.

- **Conduct**

Students who wish to participate in co-curricular activities and/or interscholastic athletic programs must conduct themselves in a manner, which favorably represents their activity, school, and community at all times. Any student who violates school rules or displays inappropriate behavior may be declared ineligible for participation. **Students may not participate in any co-curricular activity or interscholastic athletic programs while on suspension.** Students assigned detention must fulfill all such daily obligations prior to participating in any co-curricular activity or interscholastic athletic program.

- **Enforcement**

The principal shall be responsible for enforcement of this policy. He/she may delegate enforcement responsibilities to other personnel as deemed appropriate. Regulations and procedures for enforcing this policy shall be developed with input from the coordinator of student activities and program sponsors. All policies, rules, and procedures shall be distributed to program sponsors, student participants, and parents. Program sponsors may develop additional rules and regulations. Such additional rules and regulations shall be approved by the principal and distributed to participants and parents prior to implementation.

4. **Athletic Policies**

- **All athletes must adhere to the following school rules:**

Athletes must attend school the day of a game; if the game is played on Saturday, he/she must have attended school on Friday. The principal must approve exceptions to this rule.

- If a student quits a sport, he/she must wait until that sport is completed before practicing with another school related sport.
- Behavior unbecoming an athlete could result in the administration revoking the privilege of a student to participate in an athletic event. An athlete who is in detention may participate in a practice or a game after serving detention. An athlete in in-school suspension is ineligible to participate during the suspension.
- Locker areas in the three buildings are off limits after practice.
- Athletes are permitted in the training room when a coach or trainer is present.
- Athletes are permitted in the weight room when a strength coach or a team coach is present.
- Athletic equipment issued to teams may be worn outside of practice or games with the coach's permission.

- All athletes should ride the team bus to and from games. Exceptions must be requested in writing by a parent/guardian and approved by the principal or athletic director.
- Coaches have the right to develop team rules, which must be approved by the athletic director.
- Policy additions or revisions will be disseminated to the coaching staff upon adoption.
- **Use of tobacco, alcohol, drugs, anabolic steroids, or other illegal or controlled substance**
The use of tobacco, alcohol (including reduced alcohol and so-called non-alcoholic beverages), drugs, anabolic steroids, or other illegal or controlled substances by athletes is strictly forbidden and shall result in the following consequences:
 - **First Offense:** The use of tobacco will result in at least a one-week suspension of eligibility. The use of alcohol, drugs, anabolic steroids, or other illegal or controlled substances shall result in suspension of eligibility for the remainder of the season. Offenses, which occur within four weeks of the end of a season, may result in extension of the suspension into the ensuing season of participation.
 - **Second Offense:** The use of tobacco will result in suspension of eligibility for the remainder of the season. The use of alcohol, drugs, anabolic steroids, or other illegal or controlled substances shall result in suspension of eligibility for the remainder of the academic year. Offenses, which occur during the fourth marking period, may result in extension of the suspension into the ensuing school year.

The consequences above shall be in addition to consequences imposed for violation of the Code of Student Discipline. Any student who is suspended from eligibility for the remainder of an activity season shall forfeit all related awards and shall not participate in any related activities as a representative of the Lebanon School District (i.e., all-star contests).

At the conclusion of a period of suspension from eligibility related to use of alcohol, drugs, anabolic steroids, or other illegal or controlled substances, the student involved shall be required to undergo a medical examination to insure that usage has been terminated.

- **Athletic Insurance**

Injury incurred during the athletic season should be reported promptly to the athletic trainer or coach. A claim form should be obtained from the trainer and processed by the parent/guardian. The parent/guardian should complete the information section on the back and sign the front and back of the claim form.

The school insurance carrier is initially responsible for any covered expense up to \$100.00 per claim. After the initial \$100.00 is paid, the parent/guardian will receive a letter from the school insurance carrier indicating to whom payment was made. If the claim is in excess of \$100.00, the balance should then be submitted to the family insurance carrier for payment. After family insurance coverage has reached its limit, the remaining bills should be resubmitted to the athletic secretary.

If there is no parental insurance carrier, the claim will be processed by the school insurance carrier according to the coverage schedule. A letter from the school insurance carrier will outline the procedure to follow in the event there is no parental health insurance coverage. If there are any questions regarding the insurance coverage, contact our local agent, Gebhard and Co. at 717-274-3360.

- **Spectator Behavior**

Lancaster-Lebanon League member schools advocate that visiting teams and guests be treated with equity and respect. The following guidelines will be enforced: (Principals shall announce these regulations to their schools' fans).

- The Lancaster-Lebanon League encourages spectators to cheer and support their respective teams in a positive manner, but not to cheer negatively against the opponent.
- Only cheerleaders are permitted on the sidelines or playing surface for the purpose of leading cheers or promoting school spirit. No fan or spectator is permitted out of the stands for this purpose. Students are permitted to form spirit lines on the football field as the players enter onto the field before the game.
- Sirens, whistles, portable stereos, and other noisemakers that interfere with the game are prohibited. No hand-held banners or hand-held signs of any type shall be displayed. The game manager will confiscate such articles.

- Abusive language, negative gestures, or taunting directed toward players, coaches, officials, or cheerleaders is prohibited.
 - The throwing of paper or foreign objects onto the playing surface is prohibited.
 - **Offenders of the Spectator Behavior policies will be escorted from the gym/stadium.**
- **Assault On a Sports Official**
According to the Pennsylvania Statutes, any person who assaults a sports official during a sports event or as a result of his/her official acts as a sports official, is guilty of a first degree misdemeanor. A "sports official" is any person at a sports event who enforces the rules of the event, such as an umpire or referee, or a person who supervises the participants, such as a coach. The term includes a trainer, team attendant, game manager, athletic director, assistant athletic director, principal, assistant principal, or other school administrator.

General Information

Bus Regulations

The bus driver is in charge of each bus and represents the principal. Since students are under the full authority of the school while on the bus, all school regulations are in force during all bus trips. Students must:

1. Ride only on assigned bus.
2. Wear face coverings, when mandated.
3. Remain in their seats until destination has been reached and the bus is stopped.
4. Sit in assigned seats, if the driver finds such procedure necessary.
5. Avoid all unnecessary conversation with the driver.
6. Talk only in low conversational voice with seat partner.
7. Use civil language at all times-obscene and vulgar talk is absolutely forbidden.
8. Keep the bus clean and free from litter at all times; refrain from eating/drinking on the bus.
9. Refrain from marring the bus. Any person willfully damaging a bus will be held responsible for the vandalism.
10. Keep hands, head, feet and objects inside the bus at all times.
11. Comply with adult requests.

All D.B. Fisher buses and vans used to transport students are equipped with video and audio recording equipment for safety and security reasons. The use of school buses and vans constitutes consent by students and their parents to the District's audio/video monitoring. Subsequent violations may lead to removal from the bus indefinitely.

Cancellation or Delay of School

Students are urged to listen to local radio stations, television stations, as well as check Facebook, Twitter, and Schoology for information concerning the closing of school. Notice of closure will be announced by 6:30 a.m., except in instances of late developing storms.

Morning CTC students must take the bus to the CTC and return to Lebanon High School on the bus unless special permission is received from the CTC administration.

Cell Phones

Lebanon High School understand the important of students to have cell phones in the event of an emergency. However, cell phones have become a distraction in the classroom and creates a school safety concern. Lebanon High School will establish colored zones in the building indicating the appropriate cell phone use. Below is a general overview of the expectations of cell phones and the zones:

- Green (Atrium and Café) – students may use their cell phones to check messages, listen to music through headphones, and watch videos (non-example: filming tik toks and peers against their wishes)
- Yellow (transition to class) – Students may use their cell phones to listen to music through headphones
- Yellow (classroom) – Students may use their cell phones to listen to music through headphones or use the cell phone camera for school-based activity
- Red (classroom) – Students will not be permitted to use their cell phones or have cell phones on them during instruction. Students will place the cell phone in their book bag in a designated area, with the teacher's cell phone holding area, or in their locker.

In the event of an emergency, please contact the High School office at 717-273-9391. Students should also communicate with their teachers and/or administrators if there is an emergency event and they wish to speak to the family in the office.

Dances

Various clubs and organizations in the school sponsor dances. In order to attend, students must be academically eligible and may be required to show student IDs to enter a dance. All guests must be pre-registered in the Principal's Office before on the day of a dance. Age restrictions may apply, and will be at the discretion of the administration. Unregistered guests **will not** be admitted to dances.

Lost Textbooks and Damage to School Property

Textbooks are purchased for the use of pupils at public expense. Each book is stamped on the inside of the front cover and will list the condition of the book, the date of issue, and the name of student to whom it has been loaned. Pupils are responsible for loss of, or damage to, schoolbooks and school property. Pupils should report lost books to the teacher of the subject and also make inquiry at the lost and found department in the office.

1. Lost books are a student obligation.
2. If books are found, the money will be refunded.
3. Cost to repair damage to school property will be responsibility of the student.
4. Vandalism may result in a fine and possible suspension.

A school official will determine the price for lost books and school property damage.

Student Lockers

The Lebanon School District, administrators, and teachers are not responsible for articles lost or stolen from any locker. Lockers are for school purposes and are subject to inspection by the school administration at any time. Students should not share lockers or reveal locker combinations to other students. Students are responsible for all items found in their assigned locker.

Vending Machines

Vending machines are available in the cafeteria for the purpose of providing LHS students with food, juice, and soda. The following recommendations have been established:

1. Soda machines will be in use before and after school only.
2. No soda or juice is permitted outside the cafeteria (exception: when leaving school at the end of the day).
3. Students who hit, kick, or rock the machines are subject to disciplinary actions.
4. Contact the vendor via the number posted on the machine for any money lost in that machine.
- 5.

Visitors

All visitors to Lebanon High School should use the flagpole entrance. Visitors must sign in with security upon entering the building. A visitor pass is necessary and must be displayed. Violators will be treated as trespassers and prosecuted to the fullest extent of the law (Act of June 24, 1939, P.L. 872, Sec. 954; amended by Act 131, September 1, 1967, Sec. 1).

Parents and guardians are welcome to visit/observe their child in the educational setting at Lebanon School District. Expectations have been put into place in order to minimize the potential disruption to learning, both for the child being observed and for other children in the classroom. **All requests for visitation must be approved through the principal's office.** These visits must be prearranged because teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the instructional program.

*Please note that parents/guardians will be requested to show proper identification when entering the school.

Parent conferences - Parents are encouraged to make appointments with teachers, counselors, or administrators by contacting the school office at 273-9391.

Work Permits

Students between the ages of 14-17 can apply for a work permit in the high school office. State law requires the following steps when applying for a work permit:

1. A parent/guardian must appear in person to the issuing office (LHS office for students residing within the Lebanon School District) to give parental approval by signing the Application for Employment Certificate.

Use of Bicycles and Motor Vehicles

The Board (Policy #223) regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students. The Board will not be responsible for bicycles and motor vehicles that are lost, stolen, or damaged.

The Board will permit the use of motor vehicles by students in accordance with the rules of the district provided that such students: are licensed drivers; have parental permission when they are minors; and have been granted permission by the building principal to drive a motor vehicle on school grounds.

Students may park only in the areas provided for student parking. Improper parking, such as wrong area, blocking roadway, straddling lines, is prohibited. Campus speed shall not be in excess of ten (10) miles per hour. Vehicles must be driven at all times so as to provide maximum protection for the safety of other people and their property.

The privilege of parking and/or driving on the campus may be withdrawn from any student who violates this policy or any related school rules.