

Dear Students,

This information has been assembled to aid you in making decisions for your years at South Williamsport Area Jr.-Sr. High School.

The purpose of this school is to make a meaningful and useful education available to you. We depend heavily on you to realize the importance of an education and to seek it seriously. We also rely on you to know right from wrong and to have respect for the rights and property of others.

In return, you need to know that we will do our best for you and that we will be available to you anytime that you feel the need. If the school, you, your family, and we cooperate and communicate, then you, our community, and our nation will be the benefactors.

In grades seven and eight, all the subjects you will have are required with the exception of band and chorus. These subjects are required during these grades to ensure that you have the necessary background to pursue a more specific curriculum in grades nine through twelve.

It is the policy of the South Williamsport Area School District not to discriminate on the basis of race, color, national origin, sex, or disability in its educational and vocational programs or employment as required by Title IX, Title VI, and Section 504.

Inquiries regarding compliance with this policy may be directed to the Compliance Officer, Dr. Mark E. Stamm, Superintendent of Schools, 515 West Central Avenue, South Williamsport, Pennsylvania 17702 or phone (570)327-1581.

Sincerely,

Jesse Smith  
Principal, Grades 7-12

## **Non-Negotiables**

The South Williamsport Area School District is committed to providing a rigorous and relevant curriculum to all students. In order to meet the demands of our current student body and an increasingly global society, we have adopted the following non-negotiable standards for administrators, teachers, students, and our parents. These principles are consistent with our educational vision to ensure all students acquire the academic and functional skills necessary for success.

- No one makes a significant decision about a child independently.
- The academic day is ‘sacred time’ for learning, planning, observing, and assessing the fidelity of instruction.
- PSSA Standards are minimum levels of academic achievement for all students.
- Every child will be academically and functionally prepared for college.
- Without great teachers, nothing else matters.

These statements as well as student code of ethics are displayed prominently throughout our buildings and are an integral part of the dialogue of teaching and learning.

# S.O.U.T.H.

## Strives

- Takes initiative and seeks leadership
- Demonstrates excellent attendance and arrives on time
- Accepts challenges willingly
- Dresses for success

## Organization

- Arrives ready to work
- Maintains an organized work zone
- Produces quality work
- Uses time wisely

## Understanding

- Displays empathy toward peers
- Exercises self control
- Uses appropriate language
- Listens to others

## Teamwork

- Demonstrates respect for others
- Encourages cooperative effort
- Maintains a positive attitude
- Demonstrates awareness of environment and community

## Honor

- Values honesty and truth
- Displays humility
- Accepts the consequences for one's actions
- Demonstrates pride in self and work



**Climbing the  
ladder of  
success.**

## BELL SCHEDULE

Students may enter the building upon arrival. They must enter the bus, gym or main lobby. After teachers have reported to their assigned stations, students may go to the cafeteria for breakfast. The first bell rings for students to go to their lockers. The second bell signals all students must be in their 1<sup>st</sup> period class.

Teachers Report	7:40 AM
First Bell	7:44 AM
Late Bell	7:50 AM
Teacher Day Ends	3:15 PM

### 7/8 Grade

<b>Period 1</b>	7:50-8:40
<b>Period 2</b>	8:43-9:25
<b>Period 3</b>	9:28-10:10
<b>Period 4</b>	10:13-10:55
<b>Lunch</b>	10:58-11:28
<b>Period 5</b>	11:31-12:13
<b>Period 6</b>	12:16-12:58
<b>Period 7</b>	1:01-1:43
<b>Period 8</b>	1:46-2:28

### 11/12 Grade

<b>Period 1</b>	7:50-8:40
<b>Period 2</b>	8:43-9:25
<b>Period 3</b>	9:28-10:10
<b>Period 4</b>	10:13-10:55
<b>Period 5</b>	10:58-11:40
<b>Lunch</b>	11:43-12:13
<b>Period 6</b>	12:16-12:58
<b>Period 7</b>	1:01-1:43
<b>Period 8</b>	1:46-2:28

### 9/10 Grade

<b>Period 1</b>	7:50-8:40
<b>Period 2</b>	8:43-9:25
<b>Period 3</b>	9:28-10:10
<b>Period 4</b>	10:13-10:55
<b>Period 5</b>	10:58-11:40
<b>Period 6</b>	11:43-12:25
<b>Lunch</b>	12:28-12:58
<b>Period 7</b>	1:01-1:43
<b>Period 8</b>	1:46-2:28

**Announcements 2:28-2:31**

## **EMERGENCY CLOSING**

Parent Link is the primary and most effective notification system that calls parents on the primary phone number given to the school. If you do not wish to receive these calls, please notify the school.

Closing information is distributed through the district web site, district Facebook page, radio, and TV in addition to ParentLink. Please do not call the school.

In the event of an out-of-district evacuation, Jr-Sr High school students will relocate to Messiah Lutheran Church located on 324 Howard Street. Other critical information will be posted through the district website and Parent Link.

## **DISMISSALS**

At dismissal time, students who do not have after-school activities or responsibilities should leave school promptly.

## **CHANGE OF SCHEDULE**

There will be a period of five (5) school days at the beginning of each semester during which students may drop or add courses. Written parental permission is required.

## **GRADING SYSTEM**

In grades 7-12, students receive a report of their school progress at the end of each quarter. The report contains grades in course achievement and behavior. Grades have the following values:

**A - 95 – 100**  
**B - 85 - 94**  
**C - 75 - 84**  
**D -70 - 74**  
**Below 70**

**SUPERIOR**  
**ABOVE AVERAGE**  
**AVERAGE**  
**BELOW AVERAGE**  
**FAILING**

## **MAKE UP WORK AND INCOMPLETES**

When a student is absent due to illness, suspension, special permission, board sanctioned events or other reasons, the student will have, upon return, the number of consecutive days equal to the number of days missed to make up work.

- a. At the end of that time, any work not made up may be entered as a zero.
- b. If a special circumstance exists, teacher judgment rules on the exception.
- c. Call before 8:15 if requesting your child's homework or check on-line for teachers' assignments.

## **REQUIREMENTS FOR PHYSICAL EDUCATION**

Students will receive a pass or fail grade in physical education depending on the following: behavior, attitude, cooperation and participation.

This means that all students are required to dress for each gym class, cooperate with the instructors and participate in the required activities.

Gym attire will include T-shirt, socks, sweat pants and shorts (no cut off jeans or boxer shorts). Attire may not be the clothing a student has worn to school. Outdoor activities may also require sweat shirts, hats and gloves. Jewelry may be worn with the exception of hoop or other dangly earrings. All jewelry is worn at the students' own risk.

### **NOTE:**

Each year the physical education staff receives various notes from parents requesting that students be excused from physical education class. The policy of the South Williamsport Jr.-Sr. High School is as follows:

All students must dress and participate in physical education class unless otherwise stated on an excuse from a **doctor**. If students have a physical disability, the instructor may require them to dress, but limit their active participation. If students are too visibly ill to engage in limited activity, the instructor may send them to the nurse for evaluation.

## **INTERIM PROGRESS REPORTS**

Interim progress reports are sent to parents at various times during the school year. Frequently, teachers send interim progress reports to alert parents that students are in danger of failing a particular course so that the parents can encourage the students to increase their efforts to pass the course. Teachers may also send reports to indicate exceptionally good work or to report that a student's work is improving. Parents, in turn, are encouraged to contact the teachers sending the reports.

**If parents want progress reports sent to an address other than the home address or want duplicate reports sent, they must send a written request to the guidance office. Please include a telephone number. Such requests must be made each year.**

## **REPORT CARDS**

Report cards are issued four times a year. The students are to take the report cards home.

**If parents wish to have a duplicate copy of the report card sent to another address, they must send a written request to the guidance office. Please indicate a telephone number. Such requests must be made each year.**

## **GRADUATION REQUIREMENTS**

Graduation requirements are 24 credits for regular education students, 23 credits for two-year career and technical students and 22 credits for three year career and technical students. Required courses include: English 9-12, the required social studies at each grade level, three credits in science, four credits in mathematics, 1.0 credit of health/physical education, two credits in arts and humanities, and attainment of proficiency or above on the Keystone Algebra I, Biology, and Literature exams. Students must pass remediation in order to graduate if not proficient in any of the above exams. The balance of credits is comprised of electives.

## **PSSA TESTING**

The annual Pennsylvania System of School Assessment (PSSA) is a standard based criteria-referenced assessment used to measure a student's attainment of the academic standards. Every Pennsylvania student in seventh and eighth grades is assessed in English Language Arts, Math, and Science (Grade 8).

Please make sure your child is well rested and eats a nutritious breakfast during the week these exams are given.

## **STUDENT RECOGNITION INFORMATION**

### **HONOR ROLL**

Superior honor roll requires an overall average of 95% or higher. Honor roll requires an overall average of 90% or higher. Students cannot make the honor roll if they fail a pass/fail subject. Honor rolls will be typed and posted in classrooms. The Williamsport Sun-Gazette will print an honor roll of all students meeting the requirements for either honor roll.

### **NATIONAL HONOR SOCIETY**

Membership in the local chapter of the National Honor Society (NHS) is an honor bestowed upon a student. The Faculty Council selects each member based on the following criteria:

1. A candidate must be enrolled in the sophomore, junior, or senior class.
2. A candidate must have earned a cumulative scholastic average of at least 90.00 percent without rounding off.
3. A candidate must have completed at least eight (8) hours of service per year to a school and/or community organization.
4. A candidate must have demonstrated active leadership on school, community, or work activities by earning two (2) points per year after grade 9.
5. A candidate must have demonstrated respect, responsibility, trustworthiness, fairness, caring, and citizenship.

6. A candidate must have earned at least three (3) activity points by participating in at least three (3) co-curricular activities per year beginning in grade nine.
7. A candidate must have submitted a fully completed student activity information form on time and in black ink to the NHS advisor.

Two induction ceremonies will be held each year, one in the winter and the other in the spring. The required students' activity information form will be available to eligible candidates the second week of October for the winter induction and the first week in February for the spring induction. The form must be completed thoroughly and submitted promptly, or a candidate will forfeit his/her eligibility for membership.

The Faculty Council will first review each candidate's student activity information form as a working document to support the student's candidacy. Next, the selection of each member of the chapter shall be by majority vote of the Faculty Council. The chapter advisor will then notify each candidate and his/her parents of the Faculty Council's decision.

A candidate who does not initially qualify may reapply the following semester after acquiring all of the criteria for membership.

Please contact the chapter advisor if you have and questions about this policy.

## **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the local chapter of the National Jr. Honor Society (NJHS) is an honor bestowed upon a student. The five-member Faculty Council selects each member based on the following criteria:

1. A candidate must be enrolled in the eighth grade.
2. A candidate must have earned a cumulative scholastic average of at least 90.00 percent without rounding off.
3. A candidate must have completed at least eight (8) hours of service per year to a school and/or community organization.
4. A candidate must have demonstrated active leadership in school, community, or work activities by earning two (2) points per year for grades seven, eight and/or ninth.
5. A candidate must have demonstrated respect, responsibility, trustworthiness, fairness, caring, and citizenship.
6. A candidate must have earned at least three (3) activity points by participating in at least three (3) co-curricular activities per year beginning in grade seven.
7. A candidate must have submitted a fully completed student activity information form on time and in black ink to the NJHS advisor.

The induction ceremony will be held in the spring. The required students' activity information form will be available for eligible candidates the first week of February. The form must be completed and submitted promptly or a candidate will forfeit his/her eligibility for membership.

The Faculty Council will first review each candidate's student activity information form as a working document to support the student's candidacy. Next, the selection of each



member of the chapter shall be by majority vote of the Faculty Council. The chapter advisor will then notify each candidate and his/her parents of the Faculty Council's decision.

A candidate who does not initially qualify may reapply the following semester after acquiring all of the criteria for membership.

Please contact the chapter advisor if you have and questions about this policy.

## **POLICY INFORMATION**

### **ATTENDANCE REQUIREMENTS**

The state law requires the attendance of every student, every day the school is open, under penalty of fine and imprisonment except in the following circumstances:

1. Illness
2. Quarantine
3. Recovery from accident
4. Required court attendance
5. Death in family
6. Educational trip

Three days of illegal absence during any one school term are allowed by law before legal action is taken. These days are intended to cover absences arising from other emergencies not mentioned above.

The School Board will recognize other justifiable absences for part of the school day. These will include medical or dental appointments, court appearances, etc.

Repeated infractions of Board Policy # 204 requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.

1. Any student who is absent from school for ten (10) school days shall be required to present a doctor's excuse for each absence thereafter.
2. For students of compulsory school age, each absence over ten (10) days that is not substantiated by doctor's excuse shall be considered illegal and the provisions of the School Code shall be enforced.
3. For students over the compulsory school age, each absence over ten (10) days that is not substantiated by a doctor's excuse shall result in suspension from school until such excuse is presented.

A student absent from school for **ANY REASON WHATSOEVER** is required, upon returning to school, to bring a written excuse from his/her parent or guardian. A written excuse is required even if the student has been allowed to go home during the school day due to illness or injury. The excuse should indicate the **DATE OF ABSENCE** and the

**REASON** for such absence and be given to the attendance personnel in the main office. Habitually absent students will be required to provide an excuse from the doctor. Doctor and dentist appointments **MUST** be accompanied by an excuse from home. Students will then be given a form for the doctor or dentist to sign. This form **MUST** be returned to the office.

### **ILLEGAL ABSENCES**

When a student is absent for a portion of a day, such portions may be considered as cumulative and translated into equivalent days. **THREE ILLEGAL DAYS** will result in papers being served to the parents/guardians by the attendance officer. Any other illegal absence will result in a fine.

### **TARDINESS**

Students who are tardy to school must report to the general office immediately upon arriving. If students know they will be tardy before leaving home, they should bring a note from their parents or guardians. **TWO TARDIES TO SCHOOL WILL BE WITHOUT PENALTY.** Tardies 3-5 will result in a detention. Beginning with the 6<sup>th</sup> tardy, every three tardies will count as an unexcused/illegal absence.

Students may accumulate two tardies to class. Any tardies thereafter will result in detention.

**A student, who arrives after 8:30 A.M., but before 12:30 A.M., is considered absent in the A.M. A student who leaves before 1:30 P.M. is considered absent in the P.M.** In unusual circumstances the principal will determine whether a student is tardy or absent.

### **TRUANCY**

Regarding penalties for truancy in Pennsylvania, all school officials are required by law to follow the School Code regarding penalties for truancy which provides for fines **AFTER the THIRD ILLEGAL DAY.**

### **EXTRA/CO-CURRICULAR ACTIVITIES**

If a student is absent any portion of a school day due to illness, they are not eligible to participate in any extra/co-curricular activity.

If a student is tardy—unexcused, they may participate in the activities. The deadline for unexcused tardies is 8:30 AM.

Any other absence needs pre-approved by the building principal or his/her designee.

### **AUDITORIUM SEATING AND DECORUM**

According to the suitability of the program, assemblies may be for the entire school, the junior high or the senior high. Students should move to their assigned auditorium seats quickly and quietly and show proper courtesy throughout the program.

## CAFETERIA

1. All students report to the cafeteria at their lunchtime.
2. All students who are buying lunch will form two lines to enter the kitchen area.
3. As lines proceed into the cafeteria, students should pick up a tray, silverware and a napkin and proceed through the line.
4. All students eating or drinking **ANYTHING** in the cafeteria will use a tray. Trays will not be returned until the student is finished.
5. When returning trays to the dishwashing room, students should:
  - a. Place refuse in the can provided.
  - b. Hand tray and dishes to attendant.
6. Students will use **ONLY** the lavatory across from the cafeteria before or after lunch.
7. Students are to spend the remainder of their lunch period seated in the cafeteria or they may go to the black top area behind the cafeteria. Students may not leave the cafeteria without permission.
8. Inappropriate cafeteria behavior may result in assigned seating, temporary withdrawal of cafeteria privileges, detention, or extended detention.
9. Students may not have food delivered to the school without permission from the administration.

The district and Nutrition Inc. seek to provide nutritious meals and plenty of options for students because no child can learn if they are hungry. Although it is first a parental responsibility to provide lunch money for students, we fully understand that as parents we sometimes forget to send money to school or make that lunch account payment. For the benefit of the child, the district has taken several steps to help.

First, Parent Link will place a phone call every evening to primary phone contact number when the child's lunch account has a negative balance.

To further help, the district provides a web-based service called My School Bucks. By creating an account on MySchoolBucks parents can set their own threshold for notification. For instance, instead of waiting for a negative balance, the system can be set to send parents an e-mail notice when their child's account reaches \$10.00. MySchoolBucks also allows parents to make online payments with a credit card and monitor what your child is eating on a daily basis. Parents can access the program at [www.myschoolbucks.com](http://www.myschoolbucks.com)

Sometimes though, these preventative measures are not sufficient. In this case, the district has put into place the following guidelines when a student's lunch account has a negative balance:

- When an account balance is negative, a student may charge one (1) lunch.
- After charging one lunch, the child will be provided a basic meal consisting of a cheese sandwich and white milk to get them through the day.

Once the account has a positive balance, students will be permitted to begin buying lunch or other items as always. If you have specific questions or concerns, please do not hesitate to contact your student's principal.

## **CLOSED CAMPUS**

We operate a closed campus policy at South Williamsport. Students **MUST** stay on the school grounds from the **TIME THEY ARRIVE** until dismissed. Students may **NOT** visit the parking lot during school hours without permission.

**EXCEPTIONS:** Authorized early dismissals.

## **DISCIPLINE**

The South Williamsport Area School District operates in accordance with the Constitution of the United States of America and the laws of the Commonwealth of Pennsylvania. Laws, codes, rights and responsibilities in these documents pertaining to schools or to persons as individuals are automatically construed to be part of the rules, rights, regulations and responsibilities of students in this school district.

The public school exists to provide a meaningful education to its students. The right to this education is constitutionally guaranteed. Coupled with this right is the obligation for the students to pursue responsibly this education and to recognize that this is a formal situation. Actions, dress, involvement and respect for the rights of others should all reflect the importance of school and education in the lives of the students. The school has an obligation to maintain the decorum necessary for a proper learning atmosphere. It has the responsibility to work with students to help them grow and mature and to improve constantly the climate in which these processes are to take place. In the same light, students have the responsibility to conduct themselves in a manner that always reflects in a positive fashion upon themselves, their parents and their school.

The school board recognizes its responsibility to make reasonable and necessary rules governing the conduct of students in school, on school property, or at any school-related activity. It recognizes the necessity of carefully avoiding arbitrary or capricious policies. School rules are assumed to be reasonable and must be honored until they are waived or rescinded by persons working through legitimate channels.

It is the policy (#103 & 104) of the South Williamsport Area School District not to discriminate on the basis of race, color, national origin, sex, or disability as required by Title IX, Title VI, and Section 504.

Discipline situations range from breaches of general decorum through criminal acts punishable in courts.

Discipline situations can normally be avoided by the use of good judgment, manners and common sense. Students should recognize that the teachers have individual rules and expectations and should be aware of and follow **EACH TEACHER'S** classroom behavioral objectives and systems.

Teachers will handle their own system as it relates to minor problems. Major problems will usually be handled in the office. These include, but are not limited to:

1. Violation of duly passed local, state or federal law.
2. Disrupting or advocating the disruption of any school day, portion thereof, or the general educational process regardless of degree.  
**Penalty: suspension or expulsion**
3. Harming or threatening harm to any employee, student, the building or property of the South Williamsport Area School District.  
**Penalty: suspension or expulsion**
4. Illegal possession, use, sale, or other distribution of a controlled substance.  
**Penalty: first offense, minimum of ten day suspension**
5. Absenting oneself from school:
  - a. Truant, not being in school without parental knowledge.  
**Penalty: minimum- four (4) extended detentions.**
  - b. Absenting oneself from a portion of a school class.  
**Penalty: minimum of two detentions**
  - c. Absenting oneself from a class.  
**Penalty: minimum-one (1) extended detention**
  - d. Absenting oneself from teacher detention.  
**Penalty: minimum of two detentions beginning the day after missing**
  - e. Absenting office detention.  
**Penalty: minimum-one (1) extended detention.**
6. Leaving school property after having once arrived without reporting to the office and having parental permission.  
**Penalty: minimum-four (4) extended detentions.**
7. Insubordination or disrespect shown toward a teacher, administrator or a professional employee.  
**Penalty: minimum two nights' detention.**
8. Using inappropriate language or gestures towards a staff member.  
**Penalty: minimum of three days of out-of-school suspension**
9. Refusal to cooperate when a reasonable request is made of a student by a professional employee.  
**Penalty: minimum two nights' detention**
10. Failure to report to the office when sent from class.  
**Penalty: minimum two nights' detention**
11. Fighting or assault.  
**Penalty: minimum-one (3) days out-of-school suspension.**
12. By state law (Section 3.5 of Act 168), tobacco use by pupils is prohibited in school buildings, on school buses, and on school property. Therefore, the **USE or POSSESSION of ANY form of tobacco or e-cigarette on school property will result in a minimum of three days of out-of-school suspension with a fine determined by the magistrate; second offense, five days out-of-school suspension with a fine determined by the magistrate; third offense, ten days out-of-school suspension plus a fine.**

13. Failure to comply with restrictions on inflammatory, libelous, or obscene publications or statements.  
**Penalty: minimum-one (1) extended detention.**
14. Possession of food or drink in the classroom.  
**Penalty: minimum of one detention**
15. Throwing or making a mess with food in the cafeteria.  
**Penalty: minimum of two (2) extended detentions, plus twenty days out of the cafeteria**
16. Throwing paper or anything but food in the cafeteria.  
**Penalty: minimum-one (1) extended detention.**
17. Misuse of pass.  
**Penalty: minimum of one detention**
18. Misuse of school equipment.  
**Penalty: minimum of two detentions with restitution for any damaged equipment**
19. A student sent out of class the **first time** will receive a minimum of one detention; **second offense**, minimum of two detentions; **third offense**, minimum of four detentions.
20. Use or possession of an electronic device; such as radios, I-PODS, MP3 players, CD players, cell phones or tape recorders during school hours.  
**First Offense: Conference with student and Principal**  
**All Subsequent Offenses: Phone will be confiscated until parent can pick it up. (If a parent cannot pick-up the device it will be given back to the student at the end of the next school day.)**
21. An accumulation of less serious offenses that punishments have failed to correct will result in the next higher disciplinary action.

The previously described major situations are in no way acceptable. When they occur, strong action is warranted. The following constitutes a list of possible penalties for major infractions:

1. Detention (transportation is the responsibility of the student)
2. Curtailment of activities (extra-curricular, co-curricular, interscholastic)
3. Suspension
4. Expulsion
5. Filing of criminal charges in the appropriate court
6. Restoration, restitution for, or repair of any property damaged, marred, broken or removed.
7. Work detail related to offense

### **Family Educational Rights and Privacy Act (FERPA)**

In accordance with federal law, the South Williamsport Area School District will release directory information only. Directory information for grades 10-12 will be released to the military unless the school is notified in writing by May 1 of the previous school year. For further details contact your guidance counselor. Directory information includes the following; name, address, telephone, date and place of birth, as outlined in district policy. All other information will require written permission from the parent/guardian.

## PROCEDURAL RIGHTS AND RESPONSIBILITIES

Suspension and other exclusions from school also have guidelines for protection of students' rights. No student will be suspended for one to three days without having a chance to know the reason for the suspension and having a chance to explain his/her side to the principal or assistant principal. No student will be placed on a full suspension, four to ten days, without having an informal hearing offered with the principal and his/her parents/guardians. No student will be expelled from school without the right to a formal hearing before a committee of the board.

Freedom of speech is a fundamental right guaranteed by the Constitution. The freedom applies to students as it does to other segments of society. Like all other freedoms, it carries with it responsibility.

Students have the right to express themselves in any lawful manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights.

Students have the responsibility to obey the laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

School officials will not restrict material in an arbitrary or capricious manner. The principal of each building will have the right of prior review of material to be published, delivered as an address or speech, or distributed in his/her building.

## RULES FOR OFFICE DETENTION

1. Students assigned detention by a teacher or the office are required to attend unless excused by the teacher or the administration.
2. Students must report for detention at the following times:
  - A. PM - 2:35 - 3:10 – Cafeteria
  - B. AM - 7:10 - 7:44 – Rm 105
3. Students are **not** permitted to leave the campus before the start of detention at 2:35.
4. Office detention must be given by the administration.
5. If students are late for detention, they will serve another night of detention for being late. They **must stay** for detention even if they are late.
6. Students may not talk.
7. Students are not allowed to go to the lavatory unless absolutely necessary.
8. Students may not go to the water fountain unless absolutely necessary.
9. Students must sit up and do school work during detention or they will repeat the detention.
10. Misbehavior will not be tolerated. Disruptive students will be sent to the office.

11. Students may be excused from office detention only by **PRIOR** approval of the administration.
12. Athletes may not miss detention for practice. However, they are excused if there is a game or match but **must report** to detention the following day.
13. Students who have appointments that conflict with detention must present a note from home to the office. They will then be given a form for the doctor, dentist or court official to sign. This form must be returned to the office the next day. The student will then serve the next available detention.

### **RULES FOR EXTENDED DETENTION**

1. Students must report by 6:45 AM, if reporting in the morning, or 2:35 PM, if reporting in the afternoon.
2. The morning extended detention will be from 6:45 AM to 7:44 AM.
3. The afternoon extended detention will be from 2:35 PM to 4:00 PM.
4. If a student skips extended detention then another extended detention will be added to their total. If they skip a second extended detention for that same infraction, then the student will receive out-of-school suspension equal to the number of extended detentions.
5. All other rules previously stated for office detention apply.

### **DRESS CODE**

Students have the responsibility to keep themselves, their hair and their clothing clean. For the safety and welfare of students, teachers in specific areas i.e. labs and physical education classes may require particular modes of dress. Also, teachers or administrators may require or exclude a more specific type of dress for special events such as field trips, concerts, graduation, etc.

1. Sleeveless tops may be worn, but arm holes must be hemmed. Tops that do not meet the above “criteria” may be worn with a covering shirt or sweater or sleeved shirt worn underneath.
2. Low cut tops, halters, tank tops, and tube tops are not permitted.
3. Transparent, revealing or immodest clothing that attracts undue attention (e.g. very short skirts and shorts, sheer blouses, etc) may not be worn. Midriffs and underwear must be covered. Belt loops on pants must be waist high. Sagging pants are unacceptable.
4. Hats, sunglasses, bandanas, or head coverings of any type are not permitted. (Hats will be permitted on administratively sanctioned “Hat Days.”)
5. Shoes must be worn at all times. Sneakers must be worn on Physical Education days.
6. Clothing or shoes that present a safety hazard, interfere with the educational process or have the potential to cause a disruption will not be allowed.
7. Coats, gloves, and jackets must be kept in designated areas throughout the day. Exceptions to this rule may be made by the administration.
8. Clothing displaying slogans/pictures which suggest the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, lewd or illegal behavior or is derogatory to any person/group for reasons of race, religion, disability, age,



gender, or ethnicity or sexual orientation is in violation of civil rights laws prohibiting harassment or discrimination.

9. Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearer or others (chains, spiked wrist bands, studded bracelets or belts, etc.) may not be worn.
10. Shorts may be worn at any time with the following criteria:
  - a. Shorts must be hemmed.
  - b. Shorts length must be below arm's length when standing or no more than three (3) inches above the knee.
  - c. No bike shorts, cut-off shorts or ripped shorts are allowed.

**Students dressed inappropriately will be asked to change to acceptable clothing. Flagrant or repeated incidences will result in disciplinary action.**

### **GRADUATION DRESS CODE**

The dress code is to provide a dignified ceremony for all to enjoy. Appropriate attire includes:

1. A dress shirt with a collar, dress pants, socks and dress shoes.
2. A dress, or blouse and skirt/dress pants with dress shoes.

There is to be no writing or marks on the caps and gowns. Any questions should be directed to the principal.

### **TOBACCO USE**

The South Williamsport School District forbids the use of tobacco products, e-cigarettes, and any tobacco related devices. Consequences include suspension and/or referral to the district magistrate.

### **DRUGS AND ALCOHOL**

The South Williamsport Drug and Alcohol Policy is a 24 hr/365 day policy. The policy has three parts: on school property, off school property, and incentives for those students who have problems, but have not been caught by law enforcement personnel. On school property – ten (10) days suspension, off school property – removal from school activities and counseling (12 hrs, minimum of 4 weeks), incentive – counseling (12 hrs)

## **EDUCATIONAL TRIPS**

Upon application to the Superintendent on forms provided by the school district, pupils may be excused from school attendance to participate in educational trips or tours at the expense of their parents.

## **ELECTRONIC EQUIPMENT**

Students may use portable cell phones, IPODs, smart watches, and electronic games with earphones while traveling to and from school. However, such electronic devices must be kept in a student's locker during school hours

## **EMERGENCY DRILLS**

### **FIRE DRILL**

Evacuation routes and procedures are posted in each classroom.

When the fire alarm sounds, students will leave the room. Before leaving, all windows and doors are to be closed and lights are to be turned off. Students will follow the evacuation route in an orderly manner. . The first to reach an outside door is to hold it open until everyone has left the building.

Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter. No one is to return to the building until the signal is given by the principal or his/her authorized representative.

### **LOCKDOWN DRILL**

When a lockdown drill is announced all students, staff and faculty will proceed to a "safe room." Once there, staff will direct students to a safe corner of the room and remain quiet until the drill is over. An announcement will be made indicating the drill has been completed.

### **TORNADO DRILL**

When a tornado emergency sounds, the students will report immediately to their designated area.

Students should remain calm, listen closely for instructions, obey orders quickly, leave rooms and walk in single file with no crowding or talking. Students are to remain silent until they are dismissed.

## **FACULTY ROOMS AND OFFICES**

Students are not to go into faculty rooms or offices unless given permission by a member of the staff.

## **FINAL EXAMS**

All students are required to take final exams unless special administrative exemption is given.

## **FUND RAISING**

The School Board prohibits the collection of money in school, or on school property or at any school-sponsored event by a student for personal benefit.

## **INTERNET USE AGREEMENT**

### **Acceptable Use of Internet, Computers, and Network Resources in the South Williamsport Area School District (Policy #815)**

#### **Purpose**

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

#### **Definitions**

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

## Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a

review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

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 sexually explicit materials. 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 to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.

2. Commercial or for-profit purposes.
3. Product advertisement or political lobbying.
4. Bullying/Cyberbullying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Accessing the Internet, district computers or other network resources without authorization.
18. Disabling or bypassing the Internet blocking/filtering software without authorization.
19. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

## **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.



## Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

## District Web Site

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies.

Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal.

## Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

## LEAVING SCHOOL

Students, who receive permission from the administration and a parent to leave school for personal reasons, such as to change inappropriate clothing or to get an assignment left at home, will make up the amount of time missed before or after school the following day.

## **LOCKERS**

Each student is assigned a locker for storage of books, coats, gym clothes and needed materials. It is the student's responsibility to see that his/her locker is kept locked and orderly at all times. Locker combinations should not be given to **any** other students. Students are prohibited from permanently marking or defacing lockers.

Since the lockers are the property of the school district, the school reserves the right to search the lockers as determined to be necessary to maintain the health and safety of the student body and to prevent the use of the lockers for unauthorized or illegal purposes. Students shall not expect privacy regarding items placed in the lockers because they are subject to search at any time by school officials. Random, periodic and sweeping searches will also be conducted. Any materials found during searches may be used as evidence against the student in disciplinary proceedings.

## **MEDICATIONS**

All students requiring **ANY** medications during the school day are required (School Policy #210) to take prescribed or across-the-counter medication to the nurse's office with a note from the parent or legal guardian stating:

1. Permission to take the medication.
2. Prescribed dosage.
3. Time of dosage.
4. Length of time necessary to take the medication.

Students failing to abide by the regulation and found having **ANY** medication in their possession will be subject to immediate suspension.

## **PASSES**

Except under unusual circumstances, students should not be in hallways during class time. Any student not in class **MUST** have a written pass signed and dated with a specific time by the classroom teacher.

Any staff member has the right to stop students in the hall and ask to see their passes. Students without passes will be returned to class or to the main office. Students in the halls without authorization or using a pass for any purpose other than that for which the pass was written are subject to detention or suspension.

## **PEP RALLIES**

On the designated bell, students will proceed to the gym where they will sit according to grade. Although school spirit and enthusiasm are encouraged, students are reminded not to throw objects onto the gym floor.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection of any kind between students is frowned upon and will result in detention or suspension.

## **SCHOOL PROPERTY**

Willful destruction or abuse of any school property is a grave offense. School property that is otherwise lost, damaged or abused through pupil carelessness or negligence will result in charging the student for same based upon age, condition and original cost. No credit for schoolwork will be recognized until charges have been paid; if necessary, legal proceedings shall be instituted to recover damage or losses.

Lockers are provided for the convenience of the students and the safety of their property. The locker itself remains the property of and under the jurisdiction of the school. Students should visit their lockers as infrequently as possible. A locker visit between classes is not an acceptable reason for tardiness to any class. **STUDENTS SHOULD NEVER GIVE THEIR LOCKER COMBINATIONS TO ANYONE.**

## **SEXUAL HARASSMENT**

It is the policy of the South Williamsport Area School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students and/or staff through conduct or communications of a sexual nature as defined below.

Sexual harassment shall consist of unwelcome sexual advances, favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any student to any member of the school staff or when made by any student another student when:

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

Sexual harassment, as defined above, may include, but is not limited to the following: Verbal harassment or abuse; pressure for sexual activity; repeated implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her building

principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades.

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

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

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

### **SODA MACHINES**

All soda machines located inside designated faculty lounges and offices are **not** to be used by students at any time.

### **STUDENT PROPERTY**

Students may not carry or play radios, I-PODS, MP3 players, CD players, cell phones or tape recorders during the school day. Items of this type will be confiscated by administration and teachers.

### **TELEPHONES/CELL PHONES**

If students wish to use a telephone, they may, with the permission of their teacher, use an office phone. Cell phone use is not permitted in school at any time. If a student brings a cell phone to school, it should be turned off and placed in their locker. Any student caught with a cell phone in their possession will face disciplinary procedures.

*1<sup>st</sup> offense* – Conference with student and principal

*All subsequent offenses:* Confiscation of cell phone. Parents will be required to pick-up the cell phone. If a parent cannot pick up a cell phone, it will be given to the student at the end of the next school day.

**Students' use of the classroom telephone is prohibited and will result in detention.**

### **TRANSPORTATION**

#### **BICYCLES**

Pupils, not within walking distance of the school, should employ bus transportation. If students do, however, choose to ride their bicycles to and from school, they should be locked and parked in the designated area

## BUSES

One of the major objectives of the transportation is to maintain conditions on the buses that are conducive to the best interests of the mental, moral and physical well being of the pupils.

1. Pupil policy on buses (rules and regulations)
  - a. No food shall be eaten in the bus.
  - b. Pupils shall not extend arms or other parts of the body out the window.
  - c. Nothing shall be thrown inside the bus or out of the window.
  - d. Pupils shall not change seats while the bus is in motion.
  - e. All riders shall conduct themselves as ladies and gentlemen at all times.
  - f. Students must be on time for the bus. On days when the roads are bad, do not expect the bus to be right on time.
  - g. Students should wait in an orderly manner off the streets and not damage or destroy private property.
  - h. Students should take a seat in the bus without disturbing other passengers.
  - i. Students should obey the driver's suggestions promptly.
  - j. Students must remember that loud talking or laughter or unnecessary confusion can momentarily divert the driver's attention and may result in a serious accident.
  - k. Students should help keep their bus clean and sanitary.
  - l. Students should be courteous.
  - m. Students must treat school bus equipment as they would treat valuable property and possessions in their homes. As expected, damages done by students will be paid by them.
  - n. There **SHALL BE NO USE OF ANY TOBACCO, DRUGS OR ALCOHOL** on the school bus by **ANYONE, ANYTIME**.
  - o. Students must wait until the bus comes to a complete stop before getting up to go out.
  - p. When loading a bus, students are to remain on their side of the road until the bus stops.
  - q. Upon leaving the bus, pupils are to cross over in front of the bus, which will remain stopped until all pupils have crossed safely.
2. Bus drivers' authority
  - a. Drivers will maintain discipline, reporting any infractions they feel necessary to the principal of the building to which the student is assigned.
  - b. Drivers do not have the authority to eject students from the bus while enroute to or from school.
  - c. Drivers have the authority to return to school with an unruly pupil or pupils if conditions warrant.
  - d. Drivers do not have authority to eliminate or change any bus stops.
  - e. Drivers must obtain permission from the bus supervisor or superintendent before not completing any part of their designated trip due to inclement weather.
  - f. Drivers will inspect their bus after each run. If there is any damage or any unusual incident with the bus, the students riding that bus during the run will be held responsible and will be questioned.
3. Punishment for infraction of rules while riding on school bus
  - a. The first infraction of any rule shall be reported by the driver to the principal of the school to which the student is assigned. This shall result in

at least a two (2) week suspension of the student's riding on the bus. A report is sent to the Superintendent's office.

- b. The second infraction of any general rule will cause the student to be subject to being expelled from the bus for the remainder of the school term as determined by the board of School Directors.
  - c. For a serious infraction of rules, a pupil may be expelled from riding on the bus on the first offense.
4. Route and bus stops
    - a. Bus routes and stops shall be established by the Board of School Directors on the recommendation of the administration. Any change in routes shall require Board action.
  5. Insurance
    - a. Insurance shall be the responsibility of the carrier to maintain public liability and property damage insurance as directed by the Board of School Directors.
  6. Bus evacuation procedures
    - a. As per School Bus Emergency Evacuation, Pennsylvania Department of Public Instruction, 1964.
  7. The State of Pennsylvania rates all bus carrying capacities on a basis of three (3) students per seat. Therefore, all students are expected to sit three (3) to a seat. No standing or sitting in the aisles is permitted.
  8. All students living in the boroughs of South Williamsport and Duboistown who ride the bus are responsible for their transportation to school if for some reason the bus fails to arrive for the pick-up.
  9. If a school bus is late for any reason, all students are required to wait or one-half hour beyond scheduled pick-up time, except in extremely inclement weather.

## **STUDENT PARKING**

One-way traffic and speed limitations, as established, will be strictly enforced. All numbered parking spaces are reserved and not available to students. Dangerous or disruptive use of a motor vehicle will result in the loss of parking privileges and disciplinary action will be taken. Parking is prohibited in fire zones. Students must register vehicles and display the parking pass issued to them by the office.

## **VISITORS**

The school policy is to accept only those visitors who have legitimate business at the school. Guests, visitors, including parents, must register in the office and wear a visitor's pass.

## **WEAPONS**

By School Board Policy #219, the possession or use of weapons and replicas of weapons on school property or while involved in a school related activity is forbidden.

“Dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury. Violation of this policy will be reported to the student’s parent and the local police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and students who assist possession in any way.

## **STUDENT SERVICES INFORMATION**

### **GUIDANCE**

Guidance services are available to students throughout all six years of high school, helping students with social, educational, career and personal assistance. Your child’s counselor will help plan challenging courses, advise which tests to take, and discuss college options. As students proceed through high school, their counselor keeps a record of all classes and grades, as well as graduation requirements. If students have problems in school, either academic or otherwise, the counselor can connect students to resources in the school or community. Students and parents who wish to speak with a counselor should schedule an appointment. For more information, please go to the high school guidance website at [www.swasd.org](http://www.swasd.org)

### **LIBRARY**

The library is open from 7:40 A.M to 3:15 P.M. and is closed for a lunch period. Students may use the library during study hall. They may also use the library during lunch if they have a pass from the librarian.

### **STAR TEAM**

The purpose of the STAR Team is to identify and make appropriate referrals for students who may be experiencing problems with alcohol or other drug use, depression and/or feelings of suicide. The STAR Team will accept referrals from parents, students and school staff. Upon referral, trained members of the Team interview the student, and recommendations are made for referral to appropriate community resources or educational groups.

### **STUDENT HEALTH SERVICES**

Students who are injured or become ill during the school day should go to the nurse’s office with a pass. If the nurse is not available, they should report directly to the main

office. Students, who are allowed to go home, must bring a note from their parents/guardians when they return.

### **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

### **TEEN CONTACTS**

Teen Contacts, an innovative program that takes advantage of the positive effect teens can have on each other, is an effort to provide high school students with additional listening resources and an alternative outlet for ventilation of feelings. Teenage volunteers are trained as peer facilitators who may supplement school, church and home with accurate information. Students may talk with Teen Contacts confidentially.

### **WORKING PAPERS**

Students attending South Williamsport Area Jr.-Sr. High School are required to have working papers if they secure employment. These papers can be obtained in the school's main office during normal school hours once you have been hired by an employer. A birth certificate, baptismal certificate, driver's license or passport is needed as proof of age in order to obtain the permit. A parent/guardian is required to sign the working papers in the presence of office personnel.

## **CO-CURRICULAR ACTIVITIES**

The goal of the co-curricular activities program of the South Williamsport Jr.-Sr. High School is to promote the all-round growth and development of each student. Students are encouraged to become involved in the co-curricular activities to the extent that they are profitable and do not interfere with **THEIR** success in the classroom.

### **ATTENDANCE**

Any student who participates in an extra/co-curricular activity on a given day-practice or performance – must be in attendance for the full day unless the absence for that day is an excused absence for a required court appearance, death in the family, a physician's appointment, required testing for entrance into an institution of higher learning, a religious observance; or an unusual circumstance which has been pre-approved by the junior-senior high school principal or his/her designee or an unexcused tardy. The cut-off for tardies is 8:30 AM.



## CLUBS

Students may join a maximum of two clubs per year. If students do not wish to participate in the club program they will be placed in a study hall. Clubs meet twice monthly, October through May. The following is a list of clubs that have met in the past:

Cardio Walking	Random Acts of Kindness	Fly Tying
Spirit Club	Dodgeball	Yearbook
Computers	Anime	Chemistry
Relay for Life	FBLA	Experiments
Song Writers	SADD	Football
Foreign Language	UNO	Table Tennis
Key Club	Student Council	Travel
Leo (Lions)	Wrestling	FCCLA
Builders Club	Reading	
	Scrapbooking	

## DANCES

Dances area held throughout the year for designated groups of students. The advisor and dance committee determine the theme and style of dress for each dance jointly. Before students from outside the school district may attend a dance at South Williamsport, they must be approved by administration. A permission slip can be obtained through the office.

The Junior Class, in honor of the graduating seniors, puts a formal Junior/Senior Prom on each year. There is no charge **for seniors** for the dance. Guests must be in the ninth grade or above and under 21 years of age.

## ELIGIBILITY FOR PARTICIPATING IN ATHLETICS, BAND, CHEERLEADING AND DRAMA PRODUCTIONS

Each participant may fail one major subject in classes that meet everyday for at least a semester. Eligibility will be checked and reviewed on a weekly basis. Any student who fails more than one major subject at the end of each quarter will be ineligible for at least fifteen (15) school days.

## NCAA ELIGIBILITY

Any student considering participation in college athletics should be aware of NCAA regulations relating to academic standards. The NCAA sets minimum SAT and high school grade point average requirements for student athletes. It is the student's responsibility to check with his/her guidance counselor in order to ensure eligibility at the college. Anyone considering Division 1 or 2 college athletics should be sure to see his/her counselor about filing an NCAA eligibility form.

## **ETHICS CODE**

It is recognized that throughout the course of the school year, many students participate in athletics, band, chorus, clubs and other school activities beyond the regular school curriculum. Some of these activities occur within the confines of the school itself, while others are in localities away from school.

Inasmuch as these students who participate in these activities represent not only themselves as individuals, but the school district as well, it is deemed important that they observe standards of good conduct. The following code of Ethics is to be considered the standard acceptable to all concerned and is to be viewed as consistent with and complementary to the District Policy on Students' Rights and Responsibilities.

1. Participants will refrain from the use or possession of alcoholic beverages.
2. Participants will refrain from the use or possession of narcotics, drugs and other similar controlled drugs.
3. Participants will refrain from the use of tobacco.
4. Participants will refrain from the use of profanity, not only among themselves, but also with opponents, referees, officials and other adults.
5. In accordance with Board Policy #123, any student who participates in an extra-curricular activity on a given day, practice or performance, must be in attendance for the full day unless the absence for that day is an excused absence for a required court appearance, death in the family, a physician's appointment, required testing for entrance into an institution of higher learning, a religious observance, or an unusual circumstance, which has been pre-approved by the administration.
6. Participants will respect not only the property of their own school district, but also the property of the host school district or communities where they are participating.
7. Participants are expected to exhibit the highest standard of honesty at all times.
8. All participants should exercise elements of restraint and good conduct.
9. All participants should exercise good sportsmanship.
10. All participants should adhere to training rules where applicable.
11. All participants are expected to carry school spirit in the highest regard at all times.

## INTERSCHOLASTIC SPORTS

The following interscholastic sports are offered at the South Williamsport Jr.-Sr. high School:

### FALL SPORTS

Football  
a. Varsity  
b. Jr. Varsity  
c. Jr. High  
Golf  
Girls' Tennis  
Boys' Soccer  
a. Varsity  
b. Jr. Varsity  
Girls' Soccer  
a. Varsity  
b. Jr. Varsity  
Girls' Jr. High Softball  
Competitive Spirit

### WINTER SPORTS

Boys' Basketball  
a. Varsity  
b. Jr. Varsity  
c. Jr. High  
Girls' Basketball  
a. Varsity  
b. Jr. Varsity  
c. Jr. High  
Wrestling  
a. Varsity  
b. Jr. High  
Competitive Spirit

### SPRING SPORTS

Boys' Tennis  
Boys' Varsity Track  
Girls' Varsity Track  
Boys' Baseball  
Girls' Softball  
a. Varsity  
b. Jr. Varsity  
Boys' Jr. High Soccer  
Girls' Jr. High Soccer

An intramural athletic program is available after school according to student interests and teacher availability.

## MUSIC

The following musical organizations are available at the South Williamsport Jr.-Sr. High School: senior high concert band, marching band, 7<sup>th</sup> and 8<sup>th</sup> grade band, senior high chorus, and 7<sup>th</sup> and 8<sup>th</sup> grade chorus.

## PUBLICATIONS

### YEARBOOK

Each year, the graduating class publishes an annual called The Mountaineer that highlights the various activities of the high school. The yearbook represents a pictorial record of school life.

### Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that South Williamsport Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, South Williamsport Area 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 South Williamsport Area 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 (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – 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.<sup>1</sup>

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name of the Office that administers FERPA: Family Policy Compliance Office.

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