



# HANDBOOK 2022-2023



For more information, visit us at: [www.swasd.org](http://www.swasd.org)

# Table of Contents

## SECTION I

### General Information

Letter of Welcome.....	1
Philosophy .....	2

## SECTION II

### Building Information

Bell Schedule .....	3
Emergency Closing & Dismissals .....	4

## SECTION III

### Course And Evaluation Information

Change of Schedule .....	4
Grading System .....	4
Make-up Work and Incompletes.....	4
Requirements for Physical Education.....	4
Career and Technical Education Programs .....	5
Report Cards .....	6
Graduation Requirements .....	6

## SECTION IV

### Student Recognition Information

Honor Roll .....	8
National Honor Society .....	8
National Junior Honor Society .....	9

## SECTION V

### Policy Information

Attendance Requirements .....	10
Illegal Absences.....	11
Tardiness .....	11
Truancy .....	11
Homelessness.....	12
Extra/Co-Curricular Activities.....	13

Auditorium Seating and Decorum .....	13
Closed Campus .....	13
Discipline .....	13
Public Display of Affection .....	15
Procedural Rights and Responsibilities .....	15
Rules for Detention.....	16
Rules for Extended Detention.....	16
Dress Code.....	17
Tobacco Use.....	17
Drugs and Alcohol .....	17
Bullying/Cyberbullying .....	18
Hazing.....	18
Educational Trips .....	18
Emergency Drills .....	18
Fire Drill .....	18
Tornado Drill .....	18
Faculty Rooms and Offices.....	18
Final Exams .....	18
Fundraising .....	19
Internet Use Agreement .....	19
Leaving School .....	24
Lockers .....	25
Drug & Alcohol Testing.....	25
Medications.....	25
Passes.....	25
Pep Rallies .....	26
School Property .....	26
Sexual Harassment.....	26
Soda Machines.....	27
Transportation.....	27
Bicycles .....	27
Buses.....	27
Student Parking.....	29
Visitors .....	29
Weapons.....	30
Transgender and Cisgender Students.....	30
Electronic Devices .....	31
Student iPad Responsible Use.....	35
Covid-19 Health Regulations .....	42

**SECTION VI**

**Student Services**

Counseling ..... 42

Library ..... 42

STAR Team..... 42

Student Health Services ..... 42

Accidents ..... 42

WorkingP apers..... 43

**SECTION VII**

**Co-Curricular Activities Information**

Attendance ..... 43

Clubs ..... 43

Dances..... 44

Eligibility for Participating in Athletics Band, Cheerleading and Chorus.... 44

    NCAAE ligibility ..... 44

    EthicsC ode..... 44

    InterscholasticS ports..... 45

Music ..... 46

Publications – Yearbook ..... 46

The Family Educational Rights and Privacy Act..... 46

Notification of Rights Under Ferpa ..... 47

Title IX Policy ..... 47

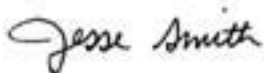


## SECTION I – General Information

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. Eric Briggs, Superintendent of Schools, 515 West Central Avenue, South Williamsport, Pennsylvania 17702 or phone (570) 327-1581.

Sincerely,

A handwritten signature in cursive script that reads "Jesse Smith". The ink is dark and the signature is fluid.

Jesse Smith  
*Principal, Grades 7-12*

# 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*

## SECTION II – Building Information

### 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 1st 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		11/12 Grade		9/10 Grade	
<b>Period 1</b>	7:50-8:40	<b>Period 1</b>	7:50-8:40	<b>Period 1</b>	7:50-8:40
<b>Period 2</b>	8:43-9:37	<b>Period 2</b>	8:43-9:25	<b>Period 2</b>	8:43-9:25
<b>Period 3</b>	9:40-10:33	<b>Period 3</b>	9:28-10:10	<b>Period 3</b>	9:28-10:10
<b>Lunch</b>	10:36-11:06	<b>Period 4</b>	10:13-10:55	<b>Period 4</b>	10:13-10:55
<b>Period 4</b>	11:09-11:51	<b>Period 5</b>	10:58-11:40	<b>Period 5</b>	10:58-11:40
<b>Period 5</b>	11:54-12:47	<b>Lunch</b>	11:43-12:13	<b>Period 6</b>	11:43-12:25
<b>Period 6</b>	12:50-1:43	<b>Period 6</b>	12:16-12:58	<b>Lunch</b>	12:28-12:58
<b>Period 7</b>	1:46-2:28	<b>Period 7</b>	1:01-1:43	<b>Period 7</b>	1:01-1:43
		<b>Period 8</b>	1:46-2:28	<b>Period 8</b>	1:46-2:28
<b>Announcements</b>		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 (swasd.org), district Facebook page, radio, and TV in addition to a district automated phone call. 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.

**SECTION III – Course and Evaluation Information**

**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 to change a core class.

**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:

<b>A</b>	<b>95 – 100</b>	<b>Superior</b>
<b>B</b>	<b>85 – 94</b>	<b>Above Average</b>
<b>C</b>	<b>75 – 84</b>	<b>Average</b>
<b>D</b>	<b>70 – 74</b>	<b>Below Average</b>
	<b>Below 70</b>	<b>Failing</b>

**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. Missed work will be sent through Teams on your child’s iPad.

**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.

## **CAREER AND TECHNICAL EDUCATION**

CTE programs offer students the opportunity to learn career-related skills before entering the workforce as well as earn college credit through Penn College Now courses. There are 12 programs offered to students beginning in 10<sup>th</sup> grade: Automotive; Biotechnical; Commercial Art; Computer Information Technology; Construction Trades; Culinary Arts; Early Childhood Education; Engineering and Robotics; Health Professions; Homeland Security; Precision Machining and; Welding Technology. Classes are held at Williamsport Area High School every school day, unless otherwise noted. Transportation to and from schools is provided for South Williamsport students.

### **What is the application criteria?**

In order to qualify for entry into a Williamsport CTE program, students need to meet the following requirements:

Be a rising 10<sup>th</sup> or 11<sup>th</sup> grade student

Obtain 6 or more credits in their 9<sup>th</sup> grade year or 12 or more credits by the end of their 10<sup>th</sup> grade year

Minimal to no discipline issues

\*\*\*Students with excessive absences may not be admitted or may be withdrawn (if currently in a program) from CTE.

## How do I apply?

Applications will become available in February. Please pick one up in the Counseling Office if you do not receive one in class. You will have a few weeks to complete the application which includes demographic information, CTE program selection, short answer questions, and a parent/guardian signature. Incomplete applications will be returned if submitted prior to deadline. No late applications will be accepted.

## When am I notified of acceptance?

Students will be notified of acceptance into their program of choice by May 1<sup>st</sup>\*. If a student no longer wishes to attend CTE, they will need to notify the Counseling Office by May 15<sup>th</sup>. Any decisions to withdraw after this date, may not be granted. Acceptance into a program does not mean the student is enrolled. Notification of enrollment will be included with the scheduling packet in August.

## How do I maintain eligibility?

As a representative of South Williamsport Area School District, you are required to meet the following standards in order to remain eligible for participation in Williamsport CTE:

- Maintain above a 75% or higher in CTE program
- Minimal to no discipline issues

## Why are these requirements in place?

The South Williamsport Area School District partners with Williamsport Area School District in sending students to use their facilities. As programs grow and change, the number of seats available for our students also changes. Therefore, acceptance into CTE programs can be highly competitive. These requirements are in place as a minimum standard for acceptance and retention. Failure to meet eligibility requirements will result in removal from CTE program.

## REPORT CARDS

An automated phone call will be sent when marking period grades are finalized. Please contact the office if you would like a hard copy of your child's report card.

**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 – Pennsylvania

#### Class of 2022 and beyond

The Commonwealth of Pennsylvania mandates graduation requirements for all students in the Pennsylvania public school system. **In addition to local requirements,** all students must complete **one** of the five options below to satisfy the state graduation requirements:

### Options:

- 1) Score proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- 2) Earn a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The passing composite score will be determined by PDE in August 2019.
- 3) Earn a passing grade on the courses associated with each Keystone Exam, and satisfactorily complete one of the following:
  - a) an alternative assessment (SAT, PSAT, ACT, ASVAB),
  - b) advanced coursework (AP, concurrent enrollment courses such as Penn College NOW),
  - c) pre-apprenticeship program,
  - d) acceptance in to a 4-year nonprofit institution of higher education for college-level coursework,
- 4) Earn a passing grade on the courses associated with each Keystone Exam, and pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.
- 5) Earning a passing grade on the courses associated with each Keystone Exam, and demonstrate readiness for postsecondary engagement through three pieces of evidence from the student's career portfolio aligned to student goals and career plan. Examples of evidence will include:
  - a) SAT Subject tests
  - b) AP or concurrent coursework
  - c) higher education acceptance
  - d) community learning project
  - e) completion of an internship, externship, or co-op
  - f) full-time employment

### **Graduation Requirements – Local**

#### **Class of 2023 and beyond:**

In addition to state graduation requirements above, students will fulfill local graduation requirements by completion of course/credit requirements in their chosen Career Pathway. Within each pathway, graduation requirements are 24 credits for regular education students, 23 credits for two-year career and technical education students and 22 credits for three-year career and technical education students. Required courses are established in each career pathway. In addition, all students must complete 0.5 credits in physical education and 0.5 credits in health.

#### **Pathways**

**Arts and Communications** – Students in this pathway will be exposed to both visual and performing arts in addition to written and verbal expression.

Business, Finance, and Information Technology – Students in this pathway will concentrate their electives across our business department while focusing on technical literacy and ability.

Engineering, Manufacturing, and Industrial Technology – Students in this pathway will focus on developing mechanical and technical skills. Pre-apprenticeship and national certifications are accessible to those in this pathway.

Health Sciences – Students in this pathway will engage in a variety of science electives while gaining hands-on lab experience, as well as demonstrate abilities in mathematical expression.

Human Services – Students in this pathway will become immersed in our social science coursework and gain essential communication skills necessary for this field.

### **Graduation with Distinction through a Career Pathway - OPTIONAL**

Graduation with Distinction through a Career Pathway is an honor earned by students who choose to challenge themselves inside a chosen Career Pathway by fulfilling all of the following requirements. Graduation with Distinction is a self-selected action by individual students. Graduates with Distinction will be recognized at Senior Awards Night and will wear a color cord during graduation.

Each action listed below is required:

Attend a career fair and document at least four (4) employment opportunities within your Career Pathway.

Participate in your Career Pathway guest lecture / speaker series at least twice.

Complete a job shadowing experience relative to your Career Pathway.

Completion of an industry certification or career oriented credential.

Complete a Career Pathway course matrix.

## **SECTION IV – 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. 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 any 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 seventh or eighth grade.
2. A candidate must have earned a cumulative scholastic average of at least 90.00 percent without rounding off. This calculation will come from the semester one average.
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 and eight.

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 any questions about this policy.

## **SECTION V – 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

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, orthodontist, or dental 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. Once a student, who is over the compulsory school age, accumulates ten (10) or more absences toward their ten-day count, the student will forfeit his/her privilege to participate in all extracurricular activities such as athletics, field trips, dances, etc. Once that student is in attendance for ten (10) consecutive school days, he/she may apply to the principal to be reinstated into extracurricular activities. If the student accrues another unexcused absence then the process will begin again. It is the responsibility of the student to apply for reinstatement.

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. 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.

### **Tardiness**

Students who are tardy to school must report to the main office immediately upon arriving. If students know they will be tardy before leaving home, they should bring a note from their parents or guardians. The minutes of every tardy will be recorded. Once the total, or cumulative, minutes tardy reaches the half-day mark, students will be assessed a half-day unexcused absence. The half-day cutoff is 8:30 which means students would need to be tardy for a total of 40 minutes to accumulate a half-day unexcused 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 P.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**

A truancy notice will be delivered by the district truancy officer after a student accrues three (3) and six (6) illegal absences. An attendance improvement program will be implemented once a student reaches six (6) illegal absences. Once a truancy notice is served, the district will no longer accept excuses for days listed on the notice. Any illegal absences after six (6) may result in a fine. (School Policy #204)



# Information for School-Age Youth

**You may qualify for certain rights and protections under the federal McKinney-Vento Act.**

**If you live in any of the following situations:**

- A shelter.
- A motel or campground due to the lack of an alternative adequate accommodation.
- A car, park, abandoned building, bus or train station.
- Doubled up with other people due to loss of housing or economic hardship.



**As an eligible student you have the right to:**

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible.

*If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.*

- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your needs as a student.

*If you believe you may be eligible, contact one of the individuals below to find out what services and supports may be available.*



Local Contact

SOUTH WILLIAMSPORT  
SCHOOL DISTRICT  
Ask for **Homeless Assistance**  
**570-327-1581**

State Coordinator  
Sheldon Winnick  
(717) 783-6466



## **Resources for Children, Youth, and their Families Experiencing Homelessness**

We work to reduce and remove educational barriers for youth experiencing homelessness in the South Williamsport Area School District. If you're a student living in emergency housing, displaced from your housing, a runaway, or a parent or guardian of a student lacking housing, or someone working with students experiencing homelessness and their families, we are here to help you obtain any assistance you might be eligible for, including education resources, transportation help, and assistance to maintain your educational program. For additional information visit [www.swasd.org](http://www.swasd.org); Homeless Resources.

## **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.

## **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.
3. Harming or threatening harm to any employee, student, the building or property of the South Williamsport Area School District.
4. Illegal possession, use, sale, or other distribution of a controlled substance.
5. Absenting oneself from school:
  - a. Truant, not being in school without parental knowledge.
  - b. Absenting oneself from a portion of a school class.
  - c. Absenting oneself from a class.
  - d. Absenting oneself from detention.
6. Leaving school property after having once arrived without reporting to the office and having parental permission.
7. Insubordination or disrespect shown toward a teacher, administrator or a professional employee.
8. Using inappropriate language or gestures towards a staff member.
9. Refusal to cooperate when a reasonable request is made of a student by a professional employee.
10. Failure to report to the office when sent from class.
11. Fighting or assault.
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 an out-of-school suspension. A fine will also be assessed by the magistrate on second and subsequent offenses.**

13. Failure to comply with restrictions on inflammatory, libelous, or obscene publications or statements.
14. Possession of food in the classroom (except 1st period).
15. Throwing or making a mess with food in the cafeteria.
16. Misuse of pass.
17. Misuse of school equipment.
18. A student sent out of class the **first time** will receive a minimum of one (1) detention; **second offense**, minimum of two (2) detentions; **third offense**, minimum of three (3) detentions.
19. Use of an electronic device such as I-PODS, MP3 players, CD players, or cell phones during inappropriate times.
20. Photographing or recording (video or audio) a staff member or student.
21. Public displays of affection are prohibited. Consequence will depend on type of display and frequency.

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.

## **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 (1) to three (3) 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 (4) to ten (10) 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 – PM detention teacher's room
  - 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. Students may not talk.
6. Students must sit up and do school work during detention or they will repeat the detention.
7. Misbehavior will not be tolerated. Disruptive students will be sent to the office.
8. Students may be excused from office detention only by **PRIOR** approval of the administration.
9. Athletes may not miss detention for practice. However, they are excused if there is a game or match.

## **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. Any clothing that is revealing in nature may not be worn. This includes, but is not limited to low cut tops, transparent clothing, and very short skirts and shorts. Bare midriffs are not allowed. Undergarments must be covered at all times.
2. Hats, gloves, sunglasses, tank tops, and head coverings (unless religious in nature) are not permitted. Hoods may not be worn.
3. 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.
4. 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.
5. Administration has the final approval on any clothing that may be a distraction, danger to students or staff, or interrupts the educational process.

**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 gowns. Caps may be decorated in a school appropriate manner. 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, incentive – counseling.

## **BULLYING/CYBERBULLYING**

The South Williamsport School District is committed to providing a safe and positive environment for district students. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students (School Policy 249).

## **HAZING**

The South Williamsport Hazing Policy is implemented to maintain a safe, positive environment for students and staff. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times (School Policy 247).

## **EDUCATIONAL TRIPS**

Upon application to the principal 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.

## **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 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.

### **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.

## FUNDRAISING

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 (swasd.org) 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.

## **DRUG & ALCOHOL TESTING**

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required (School Policy #227) to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a breathalyzer test.

## **MEDICATIONS**

All students requiring medications during the school day are required (School Policy #210) to take prescribed 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 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.

## 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 to 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, school 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 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.

## **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 in route 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 for one-half hour beyond scheduled pick-up time, except in extremely inclement weather.**

#### **10. Pursuant to School Board Policy 801.2, the use of video and audio recording equipment shall be used to support efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles.**

### **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.

## **ADMINISTRATIVE GUIDANCE TO SUPPORT NEEDS OF TRANSGENDER AND CISGENDER STUDENTS**

After recent federal court action regarding student privacy and discrimination based on sex, the district administration reviewed and revised this guidance document. Those actions at the federal level affirmed existing district practices as outlined below and that such actions do not violate the privacy rights of cisgender students.

### **Definitions:**

**Gender** – A broader societal construct that encompasses how a society defines what male or female is within a certain cultural context. A person’s gender identity is their subjective, deep-core sense of self as being a particular gender.

**Sexual Orientation** – An inherent or immutable enduring emotional, romantic, or sexual attraction to other people, including but not limited to: heterosexual, homosexual and bisexual.

**Gender Identity** – One’s innermost concept of self as male, female, a blend of both, or neither. How individuals perceive themselves and what they call themselves. One’s gender identity can be the same or different from their sex assigned at birth.

**Transgender** – A person whose gender identity does not align with the sex that person was determined to have at birth.

**Cisgender** – Refers to a person who identifies with the sex that person was determined to have at birth.

The district will take the following steps to ensure the rights of all students are protected and that all students have access to a safe, supportive, and nondiscriminatory learning environment.

For Transgender students, the district shall accept the student’s asserted gender identity when it is determined to be part of the student’s core identity. Core identity is considered an inseparable and recognizable piece of who the student is as an individual and as a member of the broader community.

The district will not require transgender students to have a medical diagnosis, undergo any medical treatment, or produce a birth certificate or other identification prior to treating them in a manner consistent with their expressed gender identity.

For these students the school district will:

- offer school-based supports;
- speak with students before contacting their parents to ensure that the students' privacy is protected as allowed by law;
- at the request of a student or parent, use the student's preferred name and pronouns in all settings and communications;
- provide students access to restrooms, locker rooms, or similar facilities based on the students' preferred core gender identity;
- apply dress codes based on a student's core gender identity;
- allow participation in single-sex classes based on students' core gender identity;
- avoid arbitrary gender classifications unless necessary for educational purposes; and
- exclude a student's gender or gender preference from disclosure under the Family Education Rights and Privacy Act.

All persons, including students, have a right to privacy. The following actions will be followed to ensure the privacy rights of all persons are protected:

- All persons desiring additional privacy regardless of the underlying reason, shall have access to single use restrooms and private changing facilities.
- Appropriate accommodations shall be provided to allow all students to meaningfully participate in overnight field-trips. Any student requesting additional privacy on an overnight trip will be offered single-room accommodations.

This ADMINISTRATIVE GUIDANCE does not reflect a board approved policy decision regarding transgender or cisgender students. In the absence of a clear legal decision and federal legislation, school districts remain in a potentially litigious situation. While those differences are resolved in the courts or in Congress, this ADMINISTRATIVE GUIDANCE is meant to provide guidance to school employees and consistency across the district to ensure the needs of all students are protected.

When this issue is resolved by the courts or Congress, the school board will consider appropriate policy at that time.

## **ELECTRONIC DEVICES**

### **Purpose**

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

### **Definition**

Electronic devices shall include all District owned or Personal devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet.

Personal Electronic devices shall include all non-district devices that can take

photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet.

The Board prohibits use of all electronic devices by students during the school day in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits possession of laser pointers and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

### **Authority**

Students may not use their personal electronic devices with the school district's Wi-Fi service. The school district will not be liable for students' acts conducted through their cellular service. Parent(s)/Guardian(s) are responsible for their child's use of their cellular service. This means that parent(s)/guardian(s) are responsible for their child's misuse of their personal electronic communication devices that are in violation of this policy and other laws.

Unless a principal approves use personal electronic communication devices must be turned off upon entering the school and must remain off until the end of the school day except where specifically authorized by this policy.

The school district will not be liable for the theft, loss, damage, misuse, or unauthorized use of any personal electronic communication device brought to school by a student. Students are personally and solely responsible for the security of personal electronic communication devices brought to school, school events, or school district property.

### **Electronic Images and Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Such prohibited activity shall also apply to student conduct that occurs off school property if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

The Superintendent or designee shall develop administrative regulations to implement this policy.

### **Guidelines**

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

### **Exceptions**

The building administrator may grant approval for possession and use of a personal electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[7]
3. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

### **Where and When Devices May Be Used:**

In accordance with this policy, personal electronic communication devices may be used in authorized areas or as determined by the school district administration as follows:

1. High School Students: Before and after school, in the cafeteria at lunch time and on the school district's bus if authorized by the bus driver
2. Elementary Students: Before and after school, and on the school district's bus if authorized by the bus driver.
3. When the educational, safety, emergency, medical, or security use of the personal electronic communication devices by the student is approved by the building level administrator or designee or the student's IEP team. In such cases, the student's use must be supervised by a school district professional.

### **Where and When Devices May NOT Be Used:**

In accordance with this policy, electronic communication devices, (District-owned or personal), may not be used in unauthorized areas or as determined by the school district administration as follows:

1. The Board strictly prohibits possession by students on school grounds, at school district-sponsored activities, and on buses or other vehicles provided by the school district, of any non-school district-owned laser

pointers, or laser pointer attachments, and any electronic communication devices, including personal electronic communication devices, that are hazardous or harmful to students, employees, and the school district. These include, but are not limited to, devices that control/interfere with the operation of the buildings' systems, facilities and infrastructure, or digital network. No exception or permission may be authorized by the principal or designee, or anyone, for students to possess or use such devices

2. To cheat, engage in unethical conduct, and threaten academic integrity.
3. To access and/or view Internet web-sites that are blocked by the school district. Examples include, but are not limited to, social media sites, and inappropriate matter as defined in the school district's acceptable use policy and social media policy.
4. To take action that Invades the privacy rights of any student or employee, violates the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence. Actions Include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or Image without consent, or storing/accessing personal and/or academic information/data without consent.
5. In locker rooms, bathrooms, dressing rooms, and any other changing areas.
6. To create, send, share, view, or disseminate sexually explicit, obscene, pornographic, child pornographic, lewd images or video content; such acts may be a crime under state and/or federal law.
7. To disrupt the educational and learning environment.

Use of personal electronic communication devices that violate this policy, other relevant school district policies, regulations, rules, and procedures may be confiscated.

If school officials have reasonable suspicion that this policy, other relevant school district policies, regulations, rules, procedures, and laws are violated by the student's use of any electronic communication devices, the devices may be lawfully searched in accordance with the law, and/or the devices may be turned over to law enforcement when warranted.

When legally required and/or when in the Interest of the student, the student's parent/guardian shall be notified.

If a personal electronic communication device is suspected of being stolen, it may be turned over to law enforcement.

Disciplinary consequences shall be In accordance with the school district's policies, regulations, rules, and procedures, including but not limited to student discipline, acceptable use, bullying/cyberbullying, harassment, social media, and other policies.

Violations of this policy should be reported to the student's principal or designee.

## **STUDENT iPad RESPONSIBLE USE**

### **Purpose**

This policy is intended to promote responsible use and protect students and the district from liability resulting from any misuse of the school issued iPad. The use of iPad is fundamental to the daily instruction process and shall be required. Technology, on or off-campus, must be used in accordance with the mission of South Williamsport Area School District as well as the Policy 815 Acceptable Use of Internet, Computers and Network Resources. Teachers may set additional requirements for use in their respective classes.

### **Authority**

The iPad and accessories remain the property of South Williamsport Area School District at all times. Therefore, students shall have no assumption of privacy. The district reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad will result in disciplinary action.

District administration will develop specific guidelines for the administration of this policy including, but not limited to, student discipline and the iPad insurance program.

### **Guidelines**

iPads are essential to the academic program, and this policy governs and supports the academic use of the iPad.

All students and parents/guardians are subject to the conditions of use as outlined in this policy.

### **Liability**

The parent/guardian and/or student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, protective case, and all other issued accessories if the property is:

1. Not returned.
2. Intentionally damaged.
3. Lost or damaged because of negligence and/or by not following the procedures established in this policy.
4. Stolen, but not reported to school and/or police within 24 hours of the incident. A police report must be filed by the parent/guardian or student if the iPad is lost or stolen.

### **Personal Safety**

Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel immediately. In addition, students should:

1. Carefully safeguard their personal information and that of others.
2. Never share personal information, including phone number, address, social security number, birthday, or financial information, over the



Internet without parental and/or teacher permission.

3. Never agree to meet someone they meet online in real-life.

### **Internet Etiquette**

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. All internet users should recognize that, with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

### **Cyber Bullying**

Kids Health defines cyberbullying as, “The use of technology to harass, threaten, embarrass, or target another person.” By definition, it occurs among young people. Cyberbullying will not be tolerated and is strictly forbidden. The user should remember that digital activities are monitored and retained. Report cyberbullying immediately to school personnel.

### **District Acceptable Use Policy**

District Policy 815 Acceptable Use of Internet, Computers and Network Resources is to be followed at all times.

### **Use, Care, and Routines of iPads**

Students are responsible for the safety and security of their iPad. Students will be permitted to take the iPad home (Grades 5-12 nightly / Grades K-4 as permitted by teachers and administration).

1. Students should never pile things on top of the iPad in or out of their backpack.
2. Keep the iPad in the district issued rugged case at all times.
3. Do not leave the iPad out in extreme heat or cold.
4. Do not leave the iPad in a vehicle or place it on top of a vehicle.
5. Keep food, drink, pets, etc. away from the iPad at all times.
6. Do not drop the iPad as the screen is made of glass and will break.
7. Do not leave the iPad unattended at any time including during class, extracurricular activities, lunch, locker room, etc. During lunch, iPads are to be kept in lockers, backpacks, or a locked classroom.
8. Labels, stickers, or screen protectors placed on the iPad by the district shall not be removed.
9. Do not write on, or place any labels or stickers on, the iPad or district issued case. Do not alter the iPad in any manner that will permanently change the iPad.
10. Do not remove the serial number or identification sticker on the iPad
11. The lock screen picture will remain the school logo with the device name showing. Students may not alter their lock screen picture.

12. Do not lend the iPad to a classmate, friend, or family member.
13. Clean the iPad screen with a soft, dry, antistatic cloth or with a screen cleaner designed specifically for LCD type screens.
14. Fully charge the iPad each night with the appropriate iPad A/C adapter.
15. Do not attempt to repair a damaged iPad.
16. Do not upgrade or change the iPad operating system in any way.
17. Do not remove or circumvent the mobile device management system installed on each iPad. This includes removing restrictions or “jailbreaking” the device.
18. Do not sync the iPad with a district or home computer.
19. Avoid touching the screen with pens/pencils. Use an appropriate stylus.
20. Students may not change the “Lock Screen” without permission. Students may not change the “Device Name”.
21. Students may not change or delete “Profile” settings.

All students must use their individual school issued email account and district Apple ID. All iPads will need to be set up with this email and the student’s district Apple ID account so students can quickly and easily send messages and schoolwork to teachers. The effective use of email will:

1. Develop appropriate digital communication skills
2. Allow students to develop positive professional relationships with peers and staff.
3. Assist in collaboration skills required in careers and higher education settings.

### **School Email or other School Communication Platforms**

School email accounts and school communication platforms exist to facilitate communication and learning between students and students and staff. They are for educational use only.

Students should only have their school email account set up on their iPad. No other personal email accounts should be set up on the iPad.

All communication from students to teachers must be on their school issued email or other district approved communication platform. Personal accounts, including texting, are not an acceptable means of communication with teachers.

### **Camera**

Each student iPad is equipped with a digital camera feature. The camera will allow students to maximize learning and teaching opportunities. This feature will be used for educational purposes only. iPads may not be brought into restrooms, locker rooms, or other changing areas. iPads may not be taken to Physical Education classes or other events where physical damage to the iPads would be likely to occur without permission from the teacher. These restrictions are for both sanitation and social health reasons.

Inappropriate pictures/video of yourself (selfies) are prohibited.

*Examples of Proper Educational Use:*

Recording and/or taking pictures for project-based learning assessments.

Assisting in ensuring accurate notes are taken in class.

Submitting work digitally.

Students are not allowed to take any pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.

### **Listening to Music**

While at school, music apps will be available on student iPads for academic uses only. Streaming music is not allowed at school.

Users must follow copyright and other applicable laws.

### **Watching Movies**

Watching movies will not be allowed during school hours. Video segments required for school use will be allowed on iPads with teacher permission. Students will have access to YouTube with teacher authorized videos.

### **Games**

Students may not play games on the iPad during school hours unless they are given permission by the teacher and the game supports education. The content of any games played at home must be school appropriate.

### **Student Files and Storage**

All students should store their files using district provide file storage in OneDrive through Office 365. Additional data storage, through portable or cloud resources, is at the expense and responsibility of the user.

### **Printing**

Printing will not be allowed from the iPads at school. If printing is necessary, students must email the document to their school email account or access from the student's OneDrive and print from a computer lab / Library Media Center.

### **iPad Background**

The lock screen picture background will be used by the district and cannot be changed. Any picture used as the background for a school issued iPad must be school appropriate and align with the Acceptable Use guidelines.

### **Plagiarism**

1. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
2. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.

3. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.

Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

4. Plagiarism will be handled according to the school discipline policy on plagiarism. Please see the school handbook for the policy.
5. Users must follow copyright and other applicable laws.

**Behaviors and Discipline Related to Student iPad Use Violations are as follows:**

1. Failure to bring iPad to school.
2. Missing cover.
3. Damaging, defacing, placing stickers, etc. to iPad.
4. Using account belonging to another student or staff member.
5. Accessing inappropriate material.
6. Cyber Bullying.
7. Using profanity, obscenity, derogatory, inflammatory, or racist terms.
8. Sending/forwarding assignment to another student to use as their own.
9. Not having iPad fully charged when brought to school.
10. Attempts to defeat or bypass the district's Internet filter and/or security settings.
11. Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate Internet activity.
12. Unauthorized downloading/installing of apps.

**Progressive Discipline**

Student discipline for violations of this policy will be progressive, reasonable to the age of the student, and appropriate for the infraction as determined by school administration.

Discipline steps will include verbal warnings, parent conference, detention, and suspension.

Misuse of the device that constitutes a crime will be referred to the police.

Unacceptable use of the iPad includes, but is not limited to, the following examples:

1. Using the school network for illegal activities such as copyright and/or license violations.
2. Using the iPad as the vehicle for plagiarism.
3. Unauthorized downloading of apps and/or jailbreaking of the iPad.
4. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.

5. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
6. Gaining unauthorized access anywhere on the network.
7. Invading the privacy of individual(s).
8. Using and/or allowing use of another person's login/password to access the network.
9. Being a passive observer or active participant with any unauthorized network activity.
10. Participating in cyberbullying of any person.
11. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
12. Obtaining, modifying, or using user name/passwords of other users.
13. Modifying files belonging to another student on the network.
14. Attempting to access or accessing websites blocked by the school's Internet filter.
15. Downloading apps, streaming media, or playing games without permission of an administrator.
16. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.

## **Power Management**

iPads are essential classroom tools and students are expected to arrive to school prepared for the day. Students are responsible to recharge the iPad's battery so it is fully charged by the start of the next school day. Students with no battery life may bring the iPad to the Library Media Center for charging.

Charging of iPads will follow the procedures below to ensure minimal disruption to learning of all students.

1. Users will forfeit use of the iPad for the entire time it takes to fully charge the iPad.
2. The Library Media Center will not lend an iPad to a student while the student's iPad is charging.
3. Users may pick-up or check on the iPad between classes and during lunch.

## **iPad Security**

Content filtering is present on the school network. The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block inappropriate and objectionable sites. Students are to comply with

the district's Acceptable Use of Internet, Computers and

Network Resources policy on and off school district property. Although district content filtering will travel with the iPad outside the school building, when using the iPad at home, parents/guardians must still supervise the appropriate use of iPad.

### **Loss or Theft**

If the iPad is lost or stolen, the district will issue the student a replacement iPad, at no charge, if the student was demonstrating reasonableness of care at the time of the loss / theft AND the parent/guardian files a police report within 24 hours of the incident. Otherwise, replacement is the financial responsibility of the student or parent/guardian. iPad insurance does not apply.

1. Users will report any damaged or lost iPads to school administration.
2. Users will bring damaged iPads to the Library Media Center, and fill out an incident report. Submit a Help-Desk technology request for any minor troubleshooting.
3. Damaged SWASD iPads that are not in a district issued case, regardless of insurance, will be the financial responsibility of the student or parent/guardian.

### **Fees/Insurance**

Parents/guardians have the option of purchasing annual, nonrefundable insurance for the iPad, the protective case, power adapters and cables. Purchasing insurance limits the parents'/guardians', and/or student's financial liability on incidents. If insurance is not purchased, the parent/guardian is financially liable for the full replacement or repair cost as determined by the Director of Technology.

1. Insurance fees paid to the district are for the current academic year and are non-refundable. Insurance fees will be prorated for new students based on the remaining school days.
2. Annual enrollment deadline is the second Friday of each new school term.
3. Insurance cost and coverages are detailed in the Insurance Enrollment Form (Attachment A).

### **Insurance Coverage Details:**

*Damage:* Pays for damage to the iPad on school property or any other location that is accidental where the student was exercising reasonableness of care.

*Fire:* Pays for loss or damage due to fire, providing the claim includes a copy of the official Fire Report from the investigating authority.

*Electrical Surge:* Pays for damage of the iPad due to an electrical surge.

*Vandalism:* Pays for damage caused by vandalism.

*Natural Disasters:* Pays for loss caused by a Natural Disaster

## **COVID-19 HEALTH REGULATIONS**

For the safety of the schools and broader community, students are required to abide by the Board approved Health and Safety Plan for reopening schools. This plan may be amended during the school term to align with new PA-DOH or CDC orders. Questions or concerns regarding the Health and Safety Plan or any issues relating to COVID-19 including illness or exposure should be sent directly to COVID19@swasd.org.

## **SECTION VI – Student Services**

### **COUNSELING**

Counseling 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 and career 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 counseling 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.

### **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.

**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.

**SECTION VII – 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
Food	Dodgeball	Bowling
Computers	Anime	Chemistry
Chess	FBLA	Coding
Song Writers	SADD	Football
Foreign Language	UNO	Mini-THON
Key Club	Jr. High Activities	Lego Robotics
Leo (Lions)	Card	FCCLA
Builders Club	Coffee	Connecting the Pieces



## **DANCES**

Dances are 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.

## **ELIGIBILITY FOR PARTICIPATING IN ATHLETICS AND CHEERLEADING**

Each participant may fail one major subject in classes that meet every day 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

#### **Girl's Volleyball**

#### **Girl's Tennis**

#### **Boy's Soccer**

- a. Varsity
- b. Jr. Varsity

#### **Girls' Soccer**

- a. Varsity
- b. Jr. Varsity

#### **Girls' Jr. High Softball**

#### **Competitive Spirit**

#### **Cross Country**

- a. Varsity
- b. Jr. High

### **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. Varsity

#### **Competitive Spirit**

### **SPRING SPORTS**

#### **Boys' Tennis**

#### **Girls' Basketball**

#### **Boy's Varsity Track**

#### **Girl's Varsity Track**

#### **Boy's Baseball**

#### **Girl's Softball**

- a. Varsity
- b. Jr. Varsity

#### **Boy's Jr. High Soccer**

#### **Girl's Jr. High Soccer**

## **MUSIC**

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

## **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 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.

<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).

## **TITLE IX POLICY**

It is the policy of the South Williamsport School District not to discriminate on the basis of sex, handicap, race, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI. For information about your rights or grievance procedures, contact Title IX Coordinator or the section 504 Coordinator at 515 West Central Ave., South Williamsport PA, 17702, 570-327-1581.



## — DISTRICT ADMINISTRATION —

### ADMINISTRATIVE/BUSINESS OFFICE

515 W. Central Avenue

South Williamsport, PA 17702

Telephone: 570-327-1581

Fax: 570-326-0641

**Eric Briggs**, *Superintendent*

**Jamie Mowrey**, *Business Manager*

### CENTRAL ELEMENTARY

#### Grades K - 4

555 W. Mountain Avenue

South Williamsport, PA 17702

Telephone: 570-323-3694

Fax: 570-320-4492

**Michele Loomis**, *Principal*

### ROMMELT ELEMENTARY

#### Grades 5 & 6

515 W. Central Avenue

South Williamsport, PA 17702

Telephone: 570-320-4470

Fax: 570-326-0641

**Maria Pierce**, *Principal and*

*Director of Student Services*

### JR./SR. HIGH SCHOOL

#### Grades 7 - 12

700 Percy Street

South Williamsport, PA 17702

Telephone: 570-326-2684

Fax: 570-326-2687

**Jesse Smith**, *Principal*

**Scott Hill**, *Assistant Principal*

**Scott Hill**, *Athletic Director: [swasports.org](http://swasports.org)*

**Counseling Office:** 570-320-4445