

**2025-26
HANDBOOK FOR
STUDENTS AND FAMILIES
SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT**

**Central Elementary (K-5)
555 West Mountain Avenue
South Williamsport, PA 17702
570-323-3694
Fax 570-320-4492**



Office Staff:

Administrative Assistants

- Josh Smith, ext. 1100
- Jodi Nolan, ext. 1170

School Counselor – Johnna Harper, ext. 4496

Principal – Dyan Frame, ext. 4499

Dean of Students-Chris Eiswerth, ext. 4493

Dear Parent/Guardian and Student:

The South Williamsport Area School District strives to provide a safe and orderly environment as well as the highest quality learning opportunities. Because students and parents play an important role in this partnership for excellence, we look forward to a team approach and to your input and support of our schools.

This handbook contains information concerning rules, regulations, procedures, and an explanation of some of the services offered in our elementary school. The District policies that are highlighted in this handbook are by no means comprehensive. For full information on District policies, please consult the SWASD website at <https://www.swasd.org/our-district/district-policies-2/>

We encourage parents and students to discuss, with each other, the important information included in the handbook and on our website. We are certain both will answer many questions and be used as a guide throughout the year. Please feel free to contact your student's teacher or principal if you have any questions about the content of this handbook.

The faculty, support staff, administration, and school directors are looking forward to a rewarding year. We wish you much success during your 2025-26 school year at Central Elementary.

Dyan F. Frame

Principal

Central Elementary

TABLE OF CONTENTS

GENERAL INFORMATION

District Calendar.....	4
Attendance.....	5
Parent Request for Dismissal	5-6
Educational Trips.....	7
Custody Orders	6
Tardiness	7
Truancy.....	7
Blanket Permission for Campus Walking	7-8
Cell Phones.....	8
PBIS	8
Dress Code	9
Emergency Drills	9-10
Nutrition Inc	10
Lost and Found.....	10
Medication Administration	11
Parent Teacher Organization (PTO)	12
Daily Schedules	12
Visitors	12
Volunteers.....	12
Withdrawal from School	12

CURRICULUM AND EVALUATION INFORMATION

Academic Reporting System	13-14
Parent-Teacher Conferences	13

POLICY INFORMATION

Family Educational Rights and Privacy Act (FERPA).....	14
Title IX	15
Notification of Rights under FERPA for Schools.....	15
Transportation	15-16
Student Weapons Policy	17
Bullying/Cyber Bullying	19-20,28
Electronic Devices	23-25
Internet Policy	17-28

RESOURCES AND SERVICES

Homelessness.....	31
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SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT | 2025-2026 CALENDAR

Jul 4: Independence Day

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 1: New Year's Day
Jan 2: Schools Closed
Jan 19: Professional Day

19/20
 97/100

Aug 28: Professional Day
Aug 29: ACT 80 Day

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/2

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb 13: Weather Day (1)
Feb 16: Professional Day

18/19
 115/119

Sept 1: Schools Closed-
 Labor Day
Sept 2: Student First Day

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21/21
 22/23

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22/22
 137/141

Oct 13: Act 80 Day

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23/23
 45/46

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr 2: Weather Day (2)
Apr 3: Schools Closed
Apr 6: Weather Day (3)

19/19
 156/160

Nov 24-25: Act 80 Days
Nov 26: Professional Day
Nov 27: Thanksgiving Day
Nov 28: Schools Closed

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

17/18
 62/64

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 22: Weather Day (4)
May 25: Schools Closed-
 Memorial Day

19/19
 175/179

Dec 1: Schools Closed
Dec 23: Student 1/2 Day
Dec 24: Schools Closed
Dec 25: Christmas Day
Dec 26-31: Schools Closed

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

16/16
 78/80

Student Day
Professional Day
Act 80 Days/ No School for Students
Weather Day
Student Half Day
Schools Closed

Board Approval: 1st Reading:
 1/27/2025

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jun 5: Commencement
Jun 5: Student Last Day

5/5
 180/184

Total Days

180	Student Days
184	Teacher Days
4	Act 80 Full Days
4	Professional Days
1	Student Half Day
4	Weather Days

Board Approval: 2nd Reading:
 2/10/2025

Rev:

GENERAL INFORMATION

ATTENDANCE/ABSENCES

The South Williamsport Area School District is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children. We value the education of our students, recognizing the relationship between regular attendance and student achievement. We work with our families to ensure that whenever possible, their children attend school.

Absence is defined as the nonattendance of a student on a day that school is in session. It is expected that a parent/guardian notify the school about the student's illness or family emergency on the day of the absence. You may use PowerSchool, email Josh Smith at joshsmith@swasd.org, or handwrite a note. **Please do not message or email your child's homeroom teacher to report an absence.**

Lawful/Excused Absences

A lawful absence from school is broadly defined by the state. Excused absences from school at the South Williamsport Area School District include the following:

- Illness
- Prearranged medical, dental, clinic, or hospital appointment
- Court appearances
- Funeral of relative
- Educational trips preapproved by the appropriate administrator not to exceed a total of (5) school days
- Pre-approved annual visits to post-secondary options: college, trade schools, or job sites
- Authorized school activities
- Family emergencies
- Observance of student's religious holiday
- Participation in religious instruction program - maximum of 36 hours annually
- Attendance at PA State Farm Show - one (1) day only
- Participation in a 4-H, FFA or combined 4-H and FFA project - upon written request
- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.

The building administrator may require a doctor's certificate in situations where frequent absences are occurring and/or it appears absences are unexcused and/or unlawful. This requirement may remain in effect for the remainder of the school year.

Parent Link will call home when a child is absent. **This does not replace the need for a written excuse prior to/on the day of the absence or** when the student comes back to school. Upon return to school from a half day or more absence and **within three (3) days of the absence, the student must present a written note from a parent or guardian stating the reason for the absence.**

A maximum of ten (10) days of cumulative lawful absences verified by parental notification are permitted during a school year. All cumulative lawful absences verified by parent note beyond ten (10) days will require an excuse from a physician. Students who are legally absent have the opportunity to make up any work missed. It is expected that students complete the work within the time frame allotted by school staff.

Unlawful/Unexcused Absences

- Absences are treated as unlawful until the school receives a written explanation for the absence. The excuse is to be submitted within three (3) days of the absence.
- If no written explanation is provided, the absence is recorded as unexcused/unlawful. Likewise, if a written explanation offers an excuse for absence that is not allowable (as outlined in Board policy no. 204), the absence will be recorded as unexcused/unlawful.
- After a student has three (3) unlawful absences, the school sends an Unlawful Absence Letter (the first official notice), which includes: (a) dates of the three (3) unlawful absences (or accumulated school time missed), and (b) legal penalties resulting from additional unlawful absences.
- After the third unlawful absence, the school may coordinate a School Attendance Improvement Plan (SAIP) meeting to resolve the issue. All parties (student, parent/guardian, school staff, etc.) sign the SAIP at the conclusion of the meeting.
- Any additional unlawful absences (4 or more) that occur after the SAIP meeting may result in citations from the District Magistrate's office. Any future attendance issues should be referred to the district magistrate.

EXCUSED ABSENCES DURING SCHOOL HOURS

Illness

If a student becomes ill during school, the student should ask to go to the nurse's office.

If your child is ill and being sent home—

- Contacts that are listed in PowerSchool (parent/guardian/emergency) will be used to contact someone to pick up the student. It is the parent/guardian's responsibility to provide updated information to school personnel as necessary.
- **Only authorized personnel designated by parent/guardian on the emergency information form will be called when parents cannot be contacted directly.**
- No elementary student who is ill will be permitted to walk home. An adult must come into the office to sign the child out.
- If a student is experiencing a potentially serious medical issue and parent/guardian/emergency contact cannot be made, a call may be placed to 911 if school personnel feel it is warranted.

Appointments/Early Dismissal

No students will be excused earlier than the usual time without prior notice provided by the parent/guardian to the school. **The student will not be called to the office until the parent/guardian arrives so please allow 10-15 minutes when picking your child up early.**

The following procedures will be followed to ensure that child is released only to the parent/guardian or designated adult:

1. A written release/excuse written by the parent/guardian is required prior to dismissal*. The note should include the following information:
 - a. Time student will be picked up
 - b. Name of person picking student up if not the parent/guardian who is providing the note
 - c. The reason for early dismissal
 - d. Information regarding whether the student will return to school or not

2. All children will be dismissed from the main office only.
3. Parent/Guardian or a designated adult needs to report to the main office to sign out the child.
4. The office staff will call students to the main office when the parent/guardian arrives.

*Regardless of who is picking up the student, if prior notification is not received for a student's early dismissal the person picking up the student will be asked to provide identification and verification will be made regarding their ability to pick up the student. Prior written permission or phone contact must be provided to the office staff if anyone other than a parent/legal guardian is to pick up the child. Note: other than parent(s)/guardian(s), those listed as emergency contacts on students' records are not allowed to pick up a student unless a parent/guardian note has been received.

For this and other reasons, the building principal or school counselor should be aware of any custody concerns or any changes in a student's family situation. All custody issues must be addressed legally in a court of law and a copy of any custody restrictions must be provided to the school. For the safety of the child, the district will follow the most current custody agreement on file.

If you need the office to give your child a message regarding a change of plans for dismissal, the message should be received in the office before 2:15 p.m.

Please do not email or message classroom teachers if there is a change in student dismissal/appointment time – contact the school office. Teaching staff have instructional responsibilities throughout the day and may not be checking their messages.

EDUCATIONAL TRIPS

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

TARDINESS

Tardiness is defined as arriving late to a student's homeroom or class. Tardiness can have a significant negative impact on the learning process. Students must be in their homeroom classes by the starting time of the school. Below are the starting and ending times for Central Elementary:

- Central Elementary: 8:35 a.m. – 2:55 p.m.

As a courtesy and because we know that "things happen" some mornings, we allow each student 2 "free" tardy absences. As is true with other absences, unless a note is presented with an acceptable excuse for the lateness, tardy minutes will be noted beginning with the 3rd tardy. Minutes totaling 180 without an acceptable excuse will result in ½ day unlawful absence and will be subject to the truancy policy if unlawful days reach 3 or more. Every third tardy will also result in an After-School Detention.

Please refer to the district website and School Board Policy no. 204 – *Attendance* – for additional information: <https://www.swasd.org/our-district/district-policies-2/>

BLANKET PERMISSION

Periodically during the school year, educational or entertainment programs will be presented at the various district buildings. When performances are held at another district building, students will walk to the school. Students may also take educational walks on the Central Elementary or Jr./Sr. High School properties.

To avoid the redundancy of sending permission slips home for each time students go to other district facilities or on walks, we request your permission for the entire year. By not calling concerning this permission, after having read the student handbook, you also are approving this blanket permission for the current school year.

Please understand that this permission covers only trips to the various district buildings or walks on school property. Other school-related field trips may occur during the year and will require your written permission for these activities.

CELL PHONES

Cell phones are allowed to be brought to school with students at Central; however, once the students enter the school, the cell phones should be off and in the students' backpacks or coat pockets. Students are not to use cell phones during the academic day or recess. The South Williamsport School District provides iPads for use of technology during the school day. Students may use personal cell phones on the bus, but students must use the devices appropriately, following all district policy, and not record other students while on the bus.

BEHAVIOR AND 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 of the South Williamsport Area School District (#103 & #104) to ensure an equal opportunity in admissions, employment and programs, services, and activities without any consideration of an individual's race, color, national origin, sex, gender identity or expression, age, religion, disability, veteran status, genetic information, and/or any other characteristic protected by federal, state or local law as required by Title IX, Title VI, and Section 504. Discipline situations range from breaches of general decorum through criminal acts punishable in courts.

PBIS

Central will use a school-wide Positive Behavior Interventions and Supports (PBIS) program with all students. The goal of PBIS is to cultivate a positive school culture and offer behavior supports needed to improve social and behavioral outcomes for all students. It provides for frequent positive incentives for desired behaviors and delivers negative consequences for misbehaviors when necessary to support a safe school environment.

Targeted behaviors are modeled for students and taught in authentic settings and then retaught and reinforced as necessary throughout the year. We strive to focus on specifically and positively-stated expectations that are easy for students to remember. Students and staff refer to demonstrating these targeted behaviors as meeting our SOUTH Expectations.

Central Staff will frequently discuss, model, teach, and reteach appropriate student behaviors for various settings within the school building and on district transportation. Teachers will typically handle their own system as it relates to minor problems; however, major problems will typically be handled by the principal. Warnings and the assignment of After-School Detention, Lunch Detention, In-School Suspension, and Out of-School Suspension are necessary to maintain safety and the orderly operation of the school. Two warnings and re-teachings will typically be given by the principal or classroom teachers for minor infractions of the student code of conduct. If warnings fail to curb inappropriate behaviors, After-School Detention will be assigned by the teacher or principal, and parents will receive a message and written notification. Parent permission and pick-up information are needed before the student can stay for After-School Detention.

For continued minor infractions, assignment of multiple after-school detentions, and/or for particularly *serious* infractions, In-School or Out-of-School Suspension may be assigned by the principal.

The following constitutes a description of areas of behavior considered *serious*:

- Violation of duly passed local, state or federal law.
- Disrupting or advocating the disruption of any school day, portion thereof, or the general educational process regardless of degree.
- Harming or threatening harm to an employee, a student or property of the South Williamsport Area School District.
- Illegal possession, use, sale or other distribution of controlled substances.
- Absenting oneself from a school day or any portion thereof, without following stated procedure or policy.
- Leaving school property after having once arrived upon it without following stated procedure or policy.
- Insubordination or disrespect shown toward a teacher, administrator, or other district employee.
- Refusal to cooperate when a reasonable request is made of a student by a professional employee.
- Fighting or assault.
- Smoking. (This includes e-cigarettes and vaping devices.)
- Failure to comply with restriction on inflammatory, libelous, or obscene publications or statements.
- An accumulation of less serious offenses that less major punishments have failed to correct.

DRESS CODE

We ask that parents/guardians dress students appropriately for school. For the students' safety it is recommended they wear closed-toed shoes with straps and or closed heels as well. Sneakers are recommended for full participation on physical education days. If you need assistance in acquiring specific pieces of appropriate or proper clothing, please call the office and ask to be directed to either Mrs. Johnna Harper, school counselor or Ms. Dyan Frame, elementary principal, for access to resources we have available for our students. If a student arrives at school in clothing deemed inappropriate, a call will be made to parents and the student will be asked to change clothing.

EMERGENCY DRILLS

BUS EVACUATION DRILL

For students who ride district transportation, schools will conduct two emergency school bus evacuation drills during each school year. The first drill is conducted during the first week of the school

term and the second during the month of March. Each bus evacuation drill includes instruction on the location and use of emergency exit doors and fire extinguishers.

EMERGENCY PLANNING AND DRILLS

The school district uses the Run, Hide, Fight protocol for responding to emergency and/or life-threatening situations. Run – Hide – Fight is planned response developed by the FBI for use in schools, houses of worship, public spaces, and any business or location where people gather. Although the District has utilized a different training program for many years, the transition to RUN – HIDE – FIGHT aligns our terminology and training with what is currently seen as best practices by the local, state, and federal law enforcement and Emergency Management services. Our first priority is safety of all and this technique is applicable anywhere a student or staff member may be when an active shooter event occurs. For more information, please go to <https://www.swasd.org/employee-resources/rhf-resources/>

FIRE DRILL

A fire alarm evacuation plan is posted in each room. Fire drill procedures and evacuation routes are reviewed with students throughout the school year. Fire drills are completed each month during the school year when there is not another safety and security drill planned.

TORNADO DRILL

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

FOOD SERVICE/NUTRITION INC. AND BREAKFAST IN THE CLASSROOM

The District and Nutrition Inc. seek to provide nutritious meals and plenty of options for students. Parents have several options to add money to a student's account. The most convenient method is through School Café; a web-based service for adding money, applying for Free/Reduced certification, and monitoring charges. This year our school has applied for and been approved through application To the Community Eligibility Provision (CEP) for ALL district students to receive free breakfast and lunch. Money can still be added to students' accounts for extras beyond the school breakfast and/or lunch. By creating an account with School Café, parents can set their own threshold for notification. For more information visit the schools web site at: <https://www.swasd.org/students-and-families/food-service/>

In order to better reach more students with a nutritious meal to start the day, breakfast is served in the classroom each morning at 8:15 AM. School breakfast provides students with whole grains, fresh fruit, 100% fruit juice, and cold low-fat milk.

On days when there is a 2-hour delay, breakfast is not served. On a day where there is an early dismissal (Act 80 or weather related) there is generally no lunch served.

If you would like to restrict your child from taking part in the Breakfast in the Classroom Program: Contact Tara Stryker, Food Service Director, at 570-323-3694 x4495 or tstryker@swasd.org.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office. Anyone losing an article should check the lost and found area/box. Items not claimed at the end of each month will be donated to charity.

MEDICATIONS

ADMINISTRATION OF PRESCRIPTION MEDICATION

- A. Submit a private physician's written request for administration of medication to the school nurse. This request must include:
1. Name of student
 2. Identification of medication
 3. Purpose of medication
 4. Dosage of medication
 5. Date and time medication is to be administered
 6. Possible side effects, if any
 7. Physician's signature and phone number
 8. Signature of parent/guardian
- B. There may be occasions when it is not possible to obtain a physician's written request. The nurse may make exception to this requirement at her discretion provided all other guidelines are followed.
- C. **ALL MEDICATION** must be delivered in a pharmacy container which includes:
1. The student's name
 2. Identification of medication
 3. Directions for administration
 4. Physician's name
- D. All medication must be administered through the health office. Unsupervised, self-administration of medication is not permitted unless cleared through the health office. In some situations (such as inhalers used for asthma or an EpiPen used for bee stings), it may be necessary for the medication to be cleared through the health office.
- E. **Students are not permitted to bring medication to school which is to be taken at an after-school provider.**

ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

- A. All non-prescription medication must be delivered in original container in which it was purchased. (Medications must not be sent in plastic wrap, baggies, or home containers).

Again, the following guidelines must be followed:

1. Name of student
 2. Identification of medication
 3. Purpose of medication
 4. Dosage
 5. Date and time medication is be administered.
 6. Possible side effects if any
 7. Signature of parent/guardian
- B. At the nurse's discretion, permission for administration of Acetaminophen tablets will be accepted by phone for a one-time dose of this medication if written permission is not on file.

If you have any questions concerning administration of medication during school hours, please call the Central school nurse @ ext. 4497.

PARENT-TEACHER ORGANIZATION (PTO)

The purpose of this organization is to encourage a closer relationship between the school and the home. Did you know that the PTO purchases a t-shirt for every student and staff member for the PBIS program? These are just some of the many ways they reach out to help all students every day. They also provided ice cream last year for our PBIS final incentive day. There are many opportunities big and small that you can help with too! To find out more, contact the PTO for details at centralpto@swasd.org.

SCHEDULES K-5

School attendance is very important. Educational programming is based on 180 days. If possible, please make all doctor or dental appointments after school hours. Parents should bring students directly to the office if entering the building after 8:35am. As with any absence, an excuse note is required for tardy/late arrivals.

Regular daily schedule

Students may enter building and report to classrooms8:15am
Tardy Bell8:35am
Walker dismissal2:55pm
Bus students dismissed3:00pm
All students dismissed from classrooms.....3:15pm

Early Dismissals or Late Starts

Information regarding school delays and/or Early Dismissals will be relayed to parent(s)/guardian(s) via Parent Link calls, text messages, or emails to the number(s) and/or emails listed on student records as well as listed on the school district webpage and Facebook pages. Delays and/or early dismissals will also be announced on local tv and radio stations.

2-hour delay daily schedule

Students may enter building and report to classrooms10:15am
Tardy Bell10:35am
Walker dismissal2:55pm
Bus students dismissed3:00pm
All students dismissed from classrooms.....3:15pm

VISITORS

For the safety of our students and staff, all visitors are required to report to the main office upon arriving to sign in and receive a visitor’s badge. All visitors must wear a visitor’s badge at all times. In addition, we are asking all visitors to report to the main office to sign out prior to leaving the school building. It is essential that we work together to ensure the safety of the entire school community.

VOLUNTEERS

We seek to create a learning environment where the safety of children comes first. We value the help and contributions of volunteers and want to see your service to the children of this community continue. Please review the information below and speak directly with your building principal or building secretary if you need help with the process or access to the forms noted below. <https://www.swasd.org/our-district/volunteers/>

Volunteer Helpers must receive approval from the building administrator prior to providing services. Volunteers should submit the following documents at the district administrative offices:

- 1. Original PA State Criminal Records Check – Act 34;
- 2. Original PA Child Abuse History Clearance – Act 151;
- 3. Original Federal Criminal History Record Check (Fingerprint) – Act 114 [or](#) a notarized Volunteer Affidavit

4. Acknowledgment of Volunteer Responsibility Form available online as 916-1.

<https://epatch.pa.gov/home> Link for Act 34

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx> Link for Act 151.

<https://uenroll.identogo.com> Link for Act 114 (you will need to enter 1KG6XN for our school code). You will need PDE Fingerprinting for School districts.

There are copies of the Volunteer Responsibility Form in the school office for the volunteer and building principal to sign.

WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, parents and legal guardians must fill out the district withdrawal form obtained in the school office. The last day the student attends our school, all books and iPads must be returned and all outstanding debts paid. Upon registering the student at the new school, that school will then contact us, and the student's records will be forwarded. We will not officially withdraw a student from our district until a school has contacted us to provide enrollment information. Absences will begin to accrue if a student stops attending Central Elementary and does not begin to attend his/her new school in a timely manner.

CURRICULUM AND EVALUATION INFORMATION

Grading scales will appear as follows on the Trimester Report card for Grades K-4:

D	DISTINGUISHED	ABOVE GRADE LEVEL EXPECTATIONS
M	MEETING EXPECTATIONS	MEETS GRADE LEVEL EXPECTATIONS
NI	NEEDS IMPROVEMENT	APPROACHING GRADE LEVEL EXPECTATIONS

Grade 5 will be using numerical grades following the following scale, for each Trimester:

A-95-100 Superior

B-85-94 Above Average

C-75-84 Average

D-70-74 Below Average

Below 70-Failing

Honor Roll

Honor roll requires an overall average of 90% or higher in all academic areas, as well as passing all specials. Honor rolls will be typed and posted in classrooms each trimester.

PARENT-TEACHER CONFERENCES

Conferences are a necessary and welcome part of the educational process. Scheduled conferences are held the Monday and Tuesday before Thanksgiving break. Conferences may be scheduled earlier if needed. We encourage all parents to attend these conferences, for the benefit of the student, teacher, and family. A

positive and productive school-family connection is an essential part of every student's success. We are eager to work with you and your child to build this relationship.

REPORT CARDS

Report cards and other academic reporting is provided to parents three times per year at Central.

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.

If you do not want South Williamsport Area School District to disclose **directory information** from your child's education records without your prior written consent, you must notify the superintendent in writing by September 15th of each school year.

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 and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in FERPA regulations. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials whom the school has determined to have legitimate educational interests.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
- To authorized state and federal agencies as required by law.
- In connection with financial aid for which the student has applied.
- To State and local officials in connection with the juvenile justice.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" under.

TITLE IX

The South Williamsport School District abides by Title IX. Title IX is a federal law that prohibits sex-based discrimination in any educational program or activity that receives federal funding. This includes high schools and ensures that students, regardless of sex, have equal access to educational opportunities and are protected from harassment and violence. School board policies that cover Title IX include: 103, 103.1, 104, 234, 247, 249, 252, and 824.

TRANSPORTATION RULES

One of the major objectives of the transportation program is to maintain conditions on the buses that keep our children safe.

Pupil Policy on Buses (Rules and Regulations)

- a. No food shall be eaten on the bus.
- b. Pupils shall not extend arms or other parts of the body out of the windows.
- c. Nothing shall be thrown in the bus or out of the windows.
- d. Pupils shall not change seats while the bus is in motion.
- e. All riders shall conduct themselves in an appropriate manner at all times.
- f. Be on time for the bus. On days when the roads are bad, do not expect the bus to be right on time.
- g. Wait in an orderly manner off the streets, and do not damage or destroy private property.
- h. Take a seat in the bus without disturbing other passengers.
- i. Obey the driver's directives promptly.
- j. Remember that loud talking, laughing, or unnecessary confusion can momentarily divert the driver's attention and may result in a serious accident.
- k. Help keep your bus clean.
- l. Be courteous.
- m. Treat school bus equipment as you would treat the valuable property and possessions in your home. It should be expected that damages done by you will be paid for by you.
- n. There shall be no smoking on a school bus by anyone at any time.
- o. Wait until the bus comes to a complete stop before getting up to go out.
- p. Loading bus – students are to remain on their side of the road until the bus stops.
- q. Upon leaving the bus – pupils cross over in front of bus.

Consequences for Infractions of Rules While Riding on School Buses

It will be the policy at the elementary grade level that when a student is reported by a driver for a first offense, the student and the building principal will talk about what has been done wrong. The student will be asked to correct the misbehavior and complete a reteaching. A second misbehavior will be cause for additional reteaching and a notice to be sent to the parents, informing them of the problem and stating that a third offense will be cause for suspension from the bus for up to a one-week period. Further offenses will be cause for additional weeks of bus suspension.

Bus Evacuation Procedures

The State of Pennsylvania rates all bus carrying capacities on a basis of 3 students per seat. Therefore, students may need to sit 3 to a seat. No standing or sitting in aisles is permitted.

If a school bus is late for any reason, all students are requested to wait for 30 minutes beyond scheduled pickup time, except in extremely inclement weather.

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.

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.

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).

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 filespace 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.

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

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).

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.

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.

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

SAP TEAM

The purpose of the SAP (Student Assistance Program) 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 SAP 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.

HOMELESSNESS

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, Homeless Resources.

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Pennsylvania's Education for Children and Youth Experiencing Homelessness Program

ECYEH

Region 7

Every child deserves school stability.

Even if you lack a permanent residence, students can receive help to stay in their home school district.

The McKinney-Vento Homeless Assistance Act can help provide school stability for students who are:

- Staying with friends or family because of hardship
- Living in shelters or transitional housing
- Staying in hotels or motels because you cannot get your own home
- Living on the streets, in a car, van, tent or other nonpermanent structure
- Unaccompanied Youth

For local resources in your area, scan the QR code below for the app:

For more information contact:

Maria Puccio, Dir. of Student Serv.
570-326-4471
mpuccio@swasd.org

Jeff Zimmerman, Region 7 Coordinator

Luzerne Intermediate Unit

570-718-4613

jzimmerman@liu18.org



(Region 7 covers Bradford, Carbon, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Montour, Northumberland, Pike, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne and Wyoming counties)