

# Southern Tioga School District

Ronald T. Boyanowski Administration Building  
241 Main Street, Blossburg, PA 16912  
(570) 638-2183

## RULES AND REGULATIONS

updated August 2013



[www.southerntioga.org](http://www.southerntioga.org)

In accordance with the

Student Rights and Responsibilities

*written by the*

State Board of Education

Commonwealth of Pennsylvania



# SOUTHERN TIOGA SCHOOL DISTRICT

[www.southerntioga.org](http://www.southerntioga.org)

## RULES AND REGULATIONS

*Revised August 2013*



### **NOTIFICATION OF NONDISCRIMINATION**

Consistent with the Pennsylvania Human Relations Act, a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability. For information regarding civil rights or grievance procedures, contact Keith D. Yarger, Superintendent, Southern Tioga School District, 241 Main Street, Blossburg, PA 16912, 570-638-2183.

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## INTRODUCTION

Every Southern Tioga student has both the **right** to obtain the best education that the school can provide and an **obligation** to respect the rights of all members of the Southern Tioga community.

In all communities, rules and regulations are established to ensure mutual respect of the rights of others. All should understand:

1. The need for fair rules firmly and consistently applied.
2. The need to adhere personally to these rules (self-discipline).
3. The need to accept the consequences of one's actions (accountability).

The purpose of the rules and regulations listed in this booklet is to:

1. Ensure freedom to learn and to teach.
2. Protect the rights of students, teachers, and staff.
3. Emphasize parental responsibility for their students' school behavior.
4. Encourage prompt resolution of conflicts and impartial enforcement of rules.

## SCHOOL JURISDICTION

All rights, responsibilities, regulations shall apply to all students.

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds as either a spectator or participant at any other time when school is being used by a school group;
3. Off the school grounds at any school activity, function or event as a participant or spectator.
4. During the time required in going to and from the home, including time spent at bus stops and on school bus transportation.
5. These guidelines are designed to cover all factors of the student relationship with the schools. They cover conduct in the classroom as well as the school program including such school related activities as cafeteria, assemblies, transportation, athletics and extra-curricular activities.

## **ADMINISTRATOR RESPONSIBILITIES**

The Administrator's Responsibilities are to:

1. Guarantee student rights and privileges to those who demonstrate their willingness to accept accompanying responsibilities.
2. Insure consistent and equitable application of the school's discipline policy.

**It is recognized that extenuating circumstances might arise regarding the interpretation of the application of the school's discipline policy. When it is found to be in the best interest of an individual or the total school community, administrative prerogative will be utilized.**

## **TEACHER RESPONSIBILITIES**

Each teacher is responsible for handling his/her own discipline problems which are of a common or minor nature.

If the discipline problem is of a serious nature, it is the responsibility of the teacher to inform the administrator of all the details in the case. Any consequence shall be the responsibility of the administrator to oversee.

This policy shall be followed in handling the routine classroom conduct situation, as well as, for initial action to many of the regulations contained in this document. The following steps are proposed as being the procedure to be followed for "teacher responsibility."

1. The teacher should discuss the problem with the student. A teacher might assign a personal detention to provide this time or find time during the school day when both parties are available.
2. The teacher should contact the students' parents (by telephone or through a teacher-parent conference) concerning the problem.
3. The teacher should document all incidents of student behavior problems and indicate steps taken to solve them.



## STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use inappropriate language in student media or on school premises

## ATTENDANCE REGULATIONS AND PROCEDURES

### **COMPULSORY ATTENDANCE**

Section 1327 of the existing School Code states, "Every child of compulsory age (8-17 years old) having a legal residence in the Commonwealth, as provided in the article, and every migratory child of compulsory age, is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English Language".

Section 1330-Exceptions to Compulsory Attendance are as follows:

- 1 Has attained the age of sixteen (16) years, and who is regularly engaged in any useful and lawful employment or service during the time the public schools are in session, and who holds an employment certificate issued according to the law.
- 2 Has been examined by an approved mental clinic or a person certified as a public school psychologist or psychological examiner, and has been found to be unable to profit from further public school attendance, and who has been reported to the board of school directors and excused, in accordance with regulations described by the State Board of Education.
- 3 Has attained the age of fifteen (15) years, and is engaged in farm work or domestic service in a private home on a permit issued by the school board in accordance with regulations which the Superintendent of Public Instruction is hereby authorized to prescribe;
- 4 Has attained the age of fourteen (14) years and is engaged in farm work or domestic service in a private home on a permit issued as provided in clause (3) of this section, and who had satisfactorily completed, either in public or private schools, the equivalent of the highest grade of the elementary school organization prevailing in the public schools of the district in which he resides, if the issuance of such a permit has first been recommended by the county of district Superintendent of school having supervision of the schools of the district where such child resides, or by principal of the private school where such child is enrolled and the reason therefore has been approved by the Superintendent of Public Instruction.

## **Age 17 and Older**

The following attendance regulation shall apply for students 17 years of age or older:

- 1 That homework and tests missed due to absences must be made up.
- 2 That after five unexcused absences a parent or guardian will be informed of possible academic deficiency due to lack of attendance.
- 3 That after ten unexcused absences, a conference may be held with the teacher, guidance counselor, principal, student, and parent.

## **IMPORTANCE OF ATTENDANCE**

Regular school attendance is essential to the successful completion of the educational objectives of the school system. Too often, students assume that the educational process involves only the passing of tests and the completion of assignments. However, the philosophy and objectives of the school district (as mandated by the State) list required learning outcomes in such areas as self-understanding, understanding others, citizenship, creativity, etc., as well as, simple skill development and basic subject matter understanding. The socialization requirements of the educational process certainly cannot be attained by a student who does not participate consistently in the overall school program.

The school laws of Pennsylvania require all school age children to be in attendance on all days that the school is open. The only acceptable reasons for absence, according to the law, are physical and mental disability, religious holidays and other urgent reasons. The terms urgent reasons shall be strictly construed and shall not permit irregular attendance.

## **LAWFUL ABSENCE PROCEDURES**

Students may be absent for reasons as described by law. Parental documentation is required for all such days of absence. A doctor's excuse may be required for each single period of absence exceeding three (3) consecutive days, and will be required for each absence after 15 days. Once a student exceeds ten (10) absences, a parental contact will be made to determine the need for exceptional amounts of absence. Once a student has exceeded fifteen (15) absences, the student and his/her parents may be notified that a doctor's excuse will be required for each absence thereafter.

In the event of extenuating circumstances, which results in absences exceeding the above limits, the building principal will meet with parents and students in an effort to find an equitable solution to the attendance problem.

## UNLAWFUL ABSENCE PROCEDURES

An unexcused absence by a student under seventeen years of age is considered unlawful. Pennsylvania school laws provide the following procedures to be used in cases of unlawful absence.

1. *School Code Section 1354*

Written Notice— The school district's official notice of absence to parent, guardian, or other person in parental relation, as soon as a pupil has three days, or their equivalent, of unlawful absence.

2. *School Code Section 1333*

Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days. Any person sentenced to pay any such fine may appeal to the court of common pleas of the proper county, upon entering into a recognizance, with one or more proper sureties, in double the amount of penalty and costs. Before any proceedings are instituted against any parent, guardian, or person in parental relation, for failure to comply with the provisions of this act, the district Superintendent, attendance officer, or secretary of the board of school directors shall give the offending person three (3) day's written notice of such violation. If, after such notice has been given, the provisions, of this act regarding compulsory attendance are again violated by the persons so notified, at any time during the term of compulsory attendance, such person, so again offending, shall be liable under the provisions of this section without further notice.

# ACADEMIC PROGRAMS

## **Southern Tioga School District K-12 Curriculum**

Southern Tioga School District provides a Pennsylvania standards-based aligned academic curriculum in grades K-12. Students in grades 9-12 develop their academic schedule by choosing a Career Pathway from which course offerings may be selected to address the needs, interests, and goals of the student.

In 9<sup>th</sup> grade students begin selecting courses to differentiate their academic program. To assist students with course selections that complement their needs, courses have been bundled into sequences identified as “pathways.” Although a student selects a pathway in 9<sup>th</sup> grade, the Pathways Model offers some mobility allowing a student to adjust his/her curriculum as needed. If a student chooses an articulated pathway, the opportunities for adjustment become slightly more limited and the student and guidance counselor should work together to develop a schedule that is most appropriate.

## **Southern Tioga School District’s Six Career Types**

*(based on Holland’s Career Types)*

- **Realistic** – practical, physical, hands-on, tool-oriented
- **Investigative** – analytical, intellectual, scientific, explorative
- **Artistic** – creative, original, independent, chaotic
- **Social** – cooperative, supporting, helping, healing/nurturing
- **Enterprising** – competitive, environments, leadership, persuading
- **Conventional** – detail oriented, organizing, clerical

## **Dual Enrollment**

Southern Tioga School District has a Dual Enrollment agreement with Mansfield University, Penn College, and IUP. Dual Enrollment allows students to take college courses and earn both postsecondary credits and high school graduation credits simultaneously. The agreement with MU, Penn College, and IUP sets specific criteria for participation in the program. Students can qualify during their sophomore, junior and senior years in high schools and should contact their guidance counselor for more specific information

## **GRADUATION REQUIREMENTS**

Graduation from Southern Tioga School District shall be awarded upon “completion of work and studies representing the instructional program” assigned to grades 9, 10, 11, and 12. The Board of Education requires each candidate for graduation to earn the necessary credits indicated in Board Policy #217, to demonstrate achievement of the PA State Academic Standards (Chapter 4), and to successfully complete a graduation project in accordance with school district guidelines as developed by the Superintendent or designee.

Students seeking graduation from STSD are required to have accumulated the following credits:

**Non CTE**

- 4.5 credits English
- 3 or 4 credits Social Studies
- 4 credits Mathematics
- 3 or 4 credits Science
- 1 credit Communications
- 1 credit Spanish
- 2.5 credits Health & Phys. Ed.
- 1 credit Community Service
- 6 Elective credits

**Career & Technical Education Program**

- 5 CTE – 2.5 per year
- 4.5 credits English
- 3 or 4 credits Social Studies
- 4 credits Mathematics
- 3 or 4 credits Science
- 1 credit Communications
- 1 credit Spanish
- 2.5 credits Health & Phys. Ed.
- 1 credit Community Service
- 1 Elective credit

Career and Technical Education courses credit hours will vary depending on the concentration of the career pathway. Most CTE courses are 1.5 credits

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but s/he may be denied participation in the ceremony of graduation when personal conduct so warrants.

**GUIDELINES FOR HIGH SCHOOL GRADUATION**

Graduation Expectations - Graduate with dignity. Your performance is a reflection of you, your class and your family. Only students eligible for graduation will take part in the commencement ceremony. All financial obligations to the school must be met before diplomas are issued.

Practices - There will be at least one graduation practice. Attendance is mandatory. Each student will be required to bring his/her cap and gown to practice. It is suggested that ladies practice in the shoes they plan to wear at graduation.

Required Attire - Students will not alter their caps or gowns. Ladies should wear white or pastel colored dress or blouse and white shoes. Gentlemen should wear white or pastel colored shirt with ties, long trousers, dark shoes and socks - no jeans, sneakers or work boots. Seniors not properly attired will not be allowed to participate in the ceremony.

Pictures - A photographer will be made available for group and individual cap and gown pictures prior to commencement. Pictures may be purchased from the photographer.

# SCHOOL/STUDENT/PARENT COMMUNICATIONS

## CHAPTER 16/GIFTED EDUCATION

In compliance with Pennsylvania State Standards/Regulations, the Southern Tioga School District will provide to each student determined to be eligible for gifted support education specially designed instruction in order to meet his/her educational needs. This type of programming is guided by the District's Board Policy #114.

Mentally gifted is defined as "outstanding intellectual and creative ability, the development of which requires specially designed instruction or support programs, or both". Mentally gifted students include those with an IQ of 130, who also meet additional criteria set forth in Department Guidelines. If a student's IQ is less than 130, these additional criteria must strongly indicate gifted ability in order for that student to be admitted to a gifted program. Because disabilities and bias factors may mask gifted abilities, districts are cautioned to examine discrepancies between ability assessment results and academic achievement or demonstrated skills. No one test or measure is sufficient to determine giftedness, and the evaluation and testing literature recognizes that there is a margin for error in any standardized testing

Under Pennsylvania law, gifted education is:

- Conducted in the instructional setting
- Provided in an instructional or skill area
- Provided at no cost to the parents
- Individualized to meet the individualized needs of the student
- Reasonably calculated to yield meaningful educational benefit and progress
- Provided in conformity with a Gifted Individualized Education Program (GIEP)

The school district has a system of screening students that may meet eligibility guidelines. School personnel or parents may request an evaluation. The Gifted Multidisciplinary Evaluation (GMDE) is a process to gather information to determine eligibility for gifted education. Part of this process includes an evaluation by a certified school psychologist. The Gifted Multidisciplinary Team (GMDT) reviews all data, prepares a Gifted Written Report (GWR) which recommends whether a student is eligible for specially designed instruction. A Gifted Individualized Education Program (GIEP) team (which includes parents) reviews the recommendations from the GMDT that are in the Gifted Written Report (GWR) and whether a student is in need of specially designed instruction. After the GIEP team makes recommendations, parents receive a Notice of Recommended Assignment (NORA) and a copy of a Notice of Parental Rights for Gifted Children.

Specially designed instruction for gifted students may result in the adaptation or modification of the general curriculum, including compacting learning experiences, accelerating the student, or placing the student in more than one grade level. Specially designed instruction may also have an impact on instructional environments, methods, and materials. Districts should be aware that the use of extra work, peer tutoring, or helping the teacher does not constitute specially designed instruction or gifted

education, and Advanced Placement or Honors courses are not in and of themselves gifted education if they do not respond to the gifted student's individual needs.

*For further information on Gifted Education programs and procedures, please contact building principals or Dr. Kelly Higgins, Supervisor of Special Education, at (570) 638-2183 ext. 306.*

## **PARENTAL INFORMATION NOTICE**

### **Public Notice on Screening and Evaluation**

The Southern Tioga School District uses the following procedures for locating, identifying, and evaluating specified needs of school-aged students requiring special programs or services. These procedures, as required by law are as follows:

The district, as prescribed by section 1402 of the School Code, routinely conducts screenings of a child's hearing acuity in the following grades: kindergarten - 3, 7, 11 and other grades on a referral basis (at a minimum). Visual acuity is screened in every grade. Speech and language skills are screened in kindergarten and on a referral basis. Gross motor and fine motor skills, academic skills and social-emotional skills are assessed by classroom teachers on an on-going basis. Specified needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents, and only to school officials who have a legitimate "need to know" about the child.

Information from the records is released to other persons or agencies only with appropriate authorization that involves written signed permission by parents. The only exception is when a student enrolls or seeks enrollment in another school in Pennsylvania, educational and personally identifiable information may be released without parental permission. Parents with concerns regarding their child may contact the building principal at any time to request a screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents.

Special education services are available to children who have one or more of the following physical or mental disabilities:

- autism/pervasive developmental disorder;
- serious emotional disturbance;
- neurological impairment;
- deafness/hearing impairment;
- specific learning disability;
- mental retardation;
- multiple disabilities;
- other health impairment;
- physical disability;
- speech and language impairment;
- blindness/visual impairment; and
- who have been determined by an IEP team, based upon recommendation in a multi-disciplinary evaluation, to need special education.



Screening information will be used by the building level team within the student's school to meet his or her specific needs or to document the need for further evaluation. If it is determined that a child needs additional services, the team will make adjustments relative to such things as the child's learning style, behavior, physical disabilities, and speech problems to be more in keeping with traditional classroom experiences. If a student does not make progress, parents will be asked to give written permission for further individual professional evaluations.

Evaluations are conducted by a Multi-Disciplinary Team (MDT) to determine such things as the child's learning ability, behavior patterns, physical abilities and communication skills. The team is made up of the parents, a teacher, school principal, and school psychologist. The team may include a special education teacher, supervisor, speech therapist, counselor and other staff as necessary. Methods used in the evaluation include observation, review of records, and group and individual testing. Information is gathered from school personnel, medical personnel and parents.

Before evaluation, parents are told the following information:

- who referred the child for evaluation;
- why the child was referred;
- how to review the child's school records;
- what procedures and types of evaluation will be used;
- that parent involvement in any testing procedure is encouraged;
- the schedule for the evaluation process; and
- the rights of the parent regarding consent for evaluation.

After all the evaluations are completed a Multi-Disciplinary Team Evaluation Report will be compiled with parent involvement, and include intervention necessary to deal with the child's specified needs. Parents are then invited to participate in a meeting where the results of the multidisciplinary evaluation will be discussed. An Individual Education Program (I.E.P.) may be developed for specialized services for the student, if needed.

The Southern Tioga School District I.E.P. Team will consist of the following: the parent(s), the building principal or his designee, a special education teacher, a regular education teacher(s), other teachers or specialists as needed, and other administrative staff when appropriate. With permission from parents, one or more of the I.E.P. Team members may be excused from the meeting, provided that written input is submitted concerning the students' progress and performance.

A parent may request that the district initiate a screening or evaluation of their child's specified needs at any time by contacting the building principal. Further information about these procedures may be obtained by calling Dr. Kelly Higgins, Supervisor of Special Education (570) 638-2183 ext. 306.

Parents are an integral part of the I.E.P. team and need to be physically present at the I.E.P. meeting. The district will make every effort to ensure parent participation. The district will notify the parents in writing, make documented phone calls, and make home

visits, if necessary, to make parents aware of the I.E.P. conference and the need for parental participation.

Parents are then presented with a Notice of Recommended Educational Assignment (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or a due process hearing.

Information about Early Intervention, parent rights, mediation or Due Process Procedures, specific Special Education Services and programs offered by the district, and the district's Educational Records Policy are available upon request from the building principal in your child's school.

### **SPECIAL EDUCATION PROGRAMS**

To meet the needs of eligible students, services are available in the following buildings:

<u>Learning Support</u> All buildings	<u>Speech and Language</u> All buildings	<u>Hearing Support</u> All buildings as needed
<u>Autism Support</u> W.L. Miller Elementary Mansfield High School	<u>Vision Support</u> All buildings as needed	<u>Emotional Support</u> Liberty High School W.L. Miller Elementary
<u>Life Skills Support – Elementary</u> W. L. Miller Elementary School Blossburg Elementary School	<u>Life Skills Support or Multi-Disabled- Secondary</u> Mansfield & North Penn High Schools	

### **PRIVACY RIGHTS OF PARENTS AND STUDENTS**

Southern Tioga School District and its employees are required by Federal Law and State and Federal Rules and Regulations to protect the rights of students. The foundation of these rights comes from Federal Legislation entitled Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendments). There are State Rules and Regulations dealing with regular and special education students' rights and privacy. All students are covered by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities.

The basic premise of the above mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. There are different categories of information: Education Records, Personally Identifiable Information, and Directory Information. Education Records consist of information directly related to a student which are maintained by an educational agency. Personally Identifiable Information includes the student's name, the name of the parent or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable.

Education Records and Personally Identifiable Information cannot be disclosed or released without written parent consent or if a student is over eighteen, without student consent. The only exception is when a student enrolls or seeks enrollment in another

school district in Pennsylvania, education and personally identifiable information may be released to expedite an appropriate educational placement.

There is certain information that can be released without consent which is called Directory Information. Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The School District designates what information is labeled as Directory Information. It shall include the following: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Disclosure of information means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in these records, to any party, by any means, including oral, written, or electronic means. This means that information about a student cannot even be shared in conversation without permission. This also applies to other Southern Tioga School District personnel who do not have an educationally relevant reason to possess knowledge of a student.

Written parental consent is necessary for disclosure of personally identifiable information and education records. The consent must (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, Southern Tioga must maintain a written record of disclosure for the parents to inspect in case information has been released.

#### **CHAPTER 15/OTHER PROTECTED HANDICAPPED STUDENTS**

A protected handicapped student is a student who is school age with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program.

In compliance with State and Federal Law, the Southern Tioga School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra curricular activities to the maximum extent appropriate to the student's abilities. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs.

*For further information on the evaluation procedures and provision of services to protected handicapped students, contact: Dr. Kelly Higgins, Supervisor of Special Education at (570) 638-2183 ext. 306.*

# STUDENT RIGHTS

## **NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

**Purpose:** The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

**Authority:** In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer. The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

Curriculum and Materials- Review of curriculum guides, textbooks and supplemental materials for discriminatory bias

Training- Provision of training for students and staff to identify and alleviate problems of discrimination.

Student Access – Review of programs, activities and practices to ensure that all students have equal access and are not segregated except where permissible by law or regulation

District Support – Assurance that like aspects of the school program receive like support as to staff size and compensation, facilities, equipment, and related matters.

Student Evaluation – Review of tests, procedures or guidance and counseling materials for stereotyping and discrimination.

## **CONFIDENTIAL COMMUNICATIONS**

Use of student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.

Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

## **FREEDOM OF EXPRESSION**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

Students have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, or encourages unlawful activity, or interferes with another individual's rights.

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the

use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

Students have the responsibility to obey 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 may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on a school property.

Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials

### **BULLETIN BOARDS**

Bulletin board space should be provided for the use of students and student organizations. School authorities may restrict the use of certain bulletin boards.

It is required that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

### **SCHOOL NEWSPAPER AND PUBLICATIONS**

Students have a right and are as free as editors of other newspapers to report the news and to editorialize.

School officials should supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

School officials may not censor or restrict material simply because it is critical of the school or its administration.

Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.

### **DISTRIBUTION OF LITERATURE, LEAFLETS AND NEWSPAPERS**

School officials may set forth the time and place of distribution so that distribution will not materially and substantially interfere with the requirements of appropriate discipline in the operation of the school. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

## **BUTTONS AND BADGES**

The wearing of buttons, badges or armbands bearing slogans and sayings shall be permitted as another form of expression.

Students have the responsibility to obey 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.

## **FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show respect for his or her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony.

## **HAIR AND DRESS**

The school board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard some types of covering shall be used.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.

Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

## **PARENT/STUDENT COMPLAINT PROCESS**

The Board recognizes that parents/students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.

For purposes of this policy, a parent/student complaint shall be one that arises out of actions that directly affect the student's participation in an approved educational program.

The Board or its employees will recognize the complaints of the parents/students of this District provided that such concerns are submitted according to the guidelines established by Board policy.

The parent/student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.

### **SEARCHES – Board Policy 226**

The school board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

It is the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers. No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy, or district rules, or constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object of which is illegal, or any materials that poses a threat to the health, welfare or safety of the school population.

The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Prior to an individual locker search, the student shall be notified and given an opportunity to be present. However, when school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating the law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units or any device used to protect the health, safety and welfare of the school population.

## PROGRAMS, PROCEDURES, AND GUIDELINES

### **EMERGENCY SCHOOL CLOSING INFORMATION**

School closing announcements will be broadcast on radio/television stations, district website at [www.southerntioga.org](http://www.southerntioga.org), and through ParentLink, a notification service capable of rapidly delivering messages via telephone and e-mail. Because ParentLink uses current phone numbers and e-mail addresses, it is important that parents/guardians keep their information up to date with the office secretaries.

### **Delayed Starts**

- \* 2 hours – students arrive approximately 10:00 AM
- \* School breakfast will be served

### **Early Dismissals**

- \* Dismissal time 1:00 PM or other announced time
- \* School lunch will be served

### **School Closings**

- \* No school for students
- \* School day will be made up as per the district's calendar

### **Bus Routes**

#### BOARD POLICY 810: Transportation - E) Weather Conditions

The individual school bus driver/contractor will be permitted, on those days when school is in session, to render a decision on the safety factors of his/her own route.

On those days when certain roads or even entire routes are, in the opinion of the driver, too hazardous to attempt, the Board and Administration will respect the judgment of the driver. This latitude in decision making must be tempered by commitment and not abused. On such days, it is the responsibility of the driver to notify the District Administrative Offices and students involved.

A school bus driver who does not traverse his/her route, or any portion thereof, during the morning run will not be expected to complete the return, except under those circumstances where conditions are dramatically improved. Generally, if a parent transports a child to school under such adverse conditions the parent is expected to provide return transportation.

### **Television Stations**

WBNG TV12	WNEP TV16	WENY TV36
WETM TV18	WBRE/WYOU TV22	

### **Radio Stations**

WNBT FM 104.5	WGMM FM 97.7	WCBA FM 98.7
WNKI FM 106.1	WPGI FM 100.9	WNGZ FM 105
WATS FM 102.1	WTCC FM 95.3	WDKC FM 101.5
WLIH FM 107.1	WJSA FM 96.3/ FM 100.5	WILQ FM 105.1
WZXR FM 99.3/FM 103.7	WBZD Oldiez 93	WLYC FM 107.9
WKSJ FM 102.7	WMYL FM 95.5	WHGL FM 100.3



## **FIELD TRIP GUIDELINES**

**Philosophy** - It is the intent of the Southern Tioga School District to make available enriching educational/social travel opportunities for our students that will broaden their experiential backgrounds in our multicultural, cosmopolitan society.

**Participation** - While all students are encouraged to participate in field/class trips, it is understood that not all students will be able to do so. Therefore, a majority of the class members (51%) must commit to a trip prior to its inception. Appropriate class work will be provided for students not taking part in the trip.

A district schedule of field trips will be developed by the Administration that will enhance the district approved program of instruction. Grade level teachers and class advisors will be expected to chaperone these grade level field trips.

## **APPROVAL/PERMISSION FORMS**

- 1. SUBMIT FIELD TRIP/DATA REQUEST FORM TO PRINCIPAL**  
The field trip request/data sheet must be submitted to the principal and the superintendent in a timely manner for Board approval. Requests shall not be considered unless submitted to your building principal prior to the first Tuesday of the month.
- 2. SEND TRIP INFORMATION LETTER/PERMISSION FORM TO PARENTS**  
The teacher/advisor must send detailed information notifying parents about the field trip, along with a permission form. Please use district forms. All trip participants must turn in a completed parent permission form, which includes emergency and medical information before they can go on the trip. Appropriate personnel will keep a copy of parent permission forms, and the field trip roster with them at all times during the field trip.
- 3. COMPLETE CHECK LIST AND SUBMIT COPY TO PRINCIPAL**  
Before departing on the field trip, the teacher/advisor must complete the checklist on the back of the field trip request/data sheet and submit a copy to the principal. This will ensure that all notifications and confirmations have been made and that all forms have been collected.

## **ADVISORS**

The advisor will be responsible to . . .

- Complete and submit the field trip request/data sheet to the principal.
- Notify students, parents, chaperones, and the principal in writing, of all arrangements, including date(s) of trip, destination, itinerary, mode of dress, admission fees, standard of conduct, etc.
- Make arrangements to the destination and transportation.
- Confirm all reservations with the destination to insure proper accommodations. A follow-up call to the travel destination should be made the day prior to departure to insure no last minute changes or cancellations.

- Notify cafeteria and other appropriate staff of the field trip and number of students going.
- Have parent permission/medical information form and field trip roster with them at all times during the field trip and provide a copy to at least one (1) other chaperone.
- Provide a copy of the field trip roster and field trip request with completed check list to the principal.

## **CHAPERONES**

1. The ratio of chaperones to students will be determined on an age appropriate basis considering the destination and other safety factors. Each chaperone will be assigned a specific number of students. The chaperones must remain with elementary age students at all times. Secondary students must check in periodically.
2. Chaperones are responsible for . . .
  - Maintaining a list of students for which they are directly responsible.
  - Establishing student check points for routine attendance.
  - At least one (1) chaperone will maintain a copy of parent permission/medical information forms in addition to the advisor.

## **OVERNIGHT TRIPS**

1. On all overnight trips both male and female staff members will supervise.
2. Male/female visitations are not permitted to other student rooms without a chaperone present.
3. Chaperones will establish and enforce curfew regulations. It is advisable to hire night security guards.
4. All student luggage will be inspected for contraband (i.e. alcohol, drugs, tobacco products, or any other items that violate School Code, Board Policy or the law) prior to departure. If contraband is found, the student will not be permitted to participate in the trip.

## **SCHOOL RULES/REGULATIONS**

All school rules and regulations, including but not limited to these guidelines, Board Policy, Student Rights and Responsibilities Handbook, the individual school handbook, and guidelines established by the advisor will be in effect from the time of departure until the time of return. Failure to comply with said guidelines will result in immediate parental notification and the student will be sent home at the parents' expense.

## **ATTIRE**

Students are expected to reflect a positive image of themselves and their school by dressing appropriately. Comfortable walking shoes are recommended.

## **ROSTER**

The field trip/class advisor, at least one (1) chaperone, and the principal will maintain an updated roster of all trip participants. Each chaperone should have a list of students for which they are directly responsible.

## **MEDICAL CONCERNS**

Updated emergency information must be in the possession of the field trip/class advisor listing emergency information including parent/guardian contact numbers and special medical information. This information can be provided on the parent permission form. All medication is to be turned in to the field trip/class advisor prior to departure and will be administered by a chaperone as indicated. A first aid kit will be provided by the school.

## **ITINERARY**

Students and parents will be provided with a complete itinerary. Any variations in the itinerary, especially in arrival home times, will be communicated to the principal and to parents. The original itinerary cannot be changed during the trip.

## **TRANSPORTATION**

The advisor is responsible to make all transportation arrangements. Only two (2) students may be assigned per seat for trips 100+ miles one way, when feasible.

Students participating in a field trip and traveling to the activity on a school vehicle must also return on the school vehicle, except for those parents who have received prior approval from the principal through a written request to return with the parent. Principals will provide a parent permission list to all coaches and advisors. Under no circumstances are students permitted to drive vehicles either to or from an approved activity.

## **SENIOR TRIP GUIDELINES**

### **Purpose**

The following items will be considered/included in every senior trip:

- 1) Education component
- 2) Visit a part of the country students have not yet seen as part of school program
- 3) Culminating activity to school experience
- 4) Social component

### **Senior Culminating Curriculum Activity:**

Students prepare for trip in areas with a curriculum relationship.

- 1) Historical—research history of area to be visited
- 2) Cultural—research culture of area to be visited
- 3) Societal—research society/sociological aspects of area to be visited
- 4) Business—research business focus of area to be visited
- 5) Business/planning—assist advisor with setting up the trip, i.e. transportation, lodging, site seeing, meals, preparing information, etc.

### **Aspects of Trip:**

- 1) Length of trip includes no more than 2 school days
- 2) Trip must occur within the school year
- 3) Location will be within the continental United States
- 4) 51% minimum participation from all senior class members for trip to occur
- 5) Cost of trip will be carefully considered in order for all students to be included.

### **Chaperones:**

- 1) Teachers must be the official chaperones with a 1:15 chaperone/student ratio
- 2) Volunteers (support staff members, parents) may act as support persons to the official chaperones

### **Senior Trip Committee**

A senior trip committee made up of the following persons shall monitor the trip destination and other pertinent areas annually.

- 1) Principal
- 2) Senior teachers
- 3) Class advisor
- 4) Student class president
- 5) Student class vice president

### **ACCEPTABLE USE OF INTERNET - BOARD POLICY #815**

Purpose: The Board supports use of the Internet and other computer networks 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.

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

Authority: The electronic information available to students and staff 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.

The district reserves the right to log network use and to monitor files server space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall designate an online server that blocks access to visual depictions of obscenity, child pornography, or material harmful to minors.

The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.

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

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate 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 and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use.

The Superintendent of designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure 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 district shall provide a copy of this policy to parents/guardians, upon written request.

Guidelines: Network accounts shall be used only the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions: Students and staff 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. Non-working or non-school related work
4. Product advertisement or political lobbying
5. Bullying/cyber-bullying
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials

8. Access to materials, images or photographs that are obscene, pornographic, lewd or otherwise illegal
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board Policy
10. Inappropriate language or profanity
11. Transmission of material likely to be offensive or objectionable to recipients
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users
13. Impersonation of another user, anonymity, and pseudonyms
14. Fraudulent copying, communication, or modification of materials in violation of copyright laws
15. Loading or using of unauthorized games, programs, files or other electronic media
16. Disruption of the work of others
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files
18. Quoting of personal communications in a public forum without the original author's prior consent

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, the following 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

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 of data belonging to others; copyright violations; and theft of services will 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. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. **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.

Copyright: The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Safety: To the greatest extent possible, users of the network will be protected from harassment and unwanted of unsolicited communication. Any network user who receives threatening or unwelcome communications 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, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet & 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

## **SCHOOL BUS PASS GUIDELINES**

**PURPOSE:** To provide an instrument authorizing school bus drivers to provide transportation for non-rostered students to and from school and to accommodate occasional requests for rostered students.

Authority: (*Board Policy #810*) The Southern Tioga School District will provide for the free transportation of all students whose residence lies in excess of 1½ miles from the school of attendance. Students residing less than one and one-half miles from the school of attendance must provide their own transportation to and from school.

Students wishing to ride to or from school on a vehicle other than their regular vehicle or to board or be discharged at a stop other than their own will be permitted to do so upon receipt of a parental permission slip. This privilege is offered only if appropriate seating capacity is available and the route of the school vehicle is not altered. Pupils will be taken on and discharged only at the designated stops.

Guidelines: Non-rostered students will be permitted to ride to and from an existing school bus stop on an existing route, subject to the above authority. The principal may authorize a driver to stop at a non-rostered stop along an existing bus route provided such stop is coordinated with the bus driver/contractor for safety.

Procedure: The parent or guardian of non-rostered students must request permission, in writing when possible, to allow their child to ride on a school bus other than their own, or to ride on a school bus otherwise not provided.

The principal or his/her designee, upon receipt of a request, shall:

1. Evaluate the request for bus capacity and stop safety.
2. Complete a "school bus pass."
3. Present the "school bus pass" to the student.
4. Retain a copy of the "pass" in a log book provided for that purpose and attach the parental permission request.

The student shall:

1. Present the "school bus pass" to the driver to obtain admission to the school bus.

The driver shall:

1. Pick-up and discharge students at the designated stop in accordance with the principal's direction.
2. Retain the "school bus pass" as record and authorization to admit the student to the school bus.

## **SCHOOL MEAL PROGRAMS**

Each school in our District has a cafeteria in which prepared meals may be purchased. Menus are published monthly and posted in each school cafeteria and homeroom and on the Southern Tioga School District web site at [www.southerntioga.org](http://www.southerntioga.org).

The Southern Tioga School District Food Service Department is currently utilizing a computerized cash system, which allows each student to have his/her own account and payments to be deposited to his/her account. Cash may be sent on a daily basis or weekly or monthly payments may be made to a student's account. (*These accounts are set up for advance payments and are not to be used as charge accounts.*) When a student purchases a meal, his/her account will be automatically debited, as our department's computer system keeps an up-to-date listing of all transactions in each student's account. Account balances (positive or negative) from the previous school year are carried over to the current school year.

At the elementary schools, please place payments in an envelope. Make checks payable to: (the school your child attends) cafeteria.

Additionally, available at both the elementary and high school levels, the Southern Tioga School District uses an **ON-LINE MEAL PAYMENT SERVICE**, which is available at: [schoolpaymentsolutions.com](http://schoolpaymentsolutions.com). This allows parents to make meal payments to their child's meal accounts via the internet and view balances and transactions. A convenience fee of \$2.75 will be charged per meal payment transaction for only those who choose to make online payments. You may access this service by logging onto the District website at [www.southerntioga.org](http://www.southerntioga.org) and clicking on the On-Line Meal Payment link which can be found under "Parent Resources". Click on sign up today, and then follow the instructions on the site to register. To complete the registration process and create your account, you will need to use the information that is on file at the school



district. This information must match with the information that is in the STSD District database.—State—Child’s School District—Child’s School—Child’s Student ID Number—Child’s Student Name—Child’s Student Address—Child’s Student Birth Date—A valid e-mail address for your account. All parents not making on-line payments will have the ability to view account balances and transactions by simply setting up an on-line account at no cost.

We realize that from time to time a student will not have money on account or payment for that day; therefore, elementary school students will be allowed to charge up to three (3) meals. When the three meal limit has been reached, the student will receive a peanut butter or cold cheese sandwich and milk on any given day s/he does not pay the charge in full or does not have payment for that meal. High school students will be allowed to charge only one (1) meal with no meal alternative given.

The school meal program is federally subsidized and meals, NOT MILK, may be obtained at a reduced price or free, based on family size and income.

**COMPASS**--Families that have children attending a public school district can apply for free or reduced price school meals through the National School Lunch Program online using the Internet! This can be done using COMPASS.

COMPASS allows Pennsylvanian’s to apply online for social service programs, such as Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children’s Health Insurance program (CHIP), etc. Families can use COMPASS to apply for free or reduced price meals only or they can apply for other services at the same time (SNAP, TANF, etc.).

Parents/guardians of child(ren) who attend the Southern Tioga School District, which is a public school district, can apply for free or reduced price school meals online by going to the COMPASS website at [www.compass.state.pa.us](http://www.compass.state.pa.us) or may continue to use the paper “Household Meal Benefit Application”. Households who apply for free or reduced price school meals through COMPASS do not need to submit a paper application.

**Paper “Household Meal Benefit Applications”**--Applications for free or reduced meals are sent home with each student. Parents who have not completed a meal application via COMPASS are requested to complete the application and return it to the school office if interested in receiving the free or reduced price benefits (*a new application must be submitted by the household each school year*).

The applications are then screened and those who qualify for free or reduced price meals are notified. (those students who qualify for free or reduced price lunches also qualify for free or reduced breakfasts).

Students who qualify for free or reduced benefits prior to the current school year will automatically be carried over for a four-week period until new applications have been processed.

Students who are eligible for meal benefits, but decide to pack a meal from home are not eligible for milk at a reduced price or free. A student must take the complete meal to be eligible for meal benefits.

**Special Diets** -- The school meal program also provides special diets for students with special dietary needs. A special diet will be served to a student only by following the procedures as described below:

1. A Medical Plan of Care for School Food Service Form must be filled out by a physician for each individual student requiring a modification from the regular menu. This form may be obtained from the school nurse at the student's school or by contacting the office of the Director of Food Services at (570) 638-2183.
2. The special diet must include the physician's diagnosis, dietary substitutions, dietary omissions, limitations, disabilities, and/or special equipment the student will require.
3. The Medical Plan of Care for School Food Service Form must also be signed and dated by the physician and updated on a regular basis.
4. The completed Medical Plan of Care for School Food Service Form is then to be distributed to the Director of Food Services, where it will be kept on file for the remainder of the current school year. If there is a change in your child's special diet, a new form must be submitted.
5. A Registered Dietician (RD) will prepare the special diet to meet the student's needs.

**LUNCH PROGRAM:** Lunches are served daily in thirty minute lunch periods at a current price of **\$2.10** at the elementary level and **\$2.35** at the high school level. Reduced price lunches cost **40¢**. A lunch consists of the following five components:

1. Meat/meat alternative
2. Vegetables
3. Fruits
4. Bread
5. Milk

A student **MUST** take a fruit or vegetable to make a reimbursable meal.

Only one lunch may be purchased per day, per student for **\$2.10** at the elementary level and **\$2.35** at the high school level. A second full lunch may be purchased at **\$2.60** at the elementary level and **\$2.85** at the high school level. The reason for the additional cost is the District only receives reimbursement for one lunch per student. One eight-ounce individual serving of non-fat milk, non-fat flavored milk, 1% white milk and non-fat lactose free milk is also available to students who pack their lunch at a price of **50¢** (*all prices listed above are subject to change*).

In addition to the regular menu at the high school level, we are currently offering several a-la-carte items (individually priced items) including entrees, snack items, and drinks. The a-la-carte items are available for the students to purchase on a daily basis. These items are not included in the menu, but may be purchased separately and/or in addition to a regular meal purchase. Prices are posted in the cafeteria.

Students must line up individually and proceed through the serving line in single file. Talking is to be in a conversational tone. Students must stay in their assigned area unless they have been excused by the cafeteria monitor. Students must go to the lavatory rooms before coming to the cafeteria or wait until dismissal. When students are dismissed by the teacher in charge, the table and floor area around the table must be clean. Chairs should be placed in their proper position.

Because of the consecutive lunch periods and the fact that the cafeteria is crowded, it is important that consideration of others be shown by leaving the cafeteria clean and in good order. Students who behave inappropriately may have their cafeteria privileges suspended.

Each building has its own procedure for students to identify their intent to purchase lunch. This count is usually taken with daily attendance.

*Students are not permitted to have food delivered to the school by local restaurants.*

**BREAKFAST PROGRAM:** Breakfast is currently offered in all elementary and high schools before the school day begins. Those students who have participated in the program have found that breakfasts are both tasty and nutritious and a good breakfast is a great beginning for a profitable day at school. Each student is encouraged to eat a well-balanced breakfast whether at school or at home.

The breakfast program is designed to improve the dietary habits and nutritional well-being of students and is administered through and endorsed by the Pennsylvania Department of Education. A school breakfast must meet USDA requirements. The breakfast served in all schools consists of 1/2 pint of milk, 1/2 cup serving of fresh fruit or fruit juice, cold cereal, and/or muffins, biscuits, bagels, peanut butter, nuts, eggs, or cheese.

The cost for the breakfast is **\$1.25** per day for elementary level and high school students. Students who qualify for reduced price lunches qualify for reduced price breakfasts and pay **30¢** per day. In addition to the breakfast program, prepackaged items are sold a-la-carte (individually priced) at the high school level. A second full breakfast may be purchased for **\$1.70** at the elementary schools and at the high schools. The reason for the additional cost is the District only receives reimbursement for one breakfast per student (*all prices listed above are subject to change*).

Breakfast will be served at 10:00 AM on late start days due to inclement weather.

## **WELLNESS POLICY FOR PHYSICAL EDUCATION, PHYSICAL ACTIVITY AND NUTRITION**

Purpose: The Southern Tioga School District is committed to preparing students to make healthy nutritional and physical activity choices every day—in their communities, homes, and schools. Therefore, it is the policy of the District that:

- Students, parents, teachers, foodservice professionals, health professionals, and community members will jointly implement, monitor, and review the District's nutrition and physical activity policies.
- The District's schools will provide K – 12 physical education curricula and nutrition education opportunities during the school day, as well as other opportunities for developmentally appropriate activities aimed at fostering lifelong habits for health.
- All students will receive opportunities and encouragement to stay physically active on a regular basis.
- Food and beverages sold or served at school will contribute to a healthy lifestyle.

- The goals of the student Wellness Policy shall be considered in planning all school-based activities.

### Delegation of Responsibility

- The superintendent or designee shall monitor District schools, programs, and curricula to ensure compliance with this policy, related policies and to establish guidelines or administrative regulations.
- The superintendent or designee shall report to the Board on the District's compliance with laws and policies related to student wellness.

### Administrative Regulations

#### *School Health Council*

- A school Health Council will be established in each building and will meet quarterly for the purpose of implementing and monitoring the school Wellness Policies. The council may be comprised of:
 

Students	Teachers
Parents	Community Members
Health Professionals	Food Service Professionals
- A school Health Council representative from each building will report regularly to the Wellness Committee chairs to monitor the process of the policy.

### Nutrition Education

- The goal of nutrition education is to teach, encourage, and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.
- Nutrition education will be provided in accordance with the State Board of Education Curriculum Regulations and the Academic Standards for Health, Safety, and Physical Education and Family and Consumer Sciences. Nutrition education lessons and activities shall be age appropriate

### Physical Education

- Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
- Physical education shall be taught by appropriate health and physical education teachers.

### Physical Activity

- In addition to planned physical education, age appropriate physical activity opportunities shall be provided. These may include:
 

➤ Recess	➤ Clubs	➤ Activities during lunch
➤ Activities before/after school	➤ Intramurals and interscholastic activities	

### Nutrition Guidelines

- All Foods available in district schools during the day shall be offered to students with consideration for promoting student health and reducing childhood obesity.
- Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

### *Competitive Foods*

- Competitive Foods (foods offered at school other than through the National School Lunch or School Breakfast Programs.)
- All competitive foods available to students in district schools shall comply with the established nutrition guidelines, as listed in the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be phased in over a three year plan.

### *Elementary School A-La-Carte Foods & Snacks*

- A limit of 5 snack choices will be available at the Elementary level.

### *Junior/Senior High School A-La-Carte Foods & Snacks*

#### *Vending Beverages & Snacks*

- Beverage vending operated by food services shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools.
- All Other In School Vending of Beverages & Snacks
  - Will not be available to students until after school hours.
  - Will provide only approved products as listed in the Nutritional Standards for Competitive Foods in Pennsylvania Schools.

#### *School Stores, and Other In-School Sales Outlets*

- All foods and beverages available for sale during school hours on the school campus will comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools.
- No foods will be available until after school meals have been served.

#### *Fundraising/Booster Club Sales*

- Organizations that engage in fundraising in school will comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools.
- School organizations that engage in fundraising off school property or outside school hours will be encouraged to consider healthy food or non-food related fundraising options.

#### *Classroom Parties, Snacks, Rewards, & Celebrations*

- Parents and teachers will be made aware of the District's commitment to wellness and will be encouraged to provide healthy snacks. Healthy-food or non-food rewards and celebrations will be encouraged.
- School Sponsored Events (such as, but not limited to, athletic events, dances, performances, or ceremonies).
- Coordinators of these events will be made aware of the District's commitment to wellness and will be encouraged to provide healthy options.

## **STUDENT ASSISTANCE PROGRAM**

The Board is committed to assisting all students to achieve to their fullest potential.

The Student Assistance Program (SAP) is a way to identify high risk teenagers who are having school related problems due to alcohol/drug use, bullying or who may be at risk of suicide and/or other mental health problems. It is also a method of intervening and referring these students to appropriate community services. It is an intervention, not a treatment, program.

In each high school there is a Student Assistance Program Team consisting of teachers, administrators and others. All SAP team matters of discussion will be kept confidential within the team unless reporting is required by law. Also, any information revealed to a team member by a student shall be kept confidential within the team unless reporting is required by law or the best interests of the student can be served only by doing so. The names of persons making referrals will be kept confidential unless permission is given by that person to reveal the source.

The district has formulated board policies, administrative guidelines, operational guidelines, procedures and forms that will be utilized by each team. All of these may be found in the Southern Tioga School District Student Assistance Program booklet.

## **USE OF MEDICATIONS – Board Policy #210**

It is encouraged that students take their prescription and over-the-counter medications at home rather than at school. When this is not possible, the PA Code requires a physician's orders for a nurse to administer any medications; therefore, the following guidelines have been implemented.

Purpose: The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definition: For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines

Authority: Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication

Prescribed and over-the-counter medicines brought to school must be registered and remain with the school nurse, the principal, or the principal's designee, except asthma inhalers or EpiPens with prior permission from the nurse.

All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request by the parent/guardian or physician. All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

## **POSSESSION/USE OF ASTHMA INHALERS**

Authority: The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Definitions: **Asthma Inhaler** shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. **Self-administration** shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Guidelines: Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times medication is to be taken.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side effects of medication.
  - g. Emergency response.
  - h. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

### **TRESPASSING**

Any person not having official school related business is subject to trespassing laws.



## **Student/Parent Code of Eligibility for Extra-Curricular Activities**

Revised: October 18, 2011 – Board approved November 14, 2011

These standards are over and above those of the PIAA which must, of course, also be followed. They are minimum standards. Coaches may enforce stricter ones if they wish and if they obtain the principal's permission.

### **Student Rules and Regulations**

#### **General**

1. It is deemed a privilege to participate in extra-curricular activities. Therefore you are held at a higher standard than the rest of the student body.
2. The student/athlete is a representative of the school. If at any time a principal feels a student/athlete is not representing the school in the proper fashion he/she may remove that player from the team. This may include, but is not limited to, a violation of a single major, or multiple minor code infractions.
3. If the sport is a district-wide cooperative sport, the principal of the school with the cooperating sport will be the primary investigator and disciplinarian. There is an understanding that a cooperative relationship exists between the principal of the home school and the principal of the sport sponsoring school so information should be shared between the schools.

#### **Your responsibilities as a Southern Tioga School District athlete are:**

1. To follow all training rules set up by the coach for the individual sports. The coaches are responsible to inform you of these rules.
2. To take directions from the coaches and carry them out to the best of your ability for the interest of the team.
3. To return all equipment issued and to pay in full for any unreturned or damaged equipment.
4. To accept the officials' decisions without question.
5. To be present at all practice sessions and games unless excused by the coach.
6. To fulfill the academic requirements.
7. If you are ineligible (for any reason) too many times during a season, you will be dismissed from the team.
8. If you damage any school property (our school, other schools, buses, lockers, etc.) the punishment will be determined by the principal, athletic director, and the coach depending on the severity of the damage. Punishment may include part of a game suspension, ineligibility for a game or more, dismissal from the team, or some other punishment.
9. Profanity will not be used in practice, games, or traveling with the team. The coach will decide the consequences depending on the severity and where it happens.

10. During the season of practice, play, or rehearsal, regardless of the quantity, a student shall not: use or consume, have in possession, buy, sell, or give away tobacco products.

*Penalties:*

- A. **First violation** – the student will lose eligibility for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater.
  - B. **Second violation** – after confirmation of a second violation the student shall lose eligibility for the next six interscholastic events, or six weeks of a season in which the student is a participant, whichever is greater.
  - C. **Third and subsequent violations** – after confirmation of the third or subsequent violation the student shall lose eligibility for the next twelve consecutive interscholastic events in which the student is a participant.
  - D. All violations are enforced through the athletic school year (approximately August to June).
11. During the season of practice, play, or rehearsal regardless of the quantity, a student shall not, use or consume, have in possession, buy, sell, or give away alcohol or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the students own use by his/her doctor.

*Penalties:*

- A. **First violation** – after confirmation of the first violation, the student will lose eligibility for one calendar month of a season in which a student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
  - B. **Second violation** – after confirmation of a second violation the student will lose eligibility for the remainder of that school year. No exception is permitted for a student who becomes a participant in a treatment program.
12. Attendance at social events where alcohol, and/or controlled substances are present is not permitted. Student/athletes that attend such functions are subject to disciplinary action pending the outcome of an investigation. Penalties may include those outlined in #11 of the Student Rules and Regulations section of the Student Code of Eligibility, even if consumption, possession, purchase, or sale did not occur.
  13. The rules set forth in this code of conduct will be enforced 24 hours a day and seven days a week during the season in which the student is a participant through the athletic school year (approx. August through June).
  14. Penalties shall be cumulative beginning with, and throughout the students' participation on a varsity, junior varsity, or junior high team.

15. The principal, athletic director and coach will determine punishment for other behavior problems, such as fighting, stealing school or player property, bus problems, etc. Depending upon the severity of the problem, this punishment can include being suspended of part of a game, being ineligible for one or more games, dismissal from the team, or some other punishment.

### **Practices**

1. All practices are mandatory unless stated otherwise (this includes preseason). You must attend all practices. You may miss a practice with the coach's prior approval.
2. Be on time. Be prepared to start practice when it is scheduled to start. Be dressed and ready to go.
3. If you miss practice the night/day before a game there may be limits towards your playing time. Penalties will reflect team rules.
4. You are to follow the instructions of your coach. You are expected to respect the leadership of your coach.
5. When practice is over, you are to leave the school grounds unless supervised.

### **Games**

1. You are expected to attend all games.
2. You are representing your school, players are expected to maintain a high level of sportsmanship, respecting referee's decisions and being gracious, despite the outcome of the game.
3. You are expected to maintain a positive attitude. You are not to show a negative attitude towards a player, coach, or official.
4. You are to wear "presentable" clothing to games. The coach will set guidelines as to what is presentable.
5. You will travel to and from all away games by the transportation provided by the school. Exceptions are rare and must have prior approval.

### **Attendance**

1. Students who missed twenty or more days in a semester may not participate for sixty (60) school days the next semester. The only exception will be long term illness with medical certification.
2. Students must be at school the day of a game, event, or practice by the start of the day (8:10 am) or they may not participate in the game, event, practice. The only exception would be prior approval by the principal for a doctor's, dentist's, or court appointment, etc.
3. Students who sign out for sickness the day of the game, event, or practice may not participate in the game, event, practice. Students may sign out for appointments or emergencies as cleared by the principal.

## Discipline

(Note: The term suspension refers to both in school and out of school)

1. A student on suspension may not participate in any game, event, or practice during the suspension. This applies until the student is reinstated; therefore, a student suspended on Friday may not be reinstated until Monday at 8:00am and consequently may not participate in a game, even, or practice, etc. over the weekend. The only exception to the above rule would be a "weekend" or "holiday" of four (4) or more days in duration. In such case, if the day before the weekend or holiday is the last day of the suspension and if a parent has satisfactorily contacted the principal, the student may participate over the weekend or holiday; however, if a student's suspension includes day(s) before and after the weekend or holiday- no matter how many days' duration- the student is ineligible for the entire period.
2. After confirmation of the second suspension, the student shall lose eligibility for the next two (2) consecutive contests or two weeks of events, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. A student suspended three (3) times during the school year will be ineligible for the rest of the school year. Eligibility will be renewed for the next school year. The student may participate in tryouts for the next school year.
4. The principal reserves the right to rule students ineligible for serious or repeated disciplinary violations not covered above for a time period the principal deems suitable. Such actions will be taken only after serious consideration.

## Scholarship

(Note: To be eligible a student must be making satisfactory progress according to the PIAA scholastic requirements)

1. Weekly eligibility – Students will be deemed academically ineligible if the following criteria are met:  
The student/athlete is failing more than two credits.
2. Any student who is failing more than two credits at the end of a marking period shall be ineligible for 15 school days beginning the day report cards are passed out.
3. Any student that is deemed academically ineligible according to final average grades will be ineligible for 15 school days beginning the first day of school in the fall.
4. Students that are academically ineligible (not ineligible due to discipline violations) may participate in practice and may attend, but not participate in, contest or events. Every possible effort will be made by the coach to ensure the student/athlete is meeting academic requirements before, during, and after a student is deemed ineligible. Allowing participation in practice is permitted to maintain condition and knowledge for participation upon return.

## **Responsibilities of Parents/Guardians**

1. Realize athletics are part of the total educational process and the benefits go beyond final scores of contests.
2. Urge students to perform their best, realizing that they are not professionals and are still learning.
3. Always perform positive cheers and comments for all athletic participants and realizing that opponents may do better or worse on a given day.
4. Encourage athletes with positive comments and not negative comments towards our own players, opponents, or officials.
5. Learn and understand all rules of the games their children participate in, and they attend as spectators. This includes any new rule changes.
6. Respect the task our coaches face as teachers of the participants including the selection process and playing time.
7. Prior written consent must be received by the school if a student athlete is returning from an away event in any form of transportation other than that which is provided by the school. The student will be released only to an adult, aged 21 years or older, that is specifically named by the parent. The written permission should be received by the school office no later than regular school hours the day of the event.
8. Know the protocol for addressing concerns.

## **Protocol for addressing concerns**

Whenever a concern arises in an extra-curricular activity or sport, the following chain of command is to be followed by the person who has the concern.

**Level I** – As soon as practical, the person who has the concern will first attempt to address the concern with the coach or sponsor involved. These communications are to be held at an appropriate time in an appropriate location. Before and immediately after a contest is not an appropriate time for such communications. Coaches/Sponsors have other responsibilities at such times and there is not an opportunity for private and open communications. The communications will be civil and not shouting or screaming. This Level I process shall be completed in a prompt and timely manner. Contact the coach/sponsor to set an appropriate meeting.

**Level II** – If the situation is not resolved at Level I, the person having such concern may contact the athletic director and set an appropriate meeting.

**Level III** – If the situation is not resolved at Level I or Level II, the person having such concern may contact the principal and set an appropriate meeting.

It is the responsibility of the person with the concern (student, parent, or other person) to contact or meet with the coach first and then to follow the chain of command if the concern remains. Final resolution rests with the building principal.

## **Athletic Selection Guidelines**

### **Junior High School Level:**

1. We hope to develop a love for the sport and character within student athlete.
2. Fundamentals of good sportsmanship and team play will be taught.
3. Fundamentals of the sport will be taught.
4. There will be no cutting of student/athletes at the junior high level.

### **Junior Varsity/Varsity Level:**

1. While the Board endorses widespread participation within the program of interscholastic athletics, it is to be understood that the coach decides who plays. The coach may cut student athletes from the roster after tryouts if in his/her opinion reducing the number of athletes is in the best interest of the team and program. (example: unmanageable number of athletes and space restrictions)
2. When it becomes necessary to cut student athletes, cuts will be made as per the district-wide guidelines developed by the student activities directors and principals.
  - A. Prior to any cuts, the coach must receive the approval of the athletic director.
  - B. A conference must be held by the coach explaining the reason for the cut. If applicable, appropriate remedial steps the student may take should be delineated.
  - C. Possible opportunities for continued participation as a team manager, time keeper, etc. should be explored.

## **INTERSCHOLASTIC ATHLETICS**

The Board recognizes the value of developing character and life-long mental and physical wellness through a program of interscholastic athletics as an integral part of the total school experience to all students of the district and to the community.

The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest. The game activities and practice sessions provide many opportunities to teach the values of competition and sportsmanship.

For the purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games or events, or sport exhibitions involving individual students or teams of students of this district when such events occur between separate schools within this district or with any schools outside this district.

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and in accordance with State regulations.

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program--whether or not the property of this Board--

properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be covered by the maximum student accident insurance available or its equivalent, be in good physical condition, be free of injury, and shall have fully recovered from illness, as determined by the District physician, before participating in any interscholastic athletic event.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this District.

The Board further directs that no student may participate in the program of interscholastic athletics who has not maintained a record of academic proficiency (4 or more full-credited subjects, or the equivalent), attended school regularly and was in attendance on the day immediately preceding the athletic event, and returned all school athletic equipment.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration, a program of interscholastic athletics which shall include a complete schedule of events and shall inform the Board of changes in that schedule as they occur.

The Superintendent shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with the rules of the State Board of Education and the PA Interscholastic Athletic Association.

CANCELLATIONS--If the school day is cut short or cancelled entirely due to weather conditions, all practices will be cancelled. Events will be postponed to a future time, when possible.

ETHICS--The Board recognizes the value of ethics in interscholastic athletics and recommends the following PIAA rules governing the conduct of the school, the coach, the athletic director, and the principal.

The school should conduct itself in a sportsmanlike manner.

The coach should:

1. Have a fair, unprejudiced relationship to players.
2. Teach athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical.
3. Give opponents full credit when they win.
4. Control his/her temper at all times.
5. Discourage profanity and obscene language at all times.
6. Recommend the use of competent officials and support their decisions. S/He should not criticize the actions or decisions of officials before players or spectators.

7. Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors, s/he should refer them directly to the authorities of the school concerned.
8. Not solicit players from other schools.

The athletic director should:

1. Arrange only schedules which are educationally and physically sound for the athlete.
2. Have a definite and mutual understanding with other athletic directors regarding officials.
3. Treat visiting teams and officials as guests.
4. The athletic director and the community should cooperate in developing a wholesome athletic program.

The principal should:

1. Be honest in certification of players, refusing certification of any player where a lack of thoroughly reliable information makes possible his/her ineligibility.
2. Endeavor to foresee possible misunderstandings with other schools and as far as possible settle them before they materialize.
3. Pass on to another school's officials any seemingly authentic information which calls in question the eligibility of any of their players.
4. Encourage the school's support of its teams, but never at the expense of friendly relations.

COACHES--Coaches employed after September 9, 1996, must be a minimum of 21 years of age.

TRANSPORTATION--All students involved in school sponsored interscholastic athletics will ride district transportation to and from all events, unless the parent receives prior approval from the principal through a written request.

### ATHLETIC PHILOSOPHY AND OBJECTIVES

INTERSCHOLASTIC ATHLETICS--Interscholastic athletics have the potential for being an exceptional educational tool. The excitement, competition, and social opportunities inherent in these programs offer a special way to help student athletes of both genders reach many of the goals commonly held for the secondary school.

The athletic program of the Southern Tioga School District will consist of those activities designed for boys and girls aimed at the development of wholesome competition, physical aspects of human growth and development, athletic excellence, pride in school and community, and self-esteem.

The district's athletic program shall consist of the interscholastic athletic program and operate under the auspices of the PA Interscholastic Athletic Association. The program can achieve worthy educational goals when based on a clearly defined philosophy and planned with educational outcomes in mind.



EDUCATIONAL ASPECTS OF THE ATHLETIC PROGRAM--Skills and attitude should be taught in athletics in the same manner that desirable qualities are taught in the classroom. Goals and objectives, though possessing athletic overtones, are nevertheless the same as those established in the overall educational program.

The athletic program must be a part of the supervised education program. The building principal bears the same responsibility with respect to the athletic program as s/he does to the instructional phase of academic areas.

The relationship of coaches to athletic squads bears the same relationship as that of teacher to students. For this reason athletic coaches should be the best qualified individuals and, where possible, members of the district's instructional staff.

#### OBJECTIVES OF THE ATHLETIC PROGRAM

1. To provide opportunities at an appropriate level for interested students to experience the benefits of participation in athletic activity and competition.
2. To offer activities to provide for a wide variety of student interests and abilities.
3. To enhance the character development of athletes through the teaching of good sportsmanship.
4. To practice good sportsmanship by demonstrating courtesy, honesty, fairness and respect for others.
5. To promote the practice of self-discipline, self-control and emotional maturity in learning to make decisions under pressure.
6. To develop the realization that athletic participation is a privilege that carries with it the responsibilities of perseverance and commitment.
7. To develop an understanding of the value of athletics in a balanced educational process.
8. To provide opportunities for boys and girls to learn sports and improve playing skills to the best of their abilities.
9. To provide opportunities to develop lasting friendships with teammates and acquaintances with members of teams of opposing schools.
10. To maximize the number of playing participants.
11. To provide athletes on every team opportunities to participate in decisions of importance to the team's functioning.
12. To encourage team members to engage in goal-setting in the areas of teamwork, cooperation, and sportsmanship.
13. To develop individuals and teams that are successful, both over the short term and the long term, with competitive opponents.

#### ATHLETIC CODE OF ETHICS/CONDUCT

Inherent in interscholastic athletics are such principles as athletic courtesy, ethics, conduct, and player and spectator decorum. Through example, each person associated with athletics must exemplify these principles and earnestly advocate them before others; by so doing, the goals of interscholastic athletics will be furthered. Coaches should serve as a model not only for those participating in the program but also for those assuming the spectator role. All coaches shall:

1. Demonstrate professional attitude in the conduct of coaching performance.
2. Be a person of high moral character, a person of integrity whose first concern is for the welfare of the athletes.
3. Have a fair, unprejudiced relationship to players.
4. Teach athletes to win through legitimate means only. Striving to win at any costs is distinctively unethical.
5. Give opponents full credit when they win.
6. Control his/her temper at all times.
7. Discourage profanity and obscene language at all times.
8. Recommend the use of competent officials and support their decisions. S/He should not criticize the actions or decisions of officials before players or spectators.
9. Discourage the practice of "booing" which is regarded as discourteous and un-sportsmanlike.
10. Strive to make each athlete's experience a positive one, never sacrificing the safety or welfare of an athlete in an effort to win.
11. Operate the athletic program within the guidelines of the Southern Tioga School District. Support the athletic success of all teams and remember that each coach is an integral member of the school and district "team."
12. Be instrumental in crowd control. The coach's behavior must be of the highest caliber so it does not influence a negative reaction from players and/or spectators.
13. Develop a code of conduct for players which is administered in a fair and consistent manner and which has been approved by the principal and explained to athletes and parents prior to the season.
14. Be knowledgeable of the rules of the game, attending update meetings as needed.
15. Maintain positive and accountable relations with parents and other supporting groups.

### **SUPERVISION OF STUDENTS DURING AWAY EVENTS**

A system for parent notification of the projected time when students will be returning from away events will be established by each coach. If the student athletes will be returning to their home school later than estimated, then a telephone chain may be initiated to notify parents of the change in return time. If the parent is not present at the home school when the student arrives, then the student will be taken per the bus to the sponsoring school and wait under supervision of a coach until the parent arrives.

Custodians will be scheduled to work in the area of the school in which students await their rides in order to provide support until student departure.

### **FUNDRAISING ACTIVITIES**

All fundraising projects must receive the permission of the faculty sponsor, the student council, and final approval from the principal. Fundraisers must be scheduled in advance according to the established building activity scheduling procedure.

Following the conclusion of the activity a financial report shall be submitted to the principal in charge within two weeks of the completion of the fundraising project.

The sale of such items as candy or other food type of fundraisers is prohibited in school. The sale of such food or consumable items must be sold outside the school day. (Conflicts with nutritional standards, National School Lunch Program, and the sale of cafeteria food. Other problems are class disruption as a result of the sale, litter dropped in hallways, and theft of sale items and money from student lockers.)

Any non-school organization that uses the school district to solicit funds must register as a charitable organization with the Department of State.

Class/club advisors should closely evaluate the quality and usefulness of materials to be sold in a fund raising project.

Students should be encouraged to inform the public that they may make a contribution in lieu of purchase. For safety reasons, students should be encouraged not to solicit from persons they do not know. Schools should share information about reputable fund raising organizations with each other.

Each principal should develop and publish a calendar of school fund raising activities in cooperation with their community's fund raising calendar.

### **SCHOOL DANCE GUIDELINES**

Requests to sponsor a dance must be approved by Student Council and the Principal. Bands should be screened by the Student Council, organization advisor and principal prior to contracting. All dances will end by 10:30 PM. Only students grades 7 - 12, dates, or a personal guest will be admitted. All guests must sign in at the door. Attendance of non-district students must be approved by the principal, assistant principal or principal's designee prior to the dance.

At least two (2) faculty members and two (2) parents/guardians must be present at all times. Students upon entering the dance may not leave the building. If students leave, they will not be readmitted. Students violating school rules/policies, especially in regard to use of tobacco, alcohol and drugs will face disciplinary action and civil prosecution. All students are obligated to assist chaperones in the policing of dances.

The principal and his/her designee is responsible for security/police supervision. The organization sponsoring the dance is responsible for cleaning facilities or arranging for custodial support.

### **STUDENT GOVERNMENT**

Students should be free to establish and be encouraged to participate in student government that provides all students a voice in school affairs through a representative system. Student government should represent the interests of the students on the formulation of school policies, curriculum development, and disciplinary procedures, in a cooperative effort with the school faculty and administration.

Students should be permitted to participate in the conception and development of the charter for their student government, subject to administration approval. The charter should establish policies concerning: the purposes of the organization; the rules for conducting elections and campaigns including provisions insuring nondiscriminatory practices; the degree to which the student body has power to allocate student activity funds; and the extent of the organizations access to the school's communications resources within established guidelines.

**STUDENT ORGANIZATIONS**

Any group of students which has a school district employee sponsor may be permitted to establish an organization that makes use of school facilities. Procedures for the establishment and administration of student organizations shall be the responsibility of the school principal.

Student organizations shall not advocate or be formed for illegal purposes, nor shall they discriminate against applicants in terms of race, creed, gender or national origin.

# STUDENT DISCIPLINE

## **STUDENT DISCIPLINE**

Means of discipline such as in-school or after-school detentions, should be considered before suspension or expulsion. Special consideration should be given to in or out of school counseling as an alternative to or in conjunction with punishment.

## **SATURDAY DETENTION**

Students will be assigned to Saturday morning detention by the principal or dean of students. Parents will be notified, by phone call and/or in writing, as to the reason Saturday morning detention is being assigned and the date of the detention. Parents are responsible for transporting the student to and from detention.

Students are to report promptly to the assigned area as Saturday morning detention begins at 8:00 AM and concludes at 11:00 AM. Students must bring regular school assignments to work on during this time. This is a no-nonsense work session. Supervision will be provided by a staff member approved by the administration.

Students assigned who do not report will be suspended from school for three (3) days beginning after the missed detention.

## **EXCLUSIONS FROM SCHOOL**

Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. Exclusion from the Southern Tioga School District Schools may be by suspension or expulsion.

Types of offenses that could lead to suspension or expulsion from school are:

1. Violation of Board Policy #227-Controlled Substances/Paraphernalia
2. Possession of firearms or any weapon on school property
3. Immorality, insubordination, or interference with the rights of others
4. Defacing or destroying school property
5. Verbal or physical mistreatment of any administrator, teacher, school employee, student, or individual within the jurisdiction of the school
6. Excessive unexcused tardiness or truancy
7. Illegal possession of school property or property of other individuals
8. Profanity or disrespect for the rights of others
9. Violation of civil and criminal, law, school rules and regulations deemed to be detrimental to the well-being of the school system

## **Suspension**

Suspension is exclusion from school for a period of 1 to 10 consecutive days.

Suspensions may be given by the principal; or person in charge of the public school.

A student may not be suspended until the student has been informed of the reasons for the suspension and given the opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing.

Suspensions may not be made to run consecutively beyond the 10 day period

Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within the guidelines established by the school board.

### **Expulsion**

Expulsion is exclusion from school for an offense for a period exceeding 10 school days and may be permanent expulsion from school rolls. Expulsions require a formal hearing.

During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his normal class except if it is determined after an informal hearing that a student's presence in his or her normal class would constitute a threat to the health, safety or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Students who are under seventeen years of age are still subject to the compulsory school attendance law even though expelled, and shall be provided an education.

The initial responsibility for providing the required education rests with the student's parent or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the superintendent.

Within 30 days of action by the board, the parents or guardians shall submit to the school district written evidence that the required education is being provided or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall within 10 days of receipt of notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Act.

### **INFORMAL AND FORMAL HEARINGS**

Informal: The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents/guardians and school officials to discuss ways by which future offenses might be avoided.

At the informal hearing, the following due process requirements shall be observed:

- a. Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.
- b. Sufficient notice of the time and place of the informal hearing shall be given

- c. The student has the right to question any witnesses present at the hearing
- d. The student's right to speak and produce witnesses on his/her own behalf.
- e. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension

Formal: A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements are to be observed:

- a. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
- b. At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- c. The hearing shall be held in private unless the student or parent requests a public hearing.
- d. The student may be represented by counsel, at the expense of the parents or guardians and may have a parent or guardian attend the hearing.
- e. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- f. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- g. The student has the right to testify and produce witnesses on his own behalf.
- h. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- i. The proceeding shall be held within 15 school days of the notification of charges unless mutually agreed upon by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonable possible:
  - 1) Laboratory reports are needed from law enforcement agencies
  - 2) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the IDEA Act.
  - 3) In cases in juvenile or criminal court involving sexual assault or seriously bodily injury, delay is necessary due to the condition or best interest of the victim
- j. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

## **CORPORAL PUNISHMENT**

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

Teachers and school authorities may use reasonable force under the following circumstances:

- To quell a disturbance.
- To obtain possession of weapons or other dangerous objects.
- For purpose of self-defense.
- For the protection of persons or property.

## **UNLAWFUL HARASSMENT - Board Policy #248**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment/sexual harassment in any form is not tolerated.

Harassment shall consist of verbal, written, graphic, physical, or otherwise intimidating conduct related to topics such as, but limited to, an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion.

Sexual Harassment shall include but not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonable interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

## **Bullying – Board Policy #249**

Bullying activities of any type are inconsistent with the district's educational goals and are prohibited at all times. Any individual who engages in bullying on school property, on school transportation, or at a school-sponsored activity will be subject to school district action

Teachers who observe acts of bullying shall take reasonable steps to intervene to stop such conduct. In the event that a teacher fears for his/her personal safety, s/he should



call for assistance. The nature of the intervention will vary depending upon the age of the student (both the victim and the aggressor), the severity of the bullying, and the student's involvement in prior acts of a similar nature. The purpose of the intervention is to take prompt remedial steps to ensure that observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

Teachers receiving reports of bullying shall provide such reports to the principal, who shall investigate the matter further.

**Definition:** Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and through the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

The district administration will investigate complaints of bullying and will take appropriate action and/or discipline against any person who is found to have violated this policy.

No district student, volunteer, or employee shall engage in, encourage, or consent to bullying

No district student, volunteer, or employee shall permit, condone, or tolerate bullying.

The district administration will investigate complaints of bullying and will take appropriate action and/or discipline against any person who is found to have violated this policy.

## **BUS BEHAVIOR**

The School Laws of Pennsylvania state that the Board of School Directors may provide free transportation for any resident pupil. Transportation for students on a school bus is a privilege which may be revoked. No behavior by a student or group of students, which infringes upon the rights of other individuals who might be riding on the bus at the same time or which endangers the lives of all passengers by interfering with the bus driver's ability to maintain control of his vehicle, will be tolerated.

**Regulations for bus riders:** Every rider must abide by these rules or be deprived of the privilege of riding a bus.

1. Be at your stop ready to board. The driver cannot wait for you.
2. A note must be presented to the driver to get on or off the bus at any stop other than your own.
3. All riders shall remain seated while the bus is in motion. There will be no changing of seats without the permission of the driver.
4. Keep head, arms, and hands inside the bus.
5. The emergency and exit controls may be used by the passengers only during supervised drills or actual emergencies.

6. Scuffling, fighting, yelling, and obscene language are prohibited.
7. Eating on the bus is discouraged.
8. No cans, bottles, or liquids are permitted on the bus.
9. The possession and/or use of alcohol, drugs, tobacco, matches, and weapons are prohibited.
10. The throwing of objects or destruction of property is prohibited. Injury to persons and/or damage to property will be the responsibility of the offenders.

Such actions are to be brought to the attention of the principal of the building which the pupil attends, who will take immediate steps to correct the situation. Parents will be informed by the principal or his designee of any misbehavior by a student while a passenger on a bus. The Board desires that parents or guardians will cooperate with the district and the administration in controlling the behavior of their child(ren) while on a school bus. If the privilege to ride the bus is revoked, the Superintendent shall be notified.

When in the judgment of the bus driver, a student's action that poses an immediate threat to the safety and welfare of other passengers may be denied access to or removed from the bus. The driver shall immediately notify the building principal.

The bus driver has the option of deciding if an incident of misconduct merits a written report to the principal. If the report of misconduct on the bus is of an extremely serious nature, the principal or his designee may suspend the student's bus privileges for the first offense. This decision should be submitted in writing to the district office. In order to expedite the action, the parents of the child(ren) shall be notified by phone immediately and advised of the fact that: suspension of bus privileges is taking place, the length of time of the suspension and the dates on which the suspension will take effect and end.

If the misconduct is not of an extremely serious nature, yet the driver feels it necessary to report the incident, the principal or his designee should proceed as indicated below. A list of all reported incidents of misconduct on a bus by a student(s) shall be kept in the principal's or his designee's files.

The building principal or his designee should at all times attempt to cooperate with the driver(s) and the owner of the transportation company.

Upon receipt from a bus driver of a report indicating misbehavior on the part of a student(s), the principal or his designee shall speak with the individual(s) so reported in order to determine the extent of the misbehavior, as well as the degree of discipline required.

In all cases where the drivers report is substantial the principal or designee shall notify the parents of the child(ren) of the misconduct and any disciplinary action being contemplated. If a meeting among the parents, student, bus driver and administration is felt to be desired by any of the parties concerned, such a meeting should be encouraged. The basic intent of this meeting would be to seek understanding and cooperation among all those involved.

Upon receipt of the student's second report of bus misbehavior, the principal may suspend the bus privileges of the student. If suspension occurs, a memo stating the name, age and grade of the student; a descriptive list of the offenses and the date on which the offenses occurred, as well as the name, address, and phone number of the parents shall be sent to the district office.

If said bus privilege is revoked, a letter shall be sent by the principal to the parents of the child(ren) informing them of the decision, the reason for the decision and the length of time involved with the suspension. The specific dates as to when the suspension will take effect and end, shall be included in the letter. The parents will be notified by phone as to the effective dates of the suspension, in order to expedite the matter.

During that period of time in which a student is suspended from riding the school bus, the parents or guardians are responsible for having the student meet the attendance hours of his schedule or the schedule of the school to which he has been previously assigned.

The third infraction may result in the suspension of bus riding privileges for the school year. All procedures listed above will be in effect for this infraction.

#### **POLICE INTERROGATION – Board Policy #225**

Whenever the Superintendent or designee has determined that the police have a legitimate purpose in interrogating a student within the school building, the principal or a representative shall be present throughout the proceedings.

A prompt and reasonable attempt to notify the parents, guardians, or persons in parental relation shall also be made. Should the parent or guardian desire to be present or have a representative present at the interview, or should the student so desire, that request shall be complied with.

#### **PUPIL WEAPON CONTROL POLICY – Board Policy #218.1**

The Southern Tioga School District shall expel, for a period of not less than one (1) year, any student who is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

A student in possession of an illegal and/or banned item(s) under this policy when such item(s) is determined to be or has been on the person of the student or under his/her control.

The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all steps necessary to comply with the Individuals With Disabilities Education Act (Public Law 91-230, 20 U.S.C. Sec. 1400 et seq.).

The provisions of Act 26 and this policy shall not apply to a weapon being used as part of a program approved by the school by an individual who is participating in the program. In the event that a weapon is to be brought to school for an approved program, the parent/guardian must request permission to do so in writing prior to the date of the program. The principal has sole discretion to approve or disapprove a request, as s/he determines is appropriate and in the best interest and safety of the school, students, and staff. On the day the weapon is to be brought to school, it must be immediately brought to the principal, who will secure the weapon in his/her office until the time of the program.

Definition: The term weapon refers to any knife, cutting instrument, cutting tool, nunchakua, firearm, shotgun, rifle, replica of a weapon; and/or any other tool, instrument, or implement capable of inflicting serious bodily injury, and other items defined as weapons under Section 1317.2 of the Public School Code.

Delegation of Responsibility: Any professional staff member or school employee who has reason to believe that a student is in possession of a weapon, transmitting and/or transporting a weapon, shall immediately inform the principal, or his/her designee, who will conduct the complete investigation.

The principal must immediately notify and/or summon:

- The local police.
- The Superintendent.
- The parents of any and all students involved in the incident.

Upon cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official in the presence of a witness. If the student resists being searched, the principal will immediately summon the local police and request assistance in the matter.

The principal, or his/her designee, will coordinate the informal hearing procedure for immediate full suspension, e.g. investigation; securing written statements, witness statements, and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon.

The Superintendent will implement the information and notification requirements for a formal hearing for expulsion proceedings before the Board of Education in accordance with Pennsylvania School Code.

The Superintendent shall also:

1. Report all incidents relating to possession of a weapon on school grounds to the PA Department of Education.
2. Develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

## CONTROLLED SUBSTANCE/PARAPHERNALIA POLICY-#227

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. For the purpose of this policy "controlled substances" shall mean:

- All dangerous controlled substances prohibited by federal and state law
- All "look alike" drugs
- Any drug paraphernalia
- Alcoholic beverages
- Anabolic steroids
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy, such as students directed by their physician to take medication during school hours. Said medication is to be registered and stored with the school nurse or designee for dispensing to said student

The Board prohibits the use, possession, being under the influence or distribution of any drug during school hours, on school property or at any school sponsored event. The privileged confidentiality between student and guidance counselors, school nurses, school psychologists, home and school visitors, other school employees and social service agencies shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent, unless the best interests of the student can be served only by doing so. Information received from other students, teachers or citizens of the community that controlled substances may be present or located within the building or on the person of a particular student or students may be used to determine the actual presence of controlled substances.

The Superintendent or designee shall prepare rules for the identification, amelioration and control of drug abuse in the schools which shall discourage drug abuse, establish procedures for dealing with students suspected of the possession or distribution of drugs in school, establish procedures for the instruction and readmission to school of students convicted of drug offenses, require students be referred to the Student Assistance Team and must follow the recommendations of the team, and publish administrative guidelines delineating the above procedures.

When a controlled substance is detected, the administration will follow the following procedure: Any student who, when under the authority of the School District, has a controlled substance in his/her possession, or is deemed to be under the influence of the controlled substance, or is engaging in the delivery, distribution or sale of controlled substances or attempt thereof, shall be excluded from school as per school policy on Suspension and Expulsion. School authorities shall turn over all evidence and/or information relative to any incident or controlled substance activity to appropriate police or juvenile court officials for disposition and investigation.

## **STUDENT USE OR POSSESSION OF TOBACCO POLICY-#222**

The Board recognizes that smoking presents a health hazard and is therefore of concern to the Board. Tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

To protect students and staff from a hazardous environment, the Board prohibits possession or use of tobacco by students in school buildings, on school grounds, on school busses, and at school-sponsored activities.

The Superintendent or his/her designee shall establish guidelines which shall:

1. Discourage tobacco use.
2. Establish procedures for dealing with students who violate this policy as follows:
  - a. 1st offense - parent conference and three (3) day suspension.
  - b. Repeated Offenses - parent conference, five (5) day suspension, and initiate proceedings with the district justice. If convicted under the law, a student faces a fine not to exceed fifty (\$50.00) dollars for the benefit of his/her school district or, at the discretion of the court, admittance to an adjudication alternative program in lieu of the fine.

## **UNAUTHORIZED EXIT FROM SCHOOL PROPERTY**

School officials have a responsibility for the supervision of all students during school hours. For this reason, leaving the school property during school hours is viewed as a serious offense. Parents rightfully assume that their own son or daughter is observing their assigned schedule and is remaining on school property unless dismissed for valid reasons.

The following procedure shall be used to handle such violations.

1. First offense
  - a. The student will be referred to the office through a discipline referral form.
  - b. The student may be placed in after-school detention or suspended up to 3 days.
  - c. The student's parents will be notified that further violations will be cause for suspension.
2. Second offense (and each offense thereafter)
  - a. The student will be suspended for a three (3) day period.

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**Student and Parent/Guardian  
Acknowledgement Form**

School Year: 20\_\_\_/20\_\_\_

*Sign below and return this page to your school*

I have read and understand the regulations in the Southern Tioga School District Rules and Regulations Handbook, have furnished a copy to my parents or guardian(s), and have secured my parent or guardian's signature hereon which acknowledges receipt of this copy.

---

Student's Signature

Date

I acknowledge receiving a copy of the Southern Tioga School District Rules and Regulations Handbook.

---

Parent/Guardian's Signature

Date



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Southern Tioga School District

**Permission to Administer Medications at School Form**

Each time medication is to be administered during school hours, this form must be completed and submitted to the nurse. (See pg. 34 for Student Medication Guidelines)

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage (include amount and times to be taken) \_\_\_\_\_

Length of time medication is to be taken at school:

from date: \_\_\_\_\_ to date: \_\_\_\_\_

Purpose of medication: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Curtailment of activities (sports, gym shop, driver's ed.): \_\_\_\_\_

*By signature below, I acknowledge that the school is not responsible for the benefits or consequences of the prescribed medication:*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PHYSICIAN'S SIGNATURE REQUIRED ONLY FOR  
OVER - THE - COUNTER MEDICATIONS (OTC's)**

Physician Name: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by

Nurse: \_\_\_\_\_ Date: \_\_\_\_\_

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