

Handbook for Students, Parents, & Guardians

North Penn - Mansfield Jr. / Sr. High School

2023 - 2024



Home of the Tigers

**73 West Wellsboro Street
Mansfield, PA 16933**

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Handbook for Students, Parents, & Guardians

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Introduction

The purpose of this handbook is to facilitate the awareness of students, parents, faculty, and staff concerning important information about procedures, rules, regulations, and activities at North Penn-Mansfield Jr. Sr. High School (NPMHS). It is the responsibility of each member of the NPMHS community to become familiar with the contents of this handbook as this will assist everyone in having a most productive educational experience.

The student enrollment at NPMHS is approximately 500 students in grades seven through twelve.

NPMHS offers a full academic program at the junior and senior high levels with an opportunity for senior high students to take college courses at Mansfield University as well as advanced placement courses.

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Guiding Principles

Learner Driven - A structure, a philosophy; a framework that empowers learners to have a major voice in their learning.

Empower - A structure, a philosophy; a framework that empowers learners to have a major voice in their learning.

Engage - All learners will be provided opportunities for success, self-expression, curiosity and positive risk-taking.

Innovate - Encouraging students, family, community and schools to pose questions, problem-solve, seek creative solutions and contribute to the growth of learners.

Connect - A belief that learning is a relationship between students, families, schools, community and the global society.

Endless Possibilities - The philosophy that learning has no end, is boundless; infinite.

Positive School Climate - Environments created so all members are supported and feel safe socially, emotionally, and physically.

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NPMHS Information

School Colors - Navy Blue and Vegas Gold

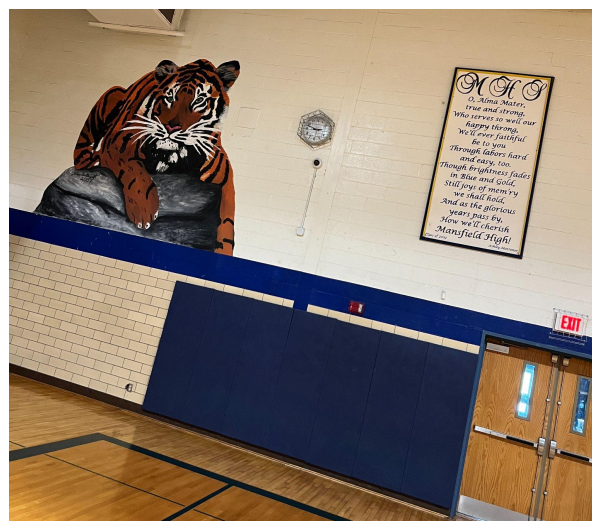
Mascot - Tiger

Alma Mater

*Let's sing our praises far and wide
Of that we view with greatest pride
Our Mansfield High by water's side,
We sense a beauty instilled deep
A noble power that toils did reap,
These Mansfield shall always keep.
Behold her colors proudly fly
Glorious ever Mansfield High!
We'll see you always, Mansfield High
A treasured place with open door,
A guide to youth forever more.
You breathe of virtue and good will*

*With joy and care each life you fill.
For thee our hearts will always thrill
Firm there beneath the azure sky
How we cherish Mansfield High!
O, Alma Mater true and strong
Who serves so well our happy throng
We'll ever faithful be to you
Through labors hard and easy too
Though brightness fade in Blue and Gold
Still joys of memory we shall hold
And as the glorious years pass by
How we'll cherish Mansfield High.*

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Faculty / Staff

Administration

Bill David, Principal
Joe Eglesia, Assistant Principal

School Counselors

Janet Shaw
Noreen Wheeler

School Nurse

Mary Hohman

Athletic Director

Jason Dominick

Office Support

Christine Dalton
Kim Taylor

Tech Support

Gavin Van Gorden

Faculty

Christa Alexander
Marcia Bartlett
Misty Bartlett
Josh Beals
Emily Boland
Jennifer Burkholder
Hannah Butcher
Jason Chimics
Carys Davies
Jason Dominick
Lakisha Elliott
Scott Faust
Sally Flack
Catherine Fletcher
Jason Fletcher
Kyrstin Garren
Kaitlyn Garverick
Paula Harold
Abigail Holdren
Ben Hutton

Melinda Jankowski

Ann Kieser
Jesse Krotzer
Addie Milheim
Jacob Newman
Cheri Ostrom
Steve Rezykowski
Jon Ruth
Colby Sangrey
Lanae Schoen
Angel Sember
Sarah Simmons
Jessica Spengler
James States
Amber Stewart
Sara Strong
Bill Swingle
Brandon Tibbens
Bobbi VanDruff
Jesse Westbrook
Joe Williams
Josh Wood
Kristine Worthington

Paraprofessionals

Cheryl Burleigh
Andi Fouse
Melanie Gehringer
Doreen Mase
Patricia Madigan
Nancy Nance

Custodians

John Payne, Head Custodian
Chris Brought
Les English
Marie Ingerick

Cafeteria Staff

Michelle Rice, Head Cook
Skylar Barnes
April Hall
Sherri Slater

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Academic Progress

Sapphire

NPMHS utilizes [Sapphire](#) for its on-line grading system.

Any questions regarding activation of a parent/guardian account or the use of this program should be directed to the guidance office.

Google Classroom

NPMHS uses Google Classroom as the learning management system for all classes. If you are a student, you may access Google Classroom using the course code from your teacher. If you are a parent, you may request from any teacher or the main office to be added as a parent to the Google Classrooms for your student to receive notifications of work.

Grading System

Student grades are recorded on report cards as percentages. In order for the grading system to be better understood, the percentages correspond with the traditional letter grades as follows:

A = 93 - 100%

B = 85 - 92%

C = 72 - 84%

D = 65 - 71%

F = Below 65%

Report Cards

Report cards will be issued four (4) times during the school year. The report will indicate student achievement, application to class work, and attendance. These reports will be issued approximately seven days after the quarter concludes.

Requirements for Promotion

Junior High School (Grades 7, 8) - Students in grades 7 and 8 who are in danger of failing will be closely monitored. Parents will be notified and included in the process to develop a plan of success. Senior High School (Grades 9, 10, 11, and 12) - In senior high school, since graduation and granting of a diploma is based on a definite number of credits earned by subjects, promotion from grade to grade shall be based on an orderly progression toward graduation.

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Activity Period

Students will have an opportunity to participate in activities designed to improve their collaboration skills, develop peer relationships, express an increased interest in school, and have greater expectations for their future. Student choice of activity is highly emphasized, and they can participate in various clubs, competitions, athletic extensions, and school-wide projects offered by faculty members during activity periods throughout each week of school.

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Address Change

In the beginning of each school year, parents and guardians are required to complete forms that document current contact information (street addresses, phone numbers, etc.) as well as emergency contact information for each student in the high school. If a student's contact information should change at any point during the school year, a parent or guardian of the student should contact the main office of the high school at 570-662-2674 to update the student's contact information.

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Admission of New Students

Before new students can be admitted to NPMHS, a parent or guardian of a new student must contact the Southern Tioga School District main office at 570-638-2183. This office will then schedule a time to enroll the new student at NPMHS. You can also [register online](#).

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Advisory

Students will participate in a 30 minute advisory period on Wednesday of each week. In each advisory, a faculty member is assigned to a smaller group of students. Activities conducted during advisory include grade check-ins, Xello lessons, career artifact uploads, the Service Learning Project, discussions around graduation pathways, and future planning.

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Affirmative Action

Program for School and Classroom Practice

1. **Purpose** - The Board declares it is the policy of this district to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, ancestry, national origin, or special need.

2. **Authority** - In order to achieve the aforesaid goal, the Board directs the Superintendent to assume the responsibility of coordinating and implementing activities as Affirmative Action Officer to:
 - **Curricular Content** - Review current and proposed curriculum guides and textbooks to detect any bias upon race, sex, religion, national origin, ancestry, or culture; ascertaining supplemental materials singly or taken as a whole, fairly depict the contribution of both sexes and the various races, ethnic groups and the like towards the development of human society.
 - **Staff Training** - Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of racial, sexual, religious, national, or cultural bias in all aspects of the school program.
 - **Student Access** - Review current and proposed programs, activities, and practices to insure that all students have equal access thereto and are not segregated on the basis of race, color, creed, sex, or national origin in any duty, work, play, classroom, or school practice except as may be permitted under State Regulations.
 - **District Support** - Insure that like aspects of the school program receive like support as to staff size and compensation, purpose and maintenance of facilities and equipment, access to such facilities and equipment and related matters.
 - **Student Evaluation** - Insure that tests, procedures or guidance and counseling materials which are designed to evaluate student progress or rate aptitudes or analyze personality or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the bases of race, color, creed, sex, or national origin.

The Affirmative Action Officer may be assisted in these duties by a committee composed of teaching staff members, students, parents, other residents, and community business people. The Affirmative Action Officer shall report to the board on progress made in the affirmative action program for school and classroom practices as needed.

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Announcements

On a daily basis, announcements will be broadcast by video transmission (or the public address system) to inform the students, teachers, and staff of daily activities and program changes at the high school. In the PM toward the time of dismissal, similar announcements will take place. Since this is a primary means of daily communication, students are to remain quiet while the announcements take place. Teachers are encouraged to submit informative messages to be read prior to scheduled announcements. Any requested announcements must be submitted to the office for approval.

Besides these AM and PM times, announcements may also be read over the public address system during the time periods in between classes.

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Angeline B. and Carson D. host the AM announcements in June of 2023. The NPM video productions crew prepares important announcements submitted by staff members to kickoff each day of school throughout the year.

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Annual Notice of Policies

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Assemblies

Assembly programs are an important part of school life. When students are not on stage, they are still an important part of the program. To be a success, any program needs a good audience. Students will enjoy and learn more from the assembly programs by following these simple rules:

1. Students must come to the auditorium or gymnasium in an orderly manner and sit down quietly. Students should remember that their route may lead past classes in session and noise may disturb them.
2. Students must be considerate of others at all times. This means laughing only when something is meant to be funny and sitting quietly even when the program for the day is not one that they would have chosen. Those in the audience and those on the stage will appreciate the courtesy displayed.
3. Students show their enthusiasm by applause only.
4. Students will leave the auditorium by standing and filing out in an orderly manner. Students must remember to make the return trip to class a quiet one.

Attendance by students to outside assemblies

At times, other schools or groups may utilize the NPMHS auditorium for programs that do not involve students of NPMHS. This may, at times, even occur during the day when school is in session. When these programs occur, students of NPMHS will not be permitted to attend these events.

If an NPMHS student must attend one of these programs, the student's parent or guardian must come to the guidance office to secure the student. The parent or guardian should then sign out the student from attendance at the high school and accompany him or her to the auditorium for the event.

The same procedure should be followed in the event that an NPMHS student must attend an assembly at another school in the district.

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Athletic Code

In order to give each young adult the opportunity to participate in one or more sports, the Southern Tioga School District provides a varied program of athletics for the junior and senior high school students.

All students in good scholastic standing are urged to try out for the teams.

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When a student goes out for a sport, he/she must obey all regulations governing athletics at our schools. The regulations set forth by the Southern Tioga School District are found in the next section of this handbook. The Student/Parent Code of Eligibility for Extra-Curricular Activities should be reviewed and must be signed by both the student and parent/guardian. These regulations were developed in conjunction with the rules and regulations of the Pennsylvania Interscholastic Athletic Association. These rules and regulations must also be adhered to by all student athletes.

Some P.I.A.A. eligibility rules are as follows:

1. A member of an interscholastic team must be an amateur under nineteen years of age on or after July 1 in order to participate in a particular sport season.
2. If a pupil has been absent from school twenty days in a semester, he/she immediately becomes ineligible until he/she has attended school for sixty school days.
3. A member of an interscholastic team must never have played on a professional team.
4. An athlete becomes professional if he/she engages in any athletic activity for money or its equivalent.
5. Any member of a high school athletic team who participates in an athletic contest as a member of a similar team the same season shall be ineligible to compete for the remainder of that season.
6. Academic eligibility is reviewed on a weekly basis. If a student does not meet the minimum requirements for academics set forth in the Code of Eligibility, the student is deemed academically ineligible for a minimum of seven days.
7. No pupil who has been in attendance at the school more than three years beyond the ninth grade shall be allowed to represent his/her high school for more than four seasons beyond the eighth grade in any form of athletics.
8. Post-graduates shall not be eligible.
9. A student absent from school for a full day or attending school after the beginning of the school day without proper permission from the principal will not be allowed to practice or compete in an athletic contest that day.
10. A participant ejected from an athletic contest is ineligible to compete in the next athletic contest.
11. No student shall be eligible to represent his/her high school in any athletic contest unless he/she has been carefully examined by a school nurse, or physician, and his/her physical condition is

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deemed satisfactory. A certificate to this effect, together with his/her parent's/guardian's consent and signed statement by the student, shall be filed in the office of the athletic director.

12. Note that any student who is absent the day of a game, event, practice, etc. may not participate in that game, event, practice, etc. Rare exceptions may be made for family emergencies, funerals, etc., but they will be rare and at the principal's discretion.

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Attendance

All students, until they reach the age of eighteen, are required by law to be in regular school attendance on all days that the school is open.

Excused

The only acceptable reasons for absence according to the law are physical and mental disability, religious holidays, and other urgent reasons. The terms "other urgent reasons" shall be strictly construed and shall not permit irregular attendance.

All absences due to the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Students may be absent for reasons as described by law and parental documentation will be required for all such days of absence.

Unexcused

Unexcused absence may be declared for any of the following reasons: Illegal employment, truancy, and absence through parental neglect such as over-sleeping, missing the bus, shopping, visiting relatives, baby-sitting, hunting, fishing trips, vacations, remaining home to do school work, visiting the library for research work, car troubles, etc.

Excessive Absence

A doctor's note will be required for each single period of absence exceeding three consecutive days, and will be required for each absence after ten days.

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

Process for Returning to School Following an Absence

1. When a student has been absent from school, it is his/her responsibility to present an appropriate written excuse signed by the parent or guardian to the NPMHS guidance office. In the case of excessive absences as described above, it is the student's responsibility to present a written doctor's excuse to the guidance office. The excuse should be presented immediately upon returning to school.
2. Failure to hand in an excuse for an absence shall result in an unexcused absence. Excuses must be given to the guidance office within three days of returning from an absence, or such absence will be declared illegal.
3. Being late for school is a type of school absence. If a student is late for school (tardy), he or she must enter the building through the main entrance, report to the guidance office to present a reason for the tardiness, sign in, and obtain a pass to class. For more information on tardiness, please refer to "Tardiness" of the "Attendance Policy" section of the Handbook for Students, Parents, and Guardians.

Compulsory Education

Section 1327 of the PA School Code states, "Every child of compulsory age (8-18 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:

Exceptions

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.

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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 or district superintendent of schools 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 18 and Older

When analyzing the above sections of the school code, it is apparent that the state makes no school attendance regulations for students when they have reached the age of 18.

One can either ignore attendance of those that have attained the age of 18, or go beyond the minimum attendance laws and establish regulations to encourage their attendance. The following attendance regulations shall apply for students 18 years of age or older:

1. After five unexcused absences, a parent or guardian will be informed of possible academic deficiency due to lack of attendance.
2. After ten unexcused absences, a conference will be held with the teacher, guidance counselor, principal, student, and parent to weigh academic eligibility before the student can return to class.
3. When more than ten consecutive unexcused absences have been accumulated, the following alternatives to public school education will be evaluated:
 - a. Dropped from the roll
 - b. Military Services
 - c. G.E.D.
 - d. College Classes
 - e. Private School

Excused Appointments

Students may be excused for short periods of time during the day for dental and other medical appointments which cannot be scheduled at any other time, and for other extremely urgent reasons. However, because of the obvious loss to students from school time missed, we strongly urge parents to arrange appointments outside the school day. If this is not possible, notes from parents/guardians, which should include the doctor's excuse, must be given to the guidance office before the brief absence occurs. Such excuses should be taken to the guidance office the morning of the day of absence, or if the time involved is early morning, the afternoon before the absence. Students, before leaving for one of these appointments, must report to the guidance office to sign out of the building,

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and students, upon returning to school from one of these appointments, must report to the guidance office to sign back in before returning to class.

Missed Assignments as a Result of Absence

When students are absent from school, they may miss assignments (including in-class work, tests, quizzes homework, etc.). Regardless of whether a student's absence is excused or unexcused, it is his or her responsibility to make up these missed assignments to be academically successful. These assignments will be completed in a time period determined by the teacher.

Non-School Sponsored Educational Trips

To obtain approval for an educational trip, the following criteria must be met:

1. Two weeks prior to the scheduled trip, parents/guardians must provide a completed Educational Trip Request form that is available in the front office. On this form, please include what educational experiences you expect your child will be exposed to, specific dates for the trip, and the name(s) of adult family members supervising. On this form, there is also a section for all the student's teachers to complete to verify if the student is in a position to miss the number of days requested for the trip.
2. The building principal will: (A) verify the parental request, and (B) check student progress via the evaluation sheet.
3. The student is responsible to meet with his/her teachers before and after the trip to make sure all class work, tests, homework, etc. is completed/made-up. All assignments must be completed or made up in a time period determined by each teacher.
4. Trips in excess of five days are strongly discouraged.
5. Failure to comply with the above procedure shall result in days absent being considered unexcused. Any questions regarding the non-school sponsored educational trip procedure should be directed to the building principal.

Tardiness

Arriving to school and class on time is necessary. Being on time to work, appointments, and engagements is a responsibility that we all share throughout our lives. Tardiness to school and class during the school day will be closely monitored by faculty and staff. Students must report to their first class on time to avoid tardiness for the school day. Between classes throughout the school day, students are allowed a four minute passing time to move from one class to another. This time should be used wisely to visit a locker and return/obtain appropriate materials for class and utilize a restroom if necessary. Students must report to their classes by the beginning of each class to be considered on time.

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If a student is tardy to school, he or she should enter the building through the main entrance and report immediately to the guidance office. Here, he or she should present a written note by a parent or guardian stating the reason for the tardiness, sign in to avoid being marked absent for the school day, and obtain an appropriate pass for reporting to class.

The criteria for determining whether or not a tardy to school is excused or unexcused shall be the same criteria used for determining whether or not an absence is excused or unexcused. Excessive unexcused tardiness will be monitored and handled as part of the truancy process.

Unlawful Absence Procedures

An unexcused absence for any reason as described in this attendance section by a student under seventeen years of age is considered unlawful. Pennsylvania school laws provide the following procedures to be used in the case of unlawful absence:

1. First unlawful absence – parent/guardian will receive written notice of the unlawful absence.
2. Second unlawful absence – parent/guardian will receive written notice of the unlawful absence
3. Third unlawful absence – parent/guardian will receive written notice of the unlawful absence and a school attendance improvement plan meeting will be scheduled and held.

After three unlawful days of absence, any further unlawful absences may result in a complaint filed through the office of a magistrate.

For more information on school attendance, please see [Board Policy 204 Attendance](#).

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Before and After School Conduct

After arriving on school grounds, students are not to leave the building unless permission is granted by the office. No student should be in the building after dismissal unless requested by a teacher or participating in a supervised activity.

Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.

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Bullying and Harassment

Bullying

Bullying / threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed upon those who attempt such things. Students who are victims of such acts are asked and encouraged to report it to the teachers or come to the office so that definite action can be taken. This is the only way to insure that incidents will not be repeated and that all such acts may be curtailed.

Harassment

Anti-Harassment Statement

Southern Tioga School District is committed to assuring a work and educational environment free of unlawful discrimination because of race, color, religion, disability, ancestry, national origin, age, or sex. It is imperative that all employees, students and vendors of Southern Tioga School District comply with both the spirit and intent of federal, state and local laws, government regulations and court orders which prohibit unlawful discrimination. In addition, all administrators, faculty, staff and students share a continuing responsibility to behave in a manner which ensures a work and educational environment that is free of unlawful discrimination.

The District does not tolerate sexual harassment of any kind including gender based harassment. The District fully encourages any student who believes he or she has been subjected to sexual harassment or gender based harassment to report the harassment to the District. The District is committed to conducting a prompt investigation. Any student or parent may contact Superintendent Samuel A. Rotella, Jr. located at 241 Main Street, Blossburg, PA 16912. Mr. Rotella can be reached at 570-638-2183 and his email address is srotella@southerntioga.org. Mr. Rotella is the Title IX Coordinator for the Southern Tioga School District.

Any student found to have engaged in sexual harassment will be promptly disciplined pursuant to the District's School Code. This punishment, if warranted, can and may include suspension and expulsion. Also, any District staff found to have engaged in sexual harassment will be promptly disciplined and such discipline may include, if warranted, termination of employment. The Southern Tioga School District fully encourages all students and staff to work together to prevent sexual harassment of any kind.

[Unlawful Harassment 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 in any form is not tolerated.

Handbook for Students, Parents, & Guardians

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 has jurisdiction over all Title IX complaints involving students, staff, or any other District employees. 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.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are 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;

Handbook for Students, Parents, & Guardians

jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

For the purposes of this policy, gender-based harassment shall be defined as follows:

Gender-based harassment is a form of sex discrimination, and refers to differential treatment or harassment of a student based on student's sex, including gender identity, gender expression, and nonconformity with gender stereotypes, that results in the denial or limitation of education services, benefits, or opportunities. Conduct may constitute gender-based harassment regardless of the actual or perceived sex, gender identity, or sexual orientation of the persons experiencing or engaging in the conduct.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the District's Compliance Officer (Currently Sam Rotella, phone number 570-638-2183).

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address, and telephone number of the Compliance Officer. The Compliance Officer shall track all complaints, investigation materials, and resolutions from harassment complaints District-wide.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

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5. Inform the student that they have a right to file a criminal complaint and a Title IX complaint simultaneously.
6. The student has the right to interim protective measures while any investigation is ongoing. These measures include but are not limited to separation of the student and the alleged perpetrator, a third-party District employee supervising interactions between the student and the alleged perpetrator, and the temporary suspension of the alleged perpetrator depending on the severity of the offense. Any suspension must be in accordance with Pennsylvania and Federal law.

Complaint Procedure – Student/Third Party/Staff

Step 1 – Reporting

A student, third party or staff member who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a District employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

An employee who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the [REPORT FORM](#) available from the building principal, but oral complaints shall be acceptable. Any student, parent or District employee who is a victim of harassment, including those cases where an investigation is on-going, will have access to adequate counseling, advocacy services, and additional support. Advocacy support could include a counselor or an advocate who has the knowledge, background and/or expertise in these types of cases. These services could include Haven, the Women’s Coalition, Concern, Tioga County Human Services Agency, or private counseling.

Any student, parent or District employee may also contact Superintendent Sam A. Rotella, Jr. located at 310 Morris Street, Blossburg, PA 16912. Mr. Rotella can be reached at 570-638-2183 and his email address is srotella@southerntioga.org. Mr. Rotella is the Title IX Coordinator for the Southern Tioga School District.

All complaints, verbal or written, shall remain confidential at all times. The right to confidentiality for both the complainant and accused will be respected consistent with the District’s responsibility to investigate and address such complaints. The Compliance Officer will be responsible for ensuring the confidentiality of the complaints to the best of their ability.

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Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal or other designee to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. There will be an opportunity for both the complainant and the alleged perpetrator to present witnesses and evidence.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded. The preponderance of the evidence standard shall be the standard applied to the facts of the investigation. Every investigation will be adequate, reliable and impartial throughout the process.

Step 3 – Investigative Report

The building principal shall prepare and submit a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided in written form to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases (and to prevent the harassment from recurring) and will not recur. Additionally, the District will take steps to remedy the discriminatory effects on the complainant and others, if appropriate.

Complainant(s) and the accused, and their parents, if they are under 18 years old, shall be notified of the disposition/action taken by the district. Any notification will be submitted in compliance with FERPA.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and District procedures, applicable collective bargaining agreements, and state and federal laws.

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If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action. All victims of harassment, including those cases where an investigation is still ongoing, will have access to counseling, advocacy services, and additional support. The Compliance Officer will determine on a case-by-case basis if the school's in-house counseling is sufficient or if outside resources will be required. A student or District employee, who is found to have violated this policy, or any other policy, shall be subject to discipline consistent with the School District's policy book. This discipline could include a referral to law enforcement, suspension, expulsion, removal from extra-curricular activities, suspensions without pay, and/or dismissal. All disciplinary sanctions against anyone affiliated with the School District shall be in accordance with all state and federal laws, School District procedures and any collective bargaining agreements.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Legal

[1. 43 P.S. 951 et seq](#)

[2. 20 U.S.C. 1681 et seq](#)

[3. 29 CFR 1606.8](#)

[4. 29 CFR 1604.11](#)

5. Pol. 103

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Pol. 103.1

Pol. 806

For more information, please see the following:

- [Board Policy 247 Hazing](#)
- [Board Policy 252 Dating Violence](#)

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Cafeteria

Each school in the Southern Tioga School District, including NPMHS, has a cafeteria in which prepared meals may be purchased. Menus are published monthly in the Penny-Saver and weekly in the Wellsboro Gazette. They are also posted in each school cafeteria and classrooms and on the Southern Tioga School District's web site at <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. (Please understand that these accounts are set up for advance payments and are not to be used as charge accounts.) Cash may be sent on a daily basis, or weekly or monthly payments may be made to a student's account. 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.

When making payments, we request you specify the name of the student and the amount to be deposited in each account if payment is for more than one student. Additionally, the Southern Tioga School District is now using an on-line meal payment service, which is available at <http://schoolpaymentsolutions.com>.

This service allows parents to make meal payments to a child's meal account 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's website at <http://www.southerntioga.org> and clicking on the "On-line Meal Payment Service" link. On the next page, click on the "schoolpaymentsolutions.com" link, and then click on the "Sign Up Now" link in the top right corner of the very next page. 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 the information that is in the Southern Tioga School District's database, including the child's state, school district, school, student ID number, student name, student address, and student birth date. You will also need 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.

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.

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1. COMPASS

- A. Families with 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 for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children's Health Insurance Program (CHIP), etc., online. Families can use compass to apply for free or reduced price meals only, or they can apply for other services at the same time (FS, TANF, etc.).
- B. Parents/guardians of children 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 or they can continue to use the paper "Household Meal Benefit Application." Households that apply for free or reduced price school meals through COMPASS do not need to submit a paper application.

2. Paper "Household Meal Benefit Applications"

- A. 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).
- B. 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).

3. Students who qualify for free or reduced benefits prior to the current school year will automatically be carried over for up to 30 school days. If we receive an application before the 30 days deadline, we will process meals at the 2022-23 eligibility. If a new application is not received by October 4th, the eligibility status is changed to 'paid' effective on the 1st day after the 30th day of school.

Students who are eligible for meal benefits but decide to pack a meal from home are not eligible for milk at a reduced or free price. A student must take the complete meal to be eligible for meal benefits. The school meal program also provides special diets for those students with special dietary needs. A special diet will be served to a student only by following the procedures as described below:

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. The special diet must include the physician's diagnosis, dietary substitutions, dietary omissions, limitations, disabilities, and/or special equipment the student will require.

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The “Medical Plan of Care for School Food Service Form” must also be signed and dated by the physician.

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. If there is a change in your child’s special diet, a new form must be submitted.

Lunch Program

Lunches are served daily in thirty minute intervals at a current price of \$2.45 (price subject to change) at the high school level. Reduced price lunches cost \$.40. A lunch consists of the following five components:

- Meat/meat alternative
- Vegetables
- Fruits
- Bread
- Milk

Only one lunch may be purchased per day, per student. A second full lunch may be purchased for \$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 1% white, fat free chocolate, strawberry, vanilla, skim, or lactaid milk is also available to students who pack their lunch at a price of \$.50. Those students who qualify for free or reduced meals are not eligible for free or reduced milk. A student must take the complete meal to be eligible for meal benefits.

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.

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. A student will be allowed to charge only 1 meal (up to \$2.35), which must be paid before he/she will be allowed to charge again.

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

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Breakfast Program

The Food Service Department of the Southern Tioga School District is currently offering breakfast in all high schools within the district from 7:50AM until 8:03 AM. 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 high school level 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 items at the high school level). The cost of a second full breakfast is \$1.70. The reason for the additional cost is the District only receives reimbursement for one breakfast per student.

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

At NPMHS, students who eat breakfast or obtain breakfast items must report to the cafeteria no later than the bell at 8:03AM. After this bell, students will only be allowed to enter the cafeteria if they have a pass that was obtained at the main office.

All students who eat breakfast or obtain breakfast items must obtain a breakfast pass from the cafeteria monitor and report to their first class in a timely manner. This is so teachers can keep accurate attendance records for their students. Students who have a breakfast pass and do not report to their first period classes in a timely fashion are considered tardy for the school day and must report to the main office. Here, these students will be marked present (but tardy) for the school day and obtain a pass to their first class of the day.

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Calendars

For current NPMHS activities, please view the [School Calendar](#). You can also view the [District Calendar](#).

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Cell Phones

Students may not use personal electronic devices, including personal listening devices, in the classroom without teacher permission.

Students may use their personal electronic devices during passing periods and scheduled lunch periods.

If a student is sick, the student must report to the school nurse where the parent/guardian will be notified of their child's condition.

Live video feeds, video, audio, and picture-taking are all prohibited activities with personal devices at all times involving school. Violations may result in disciplinary action.

For more information, please see [Board Policy 237 Electronic Devices](#).

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Closed / Open Campus

Our schools have a closed campus for students in grades 7-11. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal. Students must provide a written parental request to the guidance office to leave school for any reason. A note must be signed by the parent and presented to the guidance office prior to the date of excuse.

Also, students participating in the School to Work, Junior/Senior Release, and the Dual Enrollment programs must follow appropriate sign-out and sign-in procedures in the guidance office.

Seniors have the privilege of enjoying an Open Campus. Written permission must be secured and all [guidelines](#) must be followed.

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Commencement Guidelines

Expectations

1. Graduate with dignity. Your performance is a reflection of you, your class, and your family.
2. Only students eligible for graduation will take part in the commencement ceremony.

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3. Diplomas may be picked up after the graduation ceremony at a designated area. Diplomas will not be issued at the time of graduation to students who have obligations to fill.
4. All financial obligations to the school must be met before diplomas are issued.

Practices

1. There will be at least two graduation practices. Attendance is mandatory.
2. Each student will be required to bring his/her cap and gown to practice.

Required Attire

1. Students will not alter their caps or gowns without permission.
2. Ladies will wear a white or pastel colored dress /pants or blouse and white shoes. Gentlemen will wear a white or pastel colored shirt with tie, long trousers, and dark shoes and socks. No jeans, sneakers, or work boots are to be worn to graduation.
3. 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 at practice and/or prior to commencement. Pictures may be purchased from the photographer. Guidelines will be sent home to parents prior to graduation.

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Community Service

The school district has deemed it necessary for all students to complete a 10 hour service learning project with an adviser. Up to 30 additional hours can be documented and submitted for graduation credit in the category of community service. These hours may be started the day after successful completion of the eighth grade, and must be completed, documented, and submitted no later than December 23rd of the student's graduation year. A large range of opportunities are presented which will qualify for community service hours, with the underlying criteria being that community service may not be performed for compensation and that no community service hours may be performed in a "for profit" enterprise, or for family members. Questions regarding the applicability of a service activity should be directed to the guidance counselor.

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Corporal Punishment

Corporal punishment in the Southern Tioga School District may not be administered by teachers and school officials to discipline students. However, reasonable action may be used by teachers and school officials for the following reasons:

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

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Daily Schedule

NPMHS will primarily use the bell schedule used below. Days that require a two hour delay or early dismissal will have the schedule shortened.

8:00	Students begin reporting to first classes of the day
8:03	Warning Bell
8:05	First classes begin
	Students follow individual schedules for classes and lunch times
2:50	Student dismissal

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Discipline

All students should behave consistently with positive and purposeful conduct at all times. When this behavior does not occur, students will be addressed by school personnel. In extreme or frequent circumstances, a student may be referred to the office in writing, where he or she will be addressed by the principal and/or principal's designee. In this case, parents/guardians will be contacted, and consequences for the inappropriate behavior may be assigned. Any unlawful act taking place on the school grounds and buses not only makes the student subject to penalties which the courts may prescribe, but also will result in suspension or dismissal from school.

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Detention

Students may be assigned lunch detention, afternoon detention, or Saturday detention for infractions of school rules.

Lunch detention is conducted on a daily basis and may be required by a teacher or principal and/or principal's designee. Lunch detention may last all or part of a student's lunch period, and the student will be permitted to eat during this time. The student will also be closely supervised and may be required to complete some form of reflective activity.

Afternoon detention is conducted on a weekly basis (usually on Wednesdays) from 2:50 until 3:50PM. At this detention, students are closely supervised and may work on school assignments or a detention activity sheet. Parents/guardians are responsible for transportation home. Students who do not report to this detention may be assigned a Saturday detention.

Saturday detention may be assigned for chronic violation of school policy, and it is assigned at the discretion of the principal or his/her designee. Parents/guardians will be notified as to the reason Saturday detention is being assigned and the detention date. It is conducted about every two weeks and lasts from 8AM to 11AM. To serve the detention, students are to report promptly to the front entrance of the high school. Students are again closely supervised by a member of the professional staff, a substitute teacher, or a designee of the principal. They work on a detention activity sheet, and if time permits, they engage in various structured discussions about their written reflections. Parents/guardians are responsible for transportation to and from this detention. Students who do not report to Saturday detention may be suspended from school after the missed detention.

In-School Suspensions/Temporary In-School Suspensions

In-school suspensions may be assigned to students when the consequence is deemed appropriate. It may be assigned for partial or full days.

Out-of-School Suspensions

This procedure is used when a student's behavior is causing serious disruption to the education process or is potentially dangerous to the student or others.

Infractions

The following list of infractions will result in disciplinary action. This list is by no means all inclusive:

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- Harassment (physical or verbal) of a student, teacher, or any other individual
- Threats (physical or verbal) to a student, teacher, or any other individual
- Attacks (physical or verbal) on a student, teacher, or any other individual
- Conduct which may cause injury
- Theft
- Vandalism
- Inappropriate use of technology
- Unauthorized use of a cell phone
- Littering
- Throwing objects
- Profanity
- Inappropriate dress
- Carrying of matches or lighters
- Failure to demonstrate appropriate cafeteria behavior
- Unauthorized print, videos, software, music, or other media
- Failure to demonstrate courteous behavior
- Excessive talking and class disruption
- Unauthorized exit from assigned station (classroom, cafeteria, school grounds, etc.)
- Possession and/or use of tobacco, tobacco products, and/or vape
- Possession, consumption, or evidence of consumption of drugs/alcoholic beverages in school, at school events, or activities
- Absenteeism (unexcused) or skipping class
- Tardiness (unexcused)
- Possession of a weapon as defined by law
- Unauthorized discharge of a fire alarm
- Disrespectful/defiant behavior
- Lying or cheating
- Inappropriate displays of affection
- Behavior inconsistent in any way with positive and purposeful actions

For more information, please see board policy [218 Student Discipline](#).

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Dismissal Procedures

During dismissal, only buses will be permitted in the loops (in both the front and rear of the building). All students riding buses should report to the designated areas in the front of the building as soon as possible immediately following dismissal.

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Junior high students (grades 7 and 8) getting rides from parents/guardians must obtain their rides in the parking lot between the high school and the YMCA. Senior high students (grades 9, 10, 11, and 12) getting rides from parents/guardians must obtain their rides in the parking lot next to the pavilion in Smythe Park. These senior high students must also use the crosswalk beneath the pool area to cross Dorsett Drive and gain access to this parking area.

All student walkers should leave the school property in one of three ways: 1) crossing Besanceney Drive in the area between the high school and the Sunoco/Subway station to gain access to the downtown Mansfield area, 2) utilizing the crosswalk beneath the pool area to access Smythe Park, or 3) using the sidewalk in the front of the high school to access the area toward Sheetz. All students crossing Route 6 must use the crosswalk in the front of the high school or the crosswalk at the red light in the center of town. Students must always follow the directions of school staff and crossing guards to maintain safety in these areas.

Student drivers may exit the building through the rear and/or athletic exits. Drivers should proceed with extreme caution as they walk through the loop and the student parking areas. Any student drivers who park in the lot next to the pavilion in Smythe Park must use the crosswalk beneath the pool area to cross Dorsett Drive and access this lot at the end of the day. When student drivers are leaving the parking lots in their vehicles, they must always give pedestrians, parents/guardians, and buses the right of way. Student drivers should also proceed with extreme caution through the congested areas on Dorsett Drive, Besanceney Drive, Main Street, and Route 6 during dismissal. Directions of school staff and crossing guards must always be followed.

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District Administration and Board of Education

District Administration

Samuel Rotella, Jr., Superintendent

Lauren Sargent, Director of Educational Planning

Krista Peterson, Assistant Superintendent for Student Services

Bonnie Thompson, Business Manager

Michele Williamson, Director of Special Education

Brian Murphy, Technology Director

District Office

310 Morris Street

Blossburg, PA 16912

Phone: 570-638-2183 or 570-659-5521

Handbook for Students, Parents, & Guardians

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Liberty Elementary School
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Blossburg Elementary School
133 Hannibal Street
Blossburg, PA 16912
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Patricia White, Principal
Andrew Freas, Assistant Principal & MyCyberCampus Principal
Warren L. Miller Elementary School
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Mansfield, PA 16933
Phone: 570-662-2192

Board of Education
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Handbook for Students, Parents, & Guardians

Dress Code

The purpose of Southern Tioga School District's Student Dress Code is to define acceptable student attire. The objective of the code is to promote an atmosphere for academic success while recognizing significant freedom of student choice and expression. While our goal is to maintain consistency throughout the district, it is important to note that the following code may be supplemented by specific building rules.

The following guidelines shall apply to the school building, extra-curricular activities, and school-sponsored trips:

1. Students must wear clothing that covers private areas, backs, and midsections at all times. This may include a shirt (no strapless tops) with pants, shorts, skirt, or a dress.
2. Clothing must cover undergarments (waistbands and bra straps excluded).
3. All students must wear shoes.
4. Any clothing displaying profanity, obscenity, violence, and/or gang references will not be permitted. Likewise, any clothing that ridicules any person/group and/or references alcohol, tobacco, or other illegal activity will not be permitted.
5. Disguising or hiding your appearance is prohibited. This includes wearing hats, hoods, and sunglasses, unless worn for religious, medical, or safety purposes.
6. Students may be required to wear certain types of clothing in certain educational environments.

Students acting inconsistently with the above regulations will be directed to correct the situation, will receive further consequences, or will be sent home through contacting parents/guardians.

Appropriate student dress decisions lie with the administration.

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Emergency Announcements

When school is going to be closed, have a delayed start, or have an early dismissal, the information will be announced on multiple media platforms and ParentSquare.

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Emergency Drills

Emergency drills are held at least once each month. This procedure helps to protect the student body should a fire or other emergency occur.

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Fire Drills

The exit to be used is posted in each room. Students leave the building in a double file and walk with their teachers to a safe distance from the building. It is required that the following rules be obeyed by every student during drills.

1. Stop work when warning signal sounds.
2. Follow the teacher's directions for lining up at the door in double file.
3. Move quickly from the room and through the halls.
4. Last person to leave the room will close the door.
5. Follow the teacher to the exit assigned to that room.
6. Line up in an orderly fashion outdoors.
7. Watch your teacher for any directions that may be given.
8. Quiet will be maintained as you return to the classroom.
9. For the safety of the entire school these rules must be followed.
10. Students who fail to cooperate completely in all phases of the emergency drill will be sent to the office for disciplinary action.

School Security and Weather Emergency Drills

School security and weather drills are held periodically throughout the year and coordinated with local police agencies and emergency management personnel. During one of these drills, follow the directions of your teacher quickly and quietly.

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Exams and Final Exams

Teachers may administer tests in their classes at their discretion during the school year and/or semester.

Comprehensive final examinations may be administered to students in grades 9, 10, 11, and 12 during the time period scheduled at the conclusion of courses. A definite date and time is provided for each final examination, and they will be given during the scheduled exam period. A final examination may not count for more than 10 percent of a student's total grade in a course, and final examinations will be graded using the existing grading system.

A student who does not take tests or final exams because of absence must make arrangements with each teacher to make up the tests or final exams in appropriate time periods determined by the teachers.

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Exclusions from School

Regulations regarding exclusions from school can be found in [Board Policy 233 Suspensions and Expulsion](#).

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Extra and Co-Curricular Activities

The following material has been provided for students (and their parents/guardians) who have an interest in participating in an extra-curricular activity at NPMHS. Your family's interest in this phase of our school program is gratifying. Participation in any extra-curricular activity provides a wealth of opportunities and experiences which assist in a student's personal growth. For these to be positive experiences, you must also commit yourself to certain responsibilities and obligations. These guidelines will make you aware of specific policies that are necessary for both the overall development of the participant and the continuation of a well-organized activities program.

Co-Curricular Activities

Various co-curricular activities are available at the school. Students may select the clubs and activities to which they choose to belong and are encouraged to participate. When meeting conflicts occur, it may be necessary for students to limit the number of co-curricular activities to which they belong. All students involved in co-curricular activities must abide by the [Student/Parent Code of Eligibility for Co-Curricular Activities](#).

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Philosophy

It is a goal of this District to provide each student with the opportunity to participate in a varied program of extra-curricular activities which will enhance the student's mental, physical, social and emotional development to the fullest extent of his/her abilities.

Each approved school sponsored sport or activity program shall emphasize a strong sense of good sportsmanship and fair play as an integral part of the student training which encourages athletic prowess and/or activity excellence.

Membership on an athletic team or participation in a school sponsored activity gives the student a high public visibility. As a result, the character of the entire student body is frequently judged by exhibited behavior. The acceptance of responsibility for exemplary behavior must be accepted by the student participant and demanded by the appropriate supervisor.

The following regulations apply to all students participating in all extra-curricular activities under the auspices of each school. Students ruled "ineligible" may not compete in extra-curricular activities in ANY FORM - game, event, etc. - during the period of ineligibility.

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.

Athletic and School Activity Eligibility

Eligibility to participate is determined by PIAA standards. Participants in interscholastic sports must be passing four credits. At NPMHS, this means that a student cannot be failing more than two credits of courses. Eligibility is determined every Thursday afternoon at the end of the school day. When a student is failing more than two credits of courses, the designee reports that student to the athletic director. The designee also notifies the student and informs him or her of the period of ineligibility, which is also determined by PIAA. When students are failing more than two credits of courses at the end of a grading period, the period of ineligibility expands to fifteen days.

Each student must be covered by sufficient insurance with a family accident policy or with a school accident policy.

A physical examination is required for each sport before a student may participate. The school provides physicians to administer the physicals prior to each season. It is the student's responsibility to make arrangements to obtain his/her examination.

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Interscholastic Sports Program

This program offers students an opportunity to participate in sports against other schools in the area. The interscholastic sports program includes: soccer, cross-country, wrestling, track, basketball, volleyball, football, golf, tennis, cheerleading, baseball, and softball. Many of these programs are offered at the varsity, junior varsity, and junior high levels.

A doctor's examination is required before students will be allowed to try out for any of these sports. Parent/Guardian consent and insurance are mandatory.

Interscholastic and Extra-Curricular Regulations for Student Participation

This program is designed to accommodate a large number of students in a variety of activities. It is made available so that anyone wishing to participate in any of the above listed sports may do so and know that he or she will have an opportunity for worthwhile experiences. These opportunities will be made available after the regular school hours. We heartily encourage everyone to enjoy this program.

1. A student may not participate in a rehearsal, practice, game, match, or any school activity held in the evening of a day the student was absent from school unless prior approval for the absence has been granted by the building principal.
2. Every student participating in any activity representing the school must be in good academic standing. This academic standing will be verified weekly, in writing, by the members of the faculty.
3. Any student wishing to participate must arrive to school on time on the day of an event to be eligible to participate in a game, event, or practice, etc. The only possible exception would be a doctor's appointment, dentist's appointment, court appointment, emergency, etc., with prior approval by the principal. Students who sign-out for sickness the day of a game, event, practice etc., may not participate in a game, event, or practice. Exceptions are at the discretion of the principal.
4. No teacher, coach, or director of any activity will be permitted to schedule a program, rehearsal, or practice on Sunday unless prior permission by the principal or athletic director has been granted.
5. Students are not permitted in the building, unless supervised by a member of the faculty (after school hours).

Player Buses

A player bus is provided by the school for those students who participate in the sport and for cheerleaders. The following regulations in accordance with Board Policy must be followed:

1. All school bus regulations are in effect.

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2. Chaperones/coaches will have full authority on the bus.
3. Cheerleaders and players will not sit together.
4. All students will ride to and from all athletic events by the mode of transportation designated by the school district. All exceptions must be cleared by the principal and/or athletic director at least 24 hours in advance. Any emergency situation will be handled by the athletic director or coach in charge. Failure to adhere to this policy will result in suspension or dismissal from athletic competition.

Conduct at Athletic Events

Students are encouraged to attend athletic events and to support their school teams, but are expected to refrain from the following:

1. Discourteous behavior towards officials or opposing team.
2. Throwing things on the field or game floor.
3. Using profanity or inappropriate cheers.
4. Smoking on school grounds.
5. Standing in the doorways.
6. Showing disrespect during the National Anthem and Alma Mater.
7. Entering locker rooms during games.
8. Throwing snowballs.
9. Tampering with vehicles.
10. Running on the floor during half-time.
11. Interfering with warm-ups.
12. Showing disrespect to any person, in any way, at any school event.

Please note: All school regulations apply at all school-related athletic events, whether these events are on school property or at other facilities.

Fan Bus Regulations

1. All high school bus regulations will be in effect.
2. Only high school students and chaperones may ride on fan buses.
3. Fan buses are organized by interested organizations. There is a fee to ride the fan bus. The fee is determined by the distance involved.
4. You must sign-up and pay in advance for the fan bus. This can be done during your lunch period. It is a first come, first served basis.
5. There will be two chaperones on all fan buses. The chaperones will have complete authority on the bus.

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Extra-Curricular Code of Eligibility

All students who participate in extra-curriculars at NPMHS must read and sign a copy of the [Extra-Curricular Code of Eligibility](#) and have it on file in the main office. A parent or guardian must also sign for each student.

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Family Educational Rights and Privacy Act (FERPA)

FERPA generally prohibits the improper disclosure of personally identifiable information from education records. Students reaching the age of 18 must provide the school with consent to release or disclose certain information with some exceptions. The FERPA regulations and the Protection of Pupil Rights Amendment (PPRA) can be found on the school district website: [Board Policy 216 Student Records](#).

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Field Trips and Class Trips

All rules and regulations listed in the Southern Tioga School District Rules and Regulations handbook as well as the North Penn-Mansfield Jr./Sr. High School Handbook for Students, Parents, and Guardians apply to field trips and class trips.

Teachers often schedule field trips to provide experiences for students outside the classroom. Trips include visits to museums, historical sites, governmental agencies, and other places of educational interest.

The trip is usually made in connection with a unit being studied in class or one which will be studied in the near future. School buses may be chartered from bus companies and students may pay for transportation and other expenses.

Parents and students will be provided with an agenda stating the time of departure and return. Permission forms will be provided and must be signed by a parent/guardian and returned to the teacher prior to the field trip. While on a trip, regardless of the distance, students are considered "in school" and are subject to all school regulations concerning dress and behavior. Proper dress for all school trips shall be established by the class adviser or teacher in charge.

Students who fail to attend a field trip due to personal reasons, or students who are not permitted to attend due to disciplinary reasons are not entitled to a refund.

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Exclusions

Any student who has been suspended during the school term may not be allowed to attend field trips for the school year. Additionally, any student who is failing a class may be withheld from field trips or activities that require the student to miss class time.

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Food and Drink

Food items must comply with the regulations set forth by the wellness policy.

Areas of the building may be designated as peanut/tree nut free areas. No product that contains peanuts/tree nuts are permitted within these areas. Additionally, these areas are cleaned more frequently.

For more information on food and drink, please see [Board Policy 209.1 Food Allergy Management](#).

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Fundraising Activities Guidelines

1. 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.
2. Following the conclusion of the activity, a financial report shall be submitted to the principal within two weeks of the completion of the fundraising project.
3. The sale of such items as candy or other food type fundraisers may be permitted at designated times. However, the majority of the sale of such food or consumable items should take place outside of the school day.
4. Any non-school organization using the school district for the soliciting of funds must register as a charitable organization with the appropriate government agency.

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Graduation Pathways

There are [five pathways](#) that students can use to graduate from high school. All students must use one of these pathways in addition to fulfilling all Southern Tioga School District requirements.

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Graduation Requirements

Southern Tioga Graduation requirements are as follows:

4 Credits	English
4 Credits	Math
3 or 4 Credits	Science (if 3, then 4 social studies)
3 or 4 Credits	Social Studies (if 3, then 4 science)
2 Credits	Physical Education
1 Credit	World Language
.5 Credit	Health
.5 Credit	Personal Finance
5.5 Credits	Electives
Up to 1 Credit	Community Service (40 hours for the whole credit) <ul style="list-style-type: none">- .25 Service Learning Project (10 hours w/ adviser)- .75 Community Service Hours (30 hours on your own)
25.5 Credits	Total

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Hall Pass

NPMHS utilizes the eHallPass system for pass distribution. Each student needs an approved pass to leave the classroom. When using lavatory facilities, students will use the lavatory closest to the classroom in which they left.

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Health Services

A registered nurse or a licensed practical nurse is on duty in the Southern Tioga School District during the school day. His or her regular duties include first aid and other limited treatment. If a student needs some special treatment, this may be administered to a limited degree, with the written permission of the family doctor. The nurse also conducts a screening program for scoliosis, vision, and hearing. Parents are requested to contact the nurse whenever a child has a serious illness which necessitates absence from school or if a child has some communicable disease.

When a student becomes ill during the school day, the student should ask permission of the classroom teacher to report to the nurse. The nurse shall be responsible for determining whether a student should be sent home. The nurse will contact the parent to pick the student up at school. Under no circumstances should an ill student leave the building without first seeking the appropriate assistance at the nurse's office.

All Pennsylvania seventh graders are required to have a dental exam. A dental hygienist will provide these exams, free of charge, at school. If you prefer to have your child examined by your family dentist, please request a Private Dental Exam form from the school nurse.

Pennsylvania state law requires all eleventh graders to have a physical exam. A Laurel Health provider will provide these exams, free of charge, at school. If you prefer to have the exam done by your child's health care provider, please request a Private Physical Exam form from the school nurse. If your child has a physical for athletic participation, this exam fulfills the requirement.

For more information regarding health services, please consult the following Board Policies:

- [Board Policy 209.1 Food Allergy Management](#)
- [Board Policy 209.2 Diabetes Management](#)
- [Board Policy 210.1 Asthma Inhalers and Epi Pens](#)
- [Board Policy 823 Naloxone](#)
- [Board Policy 246 School Wellness](#)

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Health and Physical Education

The Health Education course is designed to enhance the awareness and knowledge of healthy lifestyle choices. Students will be given the opportunity to learn and explore various health related topics such as personal health and wellness, goal setting and decision making, nutrition, stress, mental/emotional health, anxiety and teen depression, suicide awareness, tobacco, alcohol, drugs,

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social health, relationships, and sex education. Parents/Guardians who wish to have an outline of the material covered in this course may contact the principal.

The physical education program at NPMHS involves a wide variety of activities. In order to have a successful year, each individual will need to adhere to the following guidelines in physical education class:

1. Class participation in appropriate gym clothing is mandatory.
2. Students who miss class because of absence will have to schedule make-up classes with the instructor. This includes those students who miss class because of band lessons.
3. Because of legal and safety liability, no jewelry is to be worn. Valuables will be collected by the instructor upon entering the classroom.
4. A student with a medical problem that prohibits regular participation will be assigned to a remedial physical education program. A medical slip from the student's doctor will precipitate this action. Short term medical excuses will be handled in the same manner.
5. Grades will be based on daily class participation, physical fitness tests, skills tests, and written tests appropriate to certain units. Physical education is a required subject as mandated by the state of Pennsylvania. A student who passes in grades 9, 10, 11, and 12 receives a 1/2 credit each year. A student MUST pass physical education each year to be eligible for graduation.

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Homelessness

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA). The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

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The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)):
CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services

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- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact the LEA Homeless Liaison:

Krista Peterson, Homeless Liaison
Southern Tioga School District
570-638-2183
email: kpeterson@southerntioga.org

For more information regarding homelessness, consult [Board Policy 251 Homeless Students](#).

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Inclement Weather

The decision to close schools within our district due to inclement weather is based on the Superintendent's contacts with PENNDOT and the bus contractors in our three attendance areas.

Full Day

If PENNDOT or two of our three attendance areas express concern with road conditions, all schools will be closed. Inclement weather conditions in individual attendance areas will be deliberated on a situational basis. School closing notices will be announced on multiple media platforms.

Enroute Exceptions

On those days when certain roads or even entire routes are, in the opinion of the driver, too hazardous to attempt, it is the responsibility of the driver to notify the students.

Delayed Starts

On days when it is anticipated that roads will be only temporarily impassable, school starting times will be delayed two hours. Staff will arrive at 10:00AM. Students will have their first class begin at 10:00AM.

A decision to discontinue school for the entire day if weather and road conditions do not improve will be made by 8:00 AM when possible. Notification of delayed starts will be on multiple media platforms.

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Early Dismissals

District principals and head teachers will be notified of early dismissal times. They will notify school staff, bus contractors, and students. Parents/Guardians will be notified by local radio stations and media outlets. Busses will be at the school at approximately 12:00PM to take students home.

Other Emergencies

All other district emergencies that necessitate school closings will be handled on a district-wide or individual school basis.

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Independent Learning Time

Independent Learning Time (ILT) helps students to increase focus on academic rigor, think deeply, and become more aware of their own learning process. It is time built into student schedules in grades 9 - 12 for academic remediation, skill intervention, enrichment / extension activities, and behavior support.

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Insurance

All students are given the opportunity to purchase insurance at the beginning of the school year. This insurance will cover the student during the time he/she is under the jurisdiction of the school, and for all sports at the junior and senior high level. Insurance is not mandatory for all students, but the school urges that parents give it serious consideration.

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Internet Acceptable Use

Internet access is available as a research tool for students and faculty. Prior to a student's use of the Internet, the student and parents will receive the Internet Acceptable Use Policy and Guidelines and will be asked to sign the Internet Use School/Parent Contract.

For more information, please see [Board Policy 815 Internet Acceptable Use](#).

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Library

Our schools are fortunate to have centrally located libraries, containing books for recreational reading and research. Additional research is completed electronically via access to POWER Library. The library also has an online card catalog for students and faculty. Our library participates in the ACCESS PA Catalog which provides access to a number of libraries throughout the state. This service enables resources on a wide variety of topics to be obtained through the interlibrary loan service.

The library is also, and most importantly, a center for working on individual and group projects, building positive relationships, and pursuing personal educational interests. While in the library, students have access to the Daily Grind Cafe, where various beverages can be purchased. The library environment also offers 3D printing, drones, Xboxes, hydroponics, and virtual reality. It is open every day, and students must present passes for admission.

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Lockers

Each student at NPMHS is assigned a hall locker and corresponding combination for use during the school year. Lockers are for the purpose of storing coats, books, etc. and should be locked and closed at all times. Students should not give out their combination to other students, and students should never share lockers.

Students do not have a constitutional entitlement to a private locker. Lockers are the property of the school district and may be searched randomly and periodically by school personnel. Since lockers are property of the school district, please refrain from attaching stickers to the lockers, as the adhesive has been damaging to the lockers' paint. Also, please refrain from jamming the locking mechanism to prevent the locker from locking. This often results in damage to the lockers, and it is also a security issue for each individual student.

If a locker is broken or the lock does not function properly, the student should report this information to the office so appropriate steps can be taken to repair the locker.

It is suggested that students plan appropriate times to obtain materials from lockers. This can be done before and after school, and it can also be done during the passing period between classes. Students will not be permitted to leave classes to go to their lockers without special permission and a hall pass.

Gym lockers and appropriate student-provided locks should always be used to secure clothing and other personal property in the locker room.

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Lost and Found

Students should assume personal responsibility for their own property. However, the school makes every effort to see that lost items are returned to their rightful owners. A lost and found service is provided for the student body. Articles will be kept in the nurse's office for a limited time only. Students are to check within the nurse's office for lost items.

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Medication

Prescription drugs must be registered with the school nurse.

No medication can be distributed by a teacher.

Under no circumstances should a student give medication to another student.

The district physician has been provided with an order allowing the school nurse and nurse paraprofessional to administer Tylenol, ibuprofen, Benadryl, antacids, cough drops, and Orajel / Anbesol. In order for your student to receive such medications, a signed Health Update must be completed AND the medication must be received from the parent/guardian in the original container. This medication will be kept in the nurse's office and will be available if/when your student is found to need such medication. Any other over the counter (OTC) medications will require a Medication Administration Parental Consent & Licensed Prescriber Order signed by both the parent and the physician.

Students should not carry over the counter medication on them in school and should never share any medication with other students.

For more information, please see [Policy 227 Controlled Substances/Paraphernalia](#).

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Messages

Students will not be called out of class for messages unless it is an emergency. It is not a policy of the school to call students out of class to pick up items which have been left at home; however, we will make every effort possible to be sure students receive their items.

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Military Recruiters

Names, addresses, and phone numbers of all seniors are routinely provided to military recruiters of all four branches. If you do not wish your name to be released to recruiters, a note from a parent/guardian is required. This should be brought to the guidance office during the first two weeks of school.

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National Honor Society

NPMHS is proud to provide its students with a local chapter of the National Honor Society, an organization formed in 1920 in order to encourage academic excellence.

The Faculty Council of the local chapter selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character. According to the principles outlined in Article IX, Section 2 (of the National Honor Society Constitution), the Faculty Council should first identify students with the prerequisite GPA and then evaluate each candidates' performance in the areas of leadership, service, and character. At NPMHS, students must also be a sophomore, junior, or senior.

The scholarship requirement set by the National Council is based on a student's cumulative grade point average. Students are identified for consideration by having a minimum grade point average of 93 percent in the Southern Tioga School District. The Faculty Council may raise the required cumulative grade point average. Students must also have attended the school for one semester. Once it has been determined that a student has met the scholarship criterion, it cannot be revisited.

The leadership criterion is considered highly important for membership selection. Some Faculty Councils may wish to interpret leadership in terms of offices a student has held in school or community organizations although it is important to recognize that leadership also exists outside elected positions including effective participation in other co-curricular activities offered on campus. Leadership roles in both the school and community may be considered provided they are verified.

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities

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- Exercises positive influence on peers in upholding school ideas
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders requested service to the school
- Is willing to represent the class or school in interscholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

Character is probably the most difficult criterion to define. The Faculty Council should consider the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor. The National Honor Society supports and recommends the use of a multi-faceted definition of character known as the "Six Pillars of Character." A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

In addition, it can also be said that the student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, and stability)

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- Upholds principles or morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, and halls. etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

Once selected for the National Honor Society, students must maintain their high standing in the four areas used for selection. Violations in the area of scholarship, character, leadership, and service are subject to review by the Faculty Council. Once reviewed, a dismissal or warning will be issued. In the case of dismissal, the student's membership card will need to be turned in to the local adviser. A warning is not required, especially in cases of violations of school rules or the law.

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Non-Discrimination Notice

I. PURPOSE

Southern Tioga School District is committed to assuring a work and educational environment free of unlawful discrimination because of race, color, religion, disability, ancestry, national origin, age, or sex. It is imperative that all employees, students, and vendors of Southern Tioga School District comply with both the spirit and intent of federal, state and local laws, government regulations and court orders which prohibit unlawful discrimination. In addition, all administrators, faculty, staff and students share a continuing responsibility to behave in a manner which ensures a work and educational environment that is free of unlawful discrimination.

II. POLICY

It is the policy of Southern Tioga School District to ensure a work and educational environment free of unlawful discrimination because of race, color, religion, disability, ancestry, national origin, age, or sex, including sexual harassment. In accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Section 1604 of Title VII of the Civil Rights Act of 1964, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the Civil Rights Act of 1991, the Pennsylvania Human Relations Act and all other applicable

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legislation, Southern Tioga School District prohibits and will not tolerate unlawful discrimination on the basis of an individual's race, color, religion, sex, national origin, disability, age, veterans status or other factors.

Conduct will be deemed discriminatory in accordance with and as defined in applicable state and federal statutes and case law decisions. Sexual harassment is defined as unwelcome gender related behavior, including unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either an explicit or implicit term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individuals; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working, education or living environment.

The U.S. Department of Education Office for Civil Rights further defines sexual harassment as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient of federal funds that denies, limits, provides different, or conditions provision of aid, benefits, services, or treatment protected under Title IX.

The Title IX Coordinator for the Southern Tioga School District is Superintendent Samuel A. Rotella, Jr. located at 310 Morris Street, Blossburg, PA 16912. Mr. Rotella can be reached at 570-638-2183 and his email address is srotella@southerntioga.org.

All inquiries concerning the application of Title IX should be referred to the Title IX Coordinator.

III. RESPONSIBILITIES

Southern Tioga School District is responsible for educating all of its students, faculty and staff about what constitutes unlawful discrimination or harassment and what steps will be taken to resolve complaints.

Each manager, director, department chairperson, faculty person and/or administrative officer is responsible within his/her respective area for the implementation, dissemination and explanation of this policy. Assistance in implementation, dissemination and explanation may be obtained by contacting the district's Compliance Officer.

For more information, please see:

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- [Board Policy 103 Nondiscrimination](#)
- [Board Policy 103.1 Nondiscrimination Qualified Students with Disabilities](#)

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Open Campus

Senior students have the option of leaving the high school when there are no classes scheduled. In order to maintain this privilege, the student must have a signed parent permission form and abide by the rules and regulations associated with this privilege. Students choosing to remain on campus must report to their scheduled activity or class. Students choosing to take advantage of the open campus privilege must leave the school building and have their own transportation.

Students must maintain a passing grade in all courses, have no more than three unlawful absences, have no suspensions, and have less than three discipline referrals to take part in this privilege.

Violations of the regulations for Senior Open Campus will result in the revocation of this privilege. There may be times when your student will be required to stay for meetings or other events. We will give as much advance notice as possible when these events occur.

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Parent / Student Hearing Guidelines

The Board recognizes that parents/students have the right to have their concerns addressed. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the education process. Accordingly, individual and group concerns should be recognized and appropriate appeal procedures provided.

For purposes of this policy, a parent/student “concern” shall be any such that arises out of actions that directly affect the student’s participation in the approved educational program. The Board or its employees will recognize the concerns of the parents/students of this District provided that such concerns are made according to procedures established by Board policy. The parent/student should first make the concern 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.

For concerns which must move beyond the first step, the student shall prepare a written statement of his/her concern which shall set forth: the specific nature of the concern and a brief statement of the facts giving rise to it; the manner in which and extent to which the student believes he/she has been adversely affected; the relief sought by the parent/student; and the reasons why the parent/student feels he/she is entitled to the relief sought.

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The concern may then be submitted, in turn, to the Building Principal, the Superintendent, and a Hearing Committee of the Board, and with a suitable period of time allowed at each level for the hearing of the concern and the preparation of a response.

The student may seek the help of a parent or guardian at any step.

Board members serving on the Hearing Committee will include representation from the appropriate existing Board Committee structure, as well as any Board members appointed by the Board President. Additional Hearing Committee members will include the Superintendent, Secretary of the Board, and the Building Principal.

A hearing will be conducted with both the concerned party and the District employee and/or their representative(s) present.

All Board Committee Hearings will be conducted in Executive Sessions.

All decisions relative to Board Committee Hearings will be conducted during a scheduled public meeting by the Board as a whole.

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Parent / Teacher Conferences

Formal parent / teacher conferences will be held at least once during the year. The conference gives parents / guardians an opportunity to discuss their student's overall school progress with school personnel. Parents / Guardians are encouraged to call the school office to set up an appointment with their student's teacher whenever concerns arise, as they do not need to wait for the scheduled parent / teacher conference dates.

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Passes for Leaving School

If a student must leave school during the school day, he or she should report to the office. An attempt to get verbal confirmation from the parent or guardian will be made. If parental consent is obtained, the student must sign out of the guidance office and sign in at the guidance office when he or she returns. If an adult with parental authority cannot be reached, the student will not be permitted to leave school. No exceptions will be made.

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Photographs

The school contracts with a photography firm annually to take the students' pictures early in the school year. The purpose of this is to provide photographs for the students' personal records so that they may be kept up to date. These pictures will also be used to create student IDs. Student IDs contain student numbers for purchases in the cafeteria, computer access, and various extra-curricular events. A student shall have his or her picture taken each year of attendance at NPMHS. Students are urged to "dress-up" for this photo. Students and parents may purchase a folder of these pictures at a nominal price if they desire.

Photos may also be taken by school personnel to post on social media. Parents have the option to opt out of their student's photo being posted. A form to do so is provided at the beginning of each school year.

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Plagiarism / Cheating

Plagiarism is the act of submitting the writing or ideas of someone else as your own without giving proper credit to the original author of the writing or idea. In order to insure fairness and consistency in handling this problem, incidents of plagiarism will be dealt with as follows:

- A student found to be guilty of plagiarism in a class assignment may receive an "F" for the assignment in question and may be assigned a disciplinary consequence. Also, an effort will be made for the student to redo the assignment, or an alternative assignment as a demonstration of what they have learned.

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Privacy Rights for Students and Parents

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.

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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 is 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 conversations 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 parties or class of parties to whom the disclosure may be made. Furthermore, the Southern Tioga School District 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.

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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 students with disabilities, contact the Southern Tioga School District Assistant Superintendent at 570-638-2183.

For more information, please see [Board Policy 235 Student Rights and Responsibilities](#).

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Prohibited Items

Prohibited items including water pistols, weapons of any nature, roller-blades, vape pens/e-cigarettes and paraphernalia, skateboards, and laser pointers are not permitted on school property without prior permission from the school principal. This list is not exhaustive and additional items may be added by the administration.

Portable music players are not allowed during assemblies. However, they may be used in the cafeteria during lunch (with earbuds) or in classrooms with explicit teacher permission.

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Public Notice on Screening and Evaluation

The Southern Tioga School District uses the following procedures to locate, identify, and evaluate 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 through grade 3, and on a referral basis in grades 4 through 12. 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

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always open and available to parents, and only to school officials who have a legitimate “need to know” about information regarding 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.

Screening information will be used by the instructional support 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 instructional support team will make adjustments relative to such things as the child’s learning style, behavior, physical inabilities, 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.

After all the evaluations are completed, a comprehensive evaluation report will be compiled with parent involvement, and include specific recommendations for the types of interventions 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. If needed, an individual education program (IEP) will be developed for specialized services for the student.

The Southern Tioga School District IEP team will consist of at least two of the following district staff: the building principal, the special education teacher, the regular education teacher(s), district school psychologist, other teachers or specialists as needed, and other administrative staff when appropriate.

A parent may request that the district initiate a screening or evaluation of their child’s specified need at any time by contacting the building principal. Further information about these procedures may be obtained by calling the school district office for the special education supervisor.

Parents are an integral part of the IEP team and are required to be physically present at the IEP 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 visits, if necessary, to make parents aware of the IEP conference and the need for parental participation.

Parents are then presented with a notice of recommended assignment (NORA) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to remediation or due process hearing.

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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.

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Questions Regarding School Issues

Should there be a situation where a parent/guardian has a question about a situation regarding their student, the proper chain of command must be followed.

Academic Concerns

1. Teacher of record
2. Guidance office
3. NPMHS administration office

Athletic Concerns

1. Coach (JH, JV, or varsity) of the sport
2. Athletic director
3. NPMHS administration office

Discipline Concerns

If a teacher issued the discipline –

1. Teacher
2. NPMHS administration office

If the NPMHS office issued the discipline –

1. Assistant Principal
2. Principal

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Residency Requirements

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All students 18 years of age or younger must establish their residence with a parent or a court ordered guardian to attend Southern Tioga School District schools. Court orders for local residence must be obtained through the appropriate system.

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Schedule Changes

Every effort is made to involve students and parents in the scheduling process. Schedule changes should be made only during the time designated by the school counselor's office. Requests for changes or adjustments to final schedules must occur in coordination with the summer school counseling office time frame.

A deadline date will be published for the end of all requests for schedule changes.

Adjustments to schedules following the summer time frame will occur in extreme cases only and by approval of the principal. Requests made for teachers will not be honored.

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School Counseling Services

School counseling services at NPMHS are organized and coordinated to provide continuous help for students in their academic, social/emotional, and career development. At critical times, when choices of electives or courses must be made, assistance with educational and vocational planning is carried on through group guidance activities and through individual counseling.

School counseling services provided include orientation, continuing a cumulative record for each student, an organized testing program, individual academic / career / personal counseling, and group guidance activities. The school district also has two school psychologists.

School counseling services are student-centered services. The school counseling department is here to serve the student and the family. If you have any questions or concerns, please contact the school counseling office at 570-662-2674.

For more information, please see:

- [Board Policy 819 Suicide Prevention, Awareness, and Response](#)
- [Board Policy 806 Child Abuse](#)
- [Board Policy 824 Maintaining Professional Adult / Student Boundaries](#)

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School Sponsored Dances

At various times throughout the school year, students have the opportunity to participate in school sponsored dances. The following guidelines govern these dances.

1. Requests to sponsor a dance must be approved by Student Council and the principal.
2. A minimum of four (4) faculty members must be present at all times.
3. Upon entering the dance, students may not leave the building. If students leave, they will not be readmitted.
4. Students violating school rules / policies especially in regard to the use of tobacco, alcohol, and drugs will face disciplinary action and civil prosecution.
5. School district personnel are responsible for security / police supervision.
6. The organization is responsible for cleaning the facilities or arranging for custodial support.
7. Only high school students, dates, or a personal guest will be admitted. All guests must be signed in prior to the dance and approved by the principal or assistant principal.
8. Bands should be screened by the Student Council and organization adviser prior to contracting.
9. All dances will end by 10:30 PM.
10. All students are obligated to assist chaperones in the policing of dances.

Chaperones

Each chaperone for any activity must be a responsible adult of at least 21 years of age. Parents/Guardians of Southern Tioga School District students or members of the faculty are preferred. All chaperones are considered volunteers of the Southern Tioga School District and must obtain board approval before being permitted to chaperone.

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School to Work

Students enrolled in School to Work take on added responsibilities for their attendance to school. When students approved for the School to Work program are not working during school hours, they may be required to be in school. Sign in and sign out procedures will be established and must be followed. A violation of attendance policies either to work or to school while enrolled in the school to work program will result in corrective action, and may result in removal from the School to Work program (which could jeopardize eligibility to graduate).

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School Wide Positive Behavior

School-Wide Positive Behavior Support (SWPBS) is a program used to promote and maximize behavioral skills within students.

During the first weeks of school, students in grades seven through twelve will be taught lessons that emphasize behavioral skills in several environments: the classroom, hallway, restroom, cafeteria, auditorium, school bus, and parking lot. These expected student behaviors will then be reinforced throughout the school year.

NPMHS uses “Tiger Bucks” to reward positive behavior. This can then be spent on different activities and items throughout the school.

Please see the following for more information:

- [Behavior Matrix](#)
- [Vending Machine](#)

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Searches

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

It shall be 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.

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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 the possession of which is illegal, or any material 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.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy and district procedures. The Superintendent or designee shall develop procedures to implement this policy.

The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.

The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.

The principal shall be responsible for promptly recording in writing each locker inspection: such record shall include the reason(s) for the search, persons present, objects found and their disposition. The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules.

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 law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population. Students shall assume responsibility for maintaining the security of their lockers.

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

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

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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.

For more information, please see [Board Policy 226 Searches](#).

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Sex Education

Sex education is part of this district's curriculum. Parents/Guardians who wish to have an outline of the material covered in this course may contact the principal.

For more information, please see [Board Policy 105.1 Review of Curricular Materials](#).

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Special Education Programs

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

For more information or to request evaluation or screening including a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents or to request evaluation or screening of a preschool or school aged child, public or private, contact the school or district where your child attends or view the complete document on the Southern Tioga School District website at www.southerntioga.org . Additionally, one may contact the school representative listed below:

Director of Special Education
Southern Tioga School District
310 Morris Street

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Blossburg, PA 16912
570-638-2183

For more information, please see [Board Policy 114 Gifted Education](#).

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Student Activity Accounts

Clubs and organizations may deposit money into the activity account through the school secretary. Deposit forms must be filled out in duplicate and all money correctly counted and wrapped.

Money may be withdrawn by means of a school check. Withdrawal slips must be made out in duplicates and 1 week notice must be given for checks. All withdrawal requests must be accompanied with an invoice or they will not be honored.

Any organization wishing to make a purchase, donation, or contract with any agency for service or merchandise must have approval of the principal. The principal must approve all purchase requisitions. Avoid buying at several places or paying cash. Charge all purchases to the organization, not to the school. All invoices will be paid by check and must have a completed voucher request attached.

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Student Assistance Program

The Southern Tioga School District has implemented a student assistance program (SAP) in each of its schools in accordance with [Board Policy 236 Student Assistance Program](#). The SAP program is defined as, "a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community."

At NPMHS, there is a SAP team consisting of teachers, administrators, and other staff and agency personnel. All SAP team discussions are confidential within the team unless reporting is required by law. Also, any information revealed to a team member by a student shall be confidential within the team unless reporting is required by law or the best interests of the student can be served only by doing otherwise. The names of persons making referrals are confidential unless permission is given by that person to reveal the source.

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Current SAP Team members are as follows: Mr. David, Mr. Eglesia, Mrs. Shaw, Mrs. Wheeler, Mrs. Hohman, Mr. Faust, Mrs. Worthington, and Mr. States.

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Student Council

The Student Council has been organized to develop positive attitudes in citizenship, promote harmonious relations throughout the school, improve student/teacher relationships, improve school morale by organizing pep rallies and spirit weeks, provide orderly direction of school activities, and promote the general welfare of the school. Each year, they organize community service events such as a Powder Puff Game to raise money for local pediatric cancer patients, a Community Clean up on Earth Day, and various drives to support local charities. Student Council also organizes the end-of-the-year field day, "Day of Play".

All students who wish to participate in this leadership organization should contact the adviser.

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Student Drug Awareness and Tobacco Policy

Drug Awareness Policy

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

- All dangerous controlled substances prohibited by law or any substance that could be abused as defined in the Controlled Substance, Drug, Device and Cosmetic Act of 1972
- All "look alike" drugs
- Tobacco and tobacco products
- Any drug paraphernalia
- 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

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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.

Also please note that school authorities reserve the right to use drug-sniffing dogs to search all areas of the building.

Tobacco Policy

[Board Policy 222](#) addresses student use and possession of tobacco, vape pens, and other smoking paraphernalia.

Tobacco presents a health and safety hazard for users and non-users. The educational program in our schools addresses the dangers of tobacco.

If a student is in violation of our tobacco policy, an educational and disciplinary approach will be utilized. For repeated violations, proceedings with the local magistrate may be initiated.

For more information, please see [Board Policy 227 Controlled Substances and Paraphernalia](#).

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Student Parking

All students parking on school property are required to obtain a parking permit issued by the main office. Student parking is limited to the main paved parking lot [behind the school and the two dirt parking lots](#) in Smythe Park.

Parking lot behavioral expectations are as follows:

<u>Respect</u> Use appropriate language, tone, and volume Drive and park in designated areas only	<u>Responsibility</u> Keep the parking lot clean Register vehicles with the office Keep windows closed and doors locked while vehicle is parked
<u>Achievement</u> Retain driving privileges by following rules Help keep the environment safe for pedestrians and drivers Report unsafe issues promptly	<u>Safety</u> Drive safely and slowly Always be on the lookout for pedestrians and give them the right of way Walk Use appropriate entrances / exits Follow school safety policies

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Student Responsibilities

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of another student. It is the responsibility of each student to respect the rights of students, teachers, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of the students to:
 - Be aware of all rules and regulations for student behavior and conduct himself/herself accordingly.
 - Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

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- Dress and groom himself/herself so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational process.
- Assume that until a rule is waived, altered, or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily except when excused and be on time to all classes and other functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- Avoid inaccuracies, as well as obscene and indecent language in student newspapers or publications.
- Avoid indecent or obscene language.

For more information please see [Board Policy 235 Student Rights and Responsibilities](#) and [Board Policy 235.1 Surveys](#).

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Textbooks

Students may be given textbooks for certain classes. It is recommended that all textbooks are covered within one week after school begins. Books should remain covered throughout the school year. Students may be provided covers by the school, may make their own covers, or may purchase them. The purpose of this is to ensure that all students receive books in good condition and that the books remain that way. Students and parents may be held financially responsible for damaged textbooks. It is the responsibility of the student to return the same textbook issued at the end of the school year.

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Student Use or Possession of Tobacco Policy

[Board Policy 222](#) addresses students and tobacco.

Tobacco presents a health and safety hazard for users and non-users. The educational program in our schools addresses the dangers of tobacco.

If a student is in violation of our tobacco policy, an educational and disciplinary approach will be utilized. For repeated violations, proceedings with the local magistrate may be initiated.

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Transportation

Automobiles

Students driving cars to school must park in the student parking lot. All cars should be locked after arriving in the morning. Cars are not to leave the parking lot during school hours. Student driving is a privilege that may be suspended for any violations of school regulations. Below are regulations for driving and parking a vehicle on school property.

1. Students are not permitted to be in their vehicles, or in any other student's vehicle, or in the student parking area, except when arriving at school or departing from school. Students are not to go to their vehicle during the school day without office permission.
2. School officials reserve the right to inspect vehicles on school property when officials have a reasonable suspicion that the vehicle might contain contraband. Also, students must not display items in/on their vehicles that are inappropriate for school (profanity, profane bumper stickers, etc.)
3. Vehicles to be driven to school and parked in the student parking lot must be registered in the main office at the beginning of the school year or when a student begins driving to school. Students can get a registration form from the main office.
4. Students must park in designated parking areas for students only.
5. Students with illegally parked vehicles (e.g. no vehicle registration, double parking, wrong parking area, fire lane, etc.) will receive violation notices and may be required to move their vehicles immediately. Repeated violations will result in school discipline, parking privileges being revoked, or the vehicle being towed at the student/parent/guardian expense.
6. Students driving on school property before, during, and after school must do so with extreme caution. Speed limits are posted and will be strictly enforced by local law enforcement. Also, faculty will monitor the safety in the parking area.
7. Student driving is a privilege that may be suspended for any violations of school regulations.

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Bicycles

Students may ride bicycles to school and should park in spaces provided. Bicycles must be locked when not in use. Do not ride bicycles on the sidewalks.

Buses

Riding the school bus is a privilege which can be revoked. Students are expected to conduct themselves in a proper manner at all times. The bus driver must be obeyed to ensure the safety of all. The following are the student responsibilities pertaining to riding buses:

1. Students will be assigned to specific buses which they will ride every day. Do not ride any bus except the one to which you are assigned.
2. Be at your stop and ready to board. The driver cannot wait for you.
3. Students may be assigned to a specific seat.
4. All riders shall remain seated while the bus is in motion. There will be no changing seats without permission of the driver. DO NOT stick parts of the body out of the windows.
5. The emergency and exit controls may be used by the passengers only during supervised drills or actual emergencies.
6. Fighting, yelling, and obscene language are prohibited.
7. Eating on the bus is not allowed.
8. No cans, bottles, or liquids are permitted on the bus.
9. The possession and/or use of alcohol, drugs, tobacco / vape, 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.
11. Payment must be made for damage intentionally caused to seats or other parts of the bus. Any intentional vandalism/damage to the bus will be the financial responsibility of the student. Students who intentionally damage buses will be subject to school discipline and may be prosecuted.
12. Students must be careful to leave nothing on the bus such as lunches, clothing, or books.
13. Students must keep personal possessions out of the aisle.
14. Students must never throw anything in the bus or out the window.
15. Sound equipment may not be played throughout the entire bus.
16. When buses arrive at the high school in the AM, students must walk appropriately to their assigned area (the cafeteria or first class of the day) immediately.
17. When dismissed, students must immediately report to the designated areas where their buses will pick them up to go home. While waiting for the bus, students must engage in appropriate and safe behaviors such as talking appropriately with peers and waiting patiently. Students must refrain from inappropriate behaviors such as running, pushing, shouting, and using profanity. Faculty monitors will be supervising these waiting areas.

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Failure to comply with these expectations may result in loss of bus riding privileges.

When a student is suspended from riding the bus, the parent/guardian is responsible for transporting the student to and from school. Absence from school because of lack of transportation during a bus suspension shall be deemed as unexcused.

Bus Surveillance

Pursuant to Southern Tioga School Board Policy 810.2, for the safety of our students and staff, the district utilizes video and audio recording on school buses. Only district administration shall be authorized to view the video recording.

Disciplinary action may be taken as a result of the video/audio documentation. Procedures for the administration of discipline will follow district guidelines and procedures.

Please review [Board Policy 810.2 School Bus Surveillance](#) for more information.

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Tutorial

The goal of tutorial periods is to provide students with an opportunity to develop academically (e.g. study for a test, make up a missed test, obtain extra help and/or instruction from a teacher, etc.). All students must have school assignments, studying materials, or reading material with them when they enter a tutorial. Also, just like any other class period, students must report to tutorial on time.

Once reporting to tutorial, students may be allowed to go to the library or another classroom if they have a pre-signed pass, and they have followed proper sign-out procedures. Each student must return to the assigned tutorial when a meeting with a particular teacher or an appointment in the library has ended.

Students and staff are expected to maintain an environment conducive to studying and learning during tutorial at all times.

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Visitors

Parents / Guardians are invited to visit the school at any time. Please report to the office and sign in upon arrival in the building. Students are discouraged from bringing visitors. Visitors are not permitted

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without prior approval of the principal. Also, all approved visitors are asked to wear a clearly displayed visitor's pass.

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Student Weapon Control Policy

[Board Policy 218.1](#) addresses students and weapons.

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and 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.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

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Wellness Policy

The Southern Tioga School District has adopted a Wellness Policy. The District is committed to preparing students to make healthy nutritional and physical activity choices. The following nutritional guidelines have been established.

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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 are 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 and snacks - Given young children's limited nutrition skills, items for individual sale will be restricted to bottled water and those food items offered on the school menu as part of the daily meal.
- Junior/senior high school a-la-carte foods and snacks, vending beverages and snacks, and 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 and snacks will not be available to students until after school hours and 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, and 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. A list of healthy snack foods will be provided. Items not permitted are soda and candy.
- 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.

Each school building will develop a school health council. If you have questions, contact your child's school to speak with a member of the school's health council.

For more information, please see [Board Policy 246 School Wellness](#).

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Working Papers

Before a student can obtain working papers for after school and summer employment, he or she must be at least fourteen years of age. Also, in accordance with the law, a student must be sixteen years of age to secure permanent working papers and leave school. Further information and application for working papers should be obtained in the office.

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