

# **Smethport Area Junior-Senior High School**



**Student and Parent Handbook  
2019-2020**

**SMETHPORT AREA JUNIOR – SENIOR HIGH SCHOOL**

412 South Mechanic Street

Smethport, PA 16749

(814)887-5545

<http://www.smethportschools.com>

## **Alma Mater**

*In a little town of Smethport  
hills eternal lie;  
Stands our famous Alma Mater  
Smethport Area High  
Hail to Smethport,  
Hail to Smethport  
May she never die.  
Hail to our dear Alma Mater  
Smethport Area High*

# **WELCOME TO SMETHPORT AREA JUNIOR/SENIOR HIGH SCHOOL**

***“Support the Child and Develop the Student”***

Smethport Area School District is an Equal Opportunity Employer

Dear Students and Parents:

Welcome to Smethport Area Junior-Senior High School. This handbook is intended to help you become familiar with our school and its policies, procedures, rules, regulations, activities, and services. It is a great privilege to work with the parents and students in this community. We thank you for your continued support!

Five important guidelines need to be observed as we begin another school year:

- The health, safety, and welfare of all school students and school personnel are paramount.
- The educational process must not be disrupted.
- Everyone is responsible and accountable for their actions.
- A positive attitude and a good work ethic are important to achieve success.
- Communication with the school is both expected and necessary.

This handbook should be read and discussed by students and parents. The handbook is NOT all-encompassing. Specific questions may be addressed to the Smethport Area Junior-Senior High School administration.

We wish everyone the best as we begin another school year.

Mr. Brice Benson  
Principal

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**Smethport Area Jr.-Sr. High School**  
**2019-20 Bell Schedules**

**SMETHPORT AREA JR.-SR. HIGH SCHOOL**



**BELL SCHEDULE**

\*2019-2020\*

<b>SENIOR HIGH</b>			<b>JUNIOR HIGH</b>		
Opening Bell	<b>8:00</b>		Opening Bell	<b>8:00</b>	
Report to Mod 1	<b>8:05</b>		Report to Mod 1	<b>8:05</b>	
Beginning of Mod 1	<b>8:07</b>		Beginning of Mod 1	<b>8:07</b>	
<b>Mod 1</b>	<b>8:07-9:31</b>	84 min	<b>Mod 1</b>	<b>8:07-9:31</b>	84 min
<b>Mod 2</b>	<b>9:34-10:57</b>	83 min	<b>Mod 2</b>	<b>9:34-10:57</b>	83 min
<b>Common/Mod 3</b>	<b>11:00-11:45</b>	45 min	<b>Lunch</b>	<b>11:00-11:30</b>	30 min
<b>Lunch</b>	<b>11:48-12:18</b>	30 min	<b>Common/Mod 3</b>	<b>11:33-12:18</b>	45 min
<b>Mod 4</b>	<b>12:21-1:44</b>	83 min	<b>Mod 4</b>	<b>12:21-1:44</b>	83 min
<b>Mod 5</b>	<b>1:47-3:10</b>	83 min	<b>Mod 5</b>	<b>1:47-3:10</b>	83 min
<b>Student Dismissal</b>	<b>3:10</b>		<b>Student Dismissal</b>	<b>3:10</b>	
<b>Teacher Dismissal</b>	<b>3:30</b>		<b>Teacher Dismissal</b>	<b>3:30</b>	

<b>TWO HOUR DELAY</b>			<b>TWO HOUR DELAY</b>		
<b>SENIOR HIGH</b>			<b>JUNIOR HIGH</b>		
Warning Bell	<b>10:02</b>		Warning Bell	<b>10:02</b>	
<b>Mod 1</b>	<b>10:07-10:38</b>	31 min	<b>Mod 1</b>	<b>10:07-10:38</b>	31 min
<b>Mod 2</b>	<b>10:41-11:12</b>	31 min	<b>Mod 2</b>	<b>10:41-11:12</b>	31 min
<b>Common/Mod 3</b>	<b>11:15-11:45</b>	30 min	<b>Lunch</b>	<b>11:15-11:45</b>	30 min
<b>Lunch</b>	<b>11:48-12:18</b>	30 min	<b>Common/Mod 3</b>	<b>11:48-12:18</b>	30 min
<b>Mod 4</b>	<b>12:21-1:44</b>	83 min	<b>Mod 4</b>	<b>12:21-1:44</b>	83 min
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<b>Student Dismissal</b>	<b>3:10</b>		<b>Student Dismissal</b>	<b>3:10</b>	
<b>Teacher Dismissal</b>	<b>3:30</b>		<b>Teacher Dismissal</b>	<b>3:30</b>	

## BOARD OF SCHOOL DIRECTORS

Mr. Larry Dennis..... President  
 Mr. William Funk..... Vice-President  
 Mrs. Kelly Davis ..... Director  
 Mr. Raymond Learn ..... Director  
 Ms. Nancy O'Day ..... Director  
 Mr. Don Shonts..... Director  
 Mr. David Stratton..... Director  
 Dr. Jason Tronetti ..... Director  
 Mr. Daniel Wertz..... Director

### SMETHPORT AREA DISTRICT OFFICE

Mr. David London..... Superintendent  
 Mrs. Susan Jordan ..... Business Manager  
 Mr. Brice Benson ..... High School Principal  
 Ms. Kristin Zona..... Elementary Principal  
 Mrs. Julia Anderson..... Supervisor of Special Education  
 Mr. Greg Rounsville..... Maintenance Supervisor  
 Mr. Kevin Kolovoski..... Technology Director

<b>SMETHPORT JUNIOR / SENIOR HIGH SCHOOL</b>
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#### ADMINISTRATIVE / GUIDANCE / OFFICE STAFF

Mr. Brian Lawson ..... Guidance Counselor  
 Ms. Dana Elmquist..... School Psychologist  
 Ms. Megan Woods..... Licensed Social Worker  
 Mrs. Sandy Walker..... Admin. Assist. to the Principal  
 Mrs. Patty Shick ..... Attendance/Discipline Secretary  
 Mrs. DiAnn Cox..... Guidance Secretary

#### PROFESSIONAL STAFF

Mr. Jay Acker..... Math  
 Mrs. Michelle Acker..... HS Science  
 Mr. James Alfieri..... Social Studies  
 Mr. Matthew Bailey ..... Music/Chorus  
 Mrs. Jackie Byron..... Library  
 Mrs. Kim Cavallaro..... Health/Physical Education  
 Ms. Sarah Cheatle..... HS English  
 Mrs. Elizabeth Confair..... Special Education  
 Mr. Rob Cosper..... Physics  
 Mrs. Heather Costa..... Math  
 Mrs. Stacy Crowley..... Business/Computers

Mr. Chris Davis..... Health/ PE/Drivers Training  
 Ms. Audrianna DeLacour..... English  
 Mrs. Carol Glass..... Math  
 Ms. Theresa Harris..... Science  
 Ms. Emily Housler..... Music/Band  
 Mrs. Susan Israel..... Special Education  
 Ms. Malari Lapp..... English  
 Mr. Shane Locke..... Tech. Education  
 Mrs. Karen Moses ..... Math  
 Ms. Diane Nannen..... English  
 TBA..... Art  
 Mrs. Kelly Park..... Social Studies  
 Mr. Barry Shea ..... Foreign Language  
 Mrs. Kelly Tarbox..... Enrichment  
 Mrs. Ronda Wian..... Foreign Language  
 Mr. Richard Woodring..... Athletic Director/Business  
 Mrs. Andrea Yingling ..... Special Education  
 Mrs. Brenda Young..... Math  
 Mr. Daniel Zeigler..... Social Studies

## SMETHPORT AREA JR./SR. HIGH 2019-2020 SCHOOL CALENDAR (Dates subject to change)

Aug. 21 ..... First Day for Students Sept. 2 ..... Labor Day - No School Oct. 14 ..... Act 80 Day Oct. 24 ..... End of First Marking Period Nov. 7-8 ..... Parent-Teacher Conferences- No School Nov. 27 ..... Early Dismissal Nov. 28-Dec. 3 ..... Thanksgiving Break - No School Dec. 20 ..... Early Dismissal Dec. 22-Jan. 1 ..... Christmas/New Year's Break Jan. 14 ..... End of Second Marking Period	Jan. 20 ..... In-Service Day Feb. 17 ..... Vacation/Possible Make-up Day Mar. 18 ..... End of Third Marking Period Mar. 20 ..... Vacation/Possible Make-up Day April 9 ..... Act 80 Day- No School April 10-15 ..... Easter Vacation/Possible Make-up Days May 25 ..... Memorial Day- No School May 28 ..... End of Fourth Grading Period/Last Student Day May 29 ..... In-Service Day May 29 ..... Commencement (7:00 PM)
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Please refer to the on-line activity calendar for a detailed listing of all school functions.

### SMETHPORT AREA JUNIOR/SENIOR HIGH SCHOOL STANDARDIZED ASSESSMENT PLAN

GRADE(S)	TEST	TYPE (DESCRIPTION)	DATE(S)
7-8	PSSA	State Assessment – ELA	April 20-24
7-8	PSSA	State Assessment – Math	April 27-May 1 window
8	PSSA	State Assessment – Science	April 27-May 1 window
12	AP	Advanced Placement – Calculus	May 5
12	AP	Advanced Placement – Physics	May 7
12	AP	Advanced Placement – English	May 13
9-11	Keystone	State Assessment – Algebra I, ELA, Biology Re-test	January 6-17
8-11	Keystone	State Assessment—Algebra I	May 11-22 window
9-11	Keystone	State Assessment—Biology	May 11-22 window
10-11	Keystone	State Assessment—ELA	May 11-22 window
11	ASVAB		Nov 20
10-11*	PSAT	College Entrance	Oct 16

\* College bound juniors and seniors should arrange to take the SAT or ACT. Test dates, location and applications are available in the Guidance Office, or log on to [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org).

## **GENERAL INFORMATION.....**

### **ADMINISTRATIVE DISCRETION**

The building administrator may, at his/her discretion, alter procedures in accordance with district policy as adopted by the Smethport Area Board of School Directors for the benefit of the student body.

### **AUTHORITY OF THE FACULTY**

The administration and faculty at Smethport Area Jr.-Sr. High School are authorized by the Pennsylvania School Code to exercise the same authority in supervising our students as their parents. The Smethport Area Jr.-Sr. High School administration and faculty may take whatever reasonable action is necessary to maintain a safe, orderly, non-disruptive school environment.

### **BOARD MEETINGS**

All students, residents, parents and guardians are invited and encouraged to attend the school board meetings held typically the second Monday of each month or the planning meetings held typically on the first Monday of the month. If you wish to be placed on the agenda, contact the Superintendent's office in advance of the meeting. Board meeting dates are posted on the school website.

### **CAFETERIA RULES**

All students are expected to eat in the school cafeteria. A closed lunch program will be in effect--no take-out food ordered from outside the school is allowed to be delivered or consumed in the cafeteria. Faculty members and adults are given priority in the cafeteria lines at all times. Specific additional guidelines for the cafeteria will be administered by the lunch monitors. Only beverages in sealed containers may be brought into the cafeteria.

Eating in the cafeteria is a privilege. Students unable to comply with cafeteria rules will be provided lunch in an alternative environment in addition to school discipline.

### **COMPLAINT PROCEDURE**

The Board of Education established a means to reconcile differences between the home and school in board policy #906. The key lies in communication between the parties involved. The first point of contact is with the staff member involved. If not resolved, the parties may appeal to the next level of the chain of command. It is hoped that resolution can occur at the lowest level possible.

### **DRAFT REGISTRATION**

The U.S. Postal Service (USPS) is cooperating with the Selective Service System (SSS) by conducting the registration of individuals who could be eligible for military service in the event of mobilization. (You must go to your local post office to register.) Federal law requires men between the ages of 18-26 to register with Selective Service within 30 days of their 18th birthday. If more convenient for the individual, he MAY complete the Registration Form BEFORE his 18th birthday. His registration will be recorded when he is eligible to be registered. No authority exists to register a man who completes a Registration Form after he has reached age 26. Schools are required by law to provide names to the military for recruiting and mailing purposes. Parents may have their

student's name left exempt off this list if they notify the principal in writing.

### **DRESS GUIDELINES**

Dress Code (Board Policy 221)

The board, administration, faculty, and staff recognize that each student's choice of dress is an extension of their personal style and preference. Choice of student dress and appearance rests with the parent/guardian and student. The choice of dress and appearance will not be interfered with by school personnel provided that it does not substantially disrupt the educational process (materially interfere with school work, create a disorder, disrupt the educational program) or adversely impact the health and safety of others. Dress and appearance that result in a substantial disruption to the educational process or an adverse impact on the health and safety of others shall be addressed by the faculty and administration in accordance with the Student Discipline Code. As per policy 221, the following dress and grooming standards have been established to implement Board Policy 221:

#### ***The following items are prohibited***

- a. Hats, hoods, bandannas, sun glasses (unless ordered by a doctor), headscarves, handkerchiefs
- b. Exposure of skin on the torso from waist to neckline (e.g. bare mid-drifts; mesh shirts)
- c. Clothing, including buttons or patches, that depict drugs/alcohol/sexually explicit or suggestive material
- d. Clothing that depicts profanity (inappropriate language)
- e. Bare feet
- f. Backpacks/book bags/sports bags/large tote bags may be brought into school but must remain in the student's hallway locker or designated area (locker rooms) until dismissal. Specifically, students may not carry these items to and from classes with the exception of gym bags to and from physical education classes.
- g. Personal items and jewelry that may be construed as a weapon. No chains over 8 inches in length or jewelry with sharp protrusions
- h. Clothing that reveals undergarments.
- i. Shorts and skirts length must reach the end of the wearer's fingertip with the shoulders relaxed

In addition, outwear may not be worn during the school day. Students enrolled in a physical education class are required to wear clothing as detailed by the instructor's syllabus. Students enrolled in vocational education courses, or at programs at the CTC, must wear clothing as detailed by the shop instructor's syllabus.

### **EMERGENCY SCHOOL CLOSING**

In the event the Smethport Area School District must close because of inclement weather or any other reason, the homes of students with telephones will be contacted via our automated Power Announcement program. In addition, an announcement will be made on the district website, local radio stations, and via e-alerts. Parents/guardians must register for e-alerts.

### **FIELD TRIPS- INCENTIVE REWARD TRIPS**

All trips are subject to prior approval by the school board and must adhere to all district policies. Curricular field trips are offered as part of the curriculum in a given course of study. Students are expected to participate in curricular field trips offered as part of a credited class (curricular field trips). Incentive/Reward Trip include the Accelerated Reader reward trips, and class trips. Students invited to attend recognition and



reward trips are encouraged to take advantage of such opportunities. Students participating in school-sponsored Incentive/Reward trips are expected to meet eligibility requirements regarding grades, attendance, and discipline. Students must be in good academic standing. Students not in good standing (unserved detentions, more than four orange, or four black day absences per 9 weeks not legally excused, failing for the school year) will not be permitted to participate on the incentive/reward trip. Eligibility is determined by the weekly eligibility check the Friday before the incentive/reward trip is scheduled to depart. Students who contributed financially to the cost of the trip and who become ineligible will not receive reimbursement.

Specific information regarding a particular field trip will be communicated to both parents and students by the school. This information includes:

1. Student costs, as well as fundraising activities to be completed by students to earn money for the trip. Final amounts due must be paid prior to a student participating on the trip.
2. Detailed trip agenda/itinerary. All student handbook regulations, SASD policies regarding discipline, alcohol, tobacco, vaping, controlled substances, apply and are in force during field trips.

For overnight trips, specific guidelines are outlined in advance for behavioral expectations. Chaperones and advisors will strictly enforce room checks and "lights out." Students will be restricted to assigned rooms between 11:30pm and 6:30am.

*Students in violation of behavioral expectations* are subject to possible immediate suspension of all field trip activities (placed in direct supervision of a chaperone), school discipline, and/or being sent home at parent expense.

## HEALTH SERVICES / ILLNESS / FIRST AID

The school nurse is available to provide medical treatment for your child on an as needed basis. If your child has a fever (temperature of 100 degrees or above) they should not be in school. Students must be fever free for a period of 24 hours before returning to school. Students are required to present a teacher's pass to report to the nurse unless there is an accident or sudden illness. If the nurse is not in the nurse's office, students are to report to the high school office.

Students who become ill during the school day should report to the nurse's office. If a student is too ill to stay in school, the nurse will notify a parent. Students may not leave school until a parent has been notified and suitable arrangements have been made. All students must be picked up by a parent or parent designee. Students who leave early (before 12 PM) due to illness will be recorded as absent excused for ½ school day.

If your child needs to take any medication (example: pill, inhaler, nebulizer med, epi-pen) during the school day, the school nurse is required to have a physician's order on file each school year. Medication orders are required for both prescription as well as over-the-counter medications and herbal remedies. A parent/guardian or a responsible adult designated by the parent/guardian must deliver all medications to the school. **No student is permitted to transport their medication to school.**

Physician's Order: When the parent/guardian brings medication to school they must also bring a physician's order

for the medication. A physician may fax this written physician's order.

Parent Permission: The school nurse needs written parental permission on file each school year. When the parent/guardian brings the medication to school, in addition to signing the Parent Permission Section of the Medication form they will sign a medication delivery form documenting the quantity of the medication being delivered. No more than a thirty (30) school day supply for the medication will be stored at school.

The medication must be in its original, labeled container. Medications in plastic bags or containers other than their original pharmacy container are NOT acceptable. Most pharmacists will duplicate the prescription bottle for the school as they are aware we need the original prescription to dispense medication. The school nurse can be available to receive medication the few days prior to the start of school.

If your child requires emergency medication such as an asthma inhaler or Epi-pen and wishes to carry it with him/her, there is a specific procedure. Permission to carry and use emergency medication while at school, while on district transportation and during school activities will be granted only when a form is completed and on file with the school nurse.

The school is responsible for investigating injury. However, if the student fails to report the injury, the school cannot complete a thorough investigation and file an accurate accident report.

The school is not responsible for providing medical insurance for students in the event of an accidental injury at school. Parents/guardians are responsible for making sure that their child has appropriate medical insurance in cases of accidental injuries. Please contact the principal or guidance counselor to inquire about insurance options in the event that you do not have insurance for your child. These options may include, but are not limited to parents purchasing insurance through the school, CHIP, medical assistance, etc. Parents may also contact the local medical assistance office for help purchasing insurance for their child.

**PARENT AND GUARDIANS ARE STRONGLY ENCOURAGED TO NOTIFY THE APPROPRIATE HIGH SCHOOL FACULTY AND STAFF IN THE EVENT THAT THEIR SON/DAUGHTER IS DIAGNOSED WITH A MENTAL HEALTH CONDITION. THIS INFORMATION IS VITAL TO ENSURE THAT THE STUDENT IS RECEIVING REASONABLE EDUCATIONAL BENEFIT.** Note to Parents: if you believe that your child's mental health condition is negatively affecting his/her academic or behavioral performance within the school setting, please contact the Office of Student Services at 814 887-5545

## HEALTH INFORMATION / MANDATED SCREENINGS- IMMUNIZATIONS.

The School Health Code require that an individual health record be kept on every child. This health record includes your child's immunizations and all boosters he receives during the school year. It is also used to record the results of the mandated screenings throughout your child's school years. The following are mandated through the state:

1. Height and weight obtained annually
2. Vision Screening – All children in 7th through 12th grades are provided a vision screening by the school nurse. If

the screening results are not adequate, the parent is sent a form requesting a more extensive eye examination. This form should be taken to and completed by an eye doctor and returned to the school as soon as possible. Every child should have a complete eye exam performed annually by an eye doctor regardless of the results from the school screening.

3. Hearing Screening – Children in grades 7 and 11 are given a hearing screening test. If they fail the screening, they are retested by the school nurse. Further failures result in a referral being sent home to the parent for a follow up with the family doctor. This form should be taken to and completed by the family doctor and returned to the school as soon as possible. Children in other grades are tested upon request.

4. Scoliosis Screenings – students in grade 7 are given a scoliosis screening. If the results are not adequate, the parent is sent a form requesting additional follow up with their family doctor. This form should be taken to and completed by the family doctor and returned to the school as soon as possible.

5. Body Mass Index (BMI) – all students have body mass index calculations performed annually. Parents are notified annually of the results of these screenings in accordance with the guidelines set forth by the Department of Health.

6. Physical Exams– Physical examinations are required by Pennsylvania law for all students during the grade 11 year. These examinations may be performed by the District's school physician in school, or parents may have the school medical examination performed by their private family physician and reported to the District on forms provided by the District. These forms are available in the nurse's office. A private medical examination can be completed up to one year before the required school year (which begins on July 1st each school year).

7. Dental Exams – According to State Law a dental exam is required on all children within one year of their 7th grade year. This exam is to be performed by the child's own dentist. The parent and/or guardian is required to provide the results of the dental examination to the school district/school nurse. Dental exams can be completed one year before the required school year. Private dental forms are provided in order for your child to complete this mandate. Please return the completed forms to the school.

Children entering school for the first time must have the following immunizations on the 1st day of school:

- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella \*\* (1st dose on or after 1st birthday)
- 3 doses of hepatitis B (appropriately spaced, last dose on or after 6 months of age)
- 2 doses of varicella or evidence of immunity (1st dose on or after 1st birthday)

\*Usually given as DTaP – one dose must be after the 4th birthday

\*\*Usually given as MMR

Children entering 7th Grade are also required to have the following on the 1st day of 7th grade:

- 1 dose of Meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

Children entering 12th grade are also required to have the following on the 1st day of 12th grade:

- 1 dose of Meningococcal conjugate vaccine (MCV)

It is the parents' responsibility to ensure their child receives these vaccines prior to entering school.

#### Naloxone

In 2016, Smethport Area School District adopted a policy to guide the management and administration of Naloxone (Narcan) for individuals experiencing a possible or known opioid overdose. Naloxone is a medication that can reverse an opioid overdose caused by an opioid drug. Naloxone is indicated for emergency treatment of individuals experiencing signs and symptoms of an opioid overdose. Signs and symptoms of a suspected opioid overdose can include unusual sleepiness, unconsciousness, slow/shallow/absent breathing, snoring or gurgling sounds (from a partial upper airway obstruction), blue nail beds and/or lips, pinpoint pupils, clammy skin, and individuals with a history of current narcotic use, fentanyl patches on skin, or needle in the body. Naloxone is available in a secure location in the nursing office at Smethport Area High School. The Naloxone Policy can be located on Smethport Area School District's website and should be reviewed annually.

Act 139 of 2014 provides limited immunity from criminal prosecution provided by law for persons who report a suspected overdose using their real name and who remain with the person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report. Act 139 provides protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.

Students that suspect an opioid overdose should immediately report the incident to the closest school staff member. Staff members that suspect an opioid overdose should call for medical help immediately (dial 9-1-1) and follow the steps outlined in the Naloxone Policy.

#### Epinephrine

A standing order for epinephrine auto-injector from the school's physician will allow school health staff and trained teachers or support staff to administer epinephrine in the event of a suspected anaphylaxis emergency. If the epinephrine auto-injector is administered, 911 will be called immediately.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review, and sign the opt-out form.

#### Sunscreen

The Pennsylvania School Code, Section 1414.10 was amended to include Sun Protection Measures for Students permitting school entities to allow the application of sunscreen. Parents/guardians may choose to supply their child with non-aerosol topical sunscreen if it is approved by the U.S. Food and Drug Administration. There are two "Non-Aerosol Topical Sunscreen Use" forms that need completed. A parent form and a student form. The forms will be sent home with students at the beginning of each school year and can be located on the Smethport Area School District's website under the Nurse's Corner link.

## HOMEBOUND INSTRUCTION

Physicians occasionally submit a written request for a student to be placed on homebound instruction for medical reasons. The request must give the specific reason(s) for the homebound instruction and the expected duration of the instruction.

## HOMELESS STUDENTS

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program (PA ECYEH Program) assures execution of the federal legislation, *Mckinney-Vento Homeless Assistance Act* of 1988; also incorporated into the 2001 *No Child Left Behind Act*. Implementation of this program ensures that homeless children and youth have equal access to the same, free, appropriate, public education; including preschool education, as provided to other children and youth. If you have any concerns with any student that may be experiencing homelessness, please contact Mr. Brian Lawson/Homeless Liaison for the Smethport Area School District. You may also contact Wendy Kinnear, Region 5 Coordinator for Students Experiencing Homelessness:

Wendy Kinnear

Regional Coordinator

Phone: 724-458-6700 x1289

Email: [wendy.kinnear@miu4.org](mailto:wendy.kinnear@miu4.org)

## HUBBER ACADEMY

Smethport Area Jr.- Sr. High School is pleased to offer a cyber school option called Hubber Academy for students seeking an online learning experience rather than the traditional school experience. Enrollment information is available by contacting the building administration. Some students opt for a blended learning experience that includes both traditional coursework on-campus and online courses to augment the educational experience. Hubber Academy students must meet Smethport Area School District expectations in regards to grades, behavior, and attendance. Enrollment requires a parent meeting with the school administration.

## LOCKERS

Lockers are assigned to each pupil. Students are to occupy only those lockers assigned to them. Students should be aware that lockers are school property and subject to search, at any time, when deemed necessary by school officials or other authorities directed by school officials. The administration reserves the right to remove anything which is contrary to school rules or is detrimental to the school's orderly function. **BOOK BAGS, GYM BAGS, LARGE TOTE BAGS, AND BACKPACKS ARE TO BE KEPT IN LOCKERS AT ALL TIMES unless a student is traveling with his/her gym bag directly to/from PE class.** Students are not permitted in another student's locker without permission from the office.

## LOITERING

Students not participating in an extracurricular activity or not supervised by a staff member must be out of the building by 3:20 pm. Students are not to loiter in or around the building before 7:30 a.m. or after 3:20pm. This includes the student parking areas. Students must park vehicles and enter the building immediately upon arrival.

## MEAL PROGRAM

### Meal Purchase Procedures

The Smethport Area School District cafeteria is responsible for providing students with high quality, healthy meals at a minimal cost to families. It is our responsibility to collect fair payment for meals served while supporting those families who require financial assistance to access school meals.

To meet these responsibilities, the SASD Cafeteria will:

- Provide clear information about applying for federally subsidized school meals

- Provide help, when needed, in applying for federally subsidized school meals
- Provide easy methods for submitting payment to the school district for meals
- Provide on line access for families to monitor their student's cafeteria account

### Cafeteria Information

2019-20 Prices	Daily	Weekly
HS Student Breakfast	\$1.30	\$6.50
Reduced Breakfast	\$.30	\$1.50
HS Student Lunch	\$2.10	\$10.50
Reduced Lunch	\$.40	\$2.00

Breakfast is available before each day beginning at 7:40 AM. Students have a variety of options. Regular lunches consist of the main menu entrée, vegetable, fruit, and milk. Extra menu items are any single item on the menu. Students are charged for any extras that they choose and must have money in their lunch account to cover the purchase of extras. Students at Smethport Area Junior-Senior High School are responsible for their lunch account. The school will not call home when a student's account is getting low. If an account has a negative balance no extras or doubles may be purchased. No money is accepted through the lunch line. Money must be taken to the cafeteria in the morning prior to 8:13 AM.

With the Point of Sale system, parents are encouraged to send in money for their child's account in advance. Deposits to cover more than one week are encouraged. Checks to be deposited into your child's account can be mailed to the Smethport Cafeteria Fund, Attn: Food Service Director, or sent to school with your child. Please specify the student's name and account number.

The online and phone-based MealPay System. MealPay permits parents to make deposits into their child's account online at [www.mealpay.com](http://www.mealpay.com) or toll free at 1-866-734-4691. A transaction fee is charged for making deposits using MealPay. No fees are charged when using MealPay to check a balance or view purchase history.

### Free and Reduced Meals

Free and reduced-price meals are available to those that qualify. Applications are sent home with all students at the beginning of the school year. Families are encouraged to apply for free or reduced meals and applications are accepted at any time. If your financial situation changes during the school year, please contact Ms. Kreiner in the superintendent's office at 887-5543 for information or an application. All information regarding free and reduced meals is confidential. Because all students have a meal account and proceed through the line in the same manner, others in line cannot tell when a student is receiving free or reduced meals. Families may also apply for free or reduced meals through the online COMPASS website at [www.compass.state.pa.us](http://www.compass.state.pa.us) Families can use COMPASS to apply for free or reduced meals and other services as well (Food Stamps, Temporary Assistance for Needy Families, Energy Assistance, Children's Health Insurance Program, etc. For any information regarding your child's account, please contact the Food Service Director at 887-5545, extension 159.

## Cafeteria Procedures

All students wishing to purchase breakfast should report to the cart in front of the gymnasium between 7:40 AM- 8:10 AM. During the lunch times students must report to the cafeteria promptly. Students purchasing lunch are to go to their lunch line upon arrival in the cafeteria. Cafeteria monitors will establish clear rules and expectations for behavior and dismissal procedures similar to classroom rules. Students in violation of the established rules will be subject to assigned seats, alternate settings for lunch, and all consequences outlined in the Student Discipline Code. Absolutely no horseplay, throwing food, kicking chairs, inappropriate language, yelling, will be tolerated. Students will clean up their table and the area around the table. The entire table is responsible for cleaning the area. Students will sit at tables. No standing or sitting on ledges or windows. No large servings of snack foods to pass around, cakes, or parties are permitted during the lunch period. Students are to refrain from consuming food and drink outside of the cafeteria. Students must secure permission from the cafeteria monitors to use the restroom. No order-outs are to be brought to the school unless approved in advance by the administration.

## **PHYSICAL EDUCATION**

Students will not be penalized for non-participation while on a doctor's medical excuse. All medical excuses must be in accordance with school guidelines and from a practicing physician and on file in the nurse's office. Long and short-term medical excuses will result in an appropriate written or physical alternative activity. While on a medical excuse, the student who may not participate in physical education class may not participate in any interscholastic athletic practice or competition nor in intramurals/open gyms until released from the medical excuse.

## **PUBLIC DISPLAY OF AFFECTION**

In the interest of good taste and common courtesy, students are not to engage in public displays of affection while at school. Hugging, kissing, embracing or exhibiting other physical contact in the school building, on school buses, on school property, or at school-sponsored events is not permitted.

## **SAFE 2 SAY SOMETHING**

The Pennsylvania Office of the Attorney General maintains an anonymous reporting system for reports about unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities. Reports may be submitted through a mobile software program, or "app" or through SAFE2SAYPA.org, or via phone at 1-844-SAF2SAY. Anonymous reports are analyzed by the Safe2Say Something crisis center and delivered to the school entity. Reports can be referred immediately to McKean County dispatch for appropriate agency response and/or law enforcement referral. The district maintains a Safe2 Say Something response team that communicates and facilitates responses to received tips. All tips received are investigated based on the credibility of the information detailed. The response team may interview students and /or parents, conduct searches in accordance with Board policy, review academic/disciplinary records and take other actions to investigate the report. Following assessment and coordination with other agencies as appropriate, the response team may implement responses not limited to counseling within the school, parental contact, referral to outside agencies, school discipline, report to law enforcement.

Safe 2 Say is a system not to be abused. Purposefully logging false or misleading tips into the system can result in the Attorney General's Office disclosing the anonymous tip source to law enforcement and school officials. Misuse or abuse of the system will not be tolerated and will result in appropriate consequences. When possible, students should always report concerns to a teacher, counselor, principal, or parent.

## **SCHOOL SAFETY**

### **Safety/ Security Drills**

There will be periodic drills throughout the school year to better prepare the staff and students in case of a real emergency. Drills will include weather emergency, lock down procedures, fire drills, and evacuation procedures. These types of drills are to dismiss any fear of being prepared in case of a real emergency and address any concerns or needs for the safety of all occupants.

### **Terroristic Threats**

Smethport Area School District recognizes the danger that terroristic threats and acts present to the health, safety, security and welfare of other students, staff, and community. Per board policy 218.2, the school district realizes the need for an immediate and effective response to a situation involving such a threat or act. The School Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard to the risk of causing such terror or inconvenience. Terroristic act - shall mean an offense against property or involving danger to another person. Terroristic threats may be written, verbal, through technology but not limited to inform. Any threat directed at school personnel, and/or the student population will be immediately investigated by school personnel and law enforcement.

### **Unlawful Harassment**

Per board policy 103, the physical safety and well-being of Smethport students and staff forms the foundation of many guidelines in the building. A school's group setting restricts certain actions otherwise acceptable as an individual. Safety becomes an important factor in transporting students to and from school events, in curricular activities (e.g. Physical Education, Practical Arts, Science), and in extra-activities (e.g. Athletics, Programs).

A safe, positive school environment includes freedom from harassment. It is the policy of the district to maintain an educational environment in which harassment in any form will not be tolerated. Students are encouraged to report such incidents to administration.

Harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicapping condition.

The following are some examples of unlawful harassment: sexual advances, touching of a sexual nature, graffiti of a sexual nature, displaying or distributing sexually explicit drawings, pictures, and written materials; sexual gestures, sexual or dirty jokes, pressure for sexual favors, touching oneself or others sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other persons as to a sexual activity or performance.

Students involved in the unlawful harassment of another student shall be subject to a minimum full suspension of 7 days and depending upon the severity of the incident may result in expulsion. Report any complaints of unlawful harassment to either Mr. Brice Benson- High School Principal or Mrs. Julia Anderson- Compliance Officer.

### **Hazing**

Per Board policy 247, hazing is defined as an act when a person knowingly, for the purposes of initiation, or enhancing status in an organization, *causes or forces a student to endure* brutality of a mental or physical state, a sexual nature, violate federal or state criminal law, endure activity with a likelihood of bodily injury, or consume any food, liquid, drug, or other substances which pose the risk of harm. Hazing is prohibited in any form whether the conduct occurs on or off school property or outside of school hours. A student who believes that he/she has been subject to hazing is encouraged to report the incident to the building principal.

### **Bullying/Cyber Bullying**

Per board policy 249, bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following- Substantially interfering with a student's education; Creating a threatening environment; Substantially disrupting the orderly operation of the school. Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The Board prohibits all forms of bullying by district students. The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee. Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy. The Board directs that verbal and written complaints of bullying shall be investigated promptly. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Discrimination/Discriminatory Harassment**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying. Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of

Student Conduct, which may include counseling in the school, parental conference, loss of school privileges, transfer to another school building or bus, exclusion from school-sponsored activities, detention, suspension, expulsion, counseling/therapy outside of the school, referral to law enforcement officials.

### **SCHOOL PROPERTY**

Any student who willfully causes, or attempts to cause damage to school property shall be held liable and subject to school discipline. Monetary assessment of damaged property will be made by the building administration. School property is defined as any property that is owned or leased by the Smethport Area School District.

### **SCHOOL TO WORK PROGRAM**

In conjunction with the IU9's Career and Technical Center, senior students in good academic standing are eligible to participate in a certified Cooperative Education program for credit. This program offers the opportunity for full time students to work during the school day and earn school credits. In unique circumstances a junior student may be permitted the opportunity to participate in the program. Please contact the high school guidance department for specific guidelines.

### **STUDENT SEARCHES**

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Per board policy 226, the Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions.

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular

student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy

conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is 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 notice to the student.

## STUDY HALL

Students assigned to study hall should bring school work and remain productive. Students wishing to sign-out of study hall must secure a pass from the teacher in charge of the destination class/room prior to the beginning of study hall.

## SURVEY POLICY

Per board policy 235.1, all surveys and instruments used to collect information from students shall relate to the district's educational objectives. Any effort to obtain information from a student in the form of survey, analysis or evaluation that reveals information concerning the following must have the prior written consent of the parent or student (if the student is not an emancipated minor):

- A. Political affiliations;
- B. Mental and psychological problems potentially embarrassing to the student or his family;
- C. Sex behavior and attitudes;
- D. Illegal, anti-social, self-incriminating and demeaning behavior;
- E. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The district shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes

## TECHNOLOGY/ CELL PHONES

Smethport Area SD encourages the use of technology to advance learning. A clear distinction exists between educational technology and entertainment technology. Entertainment devices such as radios, CD players, earphones, electronic games, iPods, MP3 players, pagers, cellular phones, laser pointers, etc. are not normally permitted to be used during school hours. This means that they must be turned off and put away between the times of 8:07 AM and 3:10 PM. They will be confiscated and turned in to the office.

A student (first offense) may pick-up the device at the end of the school day. A discipline referral will be issued for the first offense. **All subsequent offense will require that a student's parent/guardian pick-up the device from the**

**office.** Discipline referrals will be issued for all subsequent offenses

**No pictures or videos are to be taken at any time using cell phones or electronic devices while at school.**

Junior-Senior High school students (grade 7-12) are permitted to have cell phones visible and in use while in the cafeteria during a student's specified lunch time.

***Failure to surrender a phone/personal electronic device when observed in violation of the cell phone policy will be considered an act of insubordination and the student will face immediate disciplinary action per the student code of conduct.***

*Be advised that you assume the risk if you bring an electronic device to school.*

The district is pleased to offer our students access to a high speed computer network for the Internet and electronic mail. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by signatures on a release form. The students will also be asked to sign a personal agreement to follow the school district's procedures. (See the "Intranet and Internet Contract" Signatory Page at the back of this handbook.)

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or activity. General school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network administrators and/or the administration will review daily logs to maintain security integrity and to ensure students are using the system responsibly.

Be prepared to be held accountable for your actions and for loss of privileges if the Rules of Appropriate Use are violated.

**TELEPHONE USE**

School phones may only be used for urgent purposes and use must be approved by the main office. Use of a school phone without permission during the school day is a disciplinary offense and will be treated accordingly.

**TEXTBOOKS**

Upon issuing students a textbook, teachers will record the number and condition of the book. This recorded information will be retained for each book. Students will be required to pay for a lost or damaged text book before receiving a replacement. Payment must be made in the main office. The receipt will serve as an authorization slip for the issuing of a new textbook. Students will pay the full value of the replacement cost for the lost book.

**TRANSPORTATION**

**Bicycle** racks are provided for the students' convenience by the front circle entrance area. It is recommended that students have locks for their bicycles. The school is not responsible for theft or damage to bicycles while on school property.

**Driving to school** is a privilege extended to those students who have their parents' permission to drive and who agree to abide by the school's student driving regulations. Students

may not revisit their vehicles during the school day without the approval of the building administration. Parking is limited to the designated areas. Students who violate the regulations will have their driving privileges suspended and may be subject to further disciplinary action. Student vehicles on school property are subject to search per handbook and SASD policy. If a vehicle is not registered to a student, but owned by another party, such as a parent or guardian and the registered owner wishes to be present for a search, he/she should contact the Principal at the beginning of the school year. If the registered owner fails to contact the administration his/her consent to search the vehicle without being present is implied.

**VALUABLES**

Students are encouraged to bring to school only those things necessary to function during the school day. The school cannot be held responsible for money or valuables lost at school.

**VISITORS**

Parents are welcome to visit our school. Visitors must register at the main office and will be issued a visitor's badge. Students are not to bring student guests from other schools. Students considering transferring to Smethport Area Junior-High School should make arrangements with the administration to arrange a visit.

**WORKING PAPERS**

Working papers are available in the office for students employed in Pennsylvania. These are available at no charge and may be issued to any student fourteen or older. When applying for working papers, students need to bring their birth certificate or driver's license as proof of age.

Be advised that in accordance with Pennsylvania state law, students that cannot maintain adequate academic progress may have their working papers revoked.

**ACADEMICS.....**

Planning a program of study for successful completion of graduation requirements should involve careful consideration by the student and parents, and should be made on the basis of a student's interest, abilities, and career goals. It is advisable to work closely with the guidance department in the selection of courses.

Some instructional areas such as art, music, and technical education require the use of materials which are to be purchased by the student.

**HIGH SCHOOL PROGRAM**

**Student Classification**

Grade level courses should be taken in the sequence in which they are offered.

- a. To be classified as a **freshman** (9th grade), a student must successfully complete eighth grade.
- b. To be classified as a **sophomore** (10<sup>th</sup> Grade), a student must have accumulated a minimum of six (6) credits prior to the start of the school year.
- c. To be classified as a **junior** (11<sup>th</sup> Grade), a student must have accumulated a minimum of thirteen (13) credits prior to the start of the school year.

- d. No student shall be considered a member of the **senior** class (Grade 12) unless the student has, prior to the start of the academic senior year, a sufficient number of credits which added together with number of credits being taken during the student's senior year would make the student eligible to graduate at the next commencement ceremony.
- e. The administration reserves the right to assign students to a grade level classification based on individual circumstances.

### Graduation Requirements

To graduate from Smethport Area High School, a student in the graduating class of 2020 and 2021 must successfully complete the requirements of their individualized educational program and/or the following:

#### a. CREDIT REQUIREMENTS (Class of 2020- 2021)

- (1) A high school diploma will be presented to students meeting the following (Minimum) course credit

English.....	(4 credits)
Social Studies.....	(3 credits)
Math.....	(3 credits)
Science.....	(4 credits)
Health.....	(1 credit)
Phys. Ed.....	(2 credits)
Driver's Ed.....	(1 course)
Electives.....	(Equivalent to meet total 24 credits)
Total .....	Equal or exceed 24 Credits

NOTE: Students must take at least one credit each school year in English.

*--New Board approved graduation requirements effective with the **Class of 2022--***

A high school diploma will be presented to students meeting the following (Minimum) course credit requirements:

English.....	(4 credits)
Social Studies.....	(4 credits)
Math.....	(4 credits)
Science.....	(4 credits)
Health.....	(1 credit)
Phys. Ed.....	(2 credits)
Electives.....	(Equivalent to meet total 28 credits)
Total .....	Equal or exceed 28 Credits

#### b. CAREER EDUCATION- COMMUNITY SERVICE- JOB SHADOWING

Students in the graduating class of 2022 and beyond must complete a "Career Portfolio." Development of the portfolio is embedded in courses provided in the curriculum including the grade 9 Careers/Computer course. Portfolio items will be added from other courses as well as a student progresses towards graduation. An individual career plan is developed in the grade 7 Careers course. Other pieces of evidence include participation in job fairs, work experiences, job shadows, college fairs, etc.

Students in graduating class of 2022 and beyond must complete approved community service and job shadowing experiences as outlined below in order to meet graduation requirements.

Community Service Hours – Students in the Class of 2022 must complete 35 hours and students in the Class of 2023 and beyond must complete a total of 40 hours of community service. Freshman and Sophomores must complete 5 hours each year, while Juniors, and Seniors complete 15 hours each year. Students not meeting the annual community service hour requirements are assigned an additional 5 hours for each year in which the requirement has not been met. Penalties are assessed on the last day of school.

Job Shadowing - Students in the Class of 2022 and beyond must complete two job shadow experiences. These experiences must be completed by the end of the junior year. Students who have not met the deadline for job shadow experiences receive an additional 5 hours of community service assigned to be completed.

#### c. KEYSTONE EXAMS/ CTC PATHWAY/ INDIVIDUALIZED EDUCATION PLANS

Students in the class of 2022 and beyond must meet the new state and local graduation requirements. **Three options**, or pathways, are provided as means to meet the new Pennsylvania Department of Education and locally-adopted requirement.

**Keystone Exams Pathway-** Exams are administered in Algebra I, Biology, and English Language Arts. A Smethport student must attain the state-mandated composite score of **4452** (calculated by the total of the three scores attained on each Keystone Exam) while also scoring Proficient in at least one exam and scoring at least basic in two exams. Each Keystone Exam proficient score is 1500. A minimum passing score of 1500 on one Keystone Exam must be accompanied by two scores of 1476 to meet the 4452 composite score mandated by Act 158 of 2018.

**CTC Pathway-** A Smethport student working towards his/her education as a Career and Technical(CTC) student must demonstrate completion or achieve concentrator status of his/her CTC program as outlined by Act 6 of 2017.

**Individualized Education Plan-** Certain students qualify for graduation per specific goals outlined in his/her Individualized Education Plan (IEP).

Each student must complete Keystone Exams. Students will complete Keystone-aligned courses and exams at least one time by the end of the 11<sup>th</sup> grade year. Each student may be required to remediate and retest for each Keystone Exam if necessary. A student exempt from Keystone Exams for any reason (s) may have to meet Pennsylvania graduation requirements via an alternate method to be determined by the Department of Education and/or administration.

### Course Changes / Add-Drop Window

Course selection should be a firm decision which is thoughtfully made by students after careful consultation with parents, teachers, and counselors. Prior successes, failures, special individual interests, aptitudes, and future college and career plans should be taken into consideration when a student plans a course pattern.

Final schedules will be released during the summer months. Requests for schedule changes will be granted only under certain circumstances. The add/drop window will close on **September 6, 2019** for semester 1 and year-long courses.



The add/drop window closes on **January 30, 2020**, for semester 2 courses.

## Grading System

### a. REPORT CARDS

- (1) Report cards are issued at the end of each nine week marking period.
- (2) At the end of each school year, all books must be returned and any other unfinished school business must be taken care of in a proper manner before the final report card will be released.

### b. CUMULATIVE AVERAGE

- (1) The cumulative average is a procedure for calculating a student's scholastic average on a scale of 0 to 100. It represents an average for the final grades earned where credit is given for subjects taken. The cumulative average begins with courses taken in the ninth grade. Students who transfer in from other schools will bring with them their current school average.
- (2) Each course is assigned a value, called credit. Credits are based on the number of meeting times per week and the length of the course.
- (3) The student with the highest cumulative grade point average is ranked number one. If two students have the same cumulative average they will be assigned the same rank while the following number will be left unassigned.

### c. HIGH HONOR/HONOR ROLL

- (1) The honor roll contains the names of students having an average of no lower than a 2.70 GPA for all courses that have numerical grades and the high honor roll contains the names of students having an average of a 3.70 GPA or better in all numerical grades. A student who receives an incomplete mark "I" or has a grade of 84% or less in any course is not eligible for either honor roll.
- (2) A student who believes an error exists in either honor roll list should immediately report the discrepancy to the guidance department.

### d. MARKING SYSTEM

- (1) Students will receive a numerical grade for each course at the end of every quarter. The quarter, semester, and year-end grades will all be numerical grade point averages. Work which is incomplete at the end of the fourth quarter will be given a "zero" for the incomplete assignments and averaged with other grades given during that quarter.
- (2) The following grading scale/ system of marking applies:

A	95-100	4.0 GPA	C	76-82	2.00
A-	93-94	3.67	C-	74-75	1.70
B+	91-92	3.33	D+	72-73	1.30
B	87-90	3.00	D	67-71	1.00
B-	85-86	2.70	D-	65-66	0.67
C+	83-84	2.33	F	64 or below	0.00

### e. TESTING/ FINAL GRADE CALCULATION

- (1) Teachers shall administer tests in their classes during each 9 week marking period during the school year. Those tests should be progressive and comprehensive in nature by including information learned in previous course work. The tests shall be appropriate to the student's age and ability and consistent with the academic standards established by the Commonwealth of Pennsylvania.

Teachers shall use multiple assessment techniques to evaluate the student's progress including, but not limited to, reports, individual or group projects, discussions, homework, and teacher observation.

- (2) Students shall receive a grade at the end of each 9 week marking period. The final grade is the average for the four marking periods (20% each quarter) and the final exam grade (20%). FINAL EXAMS are given at the end of full year courses. Students will not be excused for family educational trips during FINAL EXAMS. The FINAL EXAM accounts for 20% of the final grade in a course.

### f. HOMEWORK

(1) Homework assignments should complement the school instruction. The assignments should develop student responsibility, good study habits, and organizational skills. Homework assignments should provide practice and reinforcement of skills already presented by the teacher, broaden areas of interest through enrichment, and provide an opportunity for parents to know what their child is studying.

- (1) Homework should not interfere with the proper development of the student's health, nor should it interfere with the student's assuming responsibilities in the home.
- (2) Assignments will be reviewed and returned within a reasonable amount of time, depending on each type of assignment.
- (3) Teachers should discuss with the students the value and meaning of homework in each course at the beginning of the school year.
- (4) No one subject should comprise too great a majority of homework assignments.
- (5) Homework will not be assigned as busy work or as a form of punishment in any of the grade levels.

(2) Homework Support: Campus Center is a free service available to all students that operates Monday's thru Thursday's from 3:15- 4:15 PM. A certified professional teacher is available to supervise and assist students. Attendance at Campus Center is mandatory for ineligible students participating in extra-curricular activities.

In addition, Smethport Area students are able to access teachers for additional support during "Common" remediation time each school day. Student planners are also available in the guidance office.

### g. SUMMER SCHOOL

- (1) Students who fail required courses may be allowed to attend summer school or participate in a correspondence course program in order to acquire the credit. To qualify for summer school, the final course average may not be below a 50%. A maximum of two courses may be completed during summer school.
- (2) Allowing summer school or correspondence course work to make-up for failed courses is at the discretion

of the administration. The student is responsible for all costs, fees and transportation related to summer school programs.

- (3) Students who successfully complete summer school or correspondence school requirements will receive a grade of 65% and course credit for the course taken.

**h. PROMOTION- RETENTION**

Grade 7 and 8 students who fail two or more major academic courses during a school year shall be retained in the same grade level for the next school year. Students who experience two grade level retentions will be referred to the Office of Student Services for an evaluation to determine if the student has a disability and is in need of specially designed instruction.

**i. ACADEMIC HONORS**

The top academic students in each graduating class will be determined by the final cumulative grade point averages and will be honored at the Senior Recognition Night and at commencement. The following awards will be recognized:

- (1) 1st Honor (Valedictorian) - Highest cumulative average among academic students.
- (2) 2nd Honor (Salutatorian) - Second highest cumulative average among academic students.

**j. GRADUATION CEREMONY**

The graduation ceremony is a monumental occasion. In order to insure that it is a memorable event for parents and students, there are specific expectations that students are required to follow. Students who do not meet the graduation requirements are not permitted to participate in the ceremony.

**l. INDEPENDENT STUDY**

**Independent Study**

- 1. All courses offered via Smethport faculty members as independent study and/or courses being taught by Smethport faculty members via distance learning or through advanced technology is voluntary on the part of the faculty instructor and must be pre-approved by the administration.
- 2. Students enrolled at Smethport Area SD are required to take courses offered as part of the School Board approved District curriculum.

**SCHOOL COUNSELOR SERVICES**

All students in the Smethport Area Junior/High School will be scheduled for individual or group conferences at some time during the school year. Seniors and juniors will be individually interviewed to discuss graduation progress and future plans. In addition to the scheduled conferences, students should feel free to consult their counselor at any time concerning individual problems that may arise.

Students are informed of upcoming college representative visits and SAT/ACT application deadlines throughout the year via guidance newsletter, announcements, and high school guidance page updates.

In addition to discussing individual problems with students, counselors assist them with course selection based on their interests, abilities, and future vocational plans. It is important for you to realize that the guidance staff is a service for you to use. Your guidance counselor is trained to help you cope with

any academic, social, or emotional concerns you may encounter throughout the entire school year.

Students are also assessed through an extensive testing program provided under the direction of the high school guidance counselor. All high school students can take the PSAT and SAT/ACT. Sophomores and Juniors are encouraged to take the PSAT. Sophomores, Juniors and Seniors are strongly encouraged to take the SAT. The Armed Services Vocational Aptitude Battery (ASVAB) is administered to all juniors. Smethport Area High School complies with the Pennsylvania Department of Education's regulations and guidelines regarding the administration of Keystone exams and will continue to do so in accordance with state regulations and school board policy.

Careercruising.com is a tool that is used by the high school counselor both in career exploration classes and individual meetings with students. Each student sets up an account which creates an online portfolio that they can change or add to over their high school career and beyond. They are able to use this resource to research careers, complete career inventories, match careers with their interests, research colleges/trade schools that have their major, save a resume, etc.

Students are eligible to participate in a work study program as seniors, provided that they are on track to graduate, maintain passing grades, are in good standing, have a job or are taking college classes off campus. To participate in this opportunity, students and parents/guardians should meet with the administration and school counselor to discuss scheduling options and to fill out the appropriate paperwork.

**WITH THE EXCEPTION OF EMERGENCY NEEDS, ALL STUDENTS ARE REQUIRED TO SECURE A PASS BEFORE REPORTING TO THE GUIDANCE OFFICE DURING CLASS TIME.**

**DUAL ENROLLMENT**

Dual enrollment is a program where a student takes a course that awards both high school and college credit. Tuition will be assessed and must be paid to the college prior to commencing the college portion of the class. Dual enrollment courses offered through the University of Pittsburgh are open to students in grades 10, 11, and 12 only.

**ATTENDANCE.....**

Pennsylvania Compulsory Education laws mandate enforcement of regular school attendance by students. Parents and students are responsible for the student's attendance. The law allows for severe fines to be levied for non-attendance.

We believe students need to be in class if students are to learn to their fullest capability.

Absent students miss the dialog and expertise the teacher shares with the students and is detrimental to learning. In many cases, just a few absences can result in a serious detrimental lowering of the students' grade. **Excessive absences can result in failure, denial of credits, school discipline, and possible retention.** Although the school keeps parents informed of excessive absences so that lower grades or failures should not come as a surprise, it should be understood that the legal responsibility for attendance rests with the student and parent(s)/guardian(s).

Additionally, future employers and college admission officers are favorably impressed if a student has a good school attendance record, as it is a good indicator of future success.

## ABSENCE GUIDELINES

1. If a student is to be absent from school, the parent/guardian should call the school the morning of the absence prior to 8:15 a.m.
2. Prior to the start of school on the day a student returns from absence(s), he/she must submit a written excuse signed by the parent/guardian to the Main Office (the attendance secretary). This excuse slip indicates whether the absence is excused for a lawful reason or if it is unlawful and/or unexcused. It is the responsibility of the student to ascertain the assignments missed. Please note that parents should contact the main office if they do not have internet access.
3. In accordance with Pennsylvania state law, if a student has been absent ten (10) days total for the school year per lawful parental excuse, a *doctor's excuse* becomes required to verify subsequent absence(s) beyond the 10 day limit. The principal has the duty to review long-term illnesses and habitual absenteeism on an individual basis.
4. **The following conditions constitute reasonable cause for absence from school:**
  - Sickness
  - A death in the family
  - Confirmed medical or legal absence
  - Religious holidays
  - Certain appointments that cannot be scheduled during non-school hours
  - School activities approved by the administration
  - School approved authorized educational trips
  - Visitation to colleges/universities
  - Suspension from school
  - Impassable Roads
5. **Illegal/ Unexcused absences include, but are not limited to:**
  - Not knowing there was school
  - No clean clothes to wear
  - Missed the bus
  - Went out of town
  - Overslept
  - Baby-sitting
  - Work
  - Vacation (unless approved in advance)
  - Hunting or fishing (unless approved in advance)
  - Haircut
  - Shopping
  - Personal reasons
  - Car problems
  - Because my cousin is visiting (or any other relative)
6. **If no written excuse from the parent or guardian is presented by end of the third day following your return to school, the days absent will be considered unlawful or unexcused. Written excuses must**

**contain the student's name, dates of the absence, and the reason for the absence.**

7. **Family Educational Trips-** The district recognizes that situations arise when students must visit colleges, travel, or go on vacations with parents. When absences are considered educational in nature, students can be excused. The proper procedure is as follows-
  - To be considered for a lawful excuse, an "Educational Field Trip" (EFT) form must be completed and submitted to the office **prior** to the date of the trip for approval. These forms are available in the main office. To be excused, the parents must indicate the educational benefits for the requested date(s). NOTE: A request for an EFT may be denied in cases where students are in poor academic standing or have poor attendance.
  - The student is responsible for securing signatures on the form from his/her teachers
  - The form must be returned to the HS Office prior to the trip
  - Students will be responsible for making-up school work missed
- A maximum of 10 days will be excused each school year for educational trips.** All absences for educational trips, regardless of their length, will count toward this 10 day limit. Absences in excess of the 10 day limit will be marked unexcused. Educational trips taken without prior approval will result in unexcused absences for the days missed.
8. If a student becomes ill at school, the student must see the school nurse. If the school nurse determines that a student is ill and should be sent home, the time missed will be marked excused. However, any student circumventing seeing the nurse and calling home without the nurse's medical recommendation will be marked unexcused or unlawful.
9. Any student arriving to school after 12 PM will not be permitted to participate in or attend any extracurricular activities on that day unless approved by the principal for special reasons, such as a doctor's appointment, or funeral.
10. **80% Attendance Rule-** Student attendance is compiled on a period-by-period basis. To achieve credit for a course, students must be in attendance for 80% of the instructional time for each course and satisfactorily complete all course work as per teacher syllabi. A student's academic insufficiencies resulting from attendance may be mitigated by a student and parent appealing to the building Attendance Committee for relief and reinstatement of academic credit.
11. **Appeal Procedures-** Students who have attendance issues relating to 80% attendance, illegal absences, etc. may file a written appeal to the building principal. The parent and student will appear before the Attendance Committee for credit/exemption from the 80% rule, illegal absences. If unsatisfied with the ruling of the Attendance Committee, the parent/student may appeal to the Superintendent.

12. **Corrective action will take place for all unexcused and unlawful absences** according to the age of the student as outlined below.

**a. Students Less than 18 Years Old:**

- i. First Offense and Second Offense: Attendance Letter mailed home and given to student.
- ii. Third Offense: Parents will be served with a legal notice indicating that there have been three (3) or more days of unlawful absences. The building administration will convene a Truancy Elimination meeting with the parent (s) and student. A Truancy Elimination Plan (TEP) will be developed and implemented.
- iii. Fourth Offense: Meeting with student to review TEP guidelines and consequences.
- iv. Fifth Offense: Whenever a student reaches five illegal absences, Level II disciplinary action will be assigned.
- v. Additional Offenses - Citations will be served through the local district judge's office whenever a student reaches 6 illegal absences. (NOTE: Each unlawful absence may result in substantial fines up to \$300 per day plus court costs may be imposed by the district magistrate.)
- vi. Concurrent with the filing of the first citation with the district magistrate, a referral will be made to Children and Youth Services for the respective county of residence. Children and Youth Services will conduct a home visit to the student's/family home.

**b. Students 18 Years or Older:**

- i. First Offense and Second Offense: Attendance Letter mailed home and given to student.
- ii. Third Offense: Parents will be served notice indicating that there have been three (3) or more days of unexcused absences. A mandatory student conference will be scheduled with the administration to develop an improvement plan.
- iii. Fourth Offense: Meeting with student to review guidelines and consequences of proper school attendance.
- iv. Subsequent Offenses - Additional unexcused absences will result in Level II disciplinary action. A parent conference will be required with the Principal and/or Superintendent depending on the number of offenses. The administrative staff will review chronic absentee cases on an individual basis.

## TARDINESS GUIDELINES

It is not only important that students be in school each day but they should also be on time. Tardiness is not arriving to an assigned location prior to the designated time. There are two types of tardiness, being tardy to school and being tardy to class. Students are marked as being tardy to school for arrivals between 8:07- 9:45 am.

- a. A student tardy (late) to school for an unlawful or unexcused reason for the third time, he/she will receive a warning from the office.
- b. For each subsequent unexcused tardy, the student will be assigned a detention.
- c. Beginning with the fourth unexcused or unlawful tardy to school, the student will be assigned consequences in accordance with the school Discipline Code.

1. Tardiness to class is defined as not being in their assigned seat or area when the tardy bell rings.
  - a. Classroom tardiness should be will be dealt with by the assigned teacher. Teachers may assign an after-school detention. Chronic offenders will be dealt with according to the Discipline Code.
  - b. Late passes issued by the main office will only be for those students detained by office personnel. Teachers detaining a student after the tardy bell must write a pass for the detained student to show their assigned teacher. It is the student's responsibility to secure a pass before reporting to class late from the person detaining them. Otherwise, the student is considered tardy unexcused. Students will not be allowed to go and get a pass.

## APPOINTMENT GUIDELINES

*Parents are strongly encouraged to schedule appointments outside the school day.* However, a doctor's or dentist's appointment must occasionally be scheduled to occur during school hours. These guidelines must be followed for a student to be dismissed from school:

1. The parent must bring in or send in with their child either a signed written note or the appointment card to the main office before the start of school on the day of the appointment.
2. The student will be issued a "Permit to Leave the Building." This permit will indicate the time the student is to be dismissed from class to report to the main office for the appointment.
3. At the time indicated on the permit to leave, the student must report to the main office with the permit and sign out before departure.
4. After the appointment, the doctor or dentist should give a note to the student to re-enter school, depending on the time, either after the appointment or the next school day.
5. In the case of a student being requested to leave school for an emergency situation, the parent(s) are requested to call the principal in person. The student is expected to return to school with a written excuse as soon as the emergency is resolved.

## WITHDRAWAL or TRANSFER

If a child is to be withdrawn from Smethport Area Jr.-Sr. High School, the parent or guardian must complete the withdrawal process in person prior to the withdrawal date to avoid possible penalties.

Students new to the district need to register for school in the main office. The Board requires parents at the time of registering their children to file statements concerning previous expulsion for offenses relating to weapons, alcohol or drugs, or willful infliction of injury. In order to enroll new students in the correct program, the enrollment process cannot be completed until official records and all other documentation have been received from the previous school.

# EXTRACURRICULAR.....

## GENERAL GUIDELINES

As a member of an extra-curricular activity in the Smethport Area Jr.-Sr.High School the student will follow the Extra-Curricular Code of Conduct including the policies listed below. These guidelines include all extracurricular activities. Extra curricular activities include PIAA athletics, band, cheering, dances, proms, and other after-school programs. -

1. Attendance - The student must be present in school by 12 PM in order to participate in any practice, game, or activity on that particular day. If a student arrives to school after 12 PM, he/she will not be allowed to participate in extra-curricular activities that day unless he/she submits a doctor or dentist appointment slip upon arrival to school after the appointment. As in all cases tardies will be reviewed by the high school principal. The principal reserves the right to accept or reject tardies on an individual basis depending on the circumstances.
2. Dress and Conduct – Whenever representing the school district, students will be expected to dress well and present a neat appearance. As representatives of their school, students involved in extra-curricular activities will conduct themselves as good citizens at all times. They will not show disrespect to any athletic official or personnel of their school or any other school.
3. Eligibility - Eligibility is composed of three major responsibility areas: Academics; Attendance; and Discipline.
  - A. Weekly - Students involved in extra-curricular activities must be enrolled full-time and passing at least four (4) credits of subjects as per PIAA requirements. They must meet attendance and discipline regulations per day and cumulatively. If the student does not meet these guidelines, they are ineligible for a one week period (Sunday-Saturday). Grades are checked on Fridays after 1 PM. The weekly ineligibility lists are prepared and distributed each Friday afternoon. Ineligibility notices for parents are given out to students on each Friday. Parents are reminded that they can check grades on the Powerschool parent portal.
  - B. Marking Period - Students involved in extra-curricular activities must be enrolled full time, passing at least four (4) credits of subjects as per PIAA requirements. If the student does not meet these guidelines, they are ineligible for a period of 15 school days beginning the day report cards are issued. If their failures were in the last marking period of the previous school year, they are ineligible until the sixteenth (16) school day of the next term.

Smethport students who fail one or more courses for a marking period will be placed on academic probation in those failed courses for the following marking period. A student who fails the second quarter of a semester course or the final marking period of the year will be evaluated in the corresponding course on the subsequent marking period. Eligibility for fall sports will be determined by the final marking period grades of the previous school year. In the cases of eligibility impacted by a failed course for a marking period, students on academic

probation will have a weekly grade check conducted to ensure that the student is passing the failed course/corresponding course.

- C. Exceptions - Students participating in athletics may participate in practices at the coaches' discretion during the period of ineligibility, Students may be removed from the team if ineligibility continues to be a problem.
- D. Campus Center: All ineligible students currently participating in a sport must attend Campus Center during the period of ineligibility.
- E. Attendance - In addition to the attendance rules in section 1 above, the PIAA requires that any student missing 20 or more school days will be ineligible until they are in attendance of school for sixty school days following the twentieth day of absence.
- F. Discipline - Students are ineligible to participate on days when they have been suspended or expelled from regular attendance or while they are in placement at alternative discipline programs. More than six suspensions from school will result in a ninety (90) calendar day suspension from extra-curricular activities. A level IV discipline code violation will result in loss of extra-curricular participation for a minimum of a thirty (30) day period (first offense), remainder of the school year (subsequent offense). Any student suspected of serious breaches of the extra-curricular code of conduct will be brought before an Extra-Curricular Eligibility Committee comprised of the principal, athletic director, and a teacher at large. Decisions of the committee may be reviewed by the Superintendent or Board of School Directors. The school will also follow any rule changes that the PIAA may make. A civil law infraction or conduct by a participant that is determined by the school administration to be detrimental to the extra-curricular program will result in counseling by the school administration with possible suspension from the program.
- G. Period - The ineligibility period will run Sunday through Saturday for weekly violations and will begin the day of report card distribution for nine week violations. Exceptions are noted above.
- H. Any student on the academic ineligibility list will not be permitted to travel with the sports team or associated activity of which they are a member.
- I. **Deadline for Participating in Interscholastic Athletics** -Students are strongly encouraged to begin participating on a sports team the first day of practice. Students will not be allowed to join a sport already in season if it is beyond the first two weeks of a winter or spring sport or by the end of the first week of school for a fall sport.

No athlete may be dismissed from one sport and try out for another without the mutual consent of both head coaches and administration.

Transfer students must immediately declare their intent to participate and commence practicing if they transfer during the season and are eligible to participate.

J. Transportation- students must travel to and from “away” contests in school provided transportation. Exceptions exist for an unforeseen injury to a participant that necessitates alternate transportation, or a signed release is submitted by parents/guardians.

## DANCE POLICY

**Attendees.** Dances are restricted to Smethport Area students in grades 9-12. The specific event organizers have the right to limit the grade levels of a particular dance, if granted approval from the administration.

Smethport Area High School students who are eligible to attend a dance may invite a non-Smethport Area guest in grades 9-12 or up to and including the age of 20. The administration must approve, in advance, all guests who wish to attend a Smethport Area dance/prom.

**Time.** In general, dances may be scheduled between 7 and 10 PM. Specific times may be set by faculty advisors in coordination with the administration. Late arrivals (during the last hour) will not be admitted. Once students leave the building, they may not re-enter; students may be required to sign-out if leaving early.

**Dress Code.** For a semi-formal event girls should wear dress-slacks, a skirt or dress—no jeans, sweatshirts, or T-shirts; boys should wear dress pants, collared shirts, and/or sport coats—no jeans, sweatshirts, or T-shirts. A formal dance or prom requires formal, not casual wear.

**Conduct.** The behavior guidelines of the school apply to all school events. Those in attendance who choose to violate those guidelines will be asked to leave and may be subject to disciplinary consequences.

**Music/DJs.** Faculty advisors should preview music played at all school activities.

**Chaperones.** Faculty advisors coordinate supervision with the assistance of adult chaperones. All school events require adult chaperones based on the number of student attendees. Events lacking sufficient supervision will be cancelled.

## INSURANCE

School accident insurance is available to students and parents. Parents may inquire by calling the main office.

## STUDENT ORGANIZATIONS

Student organizations at Smethport Area Junior-Senior High School will be organized in an attempt to encourage students to develop wide and varied interests, to assume individual and group responsibility, and in a measure, to foster opportunities for social relationships which might not otherwise exist. Each organization may have particular requirements for membership and expectations for members as described by the faculty sponsor.

### National Honor Society

The National Honor Society was established over 90 years ago to recognize young people for their achievement in the areas of scholarship, character, leadership, and service. The Faculty Council, appointed each year by the principal, reviews the returned information sheets that the academically eligible

students fill out. Based upon their accomplishments in these four NHS criteria, students are asked to join NHS.

Because the attributes of Character, Leadership and Service are not as concrete as Scholarship, the following list is provided to illustrate examples of the attributes:

The student who exercises leadership:

- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school/community activities

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 any requested service to the school
- Does committee and staff work without complaint
- Participates in some activity outside of school

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior
- 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 of the classroom

Invitations to join the Smethport Chapter are extended to those students whom the Faculty Council determines to meet the criteria. A special Induction Ceremony is held each spring to welcome the new members into the National Honor Society.

## Student Council

The purpose of the Student Council is to assist the faculty and the administration in creating a healthy school climate, to stimulate interest in school activities, and to promote self-discipline in students. The Student Council consists of junior high representatives from Grades 7, 8, 9 and high school representatives from Grades 10, 11, and 12. A president, vice-president, secretary, and a treasurer are chosen annually prior to the end of the school year.

## BEHAVIORAL GUIDELINES for AFTER SCHOOL ACTIVITIES

Students are expected to follow the guidelines listed below:

1. Refrain from throwing objects of any sort on the gym floor.
2. Refrain from harassing students, school officials and visitors from other schools.
3. Refrain from using obscene gestures or profanities.
4. Fighting will not be tolerated.
5. If attending a home athletic event, sit on the designated side of the gym for Smethport Area.

6. Walk around the outside of boundaries and not on the competition areas.
7. Do not block the doorway into the gym.

Consequences:

- a. 1st Offense - Banned from attending all extra-curricular activities for one (1) week (except practices).
- b. 2nd Offense - Banned from all extra-curricular activities, including practices, for up to four (4) weeks.
- c. 3rd Offense - Banned from all extra-curricular activities for up to one (1) year.

If the offense is a Level III or IV behavior as described in the Student Behavior Code the consequences may accelerate without following the above sequence.

## **PUPIL SUPPORT PROGRAMS.....**

### **Student Assistance Program (SAP)**

The Student Assistance Program is a state-mandated program designed to help students overcome barriers to learning. A core team of trained staff and faculty are available for the identification and referral of students recommended for SAP services. With parental consent, students may be referred to out-patient counseling services, school-based services, case management, or monitoring. All services are strictly confidential.

### **Screening Procedures**

Each year, the school district routinely conducts the following screenings for students in the grade level(s) indicated:

BMI.....	Grades 6-12
Hearing Acuity.....	Grades 7 & 11
Visual acuity.....	Grades 6-12
Scoliosis Screening .....	Grade 7

Gross motor and fine motor skills, academic skills, and social/emotional skills are assessed by school personnel on an on-going basis. Students who did not attend preschool are evaluated at the time of registration. Any parent/guardian with a concern may request a screening/evaluation of their child at any time.

Data from each screening source are noted within the child's health record. These records are always available to parents upon request. Information from the records is released only when the appropriate authorization has been obtained (signed permission by parents/guardians for outside agencies).

## **OFFICE OF STUDENT SERVICES**

### **SPECIAL EDUCATION SERVICES**

Students who are eligible for and in need of special education programming, related services, and gifted education services shall receive services under the Individuals with Disabilities Education Act (IDEA)/22 PA Code- Chapter 14; Section 504 of the Rehabilitation Act of 1973/22 PA Code - Chapter 15, or 22 PA Code- Chapter 16 (Gifted Services). If a child is eligible for services through Gifted (Chapter 16) and IDEA (Chapter 14), the procedures in Chapter 14 shall take precedent. Child find procedures begin with parental permission. Parent/guardians will be notified of the applicable procedures related to the process and the reason a recommendation for a formal evaluation is being made.

### **Child Find**

SASD is responsible to locate, identify, and evaluate students suspected of being a child with a disability who may be eligible for and in need of special education programming and related services. SASD utilizes various screening methods across grade spans to determine a student's needs and to identify instructional interventions, supports, and services that will enable a student to make reasonable academic progress in the general education curriculum despite learning challenges.

Screening activities include but are not limited to: review of a student's individual grade level performance based data (cumulative records, enrollment records, health records and report cards), hearing screening, vision screening, motor screenings, and speech and language screenings. In the event that instructional interventions, supports and services do not result in a student making reasonable academic progress in the general education curriculum, the data collected through the screening activities, in addition to evidence obtained through a formal educational evaluation will be used to assist school staff and parents in determining if a student is possibly an exceptional school aged person eligible for and in need of special education programs and related services.

### **Screening**

#### Early Intervention (Birth to School Aged)

Parents, who believe their infant, toddler, or young child (age three to school age) may have a developmental delay or be in need of early intervention services, may request an evaluation at any time. Developmental delays include physical; adaptive (self-help skills); communication (language and/or speech); cognitive (thinking, learning, reasoning, problem solving) or social and emotional development (relationships, interactions with others, responding to others' feelings). Other risks factors that could indicate possible disabilities include: brain injury; infection before, during, or after birth; growth or nutrition problems; abnormalities of chromosomes and genes; babies born prematurely; poor diet and health care; substance abuse during pregnancy; and child abuse can also have a negative effect on the development of a child.

Evaluations are available at no cost to parents. Requests for an evaluation may be made in writing to any school administrator. Evaluation procedures for infants and toddlers (birth to age 3) are provided by the McKean County (CE) Early Intervention Services. Early Intervention services (814-887-5512) may be contacted for a schedule of screening dates and times as they occur throughout the year. The Seneca Highlands Intermediate Unit Nine handles screening and evaluation procedures for children of age three to school age. The Intermediate Unit's Early Intervention Office (814-887-5512) may be contacted for a schedule of screening dates, times, and locations as they occur throughout the year.

#### Smethport Area Elementary School (Kindergarten to Grade 6)

Upon Kindergarten enrollment, Kindergarten screenings are conducted. The screening addresses Kindergarten readiness skills including literacy, numeracy, fine motor, gross motor, social/emotional and speech and language skills. Kindergarten screenings are conducted in the spring of the year, prior to the school year that the student will be admitted. Kindergarten students' whose speech and language screening at Kindergarten registration (spring prior to admission) indicates delays are screened again within the first two weeks of school. At that time, existing concerns are shared with parents and appropriate staff. The progress of the

student is monitored to determine if there is a need for a follow-up evaluation for speech and language services.

Smethport Area Elementary School also conducts local assessments at each grade level. These local assessments include Aims Web, and Study Island. Student data from local assessments is analyzed and reviewed in the context of grade level data team meetings. Through data analysis at data level team meetings, students' in need of academic and/or behavioral supports/intervention are identified. The student's parents/guardians are notified regarding the concerns and the data is discussed with the student's parent/guardians. Instructional/behavioral interventions are put into place to meet the students' needs. The implementation of interventions occurs through a tiered intervention and support program. If reasonable progress is not being made, parents will be notified regarding a need for an evaluation. An evaluation will assist school staff and parents in determining if the student is eligible for and in need of special education programming and related services.

At any time, a parent may initiate a referral for an evaluation that will determine if their child is eligible for and in need of special education programming and specially designed instruction. Referrals at Smethport Area Elementary may be initiated through the elementary principal or by contacting the supervisor of special education.

Smethport Area Junior-High School At the high school, student progress, growth, and achievement are monitored through curriculum based assessment data analysis and through local/standardized assessment data (including Aims Web, PSSAs, Study Island, and Classroom Diagnostic Testing (CDT)) analysis. Student data is analyzed approximately every nine weeks at the high school. Following each grade level team meeting, parents are notified if their child is demonstrating academic and/or behavioral concerns that are interfering with the student's ability to make reasonable academic progress in the general education curriculum and interventions are discussed. Based on data analysis and parental discussions, interventions are recommended and implemented by grade level teams. The effectiveness of interventions is monitored via grade level team meetings. If, through grade level team meetings, it is determined that students are not making progress or showing growth within the regular education curriculum, students are referred to the Secondary Instructional Support Team.

More specific and individualized interventions are implemented. Data continues to be collected and analyzed by the team to determine if the interventions are meeting the student's specific needs. In the event that the student is not making reasonable academic progress in the general education curriculum, the parents are contacted by school staff and the student is referred for further evaluation to determine if the student is eligible for and in need of special education programming and related services. A parent may initiate a referral for an evaluation by contacting the high school guidance counselor, principal, or by contacting the supervisor of special education.

#### SASD Gifted Screenings

Students can be identified as potential candidates for a Gifted Individualized Education Plan (GIEP) by classroom teachers, parent/guardians, or other school personnel. Referrals are made by written request to the building principal or the supervisor of special education. The building principal or supervisor of special education will immediately, upon receipt, give the written request to the School Psychologist. Within 10 calendar days of receipt of the written request, the School Psychologist will acknowledge the

referral in writing by sending a letter to the parents/guardians explaining the gifted screening process, including procedural safeguards.

*PLEASE NOTE: Screening activities do not serve as a barrier to the right of a parent to request a formal evaluation, at any time, including prior to or while conducting screening activities. Informed parental/guardian consent is required prior to the initiation of a formal evaluation process.*

### **Evaluations**

#### Chapter 14 (Special Education)

Evaluation is the procedure used to determine if a child has a disability and if the disability is of the nature and extent that a child would be eligible for special education programming and related services. Evaluation procedures used are determined by an Evaluation team, which includes the parent/guardian. Parents are asked to provide permission to conduct the evaluation via a Permission to Evaluate form (PTE). The evaluation team takes into consideration cultural issues as they determine the assessment tools that will be administered for the student. A single test or procedure cannot be the sole factor in determining if the child is eligible for and in need of special education programming and related services. The initial evaluation shall be completed and a copy of the evaluation report shall be presented to the parent/guardian no later than 60 calendar days after the District receives written parental consent.

#### Chapter 16 (Gifted Education)

The Gifted Multidisciplinary Evaluation (GMDE) follows state guidelines for assessment and eligibility; see the "Parent Guide to Special Education for the Gifted" for details. The GMDE includes administration of a psycho-educational assessment, which includes an intelligence test and achievement test, at minimum. Information gathered throughout the screening process is compiled into a Gifted Written Report (GWR). If the student scores a Full Scale IQ greater than or equal to a standard score of 126 and exhibits multiple criteria of giftedness (as shown in the Parent/Guardian and Teacher Input Forms), the student is deemed Mentally Gifted. The district will convene a Gifted Individual Education Plan (GIEP) team meeting in order to develop an appropriate educational plan for the student. If the criteria are not met, the student is ineligible for gifted services under Chapter 16 and a Notice of Recommended Assignment (NORA) will be issued with the final copy of the Gifted Written Report (GWR). Parents/Guardians are kept informed at every stage of the screening process and their input is actively sought. Parents also have the right to contest the decision made.

#### Independent Educational Evaluation:

The parent/guardian of a child with a disability has the right under 34 CFR Part 300 to obtain an independent educational evaluation of his/her child, subject to the provisions outline below. SASD will provide to the parent/guardian upon request for an independent educational evaluation, information about where an independent educational evaluation may be obtained, and the LEA criteria applicable for independent educational evaluations as set forth below. An "independent educational evaluation" means an evaluation conducted by a qualified examiner who is not employed by the LEA and "public expense" means that the LEA either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent.



If a parent/guardian requests an independent educational evaluation, the District may ask the parent/guardian's reason why they have objection to the District's evaluation. The explanation by the parent/guardian is not required and the District shall not unreasonably delay either providing the independent evaluation at the District's expense or initiating a due process hearing to defend the District's evaluation.

Parent Initiated Independent Evaluations:

If a parent/guardian obtains an independent educational evaluation at private expense, the result of the evaluation must be considered by the District; if it meets, the District's criteria in any decision made with respect to the provision of FAPE to the child and may be presented as evidence at a hearing under this subpart regarding that child. (34 CFR §300.502)

Program Development

SASD is required to provide a free and appropriate public education (FAPE) to children with disabilities who are determined, through the evaluation process, to need special education and related services under IDEA and 22 Pa. Code 14. If a child is identified by the District or an Early Intervention (EI) provider as possibly being in need of special education and related services, the parent/guardian will be notified of applicable procedures and receive a copy of the Procedural Safeguard Letter/Notice. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

Autism	Hearing Impairment	Specific Learning Disability (SLD)	Emotional Disturbance (ED)
Deaf-Blindness	Other Health Impairment (OHI)	Traumatic Brain Injury	Speech or Language Impairment
Visual Impairment (Including Blindness)	Multiple Disabilities	Developmental Delay (ages 3 to school-age)	Mentally Gifted
Deafness	Intellectual Disability	Orthopedic Impairment	

The legal definitions of these disability categories, which schools are required to apply under IDEA, may differ from those used in the medical and clinical practices. Under section 504 of the Federal Rehabilitation Act of 1973, and under the Federal Americans with Disabilities Act, some school age children with disabilities who do not meet the criteria outlined above might be eligible for special protections, adaptations, and accommodations in instruction, facilities and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to one or more areas of the school program.

The Individuals with Disabilities Education Act (I.D.E.A.) intends to provide greater access of children with disabilities to the general curriculum. Such programs are also available at the McKean County Prison.

After an evaluation team has determined that a child with a disability is eligible for special education, an IEP team develops an educational program. The Individualized

Education Plan (IEP) is based on the evaluation that identifies the type of service, the level of intervention, and the location of intervention. The IEP team must include: LEA representative, general education teacher, special education teacher, child's parent, and the student (if 14 years of age).

The IEP team determines the type and intensity of special education and related services that a child needs based on the individualized program of special education and related services that is developed. Parents/guardians of the child have the right to be notified of and to participate in all meetings of the IEP. The IEP is revised as often as warranted, but must be reviewed annually. The law requires that the program and placement of the child, as described in the IEP, be reasonably calculated to ensure meaningful educational progress to the student at all times. IEPs contain a statement of present educational levels of performance, annual goal(s) established for the child, and a statement of the special education services and/or related services. For students who are 14 years or older, the IEP also includes an appropriate transition to assist in the attainment of post-secondary objectives. SASD must invite the child to the IEP team meeting at which the transition plan is developed.

A student's special education placement must reflect the least restrictive environment (LRE) in which the student's educational needs can be addressed. All students with disabilities must be educated to the maximum extent appropriate with students who are not disabled as determined by the IEP team. Services include a continuum of support from itinerant support services to pull out support services. In addition, the District collaborates with a variety of PDE approved educational programs and placement outside the students regularly attended school district.

Services for Protected Handicapped Students

In compliance with state and federal laws, and 22 Pa. Code, Chapter 15, the school district will provide to each protected handicap student without discrimination or cost to the student or family, the related aides, services or accommodation which are needed to provide equal opportunity to participate in and obtain the benefits of school programs and extra-curricular activities to the maximum extent appropriate to the student's abilities.

To qualify as a protected handicapped student, the student must be of school age with a physical or mental disability that substantially limits life activity and prohibits participation in or access to an aspect of the school program. These services and protections for handicapped students are different from those applicable to all students eligible for or thought to be eligible for special education services. Parents may initiate an evaluation of the student at any time. Parents who are in need of more information pertaining to the process, procedures or provisions of services to protected handicapped students, should communicate with the Procedural Safeguards (Mediation, Prehearing Conference, Due Process Hearing)

Procedural Safeguards protect the rights of students and parents/guardians. These safeguards include the understanding that parental consent is always required to conduct an initial evaluation, conducting a re-evaluation, initially placing an exceptional or eligible child in a special education program, and disclosing unauthorized persons personally identifiable information. Parental consent may be revoked at any time.

SASD will notify parents/guardians in writing whenever it wants to begin, change, or discontinue special education and related services and in doing so will provide parents with a comprehensive written description of their parental rights. The District will notify parents in writing when it proposes to

or refuses to: conduct an evaluation or re-evaluation or initiate or change the identification or placement of a child. The District will notify parents/guardians when it refuses to provide an independent educational evaluation at public expense, conduct an evaluation that the parent requests, and/or make changes to an IEP when requested to do so by parents/guardians.

Parents/guardians who disagree with actions, proposed or refused by the District have the right to request mediation, pre-hearing conference, a due process hearing or file a complaint as outlined in IDEA.

Parents/guardians may request mediation by checking their choice on the Notice of Recommended Educational Placement or by letter. A pre-conference hearing is between the District and the parents/guardians. Either party may waive the right to a pre-conference hearing. Through this process, the District, parents/guardians, and attorneys representing each attempt to resolve the dispute. If the dispute is not resolved, the parent/guardian may request an impartial due process hearing with an independent hearing officer, or if a hearing has been scheduled, move to the due process hearing. Parents/guardians requesting a due process hearing must notify the school in writing of the nature of the problem with the school's proposed or existing program, placement, evaluation, or identification; the facts relating to such a problem; and a proposed resolution to the problem to the extent known and available to the parents/guardians at the time. This notice is required and failure to provide such notice may diminish or extinguish a claim for attorney's fees and costs if counsel represents the parents/guardians.

Upon request, SASD will make available the following printed information in the Office of Student Services:

- information regarding special education programs and services
- procedural safeguards
- due process right
- information pertaining to the awarding of or prohibition of attorney's fees
- information regarding guidelines for parental claims for tuition reimbursement
- information pertaining to the discipline and suspension/disciplinary exclusion of eligible students
- information relating to the procedures to be followed when a referral to law enforcement and judicial authorities is pursued.

#### Complaint with the Bureau of Special Education, Department of Education

Parents/guardians who believe the special education procedures and requirements outlined in federal and state laws have not been adhered to by the District in regards to the identification, evaluation, educational plan development, and/or implementation of the IEP may file a written complaint with the Bureau of Special Education by calling the Special Education Consult Line at 1-800-879-2301.

#### Communication

If a person has questions regarding the contents of any of this notice or is in need of further information about child find, screening and evaluation procedures, (including purpose, time, and location), provisions of special education programs

and services, and/or on the rights of parents and children, including the right to due process procedures, should contact any school administrator or guidance counselor at the following telephone numbers:

Supervisor of Special Education  
814 887-5545

Secondary Administration  
and Counselor  
814 887-5545  
Elementary Administration and  
Counselor  
814 887-5012

If the parent/guardian needs this document in his/her native language, an interpreter or support for assistive technology for communication purpose, the school district will arrange for the services for the parent/guardian. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

## **STUDENT RECORDS**

Student records are essential to the successful delivery of formal education at the elementary and secondary levels. Student records are maintained, used, and destroyed in a manner consistent with privacy rights guaranteed by state and federal law.

Notice of Rights under FERPA for:

1. Elementary and Secondary Students of the Smethport Area School District
2. Parents and Eligible Students Who Reside in the Smethport Area School District
3. Parents of Incarcerated Students and Incarcerated Eligible Students Who Are Housed at the McKean County Prison

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

1. The right to inspect and review the student's education records within 45 days of the date the District receives a request for access. Parents or eligible students should submit to the school principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parent or eligible students may ask the Smethport Area School District to

amend a record that they believe is inaccurate or misleading. They should write the school principal or other appropriate school administrator, clearly identifying the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company which whom the district has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate education interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records, without consent, to officials of another school district in which a student seeks or intends to enroll upon request. The district may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, etc. In the event a parent or eligible student does not want directory information disclosed, the parent or eligible student must inform the district in writing through the appropriate school administrator within forty-five (45) days of the publication of this notice.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The Smethport Area School District may maintain records in two categories:

**CATEGORY A** – This file contains the minimum personal data necessary for the operation of the school system. Identification of student (name, social security number, student identification number, etc.), names and addresses of parents or guardian, last known home address and telephone number, birth date, attendance record, classes attended and academic levels completed or services received, year of

program or service completion, and when applicable, grades or marks received, grade level completed, and whether a diploma was received. The file may also include achievement test scores, honors, awards, activities, photographs, suspension records, or other similar types of information. **CATEGORY A DATA SHALL BE FILED FOR 100 YEARS.**

**CATEGORY B** – This file's data is verified information of clear importance such as intelligence and aptitude scores, interest inventories, health data, family information, teacher or counselor observations and reports of serious acts of misbehavior and behavior patterns. This file also contains the documents that pertain to evaluation procedures to determine if a student was eligible for special education services or for other accommodations such as Chapter 15 Service Agreements. **CATEGORY B DATA SHALL BE DISCARDED SIX YEARS AFTER THE STUDENT IS GRADUATED OR, IN THE CASE OF A TRANSFER OR DROPOUT, WHEN THE STUDENT REACHES AGE TWENTY-ONE. ELIGIBLE STUDENTS MAY ALSO REQUEST A COPY OF THEIR CATEGORY B FILE BEFORE IT IS DESTROYED.**

**NOTICE IS HEARBY GIVEN TO PARENTS OR ELIGIBLE STUDENTS WHO GRADUATED IN 2014 OR EARLIER AND TO STUDENTS WHO ARE TWENTY-ONE YEARS OF AGE THAT DID NOT GRADUATE FROM THE DISTRICT DUE TO TRANSFER OR DROP OUT THAT ALL DATA MAINTAINED IN THEIR CATEGORY B FILE WILL BE DESTROYED AFTER JUNE 30, 2020.** If the records are requested, the original documents will be provided. The original documents will be provided at no cost to the parent, student or district. However, for this to occur records must be picked up in the Office of Students Services during normal business hours. If the district is not contacted before the designated date, the District will presume that the parent or eligible student does not want this information. For an appointment to examine your Category B file, contact: the supervisor of Special Education services at 814 887-5545.

## **TITLE IX STATEMENT**

It is the policy of the Smethport Area School District not to discriminate on the basis of sex in its educational programs, activities, or employment practices as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to Mr. David E. London, Title IX Coordinator, at 414 South Mechanic Street, Smethport, Pennsylvania, 16749, or via phone at 814-887-5543, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

## **SECTION 504 STATEMENT**

It is the policy of the Smethport Area School District not to discriminate against any qualified handicapped persons in the employment and operation of its school, its educational programs, services, and activities and in any other areas where compliance is required by Section 504 of the rehabilitation Act of 1973. Inquiries may be directed to Mr. David E. London, Title IX Coordinator, at 414 South Mechanic Street, Smethport, Pennsylvania, 16749, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C, 20201.

# STUDENT BEHAVIOR CODE.....

## DISCIPLINE PHILOSOPHY - GOALS

School policies, procedures, rules, and regulations are grounded in two basic premises:

1. **The safety, health, and welfare of all school students and personnel are paramount.**
2. **The educational process must not be disrupted.**

To provide a safe and effective learning community, the Smethport Area School District maintains a discipline code. This code will govern circumstances or actions that have impact upon the district, its employees or students, or the educational process. This code gives a general description as to the consequences that the school will impose through its system of discipline.

The discipline outline herein will be carried out in accordance with the laws of Pennsylvania and the policies of the Smethport Area School District (Board Policy #218). However, this code cannot anticipate every possible circumstance or type of misconduct. It is intended to serve as a general guide applicable to most, but not all, situations.

Parents have the responsibility to be aware of the school's Behavior Code and to work with the school in reinforcing appropriate behavior.

Students have the responsibility to be familiar with the limits and consequences defined in the code and to behave in a positive manner.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

### It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.

7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

### Due Process-

Any student charged with a violation of the discipline code will be informed of the violation and provided the reasons for any discipline action. Students charged with a violation of the discipline code are afforded an opportunity to be heard prior to the assigned consequence by school personnel/building administration.

### Disciplinary action may result in:

- a. Loss of privileges of membership in any student organization.
- b. Loss of eligibility for athletic competition.
- c. Loss of privilege of participation in any student activity, such as clubs, publications, trips, musical, or dramatic productions.

In each discipline situation it is a primary aim of the school officials to impress on each student, by effective faculty counseling and guidance, the need, value, and advantage of good conduct. Students, regardless of age or marital status, are subject to all rules and regulations as set forth in this handbook and district policies. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

## BEHAVIORAL CONSEQUENCES

### Lunch Detention

Lunch detentions are the lowest level of disciplinary consequences assigned. Lunch detentions require a student to eat lunch outside of the cafeteria under the supervision of a staff member. Lunch detentions may be assigned for cafeteria violations, minor classroom disturbances, general misbehavior. Whether a student is assigned lunch detention or regular detention is at the discretion of the administration based upon the nature of the incident and the discipline history of the student.

### Regular Detention

A detention is assigned for misbehavior which impedes orderly classroom procedures or interferes with the orderly operation of the school. Detentions will be scheduled Monday's thru Thursday's. One hour detentions run from 3:20 pm to 4:20 pm, and two hour detentions conclude at 5:20pm. Failure to serve an assigned detention leads to more serious consequences as

outlined in the discipline code. Parents may request a detention be reassigned for emergencies or extenuating circumstances, but a detention will not be rescheduled for practices, games, or other programs. Whether a detention date is re-scheduled is at the discretion of the administration. If the student is absent the day of the assigned detention, she/he must serve the detention the next day detention is held upon their return to school. Transportation arrangement for detention is the responsibility of the parent or guardian.

## **Suspension**

A **temporary** suspension may be assigned for acts directed against persons or property which may result in seriously endangering the health or safety of others in school, behavior that seriously disrupts the educational process. It may last from 1-3 days and be either in-school or out of school, at the discretion of the administrator based on the nature of the incident and/or history of the offending student. The student is excluded from all extra-curricular activities for the day(s) of suspension. Parents will be notified by telephone or in writing as soon as possible.

### **In-School Suspension (ISS), Out-of-School Suspension (OSS)**

- All students serving an in-school suspension are provided direct supervision by a teacher or administrator. In both an ISS and OSS assignment, students are provided with regular coursework and assignments provided by the student's teachers. Special education students are provided with all accommodations outlined in said students IEP, including all specially-designed instruction.

A **full** suspension will be assigned by the administration or Board of School Directors. It will last four (4) to ten (10) days out of school (OSS) under parent or guardian supervision. Student and/or parent will be afforded an informal hearing before an administrator prior to the full imposition of punishment. Out-of-School suspension may warrant SAP (Student Assistant Program) referral. The student is prohibited from school property for the day(s) of suspension.

## **Superintendent Referral**

Any student suspended for a Level II or III offense the second time will be referred to the Superintendent. Any student to be suspended for a Level IV offense will be immediately referred to the Superintendent. A conference will be held with the Superintendent to determine the student's educational placement.

## **Board Referral**

Any student suspended for a Level II or III offense the third time may be referred by the superintendent to the Board of School Directors.

## **Fourth Suspension**

Any student suspended for a fourth time, regardless of the offense or its level, will automatically be referred to the Superintendent for consideration of an expulsion hearing.

## **Expulsion**

Expulsion may be imposed only by a vote of the Board of Education. The administration will request a formal hearing before the Board of Education when the situation warrants. All disciplinary hearings will be conducted in compliance with chapter 12 of the State Board of Education Regulations.

## **Referral to Civil/Criminal Justice System**

Many offenses that occur in the school, during transportation or at school sponsored activities will result in referral to the police, district attorney, or district magistrate. The district has a zero tolerance for these types of offenses. Examples of these offenses include: possession, use, or distribution of tobacco, drugs, alcohol or weapons; assault; theft; fire equipment offenses; vandalism; etc. Many of these offenses may result in harsh fines or other penalties.

## **BEHAVIORAL CONTRACTS**

Behavioral contracts may be used with students under IEP's, with students that have a history of behavioral noncompliance, non-resident students or at the instruction of the board of school directors, superintendent or principal. These contracts will define specific behavioral limits to be observed, consequences or strategies to be used that are consistent with the student's needs.

## **VAPING, NICOTINE / TOBACCO POSSESSION or USE**

Per board policy 222, the Board prohibits possession, use, or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property. For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.

Nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means. A nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling. Violations of this policy will result in disciplinary action.

Any student caught or observed with tobacco products on school property, at school events or on the school contracted transportation system will be referred to local law enforcement and may be subject to charges, court appearances, and/or fines. Referral to SAP will be made and the completion of the Nicotine./Tobacco Clinic will be required.

## Smethport Area Jr.-Sr. High School

### Examples of Offenses – Level I

Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Parental contact will be made by mail or telephone when a detention or other disciplinary consequence is assigned.

**These behaviors are usually handled by an individual teacher, but may require intervention by the school administration. The administration reserves discretion in all instances.**

Examples of Offenses	First Offense	Second Offense	Third Offense
Bus Misbehavior	Warning and Letter to Parent and/or Detention	Warning and Letter to Parent and/or detention	Suspension of Bus Privileges – Referred to Building Principal
Dress Code Violation	Warning/ Changing of Inappropriate Clothing	Changing of Inappropriate Clothing. Send to office, Parental Contact & Detention	Moves to Level II
General Disregard of Classroom or School Rules	Warning/ or Detention	Detention	Moves to Level II
Lavatory Violations	Detention	Temporary Suspension	Moves to Level II
Misconduct Specific to Cafeteria	Detention during Lunch Time and/or Detention	Detention/Loss of Cafeteria Privileges for up to 30 Days	Moves to Level II
Inappropriate/Offensive Language	Detention	Temporary Suspension	Moves to Level II
Parking Lot Violations	Warning	Detention/ Loss of Privilege to Drive for 1 Week	Moves to Level II
Hall Pass Violation	Detention	Detention & Loss of Privilege (30 Days)	Moves to Level II
Inappropriate Public Display of Affection	Warning	Detention	Moves to Level II
Tardy to Class 4 times (up to 10 minutes)	60 minute Detention	Detention	Moves to Level II
Disrespect to Staff	Detention	Detention	Moves to Level II
Inappropriate use of electronic devices/cell phone	Student surrenders phone/device for remainder of school day	Student surrenders phone/device /Parent Must pick up device	Moves to Level II
Tardiness to School (Unlawful or unexcused)	Detention assigned on 4th tardy	Detention.	Moves to Level II
Fifth Violation or more of any combination of Level I Offenses	Moves to Level II for Chronic Level I Behavior	Moves to Level II for Chronic Level I Behavior	Moves to Level II for Chronic Level I Behavior

## Smethport Area Junior/Senior High School

### Examples of Offenses – Level II

Level II infractions tend to disrupt the learning climate as a result of their seriousness. Also included as Level II incidents are misbehaviors which represent a direct threat to the health and safety of others.

**These behaviors require intervention by administrative personnel. The administration reserves discretion in all instances.**

Examples of Offenses	First Offense	Second Offense	Third Offense
Chronic Level I Behavior	Detention (s)or/ Temporary or Full Suspension based on previous offense. Parental conference required. Possible SAP Referral.	Temporary or Full Suspension based on previous offense. If temporary, 2 day's suspension.	Temporary or Full Suspension based on previous offense. If temporary, 3 day's suspension. Meeting with Superintendent
Major Classroom Disturbance	Detention.	Minimum One half-day ISS	Temporary or Full Suspension
Failure to Serve Detention	Detention & Parental Notification	Minimum One half-day ISS	Temporary Suspension
Forgery, Falsifying Records, Filing False Report,	Temporary Suspension & Parental Notification	Full Suspension & Refer to Superintendent	Full Suspension & Meeting with Superintendent
Major Insubordination	Temporary Suspension & Parental Contact	Full Suspension & Refer to Superintendent	Full Suspension & Meeting with Superintendent
Leaving School Without Permission/ Skipping Class	Detention or Temporary Suspension & Parental Notification	Full Suspension & Refer to Superintendent	Full Suspension & Meeting with Superintendent
Misuse of Technology (Internet/Intranet, Computer, Telephones, Public Address System, Sound System)	Temporary Suspension & Restriction of Internet Use Privilege for 30 Days	Full Suspension & Internet Restriction for Remainder of the Year	Full Suspension Meeting with Superintendent
Obscenities Directed toward Staff	Temporary Suspension & Parental Notification	Full Suspension & Refer to Superintendent	Full Suspension Meeting with Superintendent
Academic Dishonesty, Plagiarism, Cheating	Detention & Parental Notification – Zero on Assignment	Temporary Suspension.Zero on Assignment	Full Suspension Meeting with Superintendent – Zero on Assignment
Vaping/Nicotine/ Tobacco Violations	Temporary Suspension - Parental Notification – Completion of Nicotine/Tobacco Clinic – Charges Filed. SAP Referral.	Full Suspension - Refer to Superintendent – Charges Filed	Full Suspension – Meeting with Superintendent– Charges Filed
Vehicular Violations	Detention or Temporary Suspension & Parental Notification	Full Suspension & 9 Weeks Loss of Driving Privileges - Refer to Superintendent	Loss of Driving Privileges Remainder of Year Police Notification Possible
Behavior that Threatens Other Students	Temporary Suspension & Parental Notification	Full Suspension & Refer to Superintendent	Full Suspension Meeting with Superintendent

## Smethport Area Junior/Senior High School

### Examples of Offenses – Level III

Acts directed against persons or property which may result in seriously endangering the health or safety of others in school. Restitution of property and damages will be required when appropriate. Parental contact will be made for all offenses.

**Level III acts will be handled by the building administration. These acts may be criminal and referred to police for appropriate legal action. The administration reserves discretion in all instances.**

Examples of Offenses	First Offense	Second Offense	Third Offense
Chronic Level I, II Behavior	Temporary Suspension for 3 Days – Early Dismissal , Legal Action as Appropriate	Full Suspension, Early Dismissal, Refer to Superintendent, Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committee. Legal Action as Appropriate
Fighting or Physical Contact with the intent to do bodily harm	Minimum Temporary Suspension – 3 Days – Legal Action as Appropriate	Full Suspension, Refer to Superintendent, Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committee. Legal Action as Appropriate
Harassment – May include Sexual, Racial or Ethnic	Minimum Temporary Suspension Up to 3 Days – Legal Action as Appropriate	Full Suspension, Refer to Superintendent, Possible Police Referral, Mental Health Referral as Appropriate	Full Suspension, Meeting with School Board Committee, Police Referral
Indecent Exposure	Minimum Temporary Suspension – 3 Days – Early Dismissal. Police Notification.	Full Suspension, Early Dismissal, Refer to Superintendent. Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committee. Legal Action as Appropriate
Possession of Dangerous Object such as Lighters, Matches, Fire Crackers, etc.	Minimum Temporary Suspension, Legal Action as Appropriate	Full Suspension, Early Dismissal. Refer to Superintendent. Legal Action as Appropriate.	Full Suspension, Early Dismissal, Meeting with School Board Committee. Legal Action as Appropriate
Theft or Possession of Stolen Property	Minimum Temporary Suspension, Restitution, Legal Action as Appropriate	Full Suspension, Restitution, Refer to Superintendent, Police Referral	Full Suspension, Meeting with School Board Committee, Police Referral
Vandalism	Minimum Temporary Suspension – 3 Days, Early Dismissal, Restitution to School District, Police Referral	Full Suspension, Early Dismissal, Restitution to the School District, Referral to Superintendent, Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committees. Legal Action as Appropriate
Major Misuse of Technology such as Distributing or Taking Inappropriate Pictures, Posting Inappropriate Material on social media	Minimum Temporary Suspension, Legal Action as Appropriate	Full Suspension, Refer to Superintendent, Police Referral	Full Suspension, Meeting with School Board Committee, Police Referral



## Smethport Area Junior/Senior High School

### Examples of Offenses – Level IV

Illegal behaviors which pose a threat to the health, welfare, or safety of the student or others. A full suspension will be issued in each case. A mandatory informal hearing will be held with the student and parents within three school days of the offense. Students will be referred to the SAP team and appropriate agencies such as McKean County Probation, Children & Youth, and Drug & Alcohol. The police will be notified and appropriate charges pressed. The administration reserves discretion in all instances.

Examples of Offenses	Every Offense
Chronic Level I, II, & III Behaviors	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Any Threat or Acts of Violence Directed Towards Staff	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Arson	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Assault / Battery	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Bomb Threat	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Extortion	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
False Fire Alarms, Tampering with Fire or Safety Equipment or School Security System	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Furnishing or Selling Any Unauthorized Substance (Alcohol – Drug – Controlled Substance)	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Possession or Use of Any Unauthorized Substance (Alcohol – Drug – Controlled Substance)	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Possession, Use, or Transfer of Explosive or Incendiary Devices	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Possession, Use, or Transfer of Dangerous Weapon	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Refusal to Comply with a Reasonable Search	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Theft, Possession or Sale of Stolen Property	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Trespassing on School Property	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion

## BUS TRANSPORTATION & DISCIPLINE

1. Buses arriving in the morning will unload at the main gymnasium entrance. The buses will reload at designated areas beginning at 3:10 PM. Students riding on buses are under the jurisdiction of school authorities, who are responsible for their conduct from the time they board a bus in the morning until the time they are delivered home after school. The bus driver is in charge at all times and is authorized to assign seats. Boisterousness endangers everyone's safety and will not be tolerated. Your driver has a great responsibility for your safe transportation. When your bus arrives after classes have begun, report in the office so that your name may be taken off the absentee list.
2. If a student(s) is/are causing a general disturbance on a bus, it is the bus driver's responsibility to contact the building administration. Parents will be informed that further problems could result in the student losing his/her bus privileges.

The following procedure will be used:

- a. 1st Offense - The bus drivers must present the Conduct Report to the bus contractor. The bus contractor will refer the Bus Conduct Report to the elementary or high school principal. Typically, a warning will be issued and a letter from the respective principal will be sent to the parent after the first offense. (If the incident warrants, the student may lose the privilege to ride the bus for one (1) day, three (3) days, seven (7) days, or for the remainder of the year. Action taken depends upon seriousness of the offense. Discipline code consequences may also be imposed.
- b. 2nd Offense - Same procedure as above. (Action taken depends upon seriousness of the offense.) A letter will follow the second offense or any bus offense thereafter.
- c. 3rd Offense and others - Automatic suspension of bus privileges. It could be for the remainder of the year.
- d. 4th Offense - Automatic suspension of bus privileges. This suspension could be for the remainder of the year. Referral will be made to the Superintendent.

## SUBSTANCE ABUSE.....

The Smethport Area School District recognizes that substance abuse (policy #227) presents a major problem in our society. This policy and its associated guidelines are an effort by the district to respond effectively to the potential and current use and abuse of drugs by members of its student population.

### STATEMENT OF INTENT

The Smethport Area School District finds any student drug involvement unacceptable. The District will seek to establish an effective prevention/intervention program through the coordinated efforts of the administration, faculty, staff, Student Assistance Program, parents and appropriate referral agencies. As an extension of this policy, the following guidelines shall be used by all Faculty, when responding to drug-related situations.

They are intended to provide a consistent means for effectively responding to drug-related situations that may occur at school or at school sponsored events. They have been written with

due consideration for the legal rights and responsibilities of administrators, faculty, students and parents who may find themselves involved in such situations. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse and use.

### Definition of Terms

Drugs include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical abuse substance, or medication for which prescription is required under the law and/or any substance which is intended to alter mood. For purposes of this policy, controlled substances shall include all: 1. Controlled substances prohibited by federal and state law. 2. Look-alike drugs. 3. Alcoholic beverages. 4. Anabolic steroids. 5. Drug paraphernalia. 6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products. 7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law. 8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy. For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student. For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Student Support Program is a multi-disciplinary team composed of school personnel. This team has been trained to understand and deal with the issues of adolescent chemical use, abuse and dependency and will play a primary role in the identification and referral process of students coming to their attention.

Cooperative Behavior is the willingness of a student to work with school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Support Program and/or the administration.

Uncooperative Behavior is the resistance or refusal, either verbal, physical or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight are examples of uncooperative student behavior.

Uncooperative behavior shall also include the refusal to comply with recommendations of the Student Support Program.

Drug Paraphernalia is any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

### Policy Categories

1. The use of a drug by a student is suspected, but no evidence of violation of law or school regulation has been found.

This situation may involve:

- a. The student who is suspected of using drugs but does not show extreme behavior changes and no evidence is available.

- b. The student who contacts a teacher in regard to the drug use of a friend or another student.
- c. The student who volunteers information about personal drug use.

IMMEDIATE ACTION - The school personnel may talk with the individual and will refer him/her to the Student Support Program.

INVESTIGATION - The investigation will consist of discussion with the student and/or referral to the Student Support Program

NOTIFICATION OF PARENTS - Parents will not be notified unless the immediate safety of the individual is in danger. Parents will be notified of behavior and performance indicators if warranted.

CONFIDENTIALITY - The information will be limited to only those involved.

DISPOSITION OF SUBSTANCE - N/A

DISCIPLINE / REHABILITATION - To be determined by Student Support Program.

NOTIFICATION OF POLICE - N/A

- 2. A student demonstrates symptoms associated with drug use (staggering, slurred speech, dazed appearance, incoherence, inability to respond). This situation shall be handled as a health problem and potential emergency.

IMMEDIATE ACTION - Seek immediate medical attention by notifying the administration and school nurse who will take whatever steps are necessary depending on the severity of the situation.

INVESTIGATION - The Investigation will involve determining the substance taken, if possible, and the source. The principal will investigate possibly searching the student's locker, car, and possessions. The student will be referred to the Student Support Program.

NOTIFICATION OF PARENTS -The parent will be immediately notified of the incident and of the action taken and will be requested to transport the student for medical evaluation or meet the student at the hospital, if the situation warrants.

CONFIDENTIALITY - The information will be limited to those directly involved in the situation.

DISPOSITION OF SUBSTANCE - If the substance is discovered at the time of an emergency, further action will be taken depending on the appropriate category.

DISCIPLINE / REHABILITATION - Disciplinary action will coincide with appropriate situation/category. The student will be referred to the Student Support Program.

NOTIFICATION OF POLICE - Police will not be notified unless a safety emergency exists or the student is found in possession.

- 3. A Student possesses drug related paraphernalia.

IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office. The paraphernalia will be confiscated and the staff member will write an anecdotal report of the incident.

INVESTIGATION - The principal may search the student, his/her desk, locker, and other possessions.

NOTIFICATION OF PARENTS - The parent will be notified and the situation described.

CONFIDENTIALITY - Information will be limited to the parties involved and the parents.

DISPOSITION OF SUBSTANCE - The paraphernalia will be confiscated and sent for analysis if warranted.

DISCIPLINE / REHABILITATION - The student will be referred to the Student Support Program. The student will also be assigned to after-school detention. If there is evidence of a further violation, see the appropriate category.

NOTIFICATION OF POLICE - The police will be notified at the discretion of the principal.

- 4. A student is found in possession of, using, or under the influence of a drug or drugs. This is a first offense and the student is cooperative.

IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office. The staff member will write an anecdotal report of the incident.

INVESTIGATION - The principal, or designee, will ask that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, car, desk, and other possessions may be searched.

NOTIFICATION OF PARENTS - The parent will be contacted, the situation described, the parent requested to provide transportation for student, and an immediate conference arranged.

CONFIDENTIALITY - Information will be limited to the initial parties involved, the superintendent, the parents, and the police.

DISPOSITION OF SUBSTANCE - The substance will be sealed, marked, and turned over to the Pennsylvania State Police with a request for analysis.

DISCIPLINE REHABILITATION - The student will be immediately suspended for a maximum of three (3) school days. Following an informal hearing, the student may be assigned suspension for a maximum seven (7) school days. The student will be referred to the Student Support Program. Within ten (10) days the student will be required to have an assessment by an agency approved by the Student Support Program and comply with the recommendations made by that agency.

NOTIFICATION OF POLICE - The police will be notified.

- 5. A student is found in possession of, using, or under the influence of a drug or drugs. This is a first offense but the student is uncooperative.

IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office. The staff member will write an anecdotal report of the incident.

INVESTIGATION - The principal, or designee, will ask that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, car, desk, and other possessions may be searched.

NOTIFICATION OF PARENTS - The parent will be contacted, the situation described and the parent requested to come to the school immediately. The parent will be asked to provide transportation and a conference arranged.

CONFIDENTIALITY - Information will be limited to the initial parties involved, the superintendent, the parents and police.

DISPOSITION OF SUBSTANCE - The substance will be sealed, marked and turned over to the Pennsylvania State Police with a request for analysis.

DISCIPLINE / REHABILITATION - The student will be immediately suspended for three (3) school days. Following an informal hearing the student may be suspended for a maximum of seven (7) additional days and/or assigned to the I.S.S. for a maximum of ten (10) school days. The student will be referred to the Student Support Program. A formal school board hearing to consider expulsion from school will be considered. The administration will request that conditions for the return to school following a possible expulsion include an assessment by a drug/alcohol agency approved by the Student Support Program and compliance with recommendations of that agency.

6. A student is found to be in possession, using or under the influence of a drug or drugs when attending any school-sponsored function.

IMMEDIATE ACTION - The chaperone will contact the group advisor, administrator or staff chaperone. The staff person will confiscate the drug if available and try to isolate the student. The names of any witnesses should be noted as well as a description of the student's actions. An anecdotal report of the incident will be written and submitted to the principal.

INVESTIGATION - The principal or designee will ask that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, car, and other possessions may be searched.

NOTIFICATION OF PARENTS - The parent will be contacted, the situation described and the parent requested to provide transportation for the student.

CONFIDENTIALITY - Information will be limited to the initial parties involved superintendent and parents.

DISPOSITION OF SUBSTANCE - The substance will be sealed, marked and turned over to the Pennsylvania State Police with a request for analysis.

DISCIPLINE / REHABILITATION - The student will be referred to the Student Support Program. Further discipline as provided by the appropriate situational category will be administered following the principal's investigation.

NOTIFICATION OF POLICE - Police will be notified if evidence warrants.

7. A student is involved in a repeated offense of category 4, 5, or 6.

IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office.

INVESTIGATION - The principal, or designee, will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy.

NOTIFICATION OF PARENTS - A parent will be contacted immediately and the situation described.

CONFIDENTIALITY - Information will be limited to the initial parties involved, superintendent and parents.

DISPOSITION OF SUBSTANCE - The substance will be sealed, marked, and turned over to the Pennsylvania State Police with a request for an analysis and possible use in further proceedings.

DISCIPLINE / REHABILITATION - The student will be immediately suspended for three (3) school days. If charges are validated during an informal hearing, the student will be suspended for an additional seven (7) days. The principal will report the results of the informal hearing to the superintendent and a formal hearing to consider expulsion will be recommended. The administration will request that conditions for the return to school following a possible expulsion include an assessment by a drug and alcohol agency approved by the Student Support Program and compliance with the recommendations of the agency.

NOTIFICATION OF POLICE - Police will be contacted.

8. A student is distributing a drug, or drugs or drug paraphernalia.

IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office. An anecdotal report describing the incident will be written. The police will be notified.

INVESTIGATION - The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy.

NOTIFICATION OF PARENTS - The parent will be contacted immediately, the situation described and the parent informed that the police have been called.

CONFIDENTIALITY - Information will be limited to the initial parties involved, superintendent, parents and police.

DISPOSITION OF SUBSTANCE - The substance will be sealed, marked, and turned over to the police as evidence. An analysis will be requested and possibly used in further proceedings.

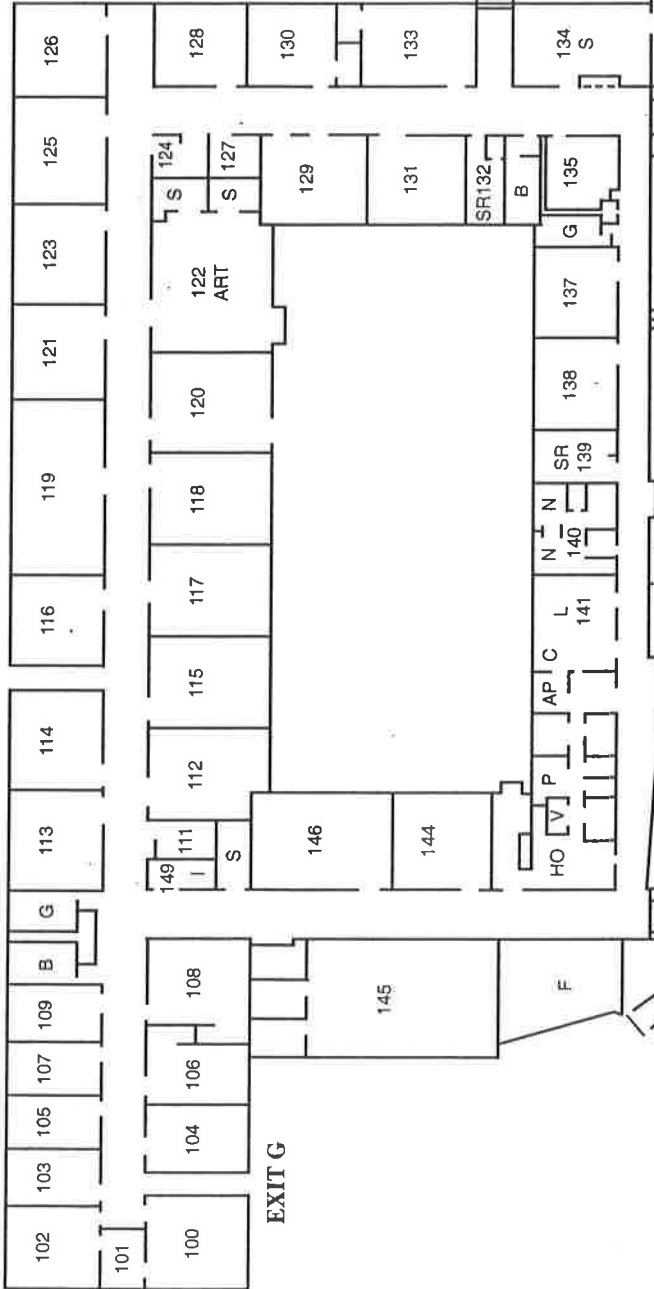
DISCIPLINE / REHABILITATION - The student will immediately be suspended for three (3) school days. If charges are validated during an informal hearing, the student will be suspended for seven (7) school days. The principal will report the results of the informal hearing to the superintendent and a formal hearing will be considered. The administration will request that conditions for the return to school following the alcohol agency approved by the Student Support Program and compliance with the recommendations of the agency.

NOTIFICATION OF POLICE - The police will be notified and involved in this situation.

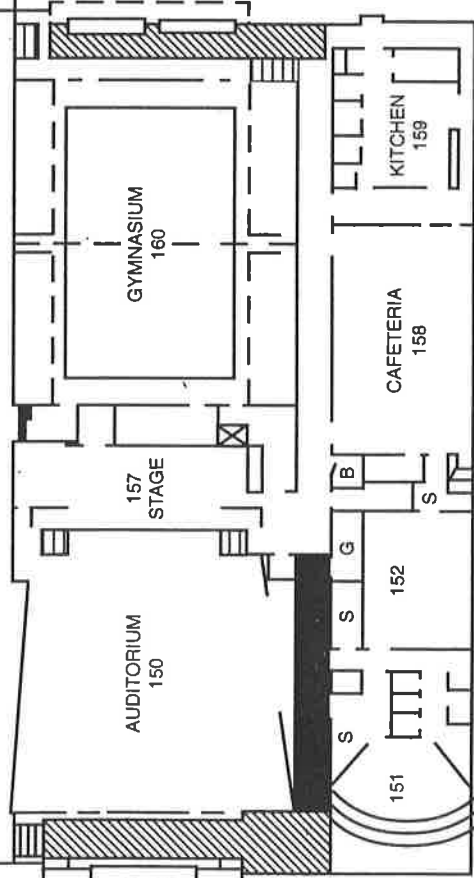




**EXIT F**



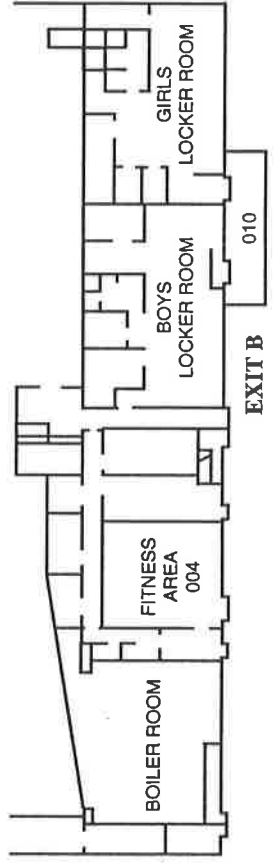
**EXIT A**



**EXIT C**

- B Boys' Lavatory
- G Girls' Lavatory
- S Storage
- P Principal
- AP Assistant Principal
- HO High School Office
- C Guidance Counselors
- L Guidance Library
- I In-School Suspension
- N Nurse
- SR Seminar Room
- F Faculty Room

**EXIT D**



**EXIT B**

