

2018-19

Handbook for Elementary

Students and Families

South Williamsport Area School District



Central Elementary (K-4)
555 West Mountain Avenue
South Williamsport, PA 17702
570-323-3694
Fax 570-320-4492

Rommelt Elementary School (5-6)
515 West Central Avenue
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570-320-4470
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Principal

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GENERAL INFORMATION

K-6 TIME SCHEDULES

School attendance is very important. Educational programming is based on 180 days. If possible, please make all doctor or dental appointments after school hours. Students should report directly to the office if entering the building after 8:35 AM

Students not eating breakfast enter building: 8:15 AM
Tardy Bell: 8:35 AM
Dismissal: 3:00 PM (Central) 3:05 PM Rommelt)

BREAKFAST IN THE CLASSROOM

In order to better reach more students with a nutritious meal to start the day, breakfast is served in the classroom each morning at 8:15 AM. School breakfast provides students with whole grains, fresh fruit, 100% fruit juice, and cold low fat milk. If you would like to restrict your child from taking part in the Breakfast in the Classroom Program: Contact Tara Stryker, Food Service Director, at 570-323-3694 x4495 or tstryker@swasd.org.

If there is a delay, breakfast will still be served at the delayed start time.

PARENT REQUEST FOR DISMISSAL

On the occasion when a child needs to be picked up at school prior to dismissal, the following precautionary procedures will be followed to ensure that child is released only to the parent or designated adult.

1. Parents or a designated adults need to report to the main office to sign out the child.
2. All children will be dismissed from the main office only.
3. The office staff will call students to the main office and verify release.
4. A written release/excuse is required prior to dismissal.

Prior written permission or phone contact must be provided to the office staff if anyone other than the legal guardian is to pick up the child. ***The building principal or school counselor should be aware of any custody concerns or any changes in a student's family situation. All custody issues must be addressed legally in a court of law and a copy of any custody restrictions must be provided to the school. For the safety of the child, the district will follow the most current custody agreement on file.***

PARENT-TEACHER ORGANIZATION

The purpose of this organization is to encourage a closer relationship between the school and the home. Did you know that the PTO purchases a t-shirt for every student for the PBIS program? This is just one of the many ways they reach out to help all students every day. There are lots of opportunities big and small that you can help with too! To find out more, contact the school office for details.

VISITORS

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

LOST AND FOUND

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

SHARED SNACKS / CLASSROOM PARTIES

Classroom Parties, Celebrations, and Shared Snacks: Wellness Policy #246

In order to promote healthy eating habits, minimize disruptions to the learning environment, and for the health and safety of all student, use the following guidelines for planning classroom parties, celebrations, and/or when supplying a shared snack for students.

1. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
2. Parents / guardians shall be informed through newsletters and other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties / activities.
3. Shared treats / snacks (i.e. birthdays) are permitted for Elementary grades K-6 but must comply with (4.) below. Such treats / snacks will not be distributed until at least 30 minutes after the end of that grade level's lunch period.
4. **For the safety of students**, all foods (snacks, treats, etc.) and beverages **for** parties / celebrations shall be store bought and arrive to school in the original packaging with a complete ingredient list.

EMERGENCY DRILLS

FIRE DRILL

A fire alarm evacuation plan is posted in each room. Fire drill procedures and evacuation routes are reviewed with students throughout the school year. Fire drills are completed each month during the school year.

EMERGENCY WEATHER DRILL

Emergency weather drills are held at least once annually. During the drill students will report immediately to their designated areas inside the building. Students should remain calm and listen closely for instructions. Procedures for emergency weather drills will be reviewed by each teacher in their respective classrooms.

EMERGENCY PLANNING AND DRILLS

The school district uses the ALICE protocol for responding to emergency and/or life-threatening situations. ALICE is a national program designed for schools that places decision making in the hands of classroom teachers. ALICE stands for ALERT, LOCKDOWN, INFORM, COUNTER, EVACUATE. These are options, not requirements. With the support of local police, staff and students are trained in age appropriate ways on how to use each option in an emergency. For more detailed information, visit the school web site at: <http://www.swasd.org/employee-resources/alice-resources/>

NUTRITION INC.

The District and Nutrition Inc. seek to provide nutritious meals and plenty of options for students because no child can learn if they are hungry. Parents have several options to add money to their student's account. The most convenient method is through SchoolCafe; a web-based service for adding money, applying for Free / Reduced certification, and monitoring charges. By creating an account with SchoolCafe, parents can set their own threshold for notification too. For more information visit the schools web site at: <http://www.swasd.org/our-district/food-service/info/>

CURRICULUM AND EVALUATION INFORMATION

ACADEMIC REPORTING SYSTEM

D	DISTINGUISHED	ABOVE GRADE LEVEL EXPECTATIONS
P	PROFICIENT	MEETS GRADE LEVEL EXPECTATIONS
N	NEEDS IMPROVEMENT	APPROACHING GRADE LEVEL EXPECTATIONS

SPECIALS

P	PASS	STUDENTS IN 5 TH AND 6 TH GRADE WILL BE GRADED USING THE PASS/FAIL FORMAT IN SPECIALS SUCH AS ART, INFORMATION TECHNOLOGY, MUSIC, PHYSICAL EDUCATION.
F	FAIL	

MID-TERM MARKING REPORTS

Students in 5th and 6th Grade will receive a mid-marking report on or about the 30th day of the marking period. Parents are requested to return the report with their signature indicating that they have received this information.

TRIMESTER REPORT CARD DISTRIBUTION DATES

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

ROMMELT HONOR ROLL

Rommelt Elementary School will recognize students who achieve high academic's honors in their classes. To achieve honor roll, the following criteria must be met.

- Have an average of 90% or above in each subject
- No failing grades in specials

Students will be recognized at the end of each trimester for achieving honor roll status.

PARENT-TEACHER CONFERENCES

Conferences are a necessary and welcome part of the educational process. Scheduled conferences are held the Monday and Tuesday before Thanksgiving break. Conferences may be scheduled earlier if

needed. We encourage all parents to attend these conferences, for the benefit of the student, teacher, and family. A positive and productive school-family connection is an essential part of every student's success. We are eager to work with you and your child to build this relationship.

HOMEWORK REQUESTS

Parents requesting homework for students who are absent from school should contact the classroom teacher or main office by 10:00 AM. Homework will be sent to the office where it may be picked up at the end of the school day or sent home with another designated student at parent request.

POLICY INFORMATION

CENTRAL ELEMENTARY

Central Elementary uses a school-wide Positive Behavior Intervention and Support (PBIS) program for students. The goal of PBIS is to purposefully teach appropriate social skills to students with positive incentives and negative consequences when necessary. The staff and administration are fully committed to every child's success in the program. Children have opportunities to earn rewards and participate in monthly incentive events to celebrate their accomplishments. For struggling students, there are multiple supports built into the program to help. To find out more about the PBIS program and how you can be involved, visit the school web site at: <http://www.swasd.org/schools/central-elementary/positive-behavior-program/>

The program guide, lesson plans, and training videos are at the bottom of the web page.

ROMMELT

DETENTION GUIDELINES

- Students assigned detention by a teacher or the office are required to attend unless excused by the teacher or administration.
- Students must report for detention from 3:05 PM – 3:40 PM.
- Students are not permitted to leave the building before the start of detention at 3:00 PM.
- Students may not talk.
- Students are not allowed to use the lavatory unless absolutely necessary.
- Students may not go to the water fountain unless absolutely necessary.
- Students must sit up and do school work during detention or they will repeat the detention.
- Misbehavior will not be tolerated. Disruptive students will be sent to the office.

STUDENT DISCIPLINE

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

- Violation of duly passed local, state or federal law.
- Disrupting or advocating the disruption of any school day, portion thereof, or the general educational process regardless of degree.
- Harming or threatening harm to an employee, a student or property of the South Williamsport Area School District.
- Illegal possession, use, sale or other distribution of controlled substances.

- Absenting oneself from a school day or any portion thereof, without following stated procedure or policy.
- Leaving school property after having once arrived upon it without following stated procedure or policy.
- Insubordination or disrespect shown toward a teacher, administrator, or other district employee.
- Refusal to cooperate when a reasonable request is made of a student by a professional employee.
- Fighting or assault.
- Smoking.
- Failure to comply with restriction on inflammatory, libelous, or obscene publications or statements.
- An accumulation of less serious offenses that less major punishments have failed to correct.

ABSENCE FROM SCHOOL

It is the responsibility of parents/guardians to notify the school if their child is to be absent. **Please call the school between 7:30 AM and 8:45 AM to report the absence.** The reason for this is the safety of the students.

Regular attendance is important. Students can't learn if they are not in school. We want to see all students succeed. By working together, we can ensure every child finds success with us. This information is provided as a resource to parents to explain the Pennsylvania school attendance law and its intent to encourage home, school, and student cooperation.

The law expressly states that its purpose is to improve school attendance and deter truancy.

Truancy is defined as three (3) or more school days of unexcused absence during the current school year by a child subject to the compulsory school attendance law.

Habitual truancy is defined as six (6) or more school days of unexcused absences during the current school year by a child subject to the compulsory school attendance law.

What happens when my student is truant?

The school will notify parents in writing within ten (10) school days of the child's third unexcused absence that the child has been truant (3 or more unexcused absences).

What happens when my student is "habitually" truant (6 or more unexcused absences)?

The procedure schools must follow when a child is habitually truant depends on whether the child is fifteen (15) years of age or older.

Under fifteen (15) years of age.

The school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

Fifteen (15) years of age and older.

The school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the child to the local CYS agency for possible disposition as a dependent child.

For more information, visit the school web site at: <http://www.swasd.org/our-district/attendance-students/>

Excused absence refers to any one of a number of legal reasons: sickness, impassable roads, quarantine, death in the immediate family, inclement weather, major religious holidays, and approved educational trips.

EXCUSED ABSENCES DURING SCHOOL HOURS

1. **Illness:** If a student becomes ill during school, the student should ask to go to the nurse's office. If your child is ill, **only** authorized personnel designated by parent/guardian on the emergency information provided by the parent/guardian will be called when parents cannot be contacted directly. No elementary student who is ill will be permitted to walk home. An adult must stop at the office to sign the child out. Emergency information is kept on file for every student in the building. It is the parent/guardian's responsibility to provide updated information to school personnel as necessary.
2. **Appointments:** A student may be excused from school for medical, dental, or legal appointments only if the student presents a note written by the parent stating who will be coming for the student, and whether the student will return to class. If the student is absent for more than one-half of the morning or afternoon session, a half-day absence will be recorded. If the student is absent for less than half a morning or afternoon session, no absence will be marked. If a **student leaves for an appointment before 2:15 PM and does not return to school, one half-day is marked absent.** Parent Link will call home when a child is absent. **This does not replace the need for a written excuse** when the child comes back to school. Parents must come to the office when picking up a child for appointments, illness, etc.

TARDINESS

The tardy bell rings at 8:35 a.m. If a student arrives to school after 8:35 a.m. but before 9:15 a.m., the student is tardy. Students who report tardy to school must stop at the office and provide a note of explanation before going to the classroom. **After 9:15 a.m., the student is absent one-half day.**

Also, please keep in mind that tardy minutes can be added up. If an excessive amount of tardies occur, it could result in the child being charged with an illegal absence.

Rommelt Students may accumulate 2 tardies without consequence. Students who accumulate additional unlawful tardies may be assigned to detention.

WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, parents and legal guardians must fill out the district withdrawal form obtained in the school office. The last day the student attends our school, all books must be returned and all outstanding debts paid. Upon registering the student at the new school, that school will then contact us, and the student's records will be forwarded.

TRANSPORTATION RULES

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

Pupil Policy on Buses (Rules and Regulations)

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

Consequences for Infractions of Rules While Riding on School Buses

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

Bus Evacuation Procedures

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

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

Video/Audio Recording

School Board Policy 810.2

For the safety of students and adults, school district busses are equipped with video and audio recording capabilities. Signs are clearly displayed in each bus. For complete details on the purpose and use of video, please review school district policy 810.2 at: <http://www.swasd.org/our-district/district-policies-2/>

BULLYING/CYBERBULLYING

School Board Policy 249.

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

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 that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of 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 have been bullied to promptly report such incidents to the building principal, school counselor, or other professional employee.

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

DRESS CODE

Students have the responsibility to keep themselves, their hair and their clothing clean. For the safety and welfare of students, teachers in specific areas i.e. labs and physical education classes may require particular modes of dress. Also, teachers or administrators may require or exclude a more specific type of dress for special events such as field trips, concerts, graduation, etc.

1. Sleeveless tops may be worn, but arm holes must be hemmed. Tops that do not meet the above "criteria" may be worn with a covering shirt or sweater or sleeved shirt worn underneath.
2. Low cut tops, halters, tank tops, and tube tops are not permitted.
3. Transparent, revealing or immodest clothing that attracts undue attention (e.g. very short skirts and shorts, sheer blouses, etc.) may not be worn. Midriffs and underwear must be covered. Belt loops on pants must be waist high. Sagging pants are unacceptable.
4. Hats, sunglasses, bandanas, or head coverings of any type are not permitted. (Hats will be permitted on administratively sanctioned "Activity Days.")
5. Shoes must be worn at all times. Sneakers must be worn on Physical Education days.
6. Clothing or shoes that present a safety hazard, interfere with the educational process or have the potential to cause a disruption will not be allowed. **Please note: Due to the safety hazard presented by holding recess on paved areas, Central students must have heel straps on flip flops and sandals.**
7. Coats, gloves, and jackets must be kept in designated areas throughout the day. Exceptions to this rule may be made by the administration.
8. Clothing displaying slogans/pictures which suggest the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, lewd or illegal behavior or is derogatory to any person/group for reasons of race, religion, disability, age, gender, or ethnicity or sexual orientation is in violation of civil rights laws prohibiting harassment or discrimination.

9. Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearer or others (chains, spiked wrist bands, studded bracelets or belts, etc.) may not be worn.
10. Shorts may be worn at any time with the following criteria:
 - a. Shorts must be hemmed.
 - b. Shorts length must be below arm's length when standing or no more than three (3) inches above the knee.
 - c. No bike shorts, cut-off shorts or ripped shorts are allowed.

**Students dressed inappropriately will be asked to change into acceptable clothing.
Flagrant or repeated incidences will result in disciplinary action.**

ELECTRONIC DEVICES

NEW for 2018-2019

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

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

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

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

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

Building level administrators, in consultation with the Superintendent and/or designee and in compliance with this policy, other school district policies, regulations, rules, and procedures, are authorized to determine the extent of the use of any electronic communication devices (District-owned or personal) within their schools, on the school's property, and/or while students are attending that school's sponsored activities during regular school hours. For example, use of electronic communication devices (District-owned or personal) at the elementary grade level may be different

than that at the middle school and/or high school grade levels.

Unless a teacher and/or principal approves use for educational purposes, electronic communication devices (District-owned or personal), must be turned off upon entering any instructional area and remain off until the student leaves the instructional area. Instructional areas include, but are not limited to, classrooms, gymnasiums, practice fields, field trip locations, auditoriums, conference rooms, band rooms, and chorus rooms. All uses of electronic communication devices must be done in accordance with written policies issued by the teacher or principal that are in accordance with the administrative guidelines and policies.

The school district will not be liable for the theft, loss, damage, misuse, or unauthorized use of any personal electronic communication device brought to school by a student. Students are personally and solely responsible for the security of personal electronic communication devices brought to school, school events, or school district property. The school district will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so.

If personal electronic communication devices are loaned to or borrowed and/or misused by non-owners, the owners of the personal electronic communication devices could be responsible with the non-owner for the misuse and/or violation of school district policy, regulations, rules, or procedures.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Exceptions

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

- Health, safety or emergency reasons.
- An individualized education program (IEP).[7]
- Classroom or instructional-related activities.
- Other reasons determined appropriate by the building principal.

Where and When Devices May Be Used:

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

- For educational or instructional purposes.
- High School Students: Before and after school, in the cafeteria at lunchtime, study hall, and on the school district's bus if authorized by the bus driver.
- Elementary Students: Before and after school, and on the school district's bus if authorized by the

driver.

When the educational, safety, emergency, medical, or security use of the electronic communication devices, (District-owned or personal), by the student is approved by the building level administrator or designee or the student's IEP team. In such cases, the student's use must be supervised by a school district professional.

Where and When Devices May NOT Be Used:

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

The Board strictly prohibits possession by students on school grounds, at school district-sponsored activities, and on buses or other vehicles provided by the school district, of any non-school district-owned laser pointers, or laser pointer attachments, and any electronic communication devices, including personal electronic communication devices, that are hazardous or harmful to students, employees, and the school district. These include, but are not limited to, devices that control/interfere with the operation of the buildings' systems, facilities and infrastructure, or digital network. No exception or permission may be authorized by the principal or designee, or anyone, for students to possess or use such devices.

During tests, examinations, and/or assessments, unless the teacher authorizes such use. When electronic communication devices, including personal electronic communication devices, are not permitted to be used during tests, examinations, and/or assessments, they must be stored in closed items such as pocketbooks and book bags, and may not be visible or turned on. For example, they may not be placed on the desktop, table or on an individual's lap.

To cheat, engage in unethical conduct, and threaten academic integrity.

To access and/or view Internet web sites that are blocked by the school district. Examples include, but are not limited to, social media sites, and inappropriate matter as defined in the school district's acceptable use policy and social media policy.

To take action that invades the privacy rights of any student or employee, violates the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence. Actions Include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.

In locker rooms, bathrooms, dressing rooms, and any other changing areas.

To create, send, share, view, or disseminate sexually explicit, obscene, pornographic, child pornographic, lewd images or video content; such acts may be a crime under state and/or federal law.

To disrupt the educational and learning environment.

Electronic communication devices, (District-owned or personal) that violate this policy, other relevant school district policies, regulations, rules, and procedures may be confiscated.

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

Students have no expectation of privacy when using the school district-owned electronic communication devices and when using the school district's Wi-Fi or other service(s).

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

If an electronic communication device, (District-owned or personal), is suspected of being stolen, it may be turned over to law enforcement.

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

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

ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION POLICY

The South Williamsport Area School District has established the following policy regarding the administration of medications. All efforts should be made to administer medication at home; however, when medication must be administered during school hours the following guidelines must be followed:

ADMINISTRATION OF PRESCRIPTION MEDICATION

A. Submit a private physician's written request for administration of medication to the school nurse.

This request must include:

1. Name of student
2. Identification of medication
3. Purpose of medication
4. Dosage of medication

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

ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

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

Again, the following guidelines must be followed:

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

If you have any questions concerning administration of medication during school hours, please call the Central or Rommelt school nurse.

STUDENT WEAPONS POLICY

#218.1 Student Discipline – Weapons School Board Policy; Revised December 5, 2011

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

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

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

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

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

In the case of a student with disabilities, the district shall take all steps required to comply with the Individuals with Disabilities Education Act and Board policy.

BLANKET PERMISSION

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

To avoid the redundancy of sending permission slips home for each time students go to other district facilities or on walks, we request your permission for the entire year. By signing that you have read the student handbook you also are approving this blanket permission for the current school year.

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

EDUCATIONAL TRIPS AND TOURS

Upon application to the administration on forms provided by the school district, or downloaded from the website, pupils may be excused from school attendance to participate in educational trips or tours at the expense of the parents. Students are permitted five (5) educational trip days per year. Days over five, will be counted as unexcused absences and subject to normal school attendance policies. The student educational trip form is available at: <http://www.swasd.org/our-district/school-forms/>

**HOMEWORK REQUESTS MUST BE MADE IN ADVANCE PRIOR TO THE TRIP.
HOMEWORK WILL NOT BE ISSUED TO THE STUDENT EARLIER THAN 2 DAYS PRIOR TO THE TRIP.**

Internet, Computers, and Network Resources in the South Williamsport Area School District

#815- Acceptable Use of Internet, Computers and Network Resources

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

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

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or

network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[4][5][6]

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

Delegation of Responsibility

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

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred. The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately

to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Product advertisement or political lobbying.
4. Bullying/Cyberbullying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Accessing the Internet, district computers or other network resources without authorization.
18. Disabling or bypassing the Internet blocking/filtering software without authorization.
19. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

District Web Site

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies. Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that South Williamsport Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, South Williamsport Area School District may disclose appropriately designated "directory information" without written

consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the South Williamsport Area School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also

may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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