



Hughesville Junior-Senior High School
Student/Parent Handbook

2024-25

Revised 08/14/24

East Lycoming School District

Core Values

We believe...

Wellness & Community: **Wellness** before academics and **Community** before consequences.

Learning: Every students' **Learning** is my responsibility.

Effectiveness: **Effectiveness** is determined by my character, relationships and competence.

Communication Positive transparent **Communication** builds trust and determines the outcome.

Passion: **Passion** drives learning; find yours and share it.

Spartan STRONG

Spartan STRONG is our school wide PBIS program. Character education is the process of helping students develop and practice core ethical values that our diverse society shares and holds important. We show integrity. We are responsible. We empower. We are Spartan Strong!

Hughesville High School Alma Mater

We all love the Hughesville High School

It's the best we agree And to our dear Alma Mater Pledge our loyalty.

Loyal e'er we'll be to Hughesville

Keep her memory bright

For our dear old Alma Mater

And the Green and White

School-Based Mental Health and Emotional Wellness

To support mental health and emotional wellness, students in Grades 7 & 8 will begin participating in Second Step; a weekly program that teaches goal setting, peer relationship skills, bullying prevention, and other topics around emotional wellness and mental health. In addition, students will participate in assessments that help school counselors monitor their unique needs and implement specific programs to support individuals and groups. Funding for these programs is provided through state and federal grants.

The Student Handbook is divided into seven main categories:

- A. General Information
- B. School Related Information
- C. Academic Related Information
- D. Extra-curricular Related Information
- E. Attendance Related Information
- F. Discipline
- G. Policies

Most subjects are arranged in alphabetical order under these eight main categories. This should aid in your convenience when looking for information concerning a subject. If during the school year a question should arise that you feel is not answered in this Student Handbook, you should contact the high school administration.

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GENERAL INFORMATION

BELL SCHEDULES

NORMAL SCHEDULE

Homerooms Open 7:50

Students in Homeroom 8:07

Late to School Bell 8:10

AM Announcements

1 8:10 to 8:59

2 9:02 to 9:46

3 9:49 to 10:33

A Lunch

Lunch 10:36 to 11:06

4B 11:09 to 11:53

5C 11:56 to 12:40

B Lunch

A4 10:36 to 11:20

Lunch 11:23 to 11:53

5C 11:56 to 12:40

C Lunch

A4 10:36 to 11:20

B5 11:23 to 12:07

Lunch 12:10 to 12:40

6 12:43 to 1:27

7 1:30 to 2:14

8 2:16 to 2:56

PM Announcements

Dismissal

TWO-HOUR DELAY SCHEDULE

Homerooms Open 9:50

Students in Homeroom 10:07

Late to School Bell 10:10

AM Announcements

1 10:10 to 10:43

2 10:46 to 11:15

3 11:18 to 11:47

A Lunch

Lunch 11:50 to 12:20

4B 12:23 to 12:52

5C 12:55 to 1:24

B Lunch

A4 11:50 to 12:19

Lunch 12:22 to 12:52

5C 12:55 to 1:24

C Lunch

A4 11:50 to 12:19

B5 12:23 to 12:52

Lunch 12:54 to 1:24

6 1:27 to 1:56

7 1:59 to 2:28

8 2:30 to 2:56

PM Announcements

Dismissal

EAST LYCOMING SCHOOL / 2024-2025 CALENDAR

	<p>July 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>January 2025</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>Jan 1-3: Schools Closed Jan 17: MP2 Jan 20: Professional Day 7 Student 19/99 Teacher 20/106</p>							
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Student Attendance Information

Attendance Policy

When a student has been absent for 3 days without an excuse, the student is considered **truant**. At this point, the district will do two things: 1. notify the parent/guardian (in writing), with whom the child resides, within 10 school days of the unlawful absences and 2. Notify the school district's caseworker of the unlawful absence notification. This notification may include an offer of a Student Attendance Improvement Conference. The purpose of the Student Attendance Improvement Conference is to identify the reason(s) for a student's truancy and to develop the plans necessary to improve the student's future attendance. The plan is known as the Students Attendance Improvement Plan (SAIP). After development, the SAIP will be retained in the students file and copies shall be given to the parent/guardian, the student and to appropriate school personnel. Please see information below for additional information regarding unexcused absences.

Illegal Absences- Important Numbers

* It is important to note that a student is permitted **ONLY 3 unexcused** days throughout the entire school year. All other absences need to be accompanied by an excuse from a parent/guardian or a medical professional. The excuses must be submitted to the school within 3 days of the absence otherwise the absence will be unexcused.

* **Parental excuses may not exceed 10 days.** After 10 days of parental excuses, ALL additional absences will require an excuse from a medical professional.

*Parents will be notified in writing after **3 unexcused absences**

* Parents will be notified in writing after **4 unexcused absences** and be contacted via phone by the school district's caseworker.

*After a student has accumulated their **10th total absence** (excused or unexcused) the parent/guardian will be notified in writing and the student will be required to submit an excuse from a medical professional for all additional absences.

*After the SAIP meeting is complete and additional absences occur, the district may file charges with the district magistrate. The parent and or student are then subject to fines and penalties at the judge's discretion. Please see below for additional information regarding possible court actions.

Habitually Truant

1. Habitually truancy is defined as a student who accumulates 6 or more unexcused absences. When a student is **UNDER 15 YEARS OF AGE** and is habitually truant the following MAY occur:

- A. The student shall be referred to a school or community based attendance improvement program.
- B. The student may be referred to the local children and youth agency.
- C. The district may file a citation with the local district magistrate against the parent/ guardians only.

2. When a student is habitually truant and is **15 YEARS OF AGE AND OLDER** the following MAY occur:

- A. The student shall be referred to a school or community based attendance improvement program.
- B. The district may file a citation with the local district magistrate against the parent/guardian AND THE STUDENT.
- C. The district may also refer a student in this age group to the local children and youth and youth agency if additional absences occur or if a student or parent refuses to participate in the SAIP.

Absences and Excuses

The high school office will provide absentee excuse blanks for all students. These forms will be used whenever you are absent. Students who have been absent from school must present a written excuse signed by a parent or guardian to the high school office on the day of return to school or within three (3) school days after returning to school. The reason for the absence should be clearly stated on the excuse. Any excuse forms not turned in within the 3-day requirement, is automatically an unexcused/unlawful absence. If a student is going to be absent for an extended period of time, a call to the school with this information would be appreciated. Random phone calls will be made to homes for students that are absent.(Refer to Board policy #204 for complete policy)

Part-Day Absences

Students will not be excused to leave during school hours unless:

You present an excuse properly signed by your parent or legal guardian. This excuse must include date, time to be excused and reason, must be presented before Period 1 on the day the student wishes to be excused early. Parents who call the school for an early dismissal during the day will be required to pick their child up in the office. Excuses that conform to the legal reasons stated in the PA School Code, will be honored. The student must sign out at the high school office before leaving and must sign back in upon returning. Early Dismissal forms must have an authorized signature (doctor, lawyer) before the excuse can be determined legal.

***Students involved in extracurricular activities must follow the attendance requirements in the Extra-Curricular Handbook for Students and Parents.

Tardy

Students arriving at school late but arriving before 9:00 AM are tardy. After 9:00 AM, the absence will be a half-day absence.

College Visitations

Students visiting colleges during school time should make every effort to make the arrangement through the guidance office. While visiting the school, a note from the school on their letterhead needs to be returned to the attendance office upon arrival back to our school. If this is not done, the parents will be required to fill out a Family Excursion Form.

Family Excursions

The school district shall consider an extended family excursion or vacation, which requires the absence of children from school, as a lawful absence if the trip meets the criteria set forth in the Family Excursion or Vacation Request Form. Parents should plan extended vacations in advance in order for their child to obtain all homework assignments covered during the absence. The child is responsible for obtaining assignments prior to the absence and turning in all class work missed within three-(3) days of returning to school.

Arrival Procedures

Homerooms are open at 7:50AM. Students arriving prior to 7:50AM must report to the cafeteria. The cafeteria is open for breakfast starting at 7:30AM. If not eating breakfast, it is recommended that students arrive no earlier than 7:45AM. Upon arrival, students need to report to the cafeteria or directly to their homerooms. Students are not permitted to walk the halls. All students arriving after 8:10AM must sign in at the office before attending homeroom or classes and will be considered late.

Student/Academic Related Information**Academic Integrity / Cheating**

Any students found to be in violation of the school's academic integrity policy will: (1) be informed about the seriousness of the violation, (2) parent informed by letter, (3) a copy of the parent letter will be placed in the student's disciplinary file, (4) the student will receive a zero for the assignment, (5) the National Honor Society advisor will be notified if applicable.

Class Make-Up Work

All teachers will ensure that students absent from class will have the opportunity to make up any work that was missed. Any student missing class because he/she cut the class or skipped school will be required to do any make-up work, but not at full credit. When a student is absent for any excused reason, he or she will be given one school day for each excused day absent, up to 4 days, in order to make up assignments.

Class Rank

Class rank will be reported for grade 9 at the end of the year, grade 10 at the end of each semester and grade 11 and 12 at the end of each quarter in accordance with the current procedures for grades 9-12. Numerical grades will be used in determining the averages. The school will attempt to acquire numerical grades for transfer students, but the ultimate responsibility for obtaining these grades will be that of the student, his/her parents or guardian. When letter grades for the transfer student are obtained, the school will use these grades converted to numerical grades. If the transcript bears the key to the letter grades, the school will use the midpoint grade from the transcript. If no key is given, the school will use the midpoint of our scale. Satisfactory, Unsatisfactory, Pass and Fail grades will not be used in class standing computations. In order to be valedictorian or salutatorian of the class, the student must have completed three academic years at Hughesville High School.

Dual Enrollment Courses

Dual enrollment courses are offered through several Colleges and Universities. We will provide the information needed to enroll in a dual enrollment course, but it is up to the parent/student to make sure the college's procedures are followed, courses are transferable to the college of choice, and are responsible for all financial obligations associated with taking the course. Refer to the Program of Studies for further information.

High School Progressions/Graduation Requirements

Grade 8 - To be considered an 8th grader, a student may not fail 2 or more core courses for the year (English, Math, Social Studies, Science).

Grade 9 - To be considered a 9th grader, a student must not fail 2 or more core courses for the year (English, Math, Social Studies, Science) or the same course in 7th and 8th grade.

Grade 10 - To be considered a 10th grader, a student at the end of 9th grade must have earned at least six credits, not be deficient more than 1/2 (one-half) credit in any major subject required for graduation.

Grade 11 - To be considered an 11th grader, a student at the end of 10th grade must have earned at least 12 credits, not be deficient in more than one credit in any major subject required for graduation.

Grade 12 - To be considered a senior, a student by the end of the 11th grade must have earned at least

18 credits, must not be two or more credits deficient in a major subject required for graduation.

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

To be **eligible for graduation**, by the end of the senior year, a student must have successfully completed a minimum of **25 credits** consisting of:

English: 4 credits, at least 1 each year grades 9-12

Mathematics: 4 credits, at least 1 each year grades 9-12

Science: 4 credits, at least 1 each year grades 9-12

Social Studies: 4 credits, at least 1 each year grades 9-12

Health and Physical Education: 1.5 credits (requirement modified for CTE students, must have at least .5 credits)

Elective Courses

Every Senior must schedule at least one of each of the core courses during their senior year

Spartan Academy - Academic Pathway

Students enrolled in the Academic Pathway of Spartan Academy must fulfill the same graduation requirements as a student physically attending HHS.

Spartan Academy - Workforce Preparation Pathway

The online Workforce Preparation Pathway is a streamlined educational program focused on acquiring the essential skills for success in work and life. Students who enroll in this pathway before the first day of the second semester of their junior year, are required to complete at least the minimum state graduation credits requirements as listed below (21 Total Credits). All other applicable state requirements for graduation also apply.

- 4 English
- 3 Science, 3 Math, and 3 Social Studies
- 2 Arts / Humanities
- 1 Physical Education
- 5 Elective Courses / CTE

Honor Roll

Hughesville High School has an Honor Roll, which is reported at the end of each grading period.

Criteria for the Honor Roll is as follows:

- (1) No subject marks lower than 80%.
- (2) An overall average of 90% (un-weighted) in all subjects graded by percent.
- (3) A P(Pass) in all classes using a P(Pass) or F(Fail) grading.

Pennsylvania System of School Assessment (PSSA Tests) / Keystone Exams

The PSSA tests and the new Keystone Exams are designed to provide information about the quality of schools to parents, school districts, and the general public. Students in the Junior- Senior High may participate in the test throughout the year. The results are important to all students because the scores are tied in with graduation requirements.

Report Cards

In all instances, it is the intention of the teacher to have any grade given to be a true reflection of the student's academic effort and not a reflection of her/his behavior, etc. Interpretation of the numerical grades is as follows:

100-95	Excellent
94-85	Above Average
84-75	Average
74-70	Below Average
69-0	Failing

Physical Education / Junior High “Specials” marks are:

P (Pass)

F (Fail)

Report cards will be posted on the Parent/Student Portal every nine (9) weeks, four (4) times a year. The final grade on the report card will reflect the average of the semester grades (2), or the quarterly grades (4), and the final exam averages.

Report cards will be posted on the following dates:

- October 30, 2024
- January 22, 2025
- April 2, 2025
- June 10, 2025

If a parent and/or student would like a paper copy of the report card you are to contact the high school office with your request and a copy will be given to the student.

Schedule Changes

Schedules mailed during the summer should be considered final and binding upon the student. However, in limited situations, students may request a course change or drop within the first week of school. Not all requests will necessarily be granted. Any student requests after the first six days of school, which result in a course being dropped, could be noted on the student’s report card and final transcript as a W (Withdrew). Specific procedures for course changes are outlined within the Program of Studies, grade 9 -12 Booklet. There will be no dropping of courses between the end of the fourth marking period and finals. All course changes, regardless of the time when they take place, are subject to review by the counselor, faculty member, parent and administration. No high school student will be permitted more than seven (8) class periods per day.

Senior End-of-School Term

The East Lycoming School Board has adopted the following policy statements for the 'end-of-the-year' procedures for senior students: Any senior student with an estimated 75% or lower will be sent a progress report by the teacher during the middle of the fourth marking period. Phone calls by teachers will also be made to the parents of these students. Upon completion of the year those senior students who are failing will immediately be notified by a phone call to the parents and by a registered letter sent to the home. The School Board further stipulates that all members of the current graduating class who are enrolled and regularly attending may participate if eligible in Baccalaureate and Commencement services and other events that might be considered a part of the end of the year or graduation activities. Graduation requirements must be attempted in order to participate in the graduation ceremony. (Refer to Board Policy 217 for complete policy)

Special Note: Commencement Dress Code - No Jeans, No Sneakers, No Flip-flops. Girls - Dress Pants or Skirt and Blouse, or a Dress, Shoes, or Dress Sandals. Boys – Dress Pants, Shirt, and Shoes. Students who violate this dress code may be prohibited from participating in the graduation ceremony.

Student Evaluations / Progress Reports

It is the intention of the high school staff and administration to keep students and parents informed of academic performance. Grades can be accessed using the on-line grading system. Parents may contact the guidance office for additional progress reports.

Withdrawal from School

1. No student of compulsory school age will be permitted to withdraw without the written consent of a

parent/guardian and supporting justification

2. Transferring to another school.

All student obligations will be taken care of before signing out. In the case of transfer to another school district, your records will be forwarded upon the request from the new school.

Extra-Curricular Activities Related Information

Academic Requirements

A student athlete must meet the following academic requirements:

- A student athlete must pursue a curriculum defined and approved by the principal as a full-time curriculum.
- Every student athlete is required to do satisfactory school work. The following regulations govern academic eligibility: Grades are available to the athletic director weekly during the season.
- Grade averages are based on the student's cumulative average to date during the marking period. Coaches are notified weekly about ineligible students who are averaging a 70% or lower and students who are averaging a 75% or lower in any course.
- Failing two (2) or more courses or one course with a credit value of 2.0 or greater will eliminate a student athlete from participation in games for the following week from (Sunday through Saturday). The purpose of the weekly ineligible period is to give students time to improve their grades. A student remains ineligible for the entire week.
- Students who have an average of a 75% or lower may be subject to athletic discipline from the coaching staff.
- Students in academic difficulty are encouraged to seek help by contacting their teachers and guidance counselors. Students on the Academic Attention list may receive athletic discipline from their coaches.
- Any student athlete failing two (2) or more courses at the end of a marking period is ineligible for twenty (20) school days starting the day report cards are distributed. The same rule applies for students failing one course with a credit value of 2.0 or greater at the end of a school year. In that case, the ineligibility starts on the first day of school. Students passing summer school courses may become eligible at the start of the new school year.

Sports Programs

Senior High School: Varsity programs in football, girls/boys soccer, girls/boys basketball, girls/boys wrestling, girls/boys track, girls/boys tennis, baseball, softball, volleyball and cheerleading are available to all students in grades 9, 10, 11 and 12. Junior High programs are offered for softball, cheerleading, football, basketball, and wrestling. In order for any student to participate in a sporting event or to practice, s/he must be in school the entire day. Student-Athlete Attendance: If a student misses a portion of a day, he/she may participate in games or practice the same day only if a doctor's excuse is presented the day of the absence. Parents may submit for consideration an exception to be granted to the Athletic Director and/or Principal for their approval.

***Students involved in athletics must follow all the requirements/policies in the Extra- Curricular Handbook for Students and Parents.

Band and Chorus Lessons

Students being pulled out of classes for band and/or chorus lessons must have at least a 75% average in that class to be allowed to go to the lesson/practice.

***Students involved in band must follow all the attendance requirements in the Extra- Curricular Handbook for Students and Parents.

Athletic Spirit Groups

The ideals of good sportsmanship, ethical behavior and integrity permeate in our culture. The values of good citizenship and high behavioral standards apply equally to all activities. In perception and

practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Our Student Body at athletic events shall:

- Lead desired crowd response using only positive cheers, signs and praise without demeaning or antagonizing opponents or opposing team's fans.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know the rules and strategies of the contest in order to cheer at proper times.
- Recognize outstanding play of both teams.
- Maintain enthusiasm and composure, serving as a role model of positive behavior.
- Realizing a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others.
- Respect decisions made by officials.
- Respect other fans, coaches, and participants.

Attendance at Athletic Events

Student game tickets are available prior to the event for each sport, other than track, at the senior high level. Prices of these tickets will be announced prior to the start of each sport. The success of our sports program depends largely upon the conduct of the spectators. Unsportsmanlike conduct, therefore, cannot be tolerated from the players or the spectators. We are continually judged by our behavior at these events. Students directed to leave an athletic event will be disciplined under the discipline code.

Student Discipline Information

The East Lycoming School District Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school, as provided by section 1317 of the School Code of the Commonwealth of Pennsylvania. Every teacher, and principal in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the pupils attending his school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them. This authority is the responsibility of the total school community and this authority should be used to develop an atmosphere throughout the school community that is conducive to teaching, learning, and living. Everyone in the educational process has the right to expect that the environment be safe, pleasant and well organized. The climate should be one of security and consistency through the establishment of reasonable rules and guidelines. These rules and guidelines should emphasize that the student conform to reasonable standards of socially acceptable behavior, respect the rights and person and property of others, preserve the degree of order necessary to the educational program in which they are engaged, and obey constituted authority and respond to those who hold that authority.

Expected Faculty Behaviors

- Clearly communicate class rules and expectations.
- Expect and reinforce appropriate behavior.
- Enforce the rules and expectations consistently and fairly.
- Communicate with parents about inappropriate behaviors on an as needed basis.

Notification – Video & Audio Monitoring / Student Discipline Records

Students may be subject to video/audio monitoring in classrooms, cafeteria, on school property and on school buses.

A discipline record will be maintained from grade 7 through graduation in compliance with Act 26. Section 1304-A.

A. Prior to admission to any school entity, the parent, guardian, or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. The registration shall be maintained as part of the student's disciplinary record.

B. Any willful false statement made under this Section shall be a misdemeanor of the third degree. Section 1305-B - Whenever a pupil transfers to another school entity, a certified copy of the student's disciplinary record shall be transmitted to the school entity to which the pupil has transferred.

Purpose of Discipline

Discipline is not in and itself punishment. It is utilized to educate in the matter of self- control and interaction with others to reduce disruption and thereby increase the child's learning time.

Time Out Room

Anytime a student's behavior is disruptive to the learning environment that the teacher is unable to continue, the student may be sent to a TIME-OUT room for the remainder of the period. A time out room may be the office or a neighboring classroom. Students would then be dealt with through the discipline code.

Discipline Code

The East Lycoming School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania. Discipline should, as a minimum, have three objectives in mind:

- To provide the optimum environment in which to deliver instructional services.
- To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
- To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The administration and faculty have the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well-being of students and staff.

A. Offenses

The administration and faculty have the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well-being of students and staff. The following are possible examples for the categorization of offenses into levels.

Level I

- Late to school
- Late to class
- Horseplay or disruptive behavior in class (minor)
- Loud, boisterous noise
- Running/misbehavior in classrooms, hall, cafeteria, locker rooms, etc.
- Throwing objects (pencils, erasers, etc.)
- Public display of affection
- Violation of classroom procedures/policies established by the teacher
- Violation of school-wide procedures/policies
- Disrespectful language or gesture (minor)
- Wearing/Carrying hats in the school building
- In an unassigned area of the building

Level I offenses shall be handled in the following order:

- The teacher conferences privately with the student, or
- The teacher contacts the parent by phone or email, or

- The teacher sets up a conference with the principal, student, and parents.
- Assigning detention(s) or out-of-school suspension(s)

Level II

- Repeated Level I infractions
- Cheating or lying
- Cutting class
- Truancy / Skipping School (minor)
- Gambling
- Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
- Acting in an insubordinate manner
- Aggressive behavior towards a student
- Failure to complete assigned detention
- Falsification of records, excuses, passes, etc.
- Leaving school grounds without permission
- Obscene language or gestures
- Littering

Level II offenses shall be handled in the following manner:

- Notification of parents or guardian by staff member, or
- Long term time-out assigned by administration, or
- Assigned detention(s) or out-of-school suspension(s).

Level III

- Repeated Level I and/or Level II Infractions
- Possession of tobacco or vaping products
- Possession of alcohol
- Fighting
- Disrespect and/or defiance of a member of the staff / visitor to our school
- Assault and/or battery on another student or school personnel
- Profanities / aggressive behavior / defiance towards a staff member
- Extortion
- Indecent exposure
- Intimidation: threat to student(s) and/or school personnel
- Threatening the safety and well-being of the members of this school
- Theft/possession/sale of another's property
- Vandalism (consequences include restrictions)
- Violation of the vehicle code
- Arson or false alarms
- Bomb threats
- Possession and/or use of firecrackers or explosives
- Possessing deadly or offensive weapons
- Controlled substance/illegal substance possession and/or use(drugs, look alike drugs, and alcohol)
- Harassment
- Possession or distribution of pornographic materials
- Forgery (major)
- Truancy (major)
- Commission of any other act punishable under the Pennsylvania Crimes Code

Level III offenses will be handled the following manner, depending in the offense and the severity of the offense:

- Notification of parents or guardian by administration
- Referral to SAP team for alcohol/controlled substance abuse offense
- Notification of law enforcement officials
- Out-of-school suspension
- Referral to SRO for possession of tobacco
- Expulsion hearing

B. Detention

Detention is maintained for certain infractions of the rules. Bus students and students holding jobs are not excused from detention. The parents or guardian must assume the responsibility of transportation to their home on the specified date(s). Failure of the parents or guardian to assume this responsibility will necessitate the suspension of the student.

The following regulations apply:

- Detention begins at 3:00 and will end no later than 4:00.
- Students will not be permitted to eat during detention.
- Students will not be permitted to use their phone during detention.
- Students in detention are not permitted to talk or study together.
- All students will be given a minimum of one-day advance notice of detention assignment.
- Any student, who does not report for detention on the night assigned or is not permitted in detention because of any of the above stated regulations, may be called to the office the following morning for additional action and possible suspension.
- Any student who, during the school year, serves a total of ten or more nights in detention will be called to the office for additional action and possible suspension.

C. Suspension from School

A student may be suspended from school for any conduct not approved by the faculty and administration. Any student who has been suspended from school must correct their inappropriate behaviors when they re-enter the school. If corrective behaviors are not made, the case may be given to the School Board. In this event, the Board may permanently expel the student. Students may make up work missed as a result of suspension from school by the administration for disciplinary reasons. Students suspended from school may not be on school property during the suspension period. Automatic Out-of-School Suspensions (OSS) are listed as follows:

****Note:** The Principal has the discretion to assign up to 10 days of suspension for the first offense.

See Section “D. Suspension from School”

****Students who have obtained multiple suspensions may be presented to the Board of Education for an expulsion hearing.**

****Students who have obtained multiple suspensions may be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities including dances, class celebrations and the commencement.**

The following infractions may result in the student receiving one (1) to ten (10) days OSS based on the severity of the infraction:

- Possession of tobacco or vaping products as per the board policy
- Misuse of the internet (loss of internet privileges)
- Profanity stated towards a staff member
- Aggressive behavior towards a staff member
- Aggressive Physical Behavior
- Fighting
- Substantiated threats
- Assault
- Extortion
- Any behavior that becomes chronic, threatens the safety and well-being of the members of the school, or disrupts the educational process.
- Theft, Possession, or Sale of stolen property
- Sexual Harassment/Harrasment
- Indecent exposure

The following infractions may result in the student receiving ten (10) days OSS and possible expulsion:

- Assault on school personnel
- School Vandalism

- Possession of alcohol, drugs or look alike drugs
- Possession of a weapon/look-alike weapon as currently defined in PA Code, PA and Federal Law. Arson
- Bomb Threat
- Setting off a false fire alarm

Alternate Method of Serving Out of School Suspension:

Any student that has been suspended out of school may serve that suspension in the regular classroom setting if his/her parent accompanies that student. Parent requests may be denied by the administration.

D. Bus Misbehavior

Due to the serious safety issues involved with misconduct on the buses, referrals made by the bus drivers may lead to a suspension from school transportation. The administration has the authority to make modifications to bus discipline due to circumstances that maintain the safety, welfare, and well being of students and staff. Videotapes may be requested for review by administration.

E. Extracurricular Activity Misbehavior

Student fans attending athletic events will be held to the same high standards as our athletes. Students who are asked to leave an athletic event due to misbehavior or swearing will be suspended from attending athletic events for a minimum of one event and are subject to the school's discipline policy. Students asked to leave an athletic event for the second time will be suspended from athletic events for the rest of that season. The third offense will result in suspension from all athletic events for 180 school days.

Administrative Authority:

The administration has the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well being of students and staff. The administration has the responsibility to maintain an educational environment.

Exclusion from School

Exclusion from school may take the form of suspension or expulsion.

- Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
- Suspensions may be given by the principal or person in charge of the public school.
- No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended. When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in 12.8 (c) relating to hearings.
- Suspensions may not be made to run consecutively beyond the ten-(10) school day period.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.
- Expulsion is exclusion from school by the board of education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8, relating to hearings.
- During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his assigned class except as set forth in subsection(d).
- If it is determined after an informal hearing that a student's presence in her/his assigned class would constitute a threat to the health, safety, morals or welfare of others, or be disruptive to the educational process, and/or it is not possible to hold a formal hearing within the period of

a suspension, the student may be excluded from school for more than ten (10) days if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided with an education.
- The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
- If the parents or guardian are unable to provide for the required education, within thirty (30) days they must submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district's receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph three (3) or do both.
- If the approved educational program is not in compliance with the district policy, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA. C. S.6301-6308), to ensure that the child will receive a proper education, see 12.1 (b), relating to free education and attendance.

Exclusion from classes - S12.8

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

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

(1) Notification of the charges shall be sent to the student's parent or guardian by certified mail.

(2) Sufficient notice of the time and place of the hearing must be given.

- The hearing shall be held in private unless the student requests a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student, and copies of any written statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or are cross-examined.
- The student has the right to testify and present witnesses on her/his own behalf.
- A record must be kept of the hearing, either by a stenographer or by tape recorder.
- The student is entitled, at the student's expense, to a copy of the transcript.
- The proceeding must be held with all reasonable speed. Where the student disagrees with the results of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief of the appropriate Federal District Court.
- The purpose of the informal hearing is to enable the student to meet with the
- appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- The informal hearing is meant to encourage the student's parent or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
- The following due process requirements are to be observed in regard to the informal hearing: Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at a hearing.
- A student has the right to speak and produce witnesses on his own behalf

- The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

School Related Information

Assemblies

All teachers should escort their students to the auditorium or the gymnasium in a quiet and orderly fashion. Each teacher should make sure his/her students are seated in the proper area and remain with their students. No bags, food, or drinks should be taken to any assembly. Attending assemblies is a privilege and any disruptive behavior by any student will not be tolerated. Any behavior that is not acceptable in a classroom will not be acceptable during an assembly. Any student removed from an assembly for improper behavior will be detained in the office for the remainder of the assembly. Removal a second time from an assembly will result in the student's privilege of attending assemblies being revoked. That student will spend the time for all future assemblies in a Time Out Room. A detention or suspension for each offense could be assigned.

Backpacks / Book Bags

Students are permitted to bring backpacks to school and store them in the homeroom. The use of backpacks/book bags during the school day may be restricted by the administration. Bags larger than the typical backpack size, or pull bags, are not to be used during the school day.

Breakfast

The cafeteria serves breakfast from 7:30 to 8:05am daily. Breakfast is a service provided by the District to ensure students have a healthy start to their day. Free and reduced service is available.

Bus Transportation

Bus riding is a privilege and should not be abused. Students may be refused transportation on any school bus for any of the following reasons:

- Constantly distracting the driver's attention.
- Fighting or annoying another student.
- Refusing to remain seated.
- Throwing any object while on the bus.
- Willfully destroying any part of the bus.
- Using tobacco or vaping products on the bus.
- Persistent littering of a bus.
- Eating or drinking on the bus.
- Using obscene language.
- Damaging emergency equipment.
- Arms and hands extended from the bus.
- Failure to respect the driver's authority.
- Other just causes (Description).

When a student has been refused bus transportation, it is the parent's responsibility to arrange for transportation to and from the high school. It was also determined that a student at all times must return home on the bus which brought her/him to school.

Transportation-Video/Audio recording (refer to Board policy 810.2 for complete policy)

BUS POLICY - ADDENDUM

Permission for a student to get off her/his assigned bus at any stop other than her/his assigned stop shall require a written request from a parent or guardian. This written request must be given to the office in advance of dismissal and must be presented in person. **EXCEPTIONS MAY BE GRANTED BY SCHOOL ADMINISTRATORS ONLY.**

No student may leave a bus to ride with another driver. Students may leave the bus to ride with a parent or family member if permission is granted by a school administrator, or if the bus is in route, by the bus driver. Exceptions may be granted by school administrators. Requests to ride with parent(s) should be submitted twenty-four (24) hours in advance, when possible, and presented in person.

Building Usage

All activities in the school are to be approved by the grade level Principal and must be under the direct supervision of a faculty member. This rule applies to clubs, athletic teams, play rehearsal, and any other events of this nature. Activities should be scheduled well in advance. Teachers will be responsible for this scheduling, not the student. At no time are students allowed in the building without supervision.

Cafeteria

A breakfast and luncheon service is provided for students at Hughesville High School. The cost of this service is contingent upon current food and preparation costs, so it may vary from year to year. One should not expect to charge a breakfast or a lunch payment. Assigned periods for you to go to lunch are scheduled. You will report to the cafeteria during the time indicated and under the supervision of your current teacher unless properly excused. You will be expected to remain for the duration of the lunch period. The supervisor or the bell could dismiss you from lunch. When reporting, you will be directed to a serving line or, if not buying lunch, to a seating area. There will be no cutting-in line during this time. Violators will be held responsible by the supervisors. You are responsible for the cleanliness of the cafeteria. Failure to meet this responsibility may mean that you will serve on cleanup details at the close of the school day. Supervisory staff will direct this responsibility when necessary. Though this is recognized as a time of relaxation and let down from the more formal time of day, it is not a time for extremes in noise or behavior. Continued disruption will mean loss of cafeteria privileges. Students may play non-gambling card games.

Basic Cafeteria Rules:

1. Show respect at all Times
2. Walk
3. Clean Up After Yourself
4. All Food and Beverage must stay in the cafeteria unless cleared by a staff Member for a special event

ELSD Lunch Charge Policy

East Lycoming School District
 Administrative Regulations
 Policy 808 Food Service
Low / Negative Meal Accounts

The following guidelines will be used for the notification and disposition of low and negative meal accounts for students and employees.

Notifications for Low and Negative Balances*Low Balance*

The district will not notify parents of low account balances. *SchoolCafe* has the capability to provide these notifications to parents at a threshold level set by families. At this time, this is a more convenient system for families and ensures the district is not sending unnecessary notices.

Negative Balances

During the school term, parents/guardians will be notified when a student's account balance is below \$0.00. These notifications will be sent weekly on Thursday at 5:00PM. The notice will include the students name, a negative balance notification, and directions for registering for meal benefits or other assistance.

The message will state:

This message is to inform you that your student, <name> has a negative lunch account balance. Please add money to their school meal account.

Through <https://www.schoolcafe.com/> you can monitor meal purchases, add money, schedule low balance notifications, and apply for free/reduced meal benefits.

Please be aware that negative balances greater than \$45.00 will be submitted to a collection agency after 10 calendar days. If necessary, contact the ELSD Food Service Provider at 570-584-0194 for more information.

Negative Balances > \$45.00

During the school term, parents/guardians will be notified by postal mail when their balances exceed a negative \$45.00. The notification will state they have 10 calendar days to satisfy the outstanding debt or the balance will be submitted to an agency for collection of funds. Payment of funds must be through the Food Service department.

After June 1, the district will notify parents/guardians of all negative balances. Negative accounts of \$25.00 or more will be submitted to a collection agency on June 30. Negative balances less than \$25.00 will be rolled forward to the next school term. Revised 08292023

Graduating Students:

All graduating students' funds will be transferred to a sibling account/account within their household, if applicable. Refund requests above ten dollars (\$10.00) will be processed and made via check to the household.

FREE AND REDUCED MEALS

Applications for free and reduced meals will be distributed to all students. Contact your school office for additional applications. As a reminder, if your children received free or reduced meals last year, their eligibility status will be honored for 30 days. All applications must be submitted before the end of September. Students without free or reduced applications completed by October 1, 2024 will be placed on full paid status. Charges incurred on full paid status are the responsibility of the parent/guardian. Please contact the District Office at 570-584-2131 with questions regarding applications.

IMPORTANT CLARIFICATION: The East Lycoming School District does participate in the National School Lunch Program for free and reduced priced meals. However, the **District does not provide free or reduced-price snacks** for students. If your student wishes to have a snack you would need to provide funds in the student's account to allow them to make that purchase.

MEAL PRICES

High School Breakfast: Free for all students

High School Lunch: \$2.15 for paid status students, Free for reduced and free status students

Funding and Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color,

national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a [Form AD-3027](#), USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2) fax: (833) 256-1665 or (202) 690-7442; 3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Care of Property

You are responsible at all times for your chrome book, books and other instructional materials issued to you. All books are to be covered and identified with the student's and the teacher's name in the book. Lost items should be reported to your teachers immediately. You will pay for items not recovered before the close of the school year. Should you fail to return lost materials or pay for them, your final report card may be withheld until you do so. You are likewise responsible for the abuse to the desks and/or lockers, which you occupy from class period to class period as well as in the homeroom.

Car Registration / Parking Regulations / Car Visits

Juniors and Seniors are permitted to drive to school and park on school property. Students must park in the designated student parking areas after they have acquired a parking permit. Students are required to register their cars and will be issued a permit that must be displayed on their vehicle. Students may not visit their cars during the school day without direct permission from the high school office. Parking privileges may be revoked in instances of poor behaviors. Any car that is parked on school property may be searched if the administration deems it necessary.

Cellular Phones, Personal Laptop Computers, Personal Listening Devices, I-Pods and I-Pads, and other Electronic Devices.

Although cell phones and the other devices listed above have become an important part of our society, they have potential to become a disruption to the educational process and can interfere with the academic integrity of classes. Therefore, cell phones, headphones, earbuds and other personal electronic devices may not be used during class or academic time. Any unapproved use of a cell phone (including texting), headphones, earbuds and other personal electronic devices during academic time may result in disciplinary action.

- Teachers with administrative approval may permit these items during academic time for very specific school projects.
- Students are not permitted to use cell phones for the purpose of taking pictures. If a student is found taking pictures in school, whether appropriate or inappropriate, he/she will be referred to the proper administrator. The content of the picture(s) taken will determine the severity of the punishment, which may include out-of-school suspension, expulsion, and legal action

against the student.

**The administration has the authority to make modifications to this policy. Please Refer to Board Policy #237 on the District's website, www.elsd.org, for the entire policy.

Classes and Clubs

Your advisor or sponsor is responsible for club or activity funds. Each club or class will have a treasurer who, under advisor's guidance, will take care of all monies. Money should be turned over to the high school secretary as soon as possible for safekeeping. Money should not be left in the homeroom overnight. All money-raising activities REQUIRE PRIOR APPROVAL by the administration using a REQUEST TO CONDUCT FUNDRAISING ACTIVITY form. This includes dances and sales.

Computer Usage

Please refer to the ELSD's Acceptable Use Policy #238 found under policies at www.elsd.org for the entire policy.

Dances

School policy is in effect and discipline will be carried out.

- Dances are to be open to students of Hughesville High School and pre-approved guests when permitted.
- Any person, once admitted, is expected to remain at the dance. Should s/he choose to leave, s/he may not re-enter.
- Security Police will be assisting the sponsors of the dance in keeping the parking lot free of occupied cars and loitering, as well as assisting in the building
- Students and/or others thought to have been drinking will be denied admission. No alcoholic beverages will be permitted in the Hughesville High School campus. Any violation will be reported to the police.
- The use of tobacco at a school sponsored dance, on or off school property, is prohibited.
- Adequate parent/teacher chaperones will be provided for each dance.
- VIOLATORS OF ANY OF THE ABOVE REGULATIONS WILL BE ASKED TO LEAVE THE DANCE. Students misbehaving will be referred to the HHS Discipline Policies.

Dismissal from Classes / Hallway procedures

Dismissal from classes is the responsibility of the teacher in charge and should be an orderly process. During hall passage, you should keep to the right, move at a normal pace, keep the noise level at a minimum and exercise consideration for fellow students. Three minutes, which is ample time, is provided for movement from one class to another. If a teacher keeps you late from a class, you must obtain a class admission slip from the teacher before going to the next class. Students must have a hall pass whenever out of a classroom unless it is between classes or if the student is with a teacher.

Distribution of Literature

No pamphlets, posters, flyers or literature of any kind may be distributed or posted in Hughesville High School without the direct approval of the administration.

Dress and Appearance

(Refer to Board Policy 221 at www.elsd.org for complete policy)

Students are expected to keep themselves well-groomed and neatly dressed. Any clothing or face covering, which might be distracting to the learning process or offensive to other students or teachers, will not be permitted. Students wearing such clothing or face covering will be asked to cover it up, turn their shirt inside out, change into other emergency clothing or face covering available at school, or call their parents for different clothing/face covering. Students unable or refusing to do one of the above will be suspended from attending classes.

- Undergarments should not be seen.
- No exposed stomach.
- No hats, bandanas, other such head coverings, or sunglasses may be worn in the building

during the normal school day. (Hats must be placed in the student's locker or backpack and may not be carried throughout the day)

- No shoes with cleats may be worn in the building.
- Under normal conditions, coats should not be worn in the building.
- Shorts, dresses, and skirts are to be an appropriate length for school.
- Halter-tops, muscle shirts, tank-tops, spaghetti strap shirts, or other such items are not permitted. Shirts/Tops/Dresses may be sleeveless providing 3 inches of material is across the top of the shoulder. The top of the shoulder must be covered.
- Gang-related clothing or face covering and/or accessories, and excessive jewelry, chains or accessories are prohibited.
- Clothing, costumes or accessories that are a disruption to the educational process or pose a safety issue are prohibited.
- Clothing or face covering that states profanities or advertises drugs or alcohol is prohibited. Students may be required to wear certain types of clothing while participating in physical education classes, shop classes, extracurricular activities, or other situations where special attire may be required to ensure the health and/or safety of the student(s). The administration will have the final interpretation and enforcement of the dress code. It may establish specific rules as needed.

Eating / Drinking in the School Building

Hughesville High School is an exceptional facility. Students are encouraged to assist in maintaining the character of our building. All litter must be placed in the appropriate collection containers. Throughout the day, students may carry drinks in plastic bottles with caps. Teachers determine if students are permitted to drink in the classroom. Food may be in the classrooms with teacher permission.

** The administration has the authority to make modifications to this policy. ***

Emergency School Closings

On days when school must be closed due to inclement weather or other unexpected emergencies, announcements will be made from the following radio stations: OLDIEZ 93, VARIETY .97-WZXR, KISS FM-WRAK, WMYL, WILQ, WHLM-WJMW; and the following T.V. stations; WNEP, WBRE, WYOU. Closings will also be communicated through automated phone / text messages and will be posted on the district's social media page. To assist families in making necessary childcare arrangements, these announcements will be communicated beginning at 5:30 AM or as soon as possible after.

Field Trips

Field trips may be a very important adjunct to classroom instruction. Permission for all trips will be received from the office. You are required to present a permission slip signed by parent or guardian to the teacher prior to any trip. Field trips are an extension of the classroom and our school; therefore, all students are governed by the discipline code while on the trip. Students may be denied a field trip as per the discipline policy.

Fire Drills

The State of Pennsylvania has charged us with the responsibility of implementing those procedures necessary to provide maximum protection for all people in our school community. One of these procedures is a quiet, orderly and rapid evacuation should there be a fire or other disaster. We appeal to your good judgment and hope to receive your support during our practice fire drills. The following directions should become a part of every fire drill:

- Upon hearing the fire bell, quiet should prevail so that any directions necessary can be given immediately.
- All classroom windows and doors should be closed.
- Students are to know the posted fire drill directions and are to follow those at all times.
- Should the stated exit be blocked, the next closest exit should be used.

- The teacher of each room, being the last person out of the room, should close the room door securely.
- The first student to reach the main exit doors should hold them open for ALL groups to pass. When the last person has exited, the doors are to be closed and the student(s) are to rejoin their group.
- Students should evacuate to a distance whereby they do not interfere with fire equipment or firemen, but not less than one hundred (100) feet.
- Horseplay, talking, and running are not part of a good evacuation or re-entrance to the school.
- Groups or classes will stay together at all times, and teachers will maintain the integrity of their group.
- Each teacher will take roll and report any missing student to the office at the completion of the drill.
- The return to the building is considered a continuation of the drill and should be carried out accordingly.

Guidance (Counseling Services)

The guidance staff at Hughesville High School provides basic guidance services to students within the junior and senior high school.

- The personal counseling service is provided in which the Counselor uses his or her psychological training to help a student cope with their individual, personal, social, and educational concerns. Parents, teachers, administrators, and students are consulted in individual cases. Strict confidentiality is held between students and counselors at all times.
- A referral service is provided in which the counselor seeks the help of other professionals in the field such as psychologists, psychiatrists, social workers, and juvenile probation officials to aid with particularly difficult problems.
- An assessment service is provided in which the guidance personnel collect student data through testing and interpret this data to teachers, parents, and students so as to aid students in making educational and career decisions.
- A record's maintenance service is provided in which a cumulative folder is kept on a student from the time s/he begins school in kindergarten until graduation.
- Guidance personnel handle requests for transmission of student records. The records are maintained in the high school vault.
- A placement service is provided for students. It is divided into two categories: educational and occupational. Educational placement pertains to assisting students in moving from high school to higher education. Occupational placement involves helping students with job availability.
- An information service is provided. The counselor attempts to provide students with current educational, personal-social, and occupational information, which may be of help to them. A Career Resource Center is maintained to assist students.
- Time has been allotted for parents to meet with guidance counselors and teachers at either an individual or group meeting.

You should feel free to encourage your parents to call for conferences at all times (584-5113), not just when problems occur. Parents may, likewise, be called for a conference when a particular problem does arise or when the planning of the student's future is involved. Any parent may meet with all of the student's teachers by arranging a meeting through the guidance counselors.

Harassment

(Please Refer to Board Policy 249 at www.elsd.org for complete policy) Unlawful harassment will not be tolerated because of its impact on students and the learning environment. Students shall be responsible to respect the rights of their fellow students and ensure an environment free from all forms of harassment. Students may report harassment concerns to teachers, counselors, or administrators.

ID Cards

Student ID cards will be issued to each student early in the school year. ID cards may be required for admission to school sponsored activities.

In the Building Before/After School Hours

Students who are unassigned to a staff member, club, or team must be in the following areas before and after regular school time:

- Students arriving before 7:50am must report to the cafeteria. Students may not be in the halls.
- After School Hours – Any student not under the direct supervision of a teacher or coach must leave the building at the end of the day.

Locker Keys/Locks and Gym Lockers

No locker keys/locks are issued for homeroom/gym lockers (exception is grade 7 and 8 homerooms are assigned combination locks). The school does not assume responsibility for items of clothing or anything else lost or stolen but will try to assist in recovering them when and where possible. Proper use of a lock will provide reasonable assurance that your basic possessions are protected. However, items of value such as money, keys, jewelry, etc. should be given to the teacher in charge.

Locker Search

(Please Refer to ELSD Policy 226 on the District's website, www.elsd.org, for the entire policy; copies are available in the HS office)

All lockers are and shall remain the property of the school district. As such, students sharing lockers have no expectation of privacy in their locker. Students are encouraged to keep their assigned locker locked against incursion of other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the safety or welfare of the occupants of the school building or to the building itself. The administration reserves the right to inspect a student's locker when such administrator has reason to believe that the locker is improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school.

Money/Student Debts

All indebtedness in the form of library fines, lost or damaged books, cafeteria charges, or other materials, etc. must be paid before final grades are given to you at the close of the school year. Cafeteria charges may be paid via an on-line system.

Missing Classes

Anytime a student misses a class without the assigned teacher/supervisor knowing about it ahead of time and approving it, the missed class will be considered an unexcused absence from the class and will be handled through the discipline code. Staff members are responsible for contacting the parent when students have an unexcused absence from their classes.

National Anthem and Pledge of Allegiance

The Hughesville High School begins each school day with the United States National Anthem and Pledge of Allegiance to the flag of the United States of America by every student and staff member. Students may decline to stand during the Salute to the Flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights/interest of classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another.

Nursing Services

(Please Refer to ELSD Policy #210 on the District's website, www.elsd.org, for the entire policy.)

The East Lycoming School Health Program has, as its primary goal, the protection, maintenance, and improvement of the health status of the school age child. Its intention is to assist the student and his/her family to obtain maximum good health primarily through preventive service (first aid, emergency care, counseling, early identification, referral, education, problem management and follow-up). The School Health Program is not a medical care service. The School Nurse assists the teacher and other school employees with the management of students with physical limitations and

establishes a positive approach to good health practices.

The East Lycoming School District Board of Education recognizes that parents/guardians have the primary responsibility for the healthcare of their children. The district strongly recommends that medication be given in the home; although, it realizes that the health of some students requires that they receive medication while in school. Parents/guardians should confer with the child's primary care provider to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed. Unless guidelines are followed, your child will not receive the prescribed medication. In accordance with the recommendation of the Pennsylvania Department of Health, the student will be given medication only on the **DIRECT WRITTEN ORDER OF A LICENSED PRESCRIBER** (physician, physician assistant, nurse practitioner, dentist, etc.). These guidelines include all students K-12. A new order must be obtained each school year as a written order expires at the end of the school year in which the order was written.

The parent, guardian, or responsible adult who is acting on behalf of the student should bring the medication and the properly completed form(s) to the nurse's office or the high school office. The school nurse or substitute will administer the medication to the student. All medication will be kept in a locked area (i.e. drawer, security box, or cabinet). At the end of the designated time period, which shall be set by the licensed prescriber, all unused medication will be returned or destroyed. A form must be completed by the health care provider and the parent/guardian **BEFORE ANY** prescription or non-prescription medicine will be administered. The form(s) are available from the nurse's office, high school office, and/or on the web @elsd.org, high school/health office (click on forms & documents). The completed form must contain the following information:

1. Name of student
2. Name of medication
3. Purpose of medication
4. Amount and the time the medication is to be given
5. Signature of parent/guardian
6. The prescription number and date must be on the bottle label, along with student's name (The label on the outside of the bottle is NOT an order from a licensed prescriber)

The medication must be in the original pharmaceutically dispensed and properly labeled container (may not be written on by parent/guardian). Medication sent in Tupperware containers, envelopes or plastic bags will not be given.

1. Medication that is ordered three times a day may be given before school, after school and at bedtime unless the licensed prescriber indicates on the prescription order form that it must be given at lunch time.
2. Narcotic pain relievers are inappropriate for administration during the school day and, therefore, will not be administered.
3. In the absence of the school nurse, the substitute will oversee the administration of medication.
4. Prescription medication will be kept locked in the nurse's office.
5. A log will be kept for any child receiving prescription medication during school hours.
6. Medication may be given either 30 min. before or 30 min. after the time ordered.
7. Students in grades 7-12 will be responsible for reporting to the nurse's office at the time that the medication is to be given.
8. The first dose of any prescription medication must be given at home to guard against allergic reaction.
9. If tablets must be cut, the parent/guardian is responsible for cutting tablets and bringing the correct dosage to school.

NON-PRESCRIPTION MEDICATION:

1. Due to rulings by the State Board of Nursing, the East Lycoming School District is no longer able to administer over-the-counter non-prescription medication at the parent's/guardian's request unless accompanied by a licensed prescriber's order.
2. Acetaminophen (Tylenol), and Caladryl Clear/Aveeno will only be given in accordance with the non-prescription medication protocol established by the school's health care provider and written consent from the parent/guardian obtained from the student's emergency card. Nursing discretion will

be used to determine the need versus risk of administering Acetaminophen.

a. FOR INHALERS:

3. Students requiring inhalers during school hours must follow all guidelines for prescription medications.

4. Only students at the secondary (7-12) level will be permitted to personally carry an inhaler. The request to carry an inhaler must be specifically written on the prescription order form by the licensed prescriber and the self-administration of medication protocol must be completed.

a. UNUSED/EXPIRED MEDICATION:

5. Parents/guardians will be requested to pick up unused/expired medication.

6. If the parent/guardian does not pick up unused/expired medication by the last day of school, the school nurse will destroy/discard any unused/expired medication. A school district employee will witness this act if the medication to be discarded is a controlled substance.

Any student, who needs to be excused from any school activity, including Physical Education, will be required to have an excuse written by a licensed prescriber, which must be presented to the nurse.

Unless the student has been absent or has a written licensed transcriber's excuse, he/she must take Phys. Ed. Alternative activities; walking could be done in many of these cases.

The nurse may excuse a student to go home only if a parent or guardian can be contacted by phone to come to pick up the student or can give permission or consent for a student to drive/walk home. If a parent/guardian cannot be reached, only authorized persons designated by the parent/guardian on the Emergency Card will be called. In emergency situations, the student will be transferred to the hospital and the parent/guardian will be notified.

IMMUNIZATIONS and SCREENINGS

Required Immunizations for attendance in all grades:

- 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
- 3 doses of hepatitis B
- 2 doses of varicella or evidence of immunity
- 7th grade requirement: 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) and 1 dose of meningococcal conjugate vaccine (MCV) given at age 11 or after but prior to the first day of school.
- 12th grade requirement: 1 dose of MCV given at 16 years of age or older prior to the first day of school.
- Vaccines required for entrance, 7th and 12th grade continue to be required in each succeeding school year.

As of the spring of 2017, all students are required to have at least one dose of the above immunizations on the first day of school, unless the child has a medical or religious/philosophical exemption.

If the child does not have all of the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive the dose within the first five days of school. If the next dose is not the final dose of the series, the child must also provide a medical plan for obtaining the required immunizations (on proper paperwork obtained from the school nurse) within the first five days of school. The medical plan will be reviewed every 30 days to ensure compliance; failure to comply with the medical plan will result in exclusion.

Failure to comply with the above policy will result in exclusion from school.

Screenings and Tests given and required by the Commonwealth of Pennsylvania:

1. 7th Grade Students—The School District conducts a screening program to identify children with a possible lateral curvature of the spine (scoliosis).

Dental exams and hearing tests are also required for 7th Grade Students.

2. 11th Grade Students—The School Health Law requires medical examinations for 11th Grade

Students. We recommend your family health care provider do this examination since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and/or corrections. Private physicals done by your family health care provider cannot be administered any earlier than 1 year prior to the first day of school of the required grade.

Hearing Tests are also required for 11th Grade Students.

3. All students in grade 7 through 12 will have a vision, height, and weight screening. Height and weight will be used to calculate a student's Body Mass Index (BMI). BMI is a measurement that helps determine whether your child is within a normal growth pattern, overweight, at risk of becoming overweight or underweight. A letter informing you of your child's BMI will be sent home after the completion of his/her height/weight screening.

The School offers private physicals and dental exams.

NOTE: The school physical examinations will be done in a private exam room in the school nurse's office. Each physical performed by a qualified licensed prescriber will include a review of previous medical records and a review of the current health history. A physical examination will monitor each student's growth and development, auditory, and skeletal areas. No genital evaluation will be performed. Each student and/or parent/guardian has the right to assume responsibility for this physical to be completed by his/her own private health care provider. Any parent/guardian may participate in his/her child's evaluation. The school dental examination consists of a visual inspection of the teeth and gums. Each dental exam will be performed by a licensed dentist.

Physical exams and dental exams done at the school require the parent/guardian to sign a consent form that will be sent home prior to these exams being administered. If the form is not signed and not returned to the school, no exam will be administered.

The school nurse is on duty from 7:50 AM until student dismissal. Please feel free to call 584-5901 or email the nurse if you have any questions or concerns about your child's health.

PEDICULOSIS (HEAD LICE AND/OR NITS)

Head lice are tiny wingless parasitic insects that can live on the head and scalp of people, especially children. They are about the same size as a sesame seed. The nits or eggs are very tiny, half the size of a pin head and very difficult to see. The nits vary in color from yellowish brown to pearly white and are tear drop shaped. Head lice are usually transmitted through close, personal contact.

Lice respect no one and no one is immune from them, no matter how clean.

1. Any student suspected of head lice or nits will have his/her head inspected by the school nurse. The parent/guardian or authorized party will be contacted if the student needs to be taken home. An exclusion letter and instruction for treatment will be given to the parent/guardian at the time of exclusion. The exclusion letter must be completed prior to the child returning to school.
2. After the student's hair is properly treated and every nit removed from the hair, the parent/guardian will notify the nurse and return to the school with the student. The nurse will inspect the hair in the presence of the parent/guardian and determine if the child may be permitted to resume school activity. If the child is not able to return, the procedure for re-entry will be repeated. Please note that absences more than 48 hours after the exclusion will require a doctor excuse.
3. There will not be a general notification when lice are found within a classroom.
4. For more information on head lice, visit our website at www.eastlycoming.net.

RECOMMENDATIONS FROM THE SCHOOL NURSE ON ATTENDANCE

BASED ON GUIDELINES FROM THE AMERICAN ACADEMY OF PEDIATRICS AND THE PENNSYLVANIA DEPARTMENT OF HEALTH

Keep your child home from school when:

*Their temperature is 100 degrees or more prior to school in the morning, or higher temperature associated with cold-like symptoms. They should be fever-free for at least 24 hours (without the use of fever reducing medication like Tylenol or Ibuprofen) before returning to school.

*They vomited the evening/morning before school.

- *They have persistent diarrhea or diarrhea not contained.
- *They have red eye(s) accompanied with drainage or matting.
- *They have been diagnosed with an infection (such as "pink eye", strep throat, MRSA, impetigo). They should be on an antibiotic for at least 24 hours before returning to school.

Please feel free to call us for any questions or concerns. Always contact your child's health care provider if your child's illness is prolonged or if you are uncertain about sending them to school or keeping them home.

Passes

Every time you leave the classroom it can have a disrupting effect on the classrooms' learning atmosphere. Therefore, passes should be requested only when necessary with one person at a time being absent from the room. Passes to the nurse, to the library, or to the office should also be requested only when a real need arises. When a pass is requested to visit the nurse and she is not in the Clinic, the student must report to the high school office or return to her/his class at once. Whenever a pass is requested, the student must sign out before leaving the room.

Physical Education Requirements

All students scheduled for Physical Education are required to participate in physical education classes. Only a written excuse from a physician or the school nurse will be recognized as a legitimate reason for not participating in Physical Education classes. Participation requires being properly dressed for each class. Students are reminded to supply their own lock for their locker. Valuables should not be stored in an unlocked gym locker and any valuables placed in an unsecured locker are placed at the student's own risk. Valuables may be given to the Physical Education teacher to hold until the end of the class period.

Possession of Tobacco and Vaping products

(Refer to Board Policy 222 for complete policy on the District's website, www.elsd.org.)

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and

regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Possession of Weapons

(Refer to Board Policy 218.1 for complete policy on the District's website, www.elsd.org.) The use or possession of any weapon, or look alike weapon, as defined in PA Code and/or Federal law, is prohibited. The term weapon shall be defined to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm (operative or not), shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tools, instrument or implement capable of inflicting serious bodily injury. Any student who provides or aids in providing a weapon to another student violates this regulation. Exceptions: Any student who has prior approval three (3) days before use in the classroom, administrative approval, may possess a weapon as part of a duly authorized classroom demonstration. Any weapon for classroom demonstration and for which the student has secured administration approval shall be left in the office except when part of the demonstration; Any student who possesses a weapon briefly as a consequence of having found it or taken it from an aggressor.

Act 26 of 1995: A school district shall expel, for a period of not less than one year, any student who is determined to have brought onto or is in possession of a weapon on any school property, during any school event, or on any school transportation. The superintendent may recommend modifications of such expulsion requirements for a student on a case-by-case basis.

Security Cameras

The East Lycoming School District Campus and transportation is under 24-hour video surveillance.

Special Services/Special Education

The East Lycoming School District focuses on increasing levels of progress and achievement for all students. To meet this goal, a wide spectrum of services is provided to students with special needs. If you have any questions or need assistance, please contact Mrs. April Paulhamus, Director of Special Education Services at 584-5111.

At the Hughesville Junior/Senior High School, there are two supplemental learning support classrooms, one class in the junior high and one class in the senior high. There are also two life skills classrooms, one class in the junior high and one class in the senior high. There are three other itinerant junior/senior high school learning support teachers. In addition to learning support services, the Junior/Senior High School offers itinerant gifted support services to students meeting the district criteria.

The East Lycoming School District provides a wide variety of services to support specific individual student needs. These include increased planning to provide opportunities for students which include inclusion experiences to increase socialization and supported vocational exploration before graduation. Other services for students with physical disabilities are provided such as

speech/language, physical and occupational therapy, if required for the student to be successful in school. The district has also provided adaptive physical education, computer equipment, specialized transportation, and flexible scheduling. To assist students at the high school level, extra counseling services are provided through the Hughesville Jr/Sr High School Guidance Office or students are supported by his/her case manager.

The district also utilizes agency support through a Student Assistance Program (SAP) team referral. Agency assistance is also valuable in planning for students with special needs. East Lycoming utilizes CBHNP as the referral agency for services such as Behavioral Support. We also call on Lycoming/Clinton County Mental Health/Intellectual Disability Agency to discuss extra special needs and services options for students. High School Transition meetings are held four times per year, with various community agencies present. Also involved is the Office of Vocational Rehabilitation (OVR) in facilitating Transition to Work planning for students after high school graduation. Several district students have also attended the Lycoming County Employability Day.

IF YOU HAVE A CONCERN ABOUT YOUR CHILD'S EDUCATION:

Parents, students or teachers may request help at any time for a variety of school related issues.

1. First, parents are requested to call their child's classroom teachers at the earliest sign of any adjustment that would be helpful, or at the earliest sign of difficulty. Your communication is the most valuable resource for your child.
2. Second, contact the Principal of your building. For concerns at the Hughesville High School contact the Principals at 584-5111; Guidance Counselors at 584-5113; School Nurse at 584-5901.
3. Further evaluation: If additional information is needed about a child's educational levels or if a parent feels that the student needs more intensive services, the student may be referred for Multidisciplinary Evaluation (MDE) by contacting Mrs. April Paulhamus, Direction of Special Education Services. A Permission to Evaluate (PTE) will be generated and sent home for your signature and input for the multidisciplinary evaluation to proceed. A "Parents Rights" packet will accompany the evaluation permission form. The parent must receive this packet and be given informed consent to the multidisciplinary evaluation. A school psychologist completes any evaluation and academic testing. This evaluation and a written report must be completed within 60 days of receiving the parent signature on the PTE.
4. Written Evaluation Report: After information in the MDE, or school psychological evaluation is gathered, the MDE process provides for an exchange of information and suggested outcomes for the child. This is in the form of a report (Evaluation Report- ER or Gifted Written Report-GWR) that is shared with the parents, teachers, and Principal. The team may revise the report recommendations, but the final report must be completed within 60 school days of receiving the parent signature.
5. Meeting and NOREP/NORA: An IEP or GIEP meeting will follow this report to make a decision about your child's educational program. The IEP/GIEP meeting must occur within 30 days following the ER/GWR report date. A decision about a student's educational program is a team decision with the parents being the most important component of the team. When this decision is made, the parent will sign a Notice of Recommended Educational Program (NOREP) or Notice of Recommended Assignment (NORA), which notes if the student is or is not in need of special education services.
6. Confidentiality: Results of student testing and evaluation are confidential and are not shared unless the district has permission in writing to do so. Parents have the right to all of their students' records. Each school building office has copies of the Pennsylvania Department of Education regulations for special education programs, which are followed by our district. Copies are available to any parent upon request.

Student Assistance Program

The East Lycoming School District has established a Student Assistance Program to provide appropriate counseling and support services for the students experiencing problems with drugs, alcohol, and other dangerous substances, as well as issues relating to student mental health. The Student Assistance Program is designed to identify issues, including alcohol and other drugs, which pose a barrier to students' learning and school achievement. Student Assistance is not a treatment program but rather a systematic process whereby effective professional techniques are used to mobilize school resources in order to eliminate barriers to students' learning and school achievement. When the problem is beyond the scope of the school, the student and the family will be provided with information so they may access services within the community. The Student Assistance team members do not diagnose, treat, or determine appropriate services. The District encourages involvement of parents in all phases of the Student Assistance Program so as to underscore the parent's role and responsibility in the decision-making process affecting their children's education and in the successful resolution of student problems.

Student Assistance Emergency Phone Numbers – To Get Help Call: Any Emergency 911
Helpline 1-800-326-9577

CENTER FOR COMMUNITY RESOURCES (CCR) **Phone: 1-(844) - 707 - 3224 Text: #63288**
Chat: www.ccrinfo.org

Lycoming County Children Human Services Crisis Intervention & Emergency 570-326-7895
Mental Health & Mental Retardation 1-800-525-7938
YWCA Wise Options (Abuse & Sexual Assaults) 323-8167
Alcohol & Drug 24-hour Helpline 1-800-562-1240
Alcoholics' Anonymous 327-2860 (Alateen) 1-800-356-9996
Narcotics Anonymous 327-2678
Shepherd of the Streets 322-6538
Diakon Family Life Services 322-7873
Behavioral Health Center 320-7525
Childline (Abuse) 1-800-932-0313
West Branch Drug & Alcohol 323-8543
Safe-2-Say 1-844-SAF2SAY

Visitors

All visitors must report to the office. Visitors will wear visitor tags. The administration has the right to not allow visitors a specified number of days before a vacation and at the end of school, or during special occasions.

Telephone Messages

The main office receives many telephone calls from parents, friends, employers, etc. requesting that a student be given a personal message. Only in the case of an emergency will a student be called out of class to receive a message. All calls due to a student being ill must go through the nurse.

Textbooks

In most instances, your textbook represents the basic tool of your trade. We urge you to guard it carefully and keep it covered at all times and to use it daily. If you are receiving a new book, ask your teacher how to "break it in". The student to whom the book was issued must pay for damaged, or lost books. If you lose your book, you will be expected to pay for it. Write your name and the teacher's name on the inside cover of the book.

Working Papers

The Pennsylvania Department of Labor and Industry requires all employed minors (under age 18) to be covered by an employment certificate. These certificates are issued at the high school office. A parent must apply for the application and present proof of the student's birth date. It is

illegal to work before receiving the employment certificate from the school.

Policies

Athletic Complaint Policy

The East Lycoming School District provides a comprehensive interscholastic athletic program for its students. Personnel, supplies, and equipment are provided to ensure the implementation of school district and PIAA policies related to athletics. The Student, parent, or other individual who has an issue is encouraged to discuss the issue with the coach directly to resolve the issue at that level. Anyone still having an issue/complaint regarding an area dealing with the district's athletic program shall utilize the appropriate procedures and forms for registering the complaint. Complaints shall be filed in a timely manner (within 15 days if related to a specific incident), thus, allowing a thorough comprehensive investigation of the complaint. All complaints shall be in writing, signed, and dated. Board Members may initiate an issue/complaint in writing on behalf of a constituent. An appropriate degree of confidentiality will be maintained throughout the complaint process. The following are the levels to be utilized for resolution of complaints. The completed issue/complaint forms shall be submitted to the grade level Principal.

Level 1 Athletic Director

Level 2 Senior High Principal

Level 3 Superintendent

Level 4 Board of Education

If a complaint is appealed to Level 4 the Board shall decide, after reviewing the written responses from levels 1, 2, 3 and written complaint, whether to hold a hearing regarding the complaint.

The administration reserves the right to intervene immediately into a situation that, in their judgment, impacts on the health or safety of children. The complaint form shall be used for all complaints.

Additional documentation may be attached to the form. Copies of the policy shall be in the school district Board Policy Manual, district athletic manual, the individual team coach's manual, and the high school student handbook.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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 day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student 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. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for 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 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); a person serving on the School Board; a person or company with whom the School 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 tasks. 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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, DC 20202-5920

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

☛ Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

☛ Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The East Lycoming School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Lycoming School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The East Lycoming School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an

opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The East Lycoming School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920

NON-DISCRIMINATION POLICY

The East Lycoming School District does not discriminate on the basis age, sex, handicap, race, religion, creed, national origin, veteran status or political affiliation. Inquiries concerning Title VI, IX Section 504, or American Disabilities Act compliance should be directed to Mrs. Heather Burke, Business Manager, 349 Cemetery Street, Hughesville, PA 17737-1099. (570) 584-2131

TITLE IX SEX DISCRIMINATION

All institutions which receive Federal funds are required to comply with Title IX. This law sets up procedures to be followed by, in this case, public schools in order to avoid sex discrimination in the many facets of their operation (i.e. athletics, health, and physical education, subject selections, and hiring and firing of employees of the institution.) It likewise sets up a grievance procedure should a member feel aggrieved. Full information about this act and how to file a grievance can be found in the high school library and in the libraries of the several elementary schools. The business manager of the East Lycoming School District is the source person in the event more direct information is required.

Phone Numbers

District Office: 584-2131

High School Office: 584-5111

Attendance Hot Line: 584-2161

Senior High Principal: 584-5111

Junior High Principal: 584-5111

Counseling Office: 584-5113

Business Manager: 584-2131

Athletic Director: 584-6384

School Nurse: 584-5901

East Lycoming School District Website www.elsd.org

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public pre-school education, as other children and youths. Homeless children and youths must have access to the

educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

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

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

“Doubled up” – Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances.

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Unaccompanied Youth – Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

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

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

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

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed.

Advocate for and support students and families through school and home visits.

Set clear expectations for student behavior, attendance and academic performance.

Assist students/families access with community services.

Assist students/families with access to tutoring, special education and English language learner resources.

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison at 570-584-2131.

School Board Policies with web link

[Welcome - Policy Manual BoardDocs® PL](#)

Additional required notifications can be viewed at the links below:

[105.1 - Review of Instructional Materials by Parents/Guardians and Students](#)

[113 - Special Education](#)

[114 - Gifted Education](#)

[123 - Interscholastic Athletics](#)

[138 - Language Instruction Educational Program for English Learners](#)

[142 - Migrant Students](#)

[200 - Enrollment of Students](#)

[203 - Immunizations and Communicable Diseases](#)

[204 - Attendance](#)

[209 - Health Examinations/Screenings](#)

[210 - Medications](#)

[210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors](#)

[216 - Student Records](#)

[217 Graduation](#)

[218 - Student Discipline](#)

[218.1 - Weapons](#)

[221 Dress and Grooming](#)

[222 - Tobacco and Vaping Products](#)

[226 - Searches](#)

[227 - Controlled substances/paraphernalia](#)

[235 - Student Rights and Responsibilities](#)

[235.1 - Surveys](#)

[237 - Electronic Devices](#)

[238 - Student Acceptable Use of Computer Network System/Internet](#)

[247 - Hazing](#)

[249 - Bullying/Cyberbullying](#)

[250 - Student Recruitment](#)

[251 - Homeless Students](#)

[707 - Use of School Facilities](#)

[716 - Integrated Pest Management Notification](#)

[806 - Child Abuse](#)

[808 - Food Services](#)

[810.2 - Transportation - Video/Audio Recording](#)

[824 - Maintaining Professional Adult/Student Boundaries](#)

[904 - Public Attendance at School Events](#)

[906 - Public Complaint Procedures](#)

[918 - Title I Parent and Family Engagement](#)