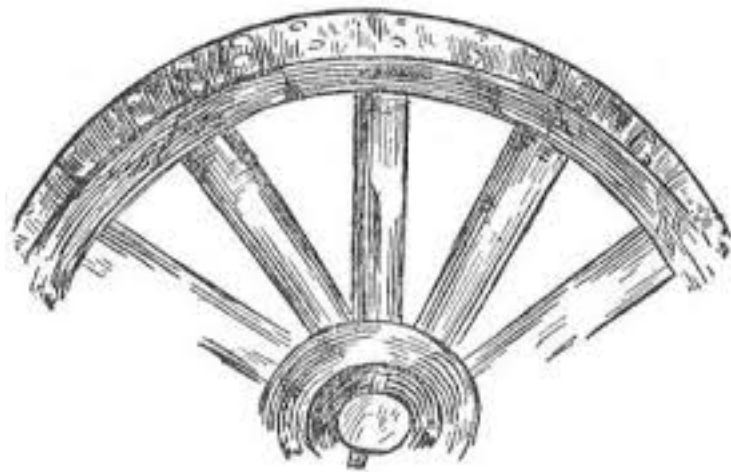


Smethport Area Jr/Sr High School



HOME OF THE "HUBBERS"

Student & Parent Handbook
2017 - 2018



ALMA MATER

In a little town of Smethport
Hills eternal lie;
Stands our famous Alma Mater
Smethport Area High.

Chorus:

Hail to Smethport! Hail to Smethport!
May she never die.
Hail to our dear Alma Mater,
Smethport Area High.

Then when Smethport's season's over
And the record's done
Her fair name will be exalted
And her victory won.

Chorus:

Hail to Smethport! Hail to Smethport!
May she never die.
Hail to our dear Alma Mater,
Smethport Area High.

We are ready to defend her
And her colors too.
Orange and Black are floating o're us
O're our school so true.

Chorus:

Hail to Smethport! Hail to Smethport!
May she never die.
Hail to our dear Alma Mater,
Smethport Area High.

Welcome to the 2017-2018 school year at Smethport Area Jr./Sr. High School, the home of the Smethport “Hubbers”. We are anticipating an exciting and successful year in a variety of academic and co-curricular activities.

At Smethport, the student is at the center of our educational mission. We believe that the difference between success and failure is effort and commitment. Students learn to work together to accomplish goals through a focus on continuous improvement and producing quality work. Our expectations are high in regard to the students’ work ethic, appearance, and manners. Smethport’s students are well-prepared to compete in a world which requires loyal and competent, goal-oriented individuals. Every opportunity will be provided to help our students become their individual and collective “best”.

Members of Smethport’s student body are eligible to participate in a variety of clubs, organizations, musical productions, and athletic competitions. We strongly feel that students should get involved in school and community activities. Learning is not limited to the classroom.

Our Student-Parent Handbook is furnished to give you the information necessary for a successful school year. Please reserve some time to carefully review this handbook. Keep it handy for quick reference throughout the school year. It provides students and parents with information about Smethport’s policies, procedures, regulations, activities, and services. If you have any questions at any time, please do not hesitate to contact my office at 887-5545.

Sincerely,

Robert W. Miller
Principal

Table of Contents

Absences and Excuses	15	Marking Periods, Report Card Dates, ACT 80 Days, Snow Days	5
Academic Awards Banquet.....	11	Medical Exams and Screenings	12
Admissions	6	National Honor Society.....	10
Announcements.....	13	Office Hours.....	6
Appointments.....	15	Parent-Teacher Conferences.....	21
Assemblies	13	Peer Helpers.....	10
Attendance	13	Pennsylvania System of School Assessment (PSSA).....	7
Authority of the Faculty.....	13	Pep Rallies	21
Authorized Educational Trips.....	15	Principal's Discretion	13
Band/Choir.....	10	Reporting of Student Accidents	22
Bell Schedules.....	6	Restroom and Locker Room Procedure	21
Breakfast/Cafeteria Procedures	8	Roll of Distinction and Honor Roll.....	11
Bullying	23	Saturday Detention.....	19
Bus Transportation	16	Schedule Change.....	22
Calendar of Events.....	5	School Breakfast, Lunch.....	8
Citizenship (Courtesy)	7	School Closings.....	7
Classroom Behavior	17	School Day	7
Computer Use	17	School Newspaper	10
Conflict Resolution.....	7	School Pride	7
Crosswalk Procedure	17	School Property	22
Dance Procedure.....	17	Securing Assignments When Absent.....	21
Deficiency Reports	11	Selected Board Policies.....	25
Definitions of Violations	24	Shop Policy.....	22
Descriptions of Consequences.....	25	Social Relationships	22
Detention	19	Sports Banquet.....	11
Discipline Code.....	24	Sports	10
Dress Code.....	18	Sportsmanship.....	7
Driver's Education	18	Student Assistance Program	12
Driving (Vo-Tech).....	19	Student Attendance/Behavior at Activities/Athletic Contests	23
Driving and Parking Regulations	19	Student Council	10
Electronic Devices.....	16	Student Expenses	8
Field Trips.....	7	Student Insurance	12
Fire Drills	20	Student Medication Procedure	22
Graduation Ceremony	11	Student Recognition	8
Guidance	11	Student Responsibilities	6
Gym Uniforms.....	20	Student Rights and Responsibilities	30
Hall Conduct.....	20	Study Halls	22
Hall Passes.....	20	Tardiness	9
Hats	16	Telephone Use.....	22
Health Services	11	Textbook Procedure.....	23
Homebound Instruction	19	Varsity "S" Club.....	10
In-School Suspension.....	18	Visitors.....	8
Leaving the Building.....	14	Vo-Tech Applications	23
Library.....	11	Withdrawal Procedure	23
Lockers/Locker Use/Locker Search and Contraband.....	21	Working Papers	23
Lost and Found.....	7	Yearbook	10
Marking System.....	10		

PART I - GENERAL INFORMATION
SCHOOL CALENDAR
SMETHPORT 2017-2018 SCHOOL YEAR

Calendar of Events

August 18-22.....	Teacher Professional Development Days
August 23.....	Students' First Day
September 4.....	Labor Day Vacation
October 9.....	ACT 80 Day/Columbus Day
October 26.....	Marking Period Ends
November 22.....	Early Dismissal**1/2 Day for Students
November 23-28.....	Thanksgiving Vacation/Deer Season
December 22.....	Early Dismissal**1/2 Day for Students
December 25-January 2.....	Christmas/New Year's Vacation
January 15.....	Martin Luther King Day/No School for Students
January 16.....	Marking Period Ends
February 16-19.....	Presidents' Day Weekend/No School/Make-Up
March 21.....	Marking Period Ends
March 28.....	ACT 80 Day/No School for Students
March 29-April 3.....	Easter Vacation/No School/Make-Up
May 28.....	Memorial Day
May 30.....	Marking Period Ends
May 30.....	Last Day of School
June 1.....	Graduation

End of Marking Periods	Report Cards on PowerSchool	ACT 80/Prof. Dev. Days
October 26 January 16 March 21 May 30	November 2 January 23 March 27 June 8	August 18, 21, 22 October 9 November 2, 3 January 15 March 28 May 31

Snow Days

Days missed because of inclement weather will be made up in the following order:

- February 19
- February 16
- March 29
- April 3
- June as necessary

Keystone Exam Schedule

December 4-15, 2017 - Winter Wave I—Algebra 1, Biology, Literature
 January 8-22, 2018 - Winter Wave II—Algebra 1, Biology, Literature
 May 14-25, 2018 - Spring Window—Algebra 1, Biology, Literature
 July 30- August 3, 2018 - Summer Window—Algebra 1, Biology, Literature

PSSA Testing Schedule

Grades 3 - 8.....	April 9 -13, 2018.....	English Language Arts
	April 16 - 20, 2018.....	Math PSSA
Grade 4.....	April 23 - 27, 2018.....	Science PSSA
Grade 8.....	April 23 - 27, 2018.....	Science PSSA
Grades 3 - 8.....	April 30 - May 4, 2018.....	(Make-Ups)

Bell Schedule for a Regular Day

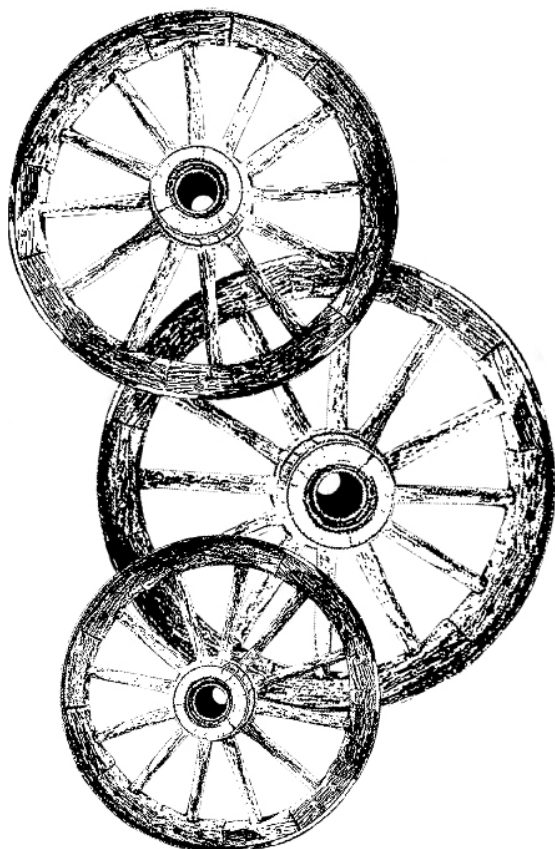
8:00 A.M.	Opening Bell
8:05 A.M.	Report to 1st Period
8:07 A.M.	Beginning of 1st period/Tardy Bell

PERIODS:			LENGTH:
1	8:07	8:56	49 min.
2	8:59	9:42	43 min.
3	9:45	10:28	43 min.
4	10:31	11:14	43 min.

Group 1	Lunch	11:17	11:47	30 min.
(Grades 7, 8, 9) 5	11:50	12:36	46 min.	

Group 2	5	11:17	12:03	46 min.
(Grades 10, 11, 12)	Lunch	12:06	12:36	30 min.

6	12:39	1:26	47 min.
7	1:29	2:16	47 min.
8	2:19	3:14	55 min.



Office Hours

The office will be open from 8:00 A.M. until 4:00 P.M. for your convenience. Please feel free to call or stop by during these times to allow us to assist you.

Admissions

A student who wishes to be admitted to Smethport Area Jr.-Sr. High School must have established residence within the Smethport Area School District and must have a verified record of immunizations as prescribed by state law. Students residing with people other than parents or guardians must secure and complete an affidavit form and return it to the high school office.

New students should report to the guidance office where a counselor will assist in preparing the necessary schedules.

Student Responsibilities

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

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the students to:

- ◆ Be aware of all rules and regulations of student behavior and conduct themselves in accord with them.
- ◆ Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- ◆ Dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational processes.
- ◆ Be aware that until a rule is waived, altered, or repealed, it is in full effect.
- ◆ Assist the school staff in operating a safe school for all students enrolled therein.
- ◆ Be aware of and comply with state and local laws.
- ◆ Exercise proper care when using public facilities and equipment.
- ◆ Attend school daily except when excused and be on time at all classes and other school functions.
- ◆ Make all necessary arrangements for making up work when absent from school.
- ◆ Pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.

Citizenship

COURTESY: Within our school community, each of us, students, faculty, and visitors, should strive to extend common courtesy in the form of cooperation, assistance, congenial conversation and replies.

SCHOOL PRIDE: Smethport Area Jr.-Sr. High School is your school. Take pride and responsibility in keeping its buildings, grounds, and equipment beautiful.

Conflict Resolution

Part of a student's emotional and maturational development is learning how to interact with peers in a positive and productive manner. It goes without saying that conflicts and disagreements do occur. It is imperative that the school staff and parents address and reinforce with the students how to resolve disagreements in a productive manner.

1. Apologize to others when accidents occur. This is a common courtesy that eases tension.
2. Speak to others in a respectable manner, not yelling, insulting, or using profane language.
3. Don't "**Step-Up**" to a fight. If you are challenged, or verbally abused by another student, **Step Away** from that situation before a serious conflict results. (Fighting is a suspendable offense and will not be accepted at SAHS.)
4. Seek adult assistance if a problem develops. Almost all situations can be worked through without conflict or students having to be disciplined.

Sportsmanship

We view it as a privilege for students to represent Smethport Area Jr.-Sr. High School in any contest, event, or activity. Because our students strive to do their best, we expect them and the rest of the school community to take pride in their efforts. Our athletic department does not sanction unsportsmanlike conduct at athletic events by the participants or by the spectators at either home or away events.

Lost and Found

Books and personal belongings found in the school are taken to the high school office. Any items which have name tags or other identifying marks are returned to the owners. Unidentified items are kept for a reasonable amount of time. If they remain unclaimed they will be discarded.

Many items are lost or stolen during the school year. We strongly recommend that students do not carry valuables or large sums of money to school. In the event that valuables or money must be transported to school, make every attempt to secure your possessions in your locker or in the school office. Ultimately, the student is responsible for his/her property. By exercising good judgment, unfortunate incidents can be avoided.

The locker that is assigned for your use has a lock on it. To maintain security we urge that you not preset your combination. Although this may be the fastest way for you to get into your locker, it is also an easy way for everyone else to

get into your locker. Do not give out your locker combination to other students.

Field Trips

During the course of the school year field trips may be scheduled for educational purposes. Before leaving on a trip, parental permission and medical authorization slips must be taken home and signed, then returned to the teacher in charge. If there is any cost involved, it must be taken care of prior to the trip. A student may be denied the privilege of participating in a field trip for academic or disciplinary reasons.

Students will also be denied permission to participate in a field trip if their cafeteria account has a negative balance.

School Day

Students arriving at school must stay on school property. Students arriving before 8:00 A.M. may enter the building but must wait in one of the following locations until the 8:00 bell rings: the hallway outside the shop area, the entrance areas, or the cafeteria.

Students may go to their lockers after 8:00 A.M. At 8:05 A.M. a warning bell rings to remind students that they must be in homerooms/1st period within 2 minutes. By the 8:07 A.M. bell all students should be seated quietly and be prepared for the opening exercises and announcements.

Dismissal time will be 3:14 P.M. and no students should be in the building after 3:30 P.M. unless under adult supervision.

Pennsylvania System of School Assessment (PSSA)

Each year, the PSSA reading and mathematics assessments are administered in public schools statewide at grades 5, 8, and 11. A writing assessment is administered at grades 6 and 9 on a periodic basis. The tests are administered each year in late February or early March. Individual student results are distributed and school profile information made available to the public by the fall of the following school year. Results of these assessments are used by the school as one means of evaluating curriculum.

School Closings

If it becomes necessary to close school due to inclement weather the closing will be announced on the following stations:

Smethport	WQRM	106 FM
Bradford	WESB	1490 AM
Coudersport	WFRM	600 AM
Kane	WLMI	103.9 FM
Olean	WPIG	95.7 FM
Port Allegany	WHKS	94.9 FM
St. Marys	WKVE	97.5 FM

Visitors

All visitors (including recent graduates) must register at the high school office before proceeding to any part of the building. They will be issued a Visitor's Pass and be asked to return the pass to the office when leaving.

Parents of our students are welcome to visit the school at any time. They may park in the front circle or in the parking lot. Upon entering the building they are asked to register at the high school office.

Smethport students are asked not to bring students from other schools for a visit. If a student comes to our school as a guest, prior approval must be obtained in writing from the High School Principal.

Student Expenses

Class dues	all grades
Student Pictures	optional for all grades
Yearbooks	optional for all grades
Field Trips	students may be charged a fee
Class rings	optional for grades 10-12
Senior Portraits	optional Junior year
Wood Shop	see Shop Policy in Part V
Driver Education	\$30.00 fee
Graduation	
Robes	required for Seniors
Announcements	optional for Seniors
Home Economics	\$5.00 per semester for materials in Foods, Sewing, and Crafts Classes

Note:

CLASS RINGS are ordered the 2nd - 3rd week of February. Students in grades 10-12 may order a ring at this time. Delivery of rings is usually before the end of the school year.

YEARBOOK orders are taken in the fall for delivery in the spring. The price of the yearbook will be announced before orders are taken. A few extra yearbooks are usually available for purchase at the end of the year. These will be sold at a slightly higher rate than the books which had been ordered in the fall.

Student Recognition

All students deserve recognition whether athletic, academic, parent, teacher, or school related. Our approach is not only to properly recognize student achievement but to encourage esprit de corps, school spirit, and further participation in both academic and athletic endeavors by all students.

School Breakfast and Lunch

Cafeteria breakfasts and lunches are offered to students each school day at a reasonable cost. Breakfast will be available before school each day, beginning at 7:40 A.M. High school students have a variety of options from which to choose. A regular lunch consists of the main menu entrée, vegetable, fruit, and milk. A student can substitute the salad bar, a sandwich or a yogurt in place of the main entrée.

There are no a la carte items in the High School cafeteria except milk, however **a student who purchases lunch may also buy extra menu items**. Extra menu items are any single item on the menu. Students are charged for any extras that they choose and must have money in their lunch account to cover these.

Students receiving free or reduced meals may also buy extras if there is money in their account.

* Any student who receives free lunches and purchases a milk only is charged 45¢. The milk is not free when purchased without a lunch. Items from vending machine must be purchased with cash.

- ◆ **Students are responsible for their own lunch account.** They need to check and keep track of their balance as they go through the lunch line. Cafeteria workers are there to assist the students.
- ◆ If an account has a negative balance, no extras or doubles may be purchased.
- ◆ Any **cafeteria charges over \$10.00** will result in a High School student being **denied** a lunch.
- ◆ If a student owes over \$10.00, the cafeteria worker will let the student know that they will be denied a lunch until their account is **paid in full**.
- ◆ **All money** must be taken to the cafeteria in the morning **before 10:00 a.m.**
- ◆ Any money brought to the cafeteria will be applied towards the negative balance.
- ◆ **No money will be accepted through the lunch line.**
- ◆ No High School students may participate in field trips unless the account is **paid in full**.
- ◆ **All accounts must be paid in full at the end of June each school year. No exceptions!**
- ◆ If the balance is not paid your child will be unable to charge in the cafeteria for the 2016-2017 school year.

Free and reduced-price meals are available to those that qualify. Applications are sent home with all students at the beginning of the school year. Families are encouraged to apply for free or reduced-price meals. Applications are accepted at any time. If your financial situation changes during the school year, you may contact Ms. Kreiner in the Superintendent's Office at 887-5543 for information or an application. The information is held in strict confidence. Because all students have a meal account and go through the line in the same manner, others in line cannot tell when a student is receiving free or reduced meals.

Cafeteria Prices

For the first time, families that have children attending a public school district can apply for free or reduced price school meals through the National School Lunch Program on-line using the Internet. This can be done using COMPASS. COMPASS allows Pennsylvanian's to apply for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children's Health Insurance Program (CHIP), etc., on-line. Families can use COMPASS to apply for free or reduced price school meals

only, or they can apply for other services at the same time (FS, TANF, etc.).

Since your child attends Smethport Area School District, which is a public school district, you can apply for free or reduced price school meals on-line by going to the COMPASS website at www.compass.state.pa.us or you can continue to use the paper "Household Meal Benefit Application" if you prefer. If you apply for free or reduced price school meals through COMPASS, you do not need to submit a paper application.

	Daily	Weekly
H.S. Student Breakfast	\$1.20	\$6.00
Reduced-price Breakfast	\$0.30	\$1.50
H.S. Student Lunch	\$2.00	\$10.00
Reduced-price Lunch	\$0.40	\$2.00

With the Point of Sale system, parents are encouraged to send in money for their child's account in advance. Deposits to cover more than one week are encouraged, but not mandatory. Checks to be deposited into your child's cafeteria account may be mailed to the school payable to the Smethport Cafeteria Fund - attention Toni Morris, or sent in with your child. Please specify the student's name and account number, if known. The on-line and telephone-based MealPay System will also be available to parents again this year. MealPay is a prepayment system that allows the parent to make deposits into their child's meal account via the web at www.mealpay.com or toll free by phone at 1-866-734-4691. There is a transaction fee for making deposits into your child's account. However, there are no fees to use the system on-line or by phone to check your child's account balance or to view their purchase history.

H.S. students are reminded by the cashiers as they go through the line when their account is getting low. Phone calls will not be made regarding low account balances. Money left in a student's account at the end of the school year will automatically be available to the student to begin the next school year.

Questions about your child's account or the meal program should be directed to Toni Morris, Food Service Director, at the H.S. Cafeteria at 887-5545 ext. 159.

Breakfast Procedure

1. All students wishing to purchase breakfast before school must be in the Cafeteria between 7:40 A.M. and 8:05 A.M. The only students permitted in the Cafeteria after the late bell are late bus students.
2. The door to the serving line will close at 8:05 A.M.
3. Students are not permitted to bring food or drinks from home.
4. Students leaving the cafeteria after first period starts must have a signed pass from the main office and must report directly to their first period class after finishing breakfast.

Cafeteria Procedures

1. All students must report directly to lunch whether they eat lunch or not, and they are not allowed in the hall areas during their lunch period.
2. All students will walk to the cafeteria and take their place in line. There is to be no running, shoving or cutting in line.
3. Students should go directly to the cafeteria. Students may request to use the restrooms during cafeteria lunch time.
4. Students are to go directly to their lunch line.
5. Students carrying lunch or not eating will go directly into the cafeteria without waiting in line.
6. No large servings of snack foods to pass around, cakes, or parties are permitted during lunch.
7. Students in grades 7, 8 are to sit in designated areas and may not sit in other areas. Students in grades 9, 10, 11, 12 may sit anywhere in the cafeteria.
8. Students are to sit at tables, no standing or sitting on ledges or windows.
9. Only 8 students may sit at one table. Do not move chairs around.
10. No horseplay, throwing food, kicking chairs or other types of misbehavior allowed.
11. Students will clean up their table and the area around their table. The entire table is responsible for cleaning the area.
12. Students in grades 7, 8 will be dismissed by table. Students in grades 9, 10, 11, 12 may leave at the bell providing their table and area are clean. Failure to leave the area clean will result in students being dismissed by tables.
13. Students must receive a pass from the cafeteria teacher to use the restroom.
14. Students are not to carry or consume food/drinks in the halls or classroom areas.
15. **No order-outs are to be brought to the school unless they are brought to the office and must be approved before ordering.**

Tardiness

A student is tardy if not in homeroom/first period when the bell rings at 8:07 A.M. (Refer to "Attendance Times" in Part V). Frequent tardiness is unacceptable. A student will be assigned after-school detention beginning with the third tardy and for all subsequent tardies for any reason. If tardiness continues, further disciplinary measures will be used. (Refer to the Discipline Code found in Part V)

PART II - STUDENT ACTIVITIES

Sports

There are a variety of sports available at the Junior High, Junior Varsity, and Varsity levels. Their purpose is to provide experiences for the students which will contribute to their physical, social, and academic maturation. The following sports are available:

Basketball	Baseball
Cheerleading	Football
Golf	Track and Field
Volleyball	Wrestling
Cross Country	Softball
	Soccer

National Honor Society

The National Honor Society was founded as a national organization to recognize individuals who have proven their ability as scholars and show their devotion to their school by their actions. Only those who comply with the rigid standards of the local Honor Society and the National Honor Society may be inducted as members. These standards are character, scholarship, leadership, and service. Juniors and Seniors are eligible for full membership, while Sophomores are classed as associate (Probationary) members and must maintain their high quality of scholarship to be inducted the following year.

Student Council

Student Council is the student governing body of the Smethport Area Jr.-Sr. High School. The council is comprised of students elected to represent their peers on the council for a one-year term. There are student representatives at each grade level. The primary function of the council is to work cooperatively with administration and faculty in guiding student activities and projects in the school.

Band/Choir

In addition to the band and choir offerings in the schedule, students may elect to join any of the following groups:

Marching Band
Stage Band
Show Choir (tryouts required)

Peer Helpers

Students in grades 9-12 can apply to be a Peer Helper. Peer Helpers assist new students, help with orientation activities, hold school-wide functions to promote school spirit.

School Newspaper

Any student interested in the school newspaper may join the staff. Several newspapers with school news may be published each year, providing an advisor is available.

Varsity "S" Club

Any student who has "Lettered" in a varsity sport is eligible for membership in Varsity "S".

Yearbook

A yearbook is published each year. Students in grade 12 are encouraged to join the Yearbook Staff.

PART III - REPORT CARDS

Marking System

Report Cards are issued four times a year. Each marking period is nine weeks in length. Parents are urged to discuss the report card with their child and if there are any questions, please contact the student's Guidance Counselor or the High School Principal.

Numerical grades are awarded as an indication of student progress in a class. An incomplete grade (I) may be given at the discretion of the teacher when items of major importance have not been completed. A few courses exist that are graded as Outstanding (O), Satisfactory (S) or Unsatisfactory (U).

The following is a general description of the progress indicated by letter grades.

A - Outstanding Achievement

Shows that the student constantly does more than is required, takes an active part in discussions, is dependable in doing assignments, is prompt, neat and thorough in all work, is usually free from teachers' correction, shows initiative and originality in attacking problems, shows evidence of ability to apply principles, has enthusiasm for and interest in work, knows how to select books and materials, and has a good vocabulary.

B - Good Achievement

Shows that the student usually shows mastery of a major portion of assigned work, responds well in class discussions, attacks new problems and can work independently, shows evidence of ability to apply principles, is prompt, neat and usually accurate in all work.

C - Average Achievement

Shows that the student does what is required, applies himself/herself during class periods, is reasonably thorough and prompt, has average ability to retain general principles of the course, but needs improvement in work habits and in work checked.

D - Minimum Achievement

Indicates that a student's work is regarded as passable according to minimum requirements.

F - Failure

Indicates that a student is doing work which is below minimum requirements. This grade indicates that the student and parent should make an immediate effort to consult with school personnel, through the Guidance department, to help improve the student's achievement.

I - Incomplete

Indicates that the student has not completed items of major importance and is being given the opportunity by the teacher to make up the work in a reasonable period of time. It is the student's responsibility to contact the teacher for work to be made up. Incomplete grades should be resolved as soon as possible and will become F's if not changed within 15 school days unless extenuating circumstances exist and the teacher requests an extension.

Percentage equivalents of letter grades are listed below:

GRADING SCALE	
Alpha Grade	Numerical Grade
A	93-100
B	85-92
C	74-84
D	65-73
F	00-64

Deficiency Reports

Any student who appears to be substantially below expected levels of achievement in a marking period will be sent a Deficiency Report. It does not necessarily mean the student is failing; it could mean the student is not performing adequately. Deficiency reports can be sent home at any time during the year.

Roll of Distinction and Honor Roll

A Roll of Distinction and an Honor Roll will be published each grading period in local newspapers. Students in all grades in the junior-senior high school who demonstrate exceptional academic achievement as indicated by report card grades will be named to the Roll of Distinction or Honor Roll. A student with an "A" grade in all subjects shall be placed on the Roll of Distinction; a student with a minimum of "B" grades in all subjects shall be placed on the Honor Roll. A student with an "I" (Incomplete), "WF" (Withdrawn Failing), or "U" (Unsatisfactory) will be ineligible for honors that marking period.

Any student who achieves the Roll of Distinction or Honor Roll during the first three of the four marking periods of the current year shall be named a recipient of the Academic Honors Award and will receive such award and recognition in the Spring. A student who achieves the Roll of Distinction for the first three marking periods shall receive a certificate and a medallion or pin. A student who achieves the Honor Roll for the first three marking periods shall receive a certificate.

The two graduating students with the highest and second highest averages respectively shall receive an award and appropriate recognition. The award will consist of a plaque or trophy.

Sports Banquet

Two banquets are held each year to present awards to students who qualify for athletic awards.

Academic Awards Banquet

A banquet is held each year to present academic awards and scholarships to graduating seniors.

Graduation Ceremony

Students must meet all of the requirements for graduation (e.g., credits, mandated courses, and other obligations) by the deadline for senior grades to be eligible to participate in the graduation ceremony. Students who must complete graduation requirements in the summer following their senior year will receive a diploma at the end of summer school but will not be eligible for the graduation ceremony.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension. A diploma may also be held until a student meets his/her financial or other obligations.

PART IV - PUPIL SERVICES

Guidance

Guidance is a process of helping the individual to help himself. Some of the services offered to the student through the Guidance Department are:

1. Orientation and adjustment of the new student to the program offered.
2. Individual planning and the selection of courses for each student at each grade level.
3. Information about colleges and other post-high school training programs.
4. Information about careers and occupations.
5. Guidance in areas of study problems in class work.
6. Guidance in development and maturation of social adjustment.

The counselors are available for individual counseling throughout the day. Students may come to the Guidance Office during a study period; but to avoid waiting, it is recommended that an appointment be made — preferably in the morning before first period when the counselors are making their agenda for the day.

Health Services

A nurse is available throughout the school day. Students are required to present a teacher's pass to report to the nurse unless there is an accident or sudden illness. If the nurse is not in the nurse's office, students are to report to the high school office.

Parents are responsible for the transportation of ill and injured students whenever possible. However, the nurse

or the administration will assist in making arrangements for transportation.

Medical Exams and Screenings

1. Students entering the Smethport Area School System from other districts are requested to have a medical examination if adequate health records are not available.
2. Eleventh grade students are required to have a medical examination by the school physician or family physician.
3. All students shall be given a vision screening test and be weighed and measured annually.
4. Hearing tests shall be given to all seventh grade students.
5. Dental examinations are given to seventh grade students.

School personnel have the authority to exclude students with suspected communicable and contagious diseases. If the situation indicates, a physician's note for readmission to school is required.

Library

Hours: The library will be open from 8 a.m. until 3:30 p.m.

Access: Students must obtain a blue pass from the librarian or library aide during homeroom or at some time prior to the class period they would like to use the library. The student will take the blue pass to the study hall teacher, have it signed, and give it to the librarian upon entering the library. Students will be sent back to class or study hall if their behavior is inappropriate. Students may be turned away from the library due to scheduled class visits and/or an overload of students in the library.

Library ID Cards: Students may use their photo I.D. cards to check out a book in the library. These cards are not required to check out a book, but these cards make checking out a book faster. These cards will be given to the students when they receive their school pictures.

Circulation: Students may check out a book from the library for 2 weeks. A student may renew a book as many times as needed unless it is on reserve. The student must bring the book to the library to have it renewed. Books that need to be returned to the library can be dropped in the slot in the circulation desk in the library. Students with overdue books or fines may not check out materials.

Reference Materials: Students may check out reference materials overnight and are due back in the library the following day.

Fines: Students must return books on their own before the day they are due. If the student fails to return the book by the due date stamped on the inner pocket, a fine of \$0.10 a day will

incur until the book is returned and the fine is paid. Reference materials carry a fine of \$0.25 a day. Overdue notices will be sent to homeroom teachers to be handed out every Monday during homeroom. On receiving one of these slips, students should return the overdue materials to the library immediately and pay any fines. Students who keep Library materials or fail to repay fines after 3 notices will lose all Library privileges until all materials are returned and fines are paid.

Any student who loses library materials should report the loss at once to the Librarian. If it is found the student is charged .25 cents for the inconvenience. If the material is not found the student must pay for the replacement.

Internet Access: Online access is available in the library on several computers and laptops. Students may use the online connection only if they have had their parent/guardian sign the Internet Acceptable Use Policy form and the student has returned that to the library or to Mrs. Crowley in room 146. Internet is to be used for academic reasons only.

Library Aides: The library has many students who work during their studyhall periods as Library Aides. These people sign out library materials, reshelve materials, etc. Any interested person may sign up with the librarian.

Student Insurance

ATHLETIC INSURANCE - The district provides insurance for all participating athletes. It works in conjunction with your own health care insurance. If you do not have health care insurance, the athletic insurance covers the athlete. Basically, the athletic insurance works in the following manner:

1. Pays the first \$100
2. Your insurance becomes responsible
3. Pays beyond what your insurance does not cover.

You should contact your health care provider for additional information, particularly if you are in an HMO.

GENERAL SCHOOL INSURANCE - This is an optional accident policy made available to students. Student insurance coverage information will be sent home to you regarding school time, or 24-hour coverage. We suggest you consider either policy for protection as the district **DOES NOT** provide insurance coverage for student accidents while at school. Applications will be sent home early in September. Purchase is at your discretion.

Student Assistance Program

The purpose of this group is to provide assistance and support for those students who are experiencing significant personal problems related to:

- | | |
|----------------------|------------------------------|
| depression | family problems |
| drug and alcohol use | pregnancy |
| suicidal thoughts | hostility/anger |
| anxiety | abuse |
| loss/death | eating/sleeping difficulties |

To seek help personally contact a team member or get a referral form in the Guidance Office, High School Office, Superintendent's Office, School Nurse, Team Members, Library. **A referral may be made by any school staff member, community member, parent, or student.** The following services are provided:

- ◆ Availability of team members to listen to and help students resolve problems
- ◆ Crisis intervention
- ◆ Drug and alcohol support group
- ◆ Referrals to counseling/drug & alcohol centers

The Student Assistance Program Team maintains confidentiality in accordance with state and federal guidelines when communicating a student's progress to school staff. The goal of the district's Student Assistance Program is to help students with concerns which prevent them from achieving their full potential. Student Assistance Program Team members and students work together to find positive solutions.

PART V - SCHOOL REGULATIONS & POLICIES

Authority Of The Faculty

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

Principal's Discretion

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

Announcements

The public address system is used for school communications, announcements, and for educational programs. Announcements are made each day during the morning homeroom period and at the close of the eighth period.

All announcements to be made over the public address system must be approved by the High School Principal and should be limited to those school affairs that cannot be announced in any other manner. Use of the public address system for personal matters is prohibited.

Announcements should be submitted the day before the time to be announced and ALL announcements must be signed by a staff member.

Assemblies

Students will be escorted from their classes or homerooms to the auditorium. Orderly conduct and courtesy is to be evident at all times. Any student creating a disturbance or being generally discourteous will be corrected as soon as possible,

and if the problem is severe, removed from the auditorium and brought to the office for disciplinary action.

Students shall sit by homerooms in the seats allotted for that homeroom and assigned by the homeroom teacher.

Attendance

Attendance in school is critically important to the learning process. Teacher comments, peer interaction, cooperative learning activities and self-expression are all valuable components to a person's education. These can only be mastered through continuous and regular school attendance.

In accord with the Board's policy on attendance, the following guidelines shall be adhered to by the administration:

1. When a student develops a pattern of intermittent absences due to illness that exceeds ten (10) days, a doctor's excuse may be required to justify any further absences of this nature. Parents will be notified of the need for a doctor's excuse by mail. Non-compliance with the above will result in the day(s) being marked as illegal (when student is under age 17) or unexcused (when student is 17 or older) absences.
2. After three (3) consecutive days absence of any student, a phone call or a visit to the home will be made to ascertain the reason for the absence unless the school has been notified by the parent concerning the student's absence. In some cases, a call will be made after one (1) day of absence if the student has shown a pattern of absences in the past.
3. When a student has been absent, it is the responsibility of the student to make up any work and tests missed during the absence. No student will be able to pass a marking period successfully without making up all such work satisfactorily. Incompletes will not be acceptable unless a student has made prior arrangements to make up the work missed.
4. Any student who misses twenty (20) days of cumulative absence will not receive credit for the course until the additional days are made up during summer school.
5. A student 17 years of age or over has a right to a public school education. However, each student in this category must adhere to the rules and regulations pertaining to attendance. A total of three (3) unexcused absences may result in a recommendation to the Board of Education for expulsion.
6. Illegal absences for students under 17 are those primarily due to truancy, parental negligence, and unlawful employment. Under the State Compulsory Attendance Law, the parents of a student who has accumulated three (3) illegal absences and is within the compulsory age limits are to be served a first offense legal notice. Any subsequent illegal absence then makes the parents liable for a fine. Chronic truancy will be referred to the proper agency for further legal action, or after all reasonable avenues have been explored, including alternative educational programs, expulsion proceedings before the Board of Education may be initiated.

(Refer to Smethport Area School District Policy #5113)

Compulsory Attendance

Compulsory attendance as defined in Sections 1326, 1327 of the Pennsylvania School Code begins when a student enters grade one or at the age of 8 years until the age of 17 years.

During that time students are required to attend school regularly.

Penalties for Violation of the Compulsory Attendance Requirements:

Absences which do not meet the state and district requirements for an excused absence are in violation of the compulsory attendance law. The school district must provide parents/guardians with notification when a child has accumulated three (3) such illegal absences. After such notice has been given, parents/guardians shall be liable for any further violations during the time of compulsory attendance.

Every parent/guardian of children of compulsory age who fails to comply with the provisions of the law regarding compulsory attendance may be sentenced to pay a fine, not exceeding \$300, and court costs or be sentenced to complete a parenting education program. If they fail to pay such fines and costs or complete the parenting program they may be sentenced to the county jail for up to five (5) days.

The child and parent/guardian must appear at a hearing established by the district justice. If the parent/guardian charged with the summary offense shows that he/she took every reasonable step to insure attendance of the child at school he/she may not be convicted of the offense. If the parent/guardian is convicted of the summary offense, the district justice may suspend, in whole or in part, the sentence provided the child no longer is habitually truant from school. In place of or in addition to a sentence, the district justice may order the parent/guardian to perform community service for a period of no more than six (6) months.

If a parent/guardian is not convicted of a summary offense because he/she took every reasonable step to insure attendance of the child at school, a child who is thirteen (13) years of age or older and fails to comply with the compulsory attendance law because he/she is habitually truant from school commits a summary offense and may be sentenced to pay a fine up to \$300 for each offense or may be assigned to an adjudication alternative program. If the child fails to pay the fine or comply with the alternative program, the district justice may allege the child to be dependent under 42 Pa.C.S. § 6303(a)(1). This will not constitute a delinquent act under 42 Pa.C.S. Ch. 63.

Upon a summary conviction or assignment to an adjudication alternative program, the district justice may suspend, in whole or in part, a sentence or an adjudication program in which a child who has attained the age of 13 years must pay or comply with the adjudication alternative program provided the child no longer is habitually truant from school.

Any child who has not attained the age of 13 years who fails to comply with the compulsory attendance provisions of the law and is habitually truant will be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302. Any child who has reached the age of 13 years who fails to comply with the

compulsory attendance provisions of the law and is habitually truant may, in place of a prosecution, be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302.

If a child is convicted for a violation of the compulsory attendance requirements of the school law, the court, including a court not of record, will send to the Department of Transportation a certified record of the conviction or other disposition. The Department of Transportation will suspend for 90 days the operating privilege of the child. If the department receives a second or subsequent conviction for a child's violation of the compulsory attendance requirements, the department will suspend the child's operating privilege for six (6) months. Any child whose record is received by the department and who does not have a driver's license will be ineligible to apply for a driver's license under 75 Pa.C.S. § 1505 (relating to learners' permits) and 1507 (relating to application for driver's license or learner's permit by minor) for the time specified above. If the child is under sixteen (16) years of age when convicted, suspension of operating privileges will commence in accordance with 75 Pa.C.S. § 1541 (relating to period of revocation or suspension of operating privilege) for the time specified above.

Attendance Times

Tardy between 8:07 and 9:45

1/2 Day arriving 8:00 and leaving between 9:45 and 12:00 noon

1 Day leaving before 9:45 or arriving after 12:00 noon

- ◆ Students must be in school by 8:07 A.M. in order not to be tardy.
- ◆ Students reporting between 8:07 A.M. and 9:45 A.M. will be marked tardy. Any student arriving at school after 8:07 A.M. must report to the main office upon arrival to sign-in and receive an admit pass for class.
- ◆ Students reporting between 9:45 A.M. and 12:00 noon will be marked absent for one-half (1/2) day for the AM session and will be required to submit an excuse. Students must report to the main office upon arrival to sign-in and receive an admit pass for class.
- ◆ Students leaving after 9:45 A.M. and not returning to school will be marked absent for one-half (1/2) day for the PM session. Students leaving before 9:45 A.M. and not returning to school will be marked absent for one (1) day. Students must be pre-excused and **must report to the main office to sign-out prior to leaving the building.**
- ◆ Students reporting after 12:00 noon will be marked absent for the entire day and will be required to submit an excuse. Students must report to the main office upon arrival to sign-in and receive an admit pass for class.
- ◆ Students who report to school and then leave for an approved appointment will **NOT be marked absent if they return to school within three (3) hours.** A student who has an appointment before coming to school or who leaves school for an approved appointment and does not return to school will be marked absent or tardy in accord with the times listed above.

Absences and Excuses

Whenever a student is absent from school, he/she must submit an excuse for the absence **within three (3) school days of the return**. If an excuse is not submitted, or is not submitted within three days, the absence will be recorded as unexcused (when student is 17 years of age or older) or illegal (when student is under the age of 17). Excessive illegal absences will be referred to a district magistrate. (Refer to "Compulsory Attendance" in Part V) Excessive unexcused absences will be referred for disciplinary action. **An illegal or unexcused absence falls under the category of truancy in the discipline code and will be dealt with accordingly.** (Refer to Discipline Code in Part V)

Excuses for absence, tardiness, and appointments must be signed by the student's parent or legal guardian.

The Board considers the following conditions to constitute reasonable cause for absence from school:

- ◆ sickness
- ◆ a death in the family
- ◆ confirmed medical or legal absence
- ◆ religious holidays
- ◆ certain appointments that cannot be scheduled during non-school hours
- ◆ school activities approved by the administration
- ◆ school approved family educational trip
- ◆ visitation to colleges/universities
- ◆ suspension from school

Illegal/Unexcused absences include, but are not limited to:

- ◆ not knowing there was school
- ◆ no clean clothes to wear
- ◆ missed the bus
- ◆ personal business
- ◆ went out of town
- ◆ helping at home
- ◆ overslept
- ◆ baby-sitting
- ◆ work
- ◆ vacation (if not approved in advance)
- ◆ was away
- ◆ hunting or fishing
- ◆ needed at home
- ◆ haircut
- ◆ shopping
- ◆ bad hair day
- ◆ personal reasons
- ◆ because my cousin is visiting (or any other relative)
- ◆ car problems

An illegal (when student is under age 17) or unexcused (when student is 17 or older) absence is assigned any time a student is absent from school for a reason not acceptable to the Board as described above. This includes time

missed due to absence, tardiness, or truancy. In the case of tardiness and truancy, time will accumulate. For every 180 minutes of accumulated time one-half (1/2) day illegal absence will accrue and be prosecuted as prescribed by the School Code of Pennsylvania. (Refer to "Compulsory Attendance" in Part V)

Authorized Educational Trips

An authorized educational trip must satisfy the following prerequisites:

- ◆ A written request identifying the destination, the educational highlights of the trip, and the parent/guardian accompanying the student must be submitted to the high school principal at least **5 school days prior to the departure date of the trip.**
- ◆ The student must secure assignments for the time she/he will be absent and the signatures of all of her/his teachers on an **"Approved Educational Trip"** form.

Failure to gain prior approval for the educational trip will result in the issuance of illegal or unexcused absences for those days absent. If the student takes an approved educational trip, he/she is required to make up the work missed, is responsible for making arrangements with the teacher for such makeup work, and is not to be penalized for his/her absence.

Appointments

When a student is required to leave school during the school day, **a written excuse, signed by the parent/guardian, must be submitted to school office personnel no later than the end of Homeroom on the day of the appointment.** The excuse must include the following items:

- ◆ the date
- ◆ the name of the student
- ◆ the time of the appointment
- ◆ the location of the appointment
- ◆ the name of the agency or person to be seen

The request for early dismissal of a student for an appointment must be considered acceptable as set forth under the heading "Absences and Excuses" and must be approved by the principal. Students who are authorized to leave the building must sign out in the school office and secure a **"Pre-excuse Pass"** which must be signed by personnel at the place of appointment. **Students who do not sign out are not authorized to leave the building and are considered truant.** Students leaving school early will leave through the front entrance by the school office. Students are expected to return to school after appointments, if time is remaining in the school day. Upon returning to school, students are to report to the office to sign-in and return the pre-excuse pass they had to get signed.

It is recommended that appointments are scheduled so as to minimize interruption of the student's school day. A request to be excused from school early should be the exception rather than a common occurrence. It should be for urgent reasons only - such as a doctor or a dental appointment

that cannot be scheduled outside of school time. (This does not include hair appointments, shopping, etc.) Students may be excused from classes only for those school sponsored activities which cannot be carried on after school. Students will not be excused to go downtown for lunch or to attend to personal business.

Leaving the Building

Students who need to leave the building for an appointment must follow the procedure set forth under "Appointments". **Students who want to leave the building due to illness, MUST BE AUTHORIZED TO LEAVE BY EITHER THE SCHOOL NURSE OR THE BUILDING ADMINISTRATOR. Students who leave the building without authorization will be considered truant.**

Hats

Students who wear hats to school will remove their hats upon entering the building and leave them off until they leave the school at the end of the day.

Electronic Devices (Cell Phones, Pagers)

The Board prohibits possession and use of all electronic devices during the school day and while students are engaged school sponsored events.

An electronic device is defined as any mechanical or electrical mechanism that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of common electronic devices include but are not limited to cell phones, digital cameras, iPods, MP3 players, CD players, media players, PDA's and electronic game players.

In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.

Violations of this policy by a student shall result in disciplinary action and will result in confiscation of the electronic device. The confiscated item will not be returned until a conference has been held with a parent/guardian.

Bus Transportation

Safety and the proper social attitude concerning bus transportation, as well as in all phases of the school program, are of prime concern to us. Transportation of students on a school bus is a privilege which may be revoked. Any behavior by a student or a group of students, which infringes upon the rights of other individuals who might be riding on the bus at the same time or which endangers the lives of all passengers by interfering with the bus driver's ability to maintain control of his/her vehicle will not be tolerated.

Parents are asked to review the BUS RULES AND REGULATIONS with their children. A student who cannot maintain self-discipline forfeits riding privileges and must rely on other means of transportation. The school bus driver is authorized to enforce safety and school standards on the bus. While on the school bus, the student is under the authority of and directly responsible to the bus driver.

Maintaining good order on school buses requires the cooperation of students, parents, teachers, principals, and bus drivers. Any misconduct shall be reported to the school principal by the driver of the bus. School bus transportation is a privilege, not a right. Any pupil may be suspended from school bus privileges by the principal for inappropriate behavior and according to the district guidelines.

The following regulations have been set forth in an effort to cooperate with the school bus drivers and secure the safety of our children:

A. Previous to Loading

- 1) Be on time at the designated school bus stop.
- 2) Stand on the side of the highway or sidewalk and in no way interfere with traffic. Bus riders must conduct themselves in a safe manner while waiting.
- 3) Wait until the bus comes to a complete stop before attempting to enter the bus. Enter in an orderly manner.
- 4) Be careful in approaching bus stops.
- 5) Respect the property rights of people who reside at or near the bus stop.

B. On the Bus

- 1) Remain seated when the bus is in motion.
- 2) Keep heads, hands, arms, other objects inside the bus.
- 3) Cursing, swearing, profane language is not permitted.
- 4) Loud or boisterous singing, yelling, and general noise-making are prohibited.
- 5) Tobacco use in any form or lighting matches is not permitted on the bus.
- 6) There is to be no spitting or throwing of trash, either within the bus or from the bus.
- 7) There is to be no tampering with the bus or its equipment.
- 8) No weapons, firearms, explosives, or anything of a dangerous or objectionable nature shall be transported while students are riding the bus. Prior approval from the driver must be obtained to transport animals to school for class related activities.
- 9) No pupil is to use the emergency door except under the direction of the driver or in the event of an emergency.
- 10) Pupils are responsible for removing all their belongings from the bus when dismounting.
- 11) There is to be no eating or drinking on the bus.
- 12) Nothing is to be placed in the aisle to interfere with its intended use.
- 13) Students may not bring water pistols, water balloons, or any spraying devices on the bus.
- 14) Students noting any damage to the bus should report this to the driver.
- 15) Any pupil desiring to ride an unassigned bus, board or dismount at any place other than the usual place or not returning home by bus must have such a request in writing from his/her parents and be approved by the principal.

- 16) Students may not engage in fighting, pushing or shoving or generally bothering other students while on the bus.
- 17) Any other forms of behavior that are unacceptable will not be allowed.
- 18) Students must obey the bus driver.

C. After Leaving the Bus

- 1) When necessary, cross the road at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
- 2) Help look after the safety and comfort of smaller children.
- 3) Be alert to a danger signal from the driver.
- 4) After leaving the bus go directly to the school in the morning or home in the evening.

Violations of any of the above will be dealt with by the Principal. Students who receive three written disciplinary incident reports will have their bus riding privileges suspended. The length of the suspension will be appropriate for the act or behavior exhibited.

Severe behavior problems such as fighting may result in the suspension of bus riding privileges with the first occurrence.

If a student is suspended from the transportation system, it is the responsibility of the student's parents to provide transportation for the student to and from school.

Bus Pass

Student bus assignments are determined by a student's pick-up location in the morning and their drop-off location in the afternoon. Students are permitted only one pick-up location and one drop-off location. Students are not permitted to ride a different bus than the one assigned. The Smethport Area School District does not accept daily changes to a student's transportation and will only drop a student off at the student's regularly scheduled location. Refer to SASD Policy 810.

Boarding and Departing from the Bus

Loading and unloading of high school students will be done in the elementary school parking lot. **YOU ARE NOT TO GO INTO THE CENTER OF THE PARKING LOT TO BOARD THE BUS. WAIT UNTIL YOUR BUS PULLS UP NEXT TO THE CURB AND STOPS BEFORE YOU ATTEMPT TO BOARD.**

At bus stops, wait well clear of road traffic until your bus arrives and stops. You may then board in an orderly way. When departing from the bus, do so slowly and with caution, watching your step and the road traffic as you leave. **Students are expected to follow all school regulations from the time they leave their front door until they return there.**

Classroom Behavior

All employees of the district share responsibility for supervising the behavior and conduct of students. Students will adhere to the standards of conduct that have been established in each classroom. Students should always go to class prepared,

having with them necessary books, notebooks, and writing implement. They should be in their assigned seats prepared to begin class when the bell rings.

Computer Use

Each student has an individual account on our Local Area Network for academic use. Computers are available for students to use educational programs, do research, and to use for school assignments. Please use this privilege to learn all you can about computers. Do not abuse the privilege, the equipment, the software, or materials. Do not type anything on a computer at SAHS that you would not want any student, teacher, or administrator to see.

"Hacking" or accessing any material that you are not authorized to access is a serious offense and could result in the restriction of computer privileges. Do not attempt to run any programs that are not on your desktop computer or access any files outside your own directory.

Do not access the Internet or other resources unless you and your parent/guardian have signed the SAHS Internet Agreement and follow the rules contained in the agreement.

Each user will be held responsible for any alterations of a computer that occur when he/she is working at that computer or while such computer has been signed over to the user.

Please refer to SASD Policy 815 for additional information about acceptable computer use.

Crosswalk Procedure

No student may cross the upper part of Mechanic Street or the parking lot after 7:30 A.M. or before 3:20 P.M. on any school day. Students are to use the sidewalks only and not cross the roads except at crosswalks clearly painted.

Dance Procedure

1. A schedule of dances will be developed for our entire school year by a committee of students and teachers. The only deviation from this schedule will be for unusual circumstances and at the discretion of the administration.
2. Any class or organization desiring to hold a dance must have the approval of the principal. All arrangements must be confirmed at least one (1) week prior to the dance. The sponsoring group will be financially responsible for any vandalism or damage that occurs to the school.
3. All dances will be held in the cafeteria with the exception of the Homecoming Dance, Sweetheart Dance, and the Prom which will be held in the gymnasium.
4. All organizations sponsoring a dance must deposit one hundred dollars (\$100) with the administration one week before the dance. This money will be returned following the dance after expenses for damages or additional custodial help (required because clean-up committee did not perform its functions) is paid.
5. Each dance must have six (6) chaperones. At least two (2) of these must be teachers. One of the teacher chaperones will be designated as head chaperone. The

remainder may be parents. There should be both men and women included as chaperones. The head chaperone will designate responsibilities for other chaperones and provide each with a copy of dance regulations.

6. No visitors or guests are permitted unless approved by the administration. Any students wanting to bring a guest who is not presently a student at this high school must sign the guest list in the office and obtain an Out-of-District Permission Form to Attend Dance/Activity from the high school office. This form must be completed and returned to the high school office 48 hours prior to the activity. No elementary students may come to the dance and all other guests may attend only if they are on the approved guest list. No students may bring more than one guest and no guest will be admitted unless accompanied by the student who invited him/her.
7. The use of tobacco, alcoholic beverages, or illegal drugs is strictly forbidden. Violation of this regulation will result in discipline in accordance with Board Policy. Other types of misbehavior which are not acceptable during the school day will not be permitted at school dances and will result in expulsion from the dance and discipline in accordance with the same policy.
8. The chaperones have complete charge of the dance. They may refuse admission to any student whom they feel is under the influence of drugs or alcohol. They may expel anyone from the dance they believe to be disorderly, disruptive, or a bad influence. Any student who feels he has been mistreated may appeal to the administration upon the first school day following the dance. At no time is a student or guest to disobey the chaperone.
9. Two sponsor representatives must be at the entrance to identify students and guests. Chaperones will check the absentee list (which includes the list of students denied privileges and the guest list). The head chaperone should pick up these lists at the high school office at the end of the work day prior to the dance.
10. All dances must have a security guard in attendance. The primary responsibility of the security guard on duty will be the building entrance and the parking lot. The head chaperone may utilize the security guard in other capacities as necessary.
11. Students may not loiter in the parking lot or be in vehicles except for arriving or departing the dances. Violators will be required to leave school property for the rest of the evening.
12. Shows of affection should be limited to those acceptable during the normal school day.
13. No student may re-enter the dance once he/she leaves. Students are not permitted in any part of the building other than that set aside for the dance.
14. Students must attend a full school day to participate in a school dance (Friday for a Saturday dance). The only exception would be students who have been excused or authorized lateness or absences. Excused or authorized latenesses or absences are defined as unavoidable due, for example, to court appearance,

visitation to colleges, request for student absence when arrangements are approved by the principal, religious holidays, school activities approved by the administration, and appointments which cannot be scheduled during non-school hours.

15. Any student assigned to in-school suspension or suspended from school the day of the dance (Friday for a Saturday dance) will not be permitted to attend.
16. No student will be admitted one hour after the start of the dance. The one exception will be for an employed student whose working hours conflict with this rule. The aforementioned student can be admitted after the hour lapse provided he/she shows evidence of proof of conflict signed by the employer and thus secures written permission from the administration by 3:30 on the day prior to the dance. The serving of food and drink at dances is discouraged. If the sponsoring group feels it is necessary, permission and conditions for distribution must be secured from the administration in advance.
17. The same dress code that applies for students during school will be acceptable at dances.
18. All dances must end by 10:30 P.M. unless special permission is secured from the administration at the time of the dance approval.
19. All students except the clean-up committee must leave the building at the end of the dance.
20. Telephones will not be available for student use during or after the dance except in cases of emergency and at the discretion of the head chaperone.
21. Students attending a school dance must follow all rules and regulations. Any student that is disorderly or disruptive will not only be asked to leave the dance, but will be reported to the administration which will result in further disciplinary action.
22. Students shall be apprised of the fact that attendance at a school dance is not a property right, but a privilege. This privilege, for any student, may be revoked at the discretion of the administration.
23. Continual disorderly or disruptive behavior by students at a dance could result in the cancellation of dances for the year.
24. Only students in grades 9, 10, 11, 12 may attend the Homecoming Dance, Sweetheart Dance, and the Prom.

Driver's Education

Driver's Education is given to all students in the tenth grade. It consists of two parts. The classroom part is scheduled for each student in the tenth grade regardless of age. The behind-the-wheel part is scheduled by the student when he/she turns sixteen and receives a learner's permit.

Dress Code

The personal appearance of the student is primarily an individual family decision, and the school respects the right of parents to regulate matters related to the personal appearance of students. It is felt any clothing displaying or promoting con-

trolled substances or sexual innuendoes is offensive to many students and staff and will not be permitted. When mode of dress or appearance disrupts the educational program, constitutes a threat to safety or health, or causes excessive wear or damage to school property, appropriate action will be taken by the administration.

The following restrictions in dress will be enforced:

1. Halters or short shirts are not acceptable attire nor is anything else that exposes a bare midriff.
2. Tank tops and muscle shirts are allowed providing a larger, less revealing shirt is worn over or under the tank top or muscle shirt.
3. No short shorts or skirts will be permitted.
4. At no time are undergarments allowed to show through or stick out of a student's clothing. This includes boxer shorts. Clothing with large holes that reveal the skin or undergarments are not permitted.
5. No clothing or jewelry advertising or promoting drugs, alcohol, or tobacco will be permitted. This includes logos and images depicting the same.
6. No obscene patches or buttons indicating obscene gestures or sayings will be permitted nor will obscene placement of patches or buttons be permitted.
7. Bare feet will not be permitted.
8. No hats, hoods, headscarves, handkerchiefs, or sun glasses will be permitted during school hours unless ordered by a doctor.
9. Open shirts — shirts may be open no more than three buttons from the top.
10. No chains over 8 inches in length or jewelry with sharp protrusions will be permitted.

Detention

Detention may be assigned to students for misbehavior or violations of school procedures or policies. The student and parents are notified of such detention and the student is made aware of the procedure for detention. **The student and their parents are responsible for the student's transportation home at the end of detention.**

- ◆ Only the building administrator may assign students to detention.
- ◆ Students must report to detention at the end of the school day (by 3:20 P.M.).
- ◆ Students will be assigned seats, face forward, be separated from friends, and not talk.
- ◆ Students will work on assignments they brought with them. If no assignment is brought, work packets will be assigned.
- ◆ Assigned work must be done properly and handed in at 4:20 P.M.
- ◆ Violations of detention rules will result in more severe punishment.
- ◆ Detention not served when assigned will be doubled and may lead to more severe consequences.
- ◆ Students late for detention will have an additional night of detention assigned.

Saturday Detention

Saturday detention may be assigned to students for misbehavior or violations of school procedures or policies. The student and parents are notified of such detention and the student is made aware of the procedure for detention. **The student and their parents are responsible for the student's transportation to and from detention.**

- ◆ Only the building principal may assign students to Saturday detention.
- ◆ Students must report to Saturday detention by 8:30 A.M. on the Saturday assigned.
- ◆ Students will be assigned seats, face forward, be separated from friends, and not talk.
- ◆ Students will work on assignments they brought with them. If no assignment is brought, work packets will be assigned.
- ◆ Students will not be permitted to go to lockers. They must come with enough study materials for the entire 3 hours of detention.
- ◆ Assigned work must be done properly and handed in at 11:30 A.M.
- ◆ Violations of detention rules will result in more severe punishment.
- ◆ Saturday detention not served when assigned will lead to more severe consequences.

Driving and Parking Regulations

Student Parking

The driving of automobiles to school is a privilege. Students driving to school should park in the area opposite the cafeteria and music suite. Students are not to park in the front row of the parking lot. Student violation of the driving and parking regulations will result in permanent revocation of parking privilege.

Vehicles must enter the school grounds by the front entrance on Mechanic Street and leave by the same way during the school day from 7:30 A.M. until 3:30 P.M. If a parent is dropping off a student, please do that in the front by the Main entrance.

Students are not permitted to go to their cars during the school day. The administration reserves the right to inspect any automobile parked on school property.

The following are examples of violations which will result in disciplinary action:

- ◆ reckless driving
- ◆ failure to obey traffic patterns, stop signs, or traffic control officers
- ◆ excessive noises (horn blowing, loud music, etc.)
- ◆ leaving the building without permission
- ◆ excessive tardies

Driving to Vo-Tech School

Students are permitted to drive to Vo-Tech **only if** they have a note giving permission signed by a parent or guardian **and** a parking permit signed by the Vo-Tech Principal. These two items must be presented to the high school principal or

permission will be denied.

NO PASSENGERS ARE EVER PERMITTED

Fire Drills

Fire drills are held periodically at the High School to ensure that students and staff can evacuate the building quickly and properly in case of an emergency.

Promptness and silence during these drills are mandatory. On the bulletin board nearest the door in each room is a card giving directions to the exit to be used by occupants of that room. If an alarm sounds while students are in the halls between classes, students and staff should go to the nearest exit. Students should not return to the building after a fire drill until they are authorized to do so by the principal or a teacher.

Hall Conduct

All movement between classes shall be orderly and reasonably fast. It is suggested that students keep to the right of the corridor in the direction they are moving and walk no more than two abreast.

There shall be no loitering in the halls or outside of classrooms and other areas of the building at any time — before school, after school, during change of classes, etc. Students are to move directly to scheduled areas, enter, and be seated if required. A three minute interval is provided at the end of each class period. Students may go to the restrooms and drinking fountains during this time. They should go directly to their next class and should not loiter or congregate in the halls during class change intervals. Students may go to lockers between classes provided they can make it to their next class on time.

Hall Passes

Students who are in the halls during class time must carry a pass issued by a teacher. The teacher should also maintain a room sign-out sheet that students should use listing name, destination, time leaving, and time returning.

The following restrictions apply:

- ◆ No student should be in the halls any time during the day when classes are in session without a pass.
- ◆ Only one student may use a pass at one time.
- ◆ No passes from homeroom until after announcements.
- ◆ No passes to lockers during class or study hall except for a teacher verified emergency.
- ◆ Students must first get a pass from the classroom or study hall teacher to see the nurse.
- ◆ No passes from classes or study halls to use telephones.
- ◆ No passes from study halls to the Library.
- ◆ No permanent passes may be assigned.
- ◆ No student is permitted in the Elementary School without a pass from the office.

As a result of disciplinary action, some students may be placed on a restricted list and have pass privileges revoked for a period of time. Students will be issued hall passes at the beginning of each grading period. They must have these

passes with them at all times. If the pass has been completely used it will be replaced one time per grading period. If a pass is lost the student may purchase a replacement one time in each grading period.

In-School Suspension

In-School suspension may be assigned to students for misbehavior or violations of school procedures or policies. The student and parents are notified of such suspension and the student is made aware of the procedures to follow during in-school suspension.

In-School Suspension Procedures

1. Only the high school principal can assign students to in-school suspension.
2. Students report directly to the suspension room following homeroom period.
3. Students will be assigned seats and must face ahead with absolutely no talking.
4. Students will be given assigned work packets relating to their offense, they will begin working on the packet immediately and will not begin any other work until this work is completed.
5. After completing the assigned work students will begin homework that has been assigned by teachers. Only assigned reading will be permitted.
6. Students will be escorted to the cafeteria to purchase lunch, then return with their lunches to the In-School Suspension Room.
7. No gum chewing or food (other than lunch) is allowed.
8. Students will be permitted to use the restroom once in the morning and once in the afternoon. The restrooms closest to the ISS room will be used. Students will be sent one at a time to the restroom.
9. Teachers will not visit with students or let students talk to each other.
10. During the last period the teacher will check desks and walls for marks and students will pick up any paper on the floor.
11. Students will hand in assigned work packet during the last period and it will be checked by the teacher. Students will continue doing homework.
12. If the log kept by teachers indicates that the student did not work during the day, additional punishment will be imposed.
13. Violations of suspension rules will result in more severe punishment.

Gym Uniforms

Students are required to bring a change of clothes for Physical Education classes. There is no specific uniform that must be purchased in terms of engraved shirts or particular colors. Students should have a full length crew neck style T-shirt and standard boxer shorts.

Pep Rallies

Pep rallies will be held at various times during the school year in order to provide more opportunities for students to participate in athletic programs. Courtesy for fellow students, faculty and guests is to always be observed. Please follow the instructions given over the PA system or by those in charge. Students will sit in designated class or team areas and will be dismissed by class.

Parent-Teacher Conference

Parents desiring to have a conference with a particular teacher or group of teachers concerning their child should contact the guidance office. Arrangements will then be made at a time convenient to all parties concerned.

Lockers

Each student will be issued a locker in which he/she can keep garments and books when they are not in use. Lockers should be kept neat and orderly. All school lockers remain the property of the Smethport Area School District and are thus subject to inspection by the school administration at any time. Students should not expect lockers to be private. (Refer to Locker Search And Contraband) Decoration of lockers is permitted on the inside provided the following rules are observed:

- No writing of any kind must be done on the locker surfaces themselves. Please use signs, etc. for written materials.
- Profanity or vulgarity is not permitted whether written or pictorial.
- All decorations must be removed by the student when the locker is emptied for the year.

Each locker has a combination lock. Each combination has been changed over the summer so that only the student who receives the locker knows its combination. No student should reveal his /her locker combination to another student under any circumstances. The school WILL NOT accept responsibility of liability for any item of value left in a locker. Students should leave valuables and large sums of money at home rather than depend on the security of the locker.

Locker Use

Students may go to their lockers between classes with the understanding that they are not to be late for classes. It is not always possible for students to get to lockers after 3:30 P.M. For this reason, **students staying for detention or practice should take needed items from their lockers before reporting to their after-school activity.**

Locker Search and Contraband

The Board of Education recognizes a student's right to privacy; however, the board has a greater moral responsibility and obligation concerning the health, safety, and welfare of its student body.

Students are permitted to use district owned lockers which are assigned for the purpose of storing books, clothing, and personal effects. The district, because it is the co-tenant,

reserves the right to periodically or on an as needed basis, search the lockers for articles that are considered detrimental to the health, safety, and welfare of its student body. Locker searches may be conducted by the administrator, preferably in the presence of the student if possible and practical.

Items such as drugs, alcohol, weapons (a knife is a weapon and has no business being brought to school), and contraband are direct violation of the district's policies and any student found with one or more of these items in his/her possession or locker will be suspended from school and referred to the legal authorities and the Board of Education for further disciplinary action.

Restroom and Locker Room Procedure

- ◆ The use of restrooms is a convenience that may be denied to one individual or all members of the student body if such use is deemed destructive, dangerous or improper.
- ◆ Students should always use the nearest open restroom.
- ◆ Students should be discouraged from leaving class to use restrooms; emergency, illness, or specified sickness excepted.
- ◆ These areas are only to be used for their intended purpose.
- ◆ Only one person may be in a commode stall at a time.
- ◆ No student may be in a locker room without specific permission from a teacher or administrator.
- ◆ Loitering in restrooms or locker rooms is prohibited.
- ◆ Restrooms in the locker rooms are for use by students in Gym class only.
- ◆ Locker rooms are off limits to all students except for students in a gym class scheduled for that time.
- ◆ Students may go to locker rooms before and after school or when attending gym classes.
- ◆ Students may not use locker rooms or restrooms in the Elementary School during the school day.

Securing Assignments when a Student is Absent

The Main Office should be contacted when assignments are desired for a student who is ill. The general guidelines should be as follows:

- ◆ The student has been or will be absent for three days.
- ◆ When requesting homework the office should be contacted by 9:30 A.M.
- ◆ The student will not be coming back to school the next day.

Assignments will be secured for the major subjects for a period of one week. At the end of that week the completed assignments should be returned and new assignments will be secured if required.

Home-Bound Instruction

Home-bound instruction is available to students who have an extended illness or are confined at home for medical reasons. To be eligible, a student must be absent a minimum of two weeks. At the end of two weeks a parent can request home-bound instruction by contacting the Guidance Office. The Guidance Office will then attempt to secure an instructor to

provide the instruction. This individual is allowed to provide 5 hours of instruction per week. This can be done at home or hospital, whatever the case may be. A guideline to follow when requesting this assistance would be that the student will miss a minimum of four weeks of school and is under the care of a physician who will confirm that the student is not capable of attending school or work during that time.

Shop Policy

Students participating in the high school shop programs in grades 9-12 will be surcharged an amount equal to the cost of the materials consumed by the student in completing his/her selected projects. The process for determining the cost of the students' projects will be done by the shop teachers using forms mutually agreed upon by the administration. All funds derived from the shop programs will be returned to the Smethport Area School District's General Fund.

Social Relationships

We realize no matter what your age, caring for other people and showing affection is important to you. The "right" relationship between two people is and should remain private. Respect each other, do what is right, both privately and in school. There is certainly nothing wrong with a simple show of affection such as holding hands, but PLEASE do not take it beyond this while you are in school. Social relationships beyond holding hands are unacceptable and will result in disciplinary action.

School Property

It should be noted that any student who willfully causes, or attempts to cause damage to school property shall be liable to discipline in accordance with Board policy. Monetary assessments will be made by the Principal. School property is defined as any property that is owned or is leased by the Smethport Area School District. All rules and regulations of the Board of Education and the school apply to all school property.

Reporting of Student Accidents

The procedure to be followed in the event of a student accident is as follows:

1. The school nurse should immediately be informed in the event of any accident.
2. The school nurse shall determine the extent of injury and advise treatment.
3. If necessary, the nurse will notify the student's parents and the principal.
4. The nurse will contact the teacher after the student has been administered to and make sure an accident report has been completed.
5. If the nurse is not in the building, the office should be contacted. Do not administer treatment yourself.
6. All serious accidents must also be reported to the principal immediately.
7. Only the principal or an appointed designee may send a student home.

Schedule Changes

Schedule changes will not be permitted except in very unusual circumstances. If there is a serious error in a schedule, the student should report this to a guidance counselor. All schedule changes after the first ten (10) days are to be approved by the principal.

Study Halls

All students assigned to a study hall are to bring work with them and are to remain quiet, orderly, and busy the entire period. Students who wish to work in the shops, make up a gym class or have other activity during a study hall must have a pass from the person in charge of that activity before they report to study hall. Each student must personally present his/her own pass to the study hall teacher. The study hall teacher will decide if the student may leave. Students are not allowed to leave study halls or classes to go to their lockers.

Student Medication Procedure

1. Only the following employees may dispense medication to students:
 1. The School Nurse
 2. The High School Principal or designee
2. No home or commercial medication may be given to students without a physician's written order. This includes aspirin, cold medicines, etc.
3. The physician's written order must be on file with the High School Nurse and contain the following information:
 1. The student's name
 2. Name of the medication
 3. At what time it is to be administered
 4. Any special instructions concerning the medication
4. The parent or guardian must give written permission to administer the medication.
5. The container for the medication must be labeled with only the following information:
 1. The name of the medication
 2. The name of the patient
 3. The name of the physician
 4. The directions for its use
6. Each medication administered must be recorded on a medication log, which includes date, time and signature or initials of the person giving the medication. This log is to be maintained in the office of the high school nurse.
7. The school nurse shall be notified when a student is to be given a medication during school hours. No medication may be given by other school personnel until after the school nurse has given approval to do so.

Telephone Use

School office telephones are intended for school business only. Students may be given permission by office personnel to use the school phone to contact parents in emergencies only. (This does not include scheduling appointments, checking on work schedule, asking for permission to go to a friend's house, etc.)

Students will not be called to the phone for incoming calls. Messages, if important, will be taken and delivered to the student.

In accordance with section 1317.1 of the Pennsylvania School Code, students are not permitted to bring telephone paging devices, such as beepers, on school grounds, to school sponsored activities and on buses or other vehicles provided by the school district. Students who are members of a volunteer fire company, ambulance or rescue squad must receive written permission from the administrator to bring a beeper to after-school activities. They are not permitted to carry beepers with them during the school day.

Textbook Procedure

Textbooks are issued on a loan basis to students. In order to maintain proper accountability, teachers must insure the following procedures:

1. Each text issued must be numbered consecutively. Area Coordinators should make sure that numbers are not duplicated when two or more teachers use identical texts.
2. Each text should have a condition marked in its cover. The following rating shall be used in determining condition:
 1. A new text with no evidence of use
 2. Cover somewhat soiled; corners slightly frayed; pages evidence some wear
 3. Cover soiled; corners frayed; pages have slight tears and soiled
 4. Cover soiled and worn; binding loose; pages torn and soiled
 5. Cover very soiled and worn; binding worn and loose; pages evidence extreme wear
3. When texts are issued, each student shall complete a book receipt which is then returned to the teacher and kept on file by him/her. When the text is collected the receipt is returned to the student unless loss or excessive damage to the book has occurred; in this instance, the receipt will be turned in to the office for use in collecting proper payment.
4. If a student loses his/her book during the year, the teacher should turn in the book receipt to the office and then issue the student a replacement text in accord with the previously mentioned procedure.
5. No student shall be permitted to write in or deface any text.
6. Students who cannot return a textbook because of loss or theft must pay for a replacement volume.

Career and Technical Center

Procedures and applications for applying to the Seneca Highlands Career and Technical Center are secured at the Guidance Office.

All 9th grade students will be required to participate in a field trip to the Seneca Highlands Career and Technical Center in Port Allegany.

Withdrawal Procedure

Any student seventeen or older planning to withdraw from school and students moving to another school district that will result in their withdrawal should talk this matter over with the guidance counselor as early as possible. The last day a student plans to be in school he/she should report to the Guidance Office to get a withdrawal form from the secretary. After the secretary has filled in the necessary sections, the students should proceed as follows:

- ◆ Turn in all books, equipment, money owed, etc. to each teacher concerned and get his/her initials to signify that the material has been turned in.
- ◆ Go to the Guidance Counselor for a final review.
- ◆ Return the form to the secretary to review and get the principal's signature, indicating permission is given to withdraw on the date indicated. Other final obligations should be taken care of at this time.

Working Papers

Working papers are secured at the main office. After the application has been signed by the parent or guardian a working paper will be issued to the student.

Student Attendance and Behavior at School Activities /Athletic Contests

- ◆ To attend a school activity or athletic contest, a student must be in attendance at school for the entire school day (attendance on Friday is necessary for Saturday events.)
- ◆ Expected student behavior at school activities or athletic contests is the same as during the school day and students will be disciplined as indicated by school procedures and policies.
- ◆ Students who have been assigned either in-school or out-of-school suspension may not attend or participate in extracurricular activities on the days of the suspension.
- ◆ Students who are enrolled in the Alternative Education Program may not attend or participate in any extra-curricular activities unless they have written permission from the AEP Director and the high school principal.

Bullying

The Smethport Area School District is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school busses, and at school sponsored events and/or activities whether occurring on or off campus.

Bullying behavior is a single or repeated negative act (passive or aggressive) that is intentional and involves a real or perceived imbalance of power or strength. Bullying can take many forms; all of which are unwanted and have harmful effects.

Bullying behaviors (direct or indirect) include three forms: physical, verbal/written, and emotional. Some examples of bullying are as follows, but not limited to:

1. **Physical** – hitting, kicking, spitting, pushing, stealing and/or damaging personal belongings, sexual acts, and invasion of one's personal space in an aggressive manner.
2. **Verbal/Written** – taunting, malicious teasing, name-calling, making threats, phone and internet, and sexual remarks.
3. **Emotional** – spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, ridiculing, and intimidating.

Bullying may also occur as various forms of harassment and/or hazing of students by other students (including "pledging" and/or a student's initiating into or affiliation with a school or student related organization or team).

It shall be a violation of this policy for any student to bully another student on district grounds, during the time traveling to and from school, or at any school activity on or off campus.

Refer to

SASD Policy 249.

Discipline Code

The discipline policy established for the Smethport Area School District is necessary for an effective educational environment. We view education as being a privilege granted by citizens. Each student is expected to develop his/her talents, to have respect for authority, and a sense of courtesy and sportsmanship. Students attending SAHS are expected to exhibit appropriate behavior and be accountable for the consequences of their actions.

The student discipline code is designed to create a spirit of fairness and equity and to nurture a positive student attitude toward responsible behavior. This development of school and self-pride will enhance the learning climate at all grade levels.

Any item which is not specifically listed in the Discipline Code will be handled by the building principal in accordance with due process procedures. In the case of a serious discipline situation, the **PRINCIPAL MAY ADMINISTER DISCIPLINE AT A HIGHER LEVEL OR OFFENSE STEP IN THE CODE THAN WOULD NORMALLY BE INDICATED.**

At the discretion of the principal, certain serious discipline offenses will be considered cumulative throughout a student's high school career, and sanctioned accordingly.

Any act or offense which would cause the school district to expend funds to correct, repair, replace, or pay labor costs will carry with the prescribed discipline action full restitution in the amount of the school district's cost.

The Board of Education approved guidelines in its discipline policy which are intended to aid all school personnel when dealing with defiant student behavior. Although the list is not inclusive, it does summarize most types of behavior which are not acceptable in our schools. The principal and other school personnel should apply these guidelines with discretion and compassion keeping in mind the primary purpose of invoking discipline is to modify student behavior. (Refer to Smethport Area School District Policy #5145.1) These guidelines are incorporated into a chart of disciplinary procedures and responses, found on pages 27 and 28.

Definitions of Violations

Inappropriate Behavior is defined as actions/behavior or lack of actions/behavior that are disruptive to the overall operating process of a school building. Failure to comply with restrictions and/or standard operating procedures would be an example.

Cutting Class/Truancy is failure to report to the assigned class while remaining on school property. Such an absence is in violation of the state law and will be recorded as either an illegal or an unexcused absence. **Students charged with cutting class/truancy will be assigned detention for each class period missed and prosecuted according to current state law.**

Skipping School/Truancy is a violation of school attendance whereby a student is not in school and is not at home ill or on a pre-approved absence. Such an absence is in violation of the state law and will be recorded as either an illegal or an unexcused absence. Students charged with skipping school/truancy will be assigned detention for each class period missed and prosecuted according to current state law.

Disruption of the Educational Process/Class Disturbances is defined as actions/behavior or lack of actions/behavior that cause an interruption in the teaching/learning process. All students have the right to a quality education, any actions/behavior that deny those around one from the opportunity to a quality education are unacceptable.

Disrespectful Behavior is defined as behavior that is exercised to belittle, embarrass, defy the authority of others.

Harassment (2709 Crimes Code of PA) A person commits harassment when with intent to harass, annoy or alarm another person:

1. He/she strikes, shoves, kicks or otherwise subjects one to physical contact or attempts or threatens to do the same.
2. He/she follows a person in or about a public place or places.
3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serves no legitimate purpose.
4. Sexual Harassment shall consist of unwelcomed sexual advances, requests for sexual favors and/or other inappropriate verbal or physical conduct of a sexual nature.

Drugs/Alcohol/Tobacco violations are defined as students using, selling, possessing and/or being under the influence of illegal substances, drugs, alcohol, tobacco, inhalants, to include look-alike substances. Prescribed medications are to be registered with the nurse and are to be used by the prescription designee only.

Criminal Mischief (3304 Crimes Code of PA) is damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means.

Institutional Vandalism (3307 Crimes Code of PA) is defined as when a person knowingly desecrates as defined in section 5509, vandalizes, defaces or otherwise damages any school, educational facility and/or grounds adjacent to and owned or occupied by the school system. Vandalism of any personal

property located in school facilities and/or grounds are also included in this section.

Institutional vandalism is a misdemeanor of the second degree unless costs exceed \$5,000.00 in which it becomes a felony.

Disorderly Conduct (5503 Crimes Code of PA) is conduct with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk.

1. Engaging in fighting or threatening or in violent or tumultuous behavior.
2. Making unreasonable noise.
3. Using obscene language or making an obscene gesture.
4. Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

Weapons shall include, but not be limited to, devices and materials described in Act 26 of 1995 and subsequent revisions: any look-alike weapon, any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle, and any other tool capable of inflicting serious bodily injury.

- ◆ Section 1317.2A of Act 26 of 1995 indicates: A school district shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity.
- ◆ Under Section 1317.2C the Superintendent may recommend discipline short of expulsion on a case by case basis.
- ◆ Under Section 1317.2F all school districts shall report all incidents involving possession of a weapon to:
 1. Local Law Enforcement Official
 2. The PA Department of Education

Description of Consequences

After-School Detention is a supervised study time for one hour after school. Detention begins promptly at 3:20 P.M. Transportation from detention is the responsibility of the student and/or parent/guardian. Failure to report to an assigned detention will result in additional detention time being assigned.

Saturday Detention is a supervised study time for three hours on Saturday morning. Detention begins promptly at 8:30 A.M. Transportation to and from Saturday detention is the responsibility of the student and/or parent/guardian. Failure to report to an assigned Saturday detention will result in further disciplinary action.

In-School Suspension is a full day restriction from normal student movement and activities. Students will be assigned to an in-school suspension room for the entire official school day, where he/she is expected to complete assignments.

Out-of-School Suspension is a temporary exclusion from school, from one to ten consecutive school days and an exclusion from participation in any school curricular or extra curricular activities on these dates. Students may not be on school property at any time on the dates of the suspension.

Informal Hearings shall be conducted by the Principal or Superintendent for the purpose of informing the parent of

the student's school behavior and to discuss ways by which future offenses can be avoided. Parents will be notified as to the time, date and location of an informal hearing.

Formal Board Hearing Student(s) will be brought before a school board when the administration feels the student can no longer be controlled by the discipline code and/or the student's presence in school constitutes a threat to other student's education, health, safety or welfare. Student(s)/parent(s) will have the opportunity to include legal council if they so desire at their own expense.

As a result of this hearing the Board may:

1. Re-admit the student to school upon the completion of the suspension.
2. Re-admit the student to school upon completion of the suspension with the student placed on probation.
3. Expel the student for 30 days with assignments.
4. Expel the student for the balance of the school year with alternative instruction.
5. Permanently expel the student.

Parents will be notified in writing as to the time, date and location of a formal hearing.

If the student/parent does not appear at the hearing the procedure will continue in absentia.

If a student is expelled the expulsion will appear on the student's permanent school record, indefinitely.

PART VI - SELECTED BOARD POLICIES

EXTRA-CURRICULAR ACTIVITIES ACADEMIC AND DISCIPLINE REQUIREMENTS

The **primary purpose of the extra-curricular activities program** in the Smethport Area School District is to promote the physical, mental, social, emotional, and moral well-being of the participants. It is hoped that these activities in our schools will be a positive force in preparing youth for an enriching and vital role in American life.

For purposes of this policy, the program of extra-curricular activities shall include all interscholastic athletic activities, including band and cheering, relating to competitive sport contests, games or events or sport exhibitions involving individual students or teams of students of this district when such events occur between separate schools within this district or with any schools outside this district. It also includes all non-athletic extra-curricular activities such as dances, proms, and after school programs.

The athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations and make sacrifices not required of others.

In addition to the District's Student-Parent Handbook, athletic program participants are also governed by the District's Interscholastic Athletic Policy.

I. ACADEMICS

Any student who fails one or more courses in the previous marking period will be placed on academic probation in those classes the following marking period. Each Friday of the new marking period these students would be evaluated to determine their eligibility to compete the following week. If passing, they would be eligible the following week. If failing, they would be ineligible. This policy would continue for the entire marking period. Students who fail the second marking period of a semester course or the last marking period of the year would be evaluated in the corresponding course (e.g. math to math).

II. GENERAL REGULATIONS

- A. Pennsylvania Interscholastic Athletic Association rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and PIAA regulations in these matters.
- B. A civil law infraction or conduct by a student athlete that is determined by the head coach and school administration to be detrimental to the athletic program, school, or school district will result in counseling by the head coach and the school administration with possible suspension from the program.
- C. No athlete may quit or be dismissed from one sport and try out for another after the season has begun without the mutual consent of both coaches.
- D. All extra-curricular participants must travel to and from "away" contests in transportation provided by the school. The only exception is as follows:
 - I. Injury to a participant which would require alternate transportation.
 - II. Parents and/or guardians may only transport their child after signing a release form (Appendix A) at the end of the event in front of the coach or advisor or designee at the site of the activity, or at the predetermined bus stop, agreeable to the bus driver, along the route back to school. Students must discuss drop off locations with the coach or advisor in advance.
 - III. Violation of this policy may result in suspension from the team or activity.

Note: Only team or school personnel are permitted to ride on team buses.

- E. A display of unsportsmanlike conduct or use of profanity during a practice or contest will result in discipline by the head coach and may include suspension from the team.
- F. Theft or malicious destruction of any school or individual's equipment or property will not be tolerated. Violators will be immediately suspended from the team for the remainder of the season and shall lose all honors, letters, awards, and participation at functions for that activity.

- G. Completion of the sports season is required in order for the student to be eligible for letter or other team or individual awards. (Exception: Injury which limits participation.) No awards shall be given to any student suspended for the remainder of the season for Athletic Policy violation.
- H. Athletes are responsible for the equipment issued to them and will be required to pay for lost equipment at replacement value.

III. SCHOOL ATTENDANCE REQUIREMENTS

- A. To participate in a practice session, athletic contest, or other extra curricular activity, each student must be in attendance for at least half of the school day (attendance on Friday is necessary for Saturday events.) For unusual circumstances special written permission must be obtained from the Athletic Director or High School Principal. School attendance is particularly important the day following a game.
- B. A student-athlete who has been injured and has had medical treatment can't participate again until the date indicated by the student's Doctor.

IV. DISCIPLINE

- A. If any student receives either an in-school or out-of-school suspension, said student is ineligible to participate in any activity on the date(s) of suspension. More than six in-school and/or out-of-school suspensions in any combination will result in the loss of participation in extra-curricular activities for a ninety (90) calendar day period. Each additional day of suspension will result in an additional thirty (30) calendar day period of ineligibility which may involve the following school year. Calendar days between graduation of one year and the beginning of the extra-curricular programs for the next year do not count for the ineligibility time period. Any violation of the Level IV offenses from Board Policy 5145.1 will result in the loss of extra-curricular participation for a thirty (30) day period.
- B. Any student-athlete found guilty of any Level IV offenses from School Board Policy #5145.1, will be immediately suspended from the team for a period of thirty (30) days and must receive counseling approved by the principal before returning to the team.
- C. Any subsequent Level IV violations will result in the loss of extra-curricular privileges for the balance of the school year.

V. USE OR POSSESSION OF TOBACCO PRODUCTS

Use of or possession of tobacco on school property or at a school sponsored event by an athlete will result in the following:

- 1. First offense - enforcement of school tobacco policy per student-parent handbook
- 2. Second offense - enforcement of school tobacco policy and suspension of the athlete for the remainder of his/her sports season

VI. Additional rules and regulations may be established as deemed necessary for the respective athletic program.

Revised.....July 12, 2000

Tobacco Policy

The Smethport Area School District is committed to protecting the public health and to provide for the comfort of all parties by controlling tobacco use on all school property.

School property includes all buildings, lands, grounds, buses and vehicles owned or leased by, or under the temporary or indefinite control and possession of the district, specifically to include school buildings, parking lots, leased and owned vehicles, athletic and recreational facilities and other sites owned by others but under temporary district control or use.

This policy is intended to ban the possession and use of tobacco products for the foregoing reasons and to comply with Act 168 or 1988 and Act 145 of 1996.

I. Tobacco Use Prohibition Students

A. **Offense Defined** — A pupil who possesses or used tobacco in a school building, a school bus or on school property (as defined above) commits a summary offense and violation of this policy.

B. **Penalties** — A pupil who commits an offense under this policy shall be subject to prosecution initiated by the school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district, and to pay court costs. In addition, any pupil found to be in violation of this policy shall be subject to the following penalties:

First Offense

Three (3) day in-school suspension or until a parent conference is completed

Second Offense

Five (5) day in-school suspension and a parent conference

Third Offense

Nine (9) day in-school suspension and a parent conference

Fourth Offense

Propose six week expulsion

Fifth Offense

Propose one semester expulsion

On the first and subsequent violations students will be required to participate in a tobacco use cessation clinic.

C. **Definitions** — “tobacco” — a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

II. Tobacco Use Prohibition Employees and general public

A. **Offense Defined** — The use of tobacco products by employees and the general public is prohibited on or

in school property at all times.

B. **Penalties** — Employees violating this policy shall be subject to such disciplinary measures as permitted by law, including verbal warnings, written warnings, suspension without pay and discharge as the circumstances warrant. A circumstance warranting the imposition of discipline more severe than a verbal warning shall be repeat violations of the prohibition against tobacco use.

C. Any adult pupil or visitor to the Smethport Area School District found to be in violation of the prohibition against tobacco use shall be ejected from district property.

III. This policy shall be communicated by such means, including newsletter, student handbook, or posting, and in such manner as determined by the Superintendent of Schools.

(Refer to Smethport Area School District Policy #5150.1)

Weapons In School

The Smethport Area School District recognizes its responsibility as an educational institution to be in the vanguard in promoting sound public policy, especially when it relates to public health, safety and comfort. The district recognizes that the inappropriate possession of firearms and/or other weapons presents serious possible risks to person and property. These guidelines are further intended to convince young people of the critical importance of firearm and/or weapon safety.

Weapons — For the purpose of these guidelines, weapons shall include, but not be limited to, devices and materials described in Act 26 of 1995 and subsequent revisions: any look-alike weapon, any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle, and any other tool capable of inflicting serious bodily injury.

The possession and/or use of firearms and/or weapons by students, staff, or general public is prohibited on or in school property, at school-sponsored activities or on any public conveyance providing transportation to a school or school-sponsored activity. The prohibition shall extend to possession and/or use off or away from school property to students when under the jurisdiction or control of the district, and by the general public at any time while on or in school property. Notwithstanding the following:

1. Employees, students, and other persons may possess and/or use firearms and/or other weapons with the expressed written consent of the building principal and only for the purpose, manner, and duration outlined in said consent, provided that the firearms or weapons shall otherwise be stored or secured in the place and manner directed by the principal.

These guidelines shall be communicated by such means, including student newsletter, student handbook, or posting, and in such manner as determined by the building principal and/or supervisor.

1. The building principal, supervisor, and/or designee shall fully investigate any allegation of the possession or use of a weapon by any individual while on or in school property

which is under his/her jurisdiction.

- A. Proper care shall be taken to ensure the safety of all persons who may become involved in the incident and to isolate the individual(s) posing the danger.
 - B. In the case of firearms the appropriate law enforcement authorities shall immediately be notified and, if deemed necessary, their help requested. Where other weapons may be involved, the law enforcement authorities may be notified and, if deemed necessary, their assistance requested.
 - C. The firearm, or other weapon, shall be confiscated. Where a clear and present danger is evident, assistance from the appropriate law enforcement authorities shall be obtained.
 - D. The Superintendent shall be notified of the incident as soon as it is practicable.
 - E. The parent(s) and/or guardian(s) shall be notified of the incident as soon as practicable.
2. Whether such investigation shall prove founded or unfounded, the investigator shall submit a written summary to the Superintendent.
 3. If such investigation shall prove founded, the Superintendent shall:
 - A. Determine whether or not to request the filing of criminal charges, and
 - B. Cause expulsion proceedings (for a minimal period of twelve (12) months) to be instituted against any student violating this policy, except that the Superintendent, for good reason, may institute lesser discipline as an alternative to expulsion, pursuant to other district policies. Where applicable, the district shall comply with the Individuals with Disabilities Education Act.
 - C. Report all violations of this policy to local police and all student violations of this policy to the Pennsylvania Department of Education (which reports shall contain the information requested by the School Code Sec.1302-A and Sec.1303-A).

(Refer to Smethport Area School District Policy #5152)

Controlled Substance Policy

The term "Controlled Substance" as used in this policy and in the Suspension and Expulsion Policy shall mean the following: narcotics, drugs, marijuana, alcoholic beverages, or Controlled Substance as defined in the Controlled Substance, Drug Device, and Cosmetic Act of 1972 as amended and shall include look-alikes.

WHEREAS the use or possession of a Controlled Substance by students and personnel of this School District is a matter of general concern and interest to this District, this School District, therefore, adopts this Policy in an attempt to limit and restrict the use, possession or trafficking in Controlled Substances on behalf of and in the general interest of the students and personnel of this District and does, therefore, adopt this Policy and directs that the following procedure shall be followed by this School District whenever possible.

1. Counseling services by school personnel or agencies

or by outside agencies on behalf of this District shall be made available wherever possible to involved students and personnel.

2. Parents of children within this School District are encouraged to seek the help and assistance of school personnel if they suspect that their children are involved in the use, possession, delivery, or trafficking of any Controlled Substance
3. School Administrators shall establish reasonable rules and regulations in order to protect any and all students and District personnel from the acts of one or several of the school membership.
4. School Administrators and personnel shall use information received from students, teachers, or citizens of the community in order to determine whether there is an actual use, trafficking, or possession of a Controlled Substance within the School District.
5. The Superintendent of this School District, or his designee, may authorize the use of a trained dog, under the supervision of a specially trained dog handler, for inspection in or on school property including, but not limited to, lockers, buses, motor vehicles, and any other areas of the School District, to detect the presence of Controlled Substances in the possession of any person on or within the school property.
6. In the event that a Controlled Substance is detected, the School Administration will follow the procedure herein outlined:
 - A. Any student, while under the authority of this School District, who has a Controlled Substance in his possession or is deemed to be under the influence of the same or is engaged in the delivery, disposition or trafficking of the same, or attempt thereto, shall be excluded from School and all extra-curricular activities as per School Policy 5145.1 - Discipline - Levels of Offenses and Consequences and State Board of Education Regulations - Chapter 12 Students Rights and Responsibilities.
 - B. Any school personnel, while under the authority of the School District, who possesses a Controlled Substance or is deemed to be under the influence of the same or is engaged in delivery, disposition, sale, or trafficking in Controlled Substances or attempt thereto, shall immediately be suspended from his or her duties pending appropriate Board action or other legal actions.
 - C. School Administration Officials shall turn over all evidence and/or information relative to any incident enumerated herein to appropriate police or juvenile officials for disposition or investigation.

(Refer to Smethport Area School District Policy #5150)

Sexual Harassment

I. General Statement of Policy

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 200e, et seq., and Section 5(a) of the Pennsylvania Human Relations Act, as amended,

43 P.S. Section 951, et seq.

It is the policy of Smethport Area School District to maintain a learning and working environment that is free from sexual harassment. The School District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of Smethport Area School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District.

II. Sexual Harassment Defined

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. verbal harassment or abuse;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
7. any unwelcome sexually motivated touching.

III. Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to the Superintendent.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

IV. Investigation and Recommendation

Upon receipt of a report or complaint alleging sexual harassment, the Superintendent, or his designee, shall conduct an investigation.

In determining whether alleged conduct constitutes sexual harassment, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

V. School District Action

- A. Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation.
- B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

VI. Reprisal

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in any investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. Non-Harassment

The School District recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

(Refer to Smethport Area School District Policy # 4000)

STUDENT RIGHTS AND RESPONSIBILITIES

The Administration is including, as required by the State Board of Education of Pennsylvania, a complete text of Chapter 12 - STUDENT RIGHTS AND RESPONSIBILITIES. We urge each student as well as parents/guardians to read these regulations thoroughly.

COMMONWEALTH OF PENNSYLVANIA STATE BOARD OF EDUCATION

REGULATIONS OF THE STATE BOARD OF EDUCATION OF PENNSYLVANIA

CHAPTER 12 STUDENTS

(Approved September 13, 1974; Section 12.31 and 12.32 approved July 14, 1974 and amended July 15, 1977; Chapter 12 amended March 10, 1983 - effective February 18, 1984)

STUDENT RIGHTS AND RESPONSIBILITIES

Section 12.1 Free education and attendance.

Section 12.2 Student responsibilities.

Section 12.3 School rules.

Section 12.4 Discrimination.

Section 12.5 Corporal punishment.

Section 12.6 Expulsion from school.

Section 12.7 Exclusion from classes --
in-school suspension.

Section 12.8 Hearings.

Section 12.9 Freedom of expression.

Section 12.10 Flag Salute and Pledge of Allegiance.

Section 12.11 Hair and dress.

Section 12.12 Confidential communications.

Section 12.13 (Reserved).

Section 12.14 Searches.

Section 12.15 (Reserved).

PUPIL RECORDS

Section 12.31 General requirements.

Section 12.32 Elements of the plan

Section 12.33 Guidelines

STUDENT RIGHTS AND RESPONSIBILITIES

Section 12.1 Free Education and Attendance.

1. All persons residing in this Commonwealth between the ages of 6 and 21 are entitled to a free and full education in the Commonwealth's public schools.
2. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have

not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools nor from extracurricular activities because of being married or pregnant.

Section 12.2. Student responsibilities.

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the student to conform with the following:
 1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 4. Assist the school staff in operating a safe school for all students enrolled therein.
 5. Comply with Commonwealth and local laws.
 6. Exercise proper care when using public facilities and equipment.
 7. Attend school daily and be on time at all classes and other school functions.
 8. Make up work when absent from school.
 9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local authorities.
 10. Report accurately and not use indecent or obscene language in student newspapers and publications.
 11. Not use obscene language in student media or on school property.

Section 12.3. School rules.

1. The school has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

2. School boards may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
3. Each board of school directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.

Section 12.4. Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P.S. Sections 951-963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

Section 12.5. Corporal Punishment.

- (a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- (b) Teachers and school authorities may use reasonable force under the following circumstances:
 1. To quell a disturbance.
 2. To obtain possession of a weapon or other dangerous objects
 3. For purpose of self-defense.
 4. For the protection of persons or property.

Section 12.6. Exclusions from school.

1. The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 Pa. Code Section 13.2 and 341.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).
2. Exclusion from school may take the form of suspension or expulsion.
 - A. Suspension is exclusion from school for a period from 1 to 10 consecutive days.
 - 1) Suspension may be given by the principal or person in charge of the public school.
 - 2) 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.
 - 3) The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
 - 4) When the suspension exceeds 3 school days,

the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section 12.8 (relating to hearings).

- 5) Suspensions may not be made to run consecutively beyond the 10 school day period.
- 6) 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.
- B. Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8 (relating to hearings.)
- C. 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 normal class except as set forth in subsection (d).
- D. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.
- E. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
 - 1) 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.
 - 2) If the parents or guardian are unable to provide for the required education, they must within 30 days 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 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must recontact 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 (3) or do both.
 - 3) If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 Pa. C.S. Sections 6301-6308), to ensure that the child will receive a proper education. See

Section 12.1 (b) (relating to free education and attendance).

Section 12.7. Exclusion from classes

In-School Suspension.

1. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
2. Communication to the parents or guardian shall follow the suspension action taken by the school.
3. When the in-school suspension exceeds 10 consecutive days, an informal hearing with the principal shall be offered to the student and the student's parents or guardian prior to the 11th school day in accordance with the procedures in Section 12.8 (relating to hearings).
4. The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

Section 12.8. Hearings.

1. Education is a statutory right; the student 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.
2. A formal hearing is required in all expulsion action. 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. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
 - A. The following due process requirements are to be observed with regard to formal hearings:
 - 1) Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - 2) Sufficient notice of the time and place of the hearing must be given.
 - 3) The hearing shall be held in private unless the student or parent requests a public hearing.
 - 4) The student has the right to be represented by counsel.
 - 5) The student has the right to be presented with the names of the witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - 6) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - 7) The student has the right to testify and present witnesses on his own behalf.
 - 8) 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.
 - 9) The proceeding must be held with all reasonable

speed.

- B. 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 in the appropriate Federal District Court.
3. The purpose of the informal hearing is to enable the student to meet with appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should be suspended.
 - A. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
 - B. The following due process requirements are to be observed in regard to the informal hearing.
 - 1) Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
 - 2) Sufficient notice of the time and place of the informal hearing shall be given.
 - 3) A student has the right to question any witnesses present at the hearing.
 - 4) A student has the right to speak and produce witnesses on his own behalf.
 - 5) The district shall offer to hold the informal hearing within the first 5 days of the suspension.

Section 12.9. Freedom of Expression.

1. The right of public school students to freedom of speech was affirmed by the United States Supreme court in *Tinker v. Des Moines Community School District*, 393 U.S. 503 (1969).¹
2. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
3. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of communication, provided that the use of the public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - A. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - B. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
4. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
5. School officials may require students to submit for prior approval a copy of all material to be displayed, posted or

- distributed on school property.
6. Bulletin boards shall conform with the following:
 - A. School authorities may restrict the use of certain bulletin boards.
 - B. Bulletin board space shall be provided for the use of students and student organizations.
 - C. School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
 7. School newspapers and publications shall conform to the following:
 - A. Students have a right and are free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5)
 - B. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - C. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - D. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 - E. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.
 8. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
 9. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - A. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.
 - B. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
 10. School officials should adopt and publish guidelines for student use of school facilities and equipment.
 11. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
 - A. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
 - B. The students themselves have the sole responsibility for any statements published.

- C. Approval procedures must be followed prior to distribution or display of materials on school property. See subsection (i).

Section 12.10. Flag Salute and Pledge of Allegiance.

1. It is the responsibility of every citizen to show proper respect for his/her country and its flag.
 1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
 2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who wish to participate.

Section 12.11. Hair and dress.

1. Students have the right to govern the length and style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health and safety hazard. Where length or style of hair presents a problem, some type of covering should be considered.
2. School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.
3. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.
4. Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

Section 12.12. Confidential communications

1. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa. C.S. Section 5945 (relating to confidential communications to school personnel).
2. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

Section 12.13. (Reserved).

Section 12.14. Searches.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic device, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school

rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

Section 12.15. (Reserved).

PUPIL RECORDS

Section 12.31. General requirements.

- A. The governing board of every school district, intermediate unit and area vocational-technical school shall adopt a plan for the collection, maintenance and dissemination of pupil records and submit the same to the Department for approval.
- B. Copies of the approved plan shall be maintained by the local educational agencies and updated as required by changes in State and Federal law. Copies of the updated plan shall be submitted to the Department only upon request of the Secretary.

Section 12.32. Elements of the plan.

- A. The plan for pupil records shall conform to Section 12.33 (relating to guidelines), except that a school district may modify Section 12.33 with the approval of the Secretary, to conform with local policy.
- B. The plan shall establish policies on pupil records consistent with the minimum requirements of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 12.32(g) and in 34 C.F.R. Part 99 (relating to privacy rights of parents and students).

Section 12.33. Guidelines.

- A. The full text of the Guidelines for the Collection, Maintenance, Dissemination of Pupil Records appears at 4 Pa. B. 1092.
- B. Portions of Guidelines for the Collection, Maintenance, and Dissemination of Pupil Records are attached hereto as Exhibit A and made part of this regulation.

LASER POINTERS 5153

The Smethport Area School district recognizes its responsibility as an educational institution to be in the vanguard in promoting sound public policy, especially when it relates to public health, safety and comfort. The district recognizes that the inappropriate possession of laser pointers presents serious risks to persons.

Possession—shall include, but not be limited to the following conditions. A student is in possession of a laser pointer when the laser pointer is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

Student may possess and/or use laser pointers with the expressed written consent of the building principal and only for the purpose, manner, and duration outlined in said consent.

Penalty—The possession and/or use of a laser pointer as set forth in this policy shall be considered a Level III offense.

The possession and/or use of laser pointers by non-student/non-employees while on school property, at school-sponsored functions or activities, at any school event held away from school, on property being used by the school or on any public conveyance providing transportation to a school or school-sponsored functions or activity is prohibited unless expressed written consent of the building principal is obtained.

Approved 12-7-98

TERRORISTIC THREATS AND ACTS 5145.3

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district student, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

The Board also recognizes that terroristic threats and acts disrupt the effective learning conditions within, the school. A student who makes a terroristic threat or does a terroristic act is not acting as a responsible student and citizen.

Terroristic threat means a threat to commit any crime of violence with intent to terrorize another or to cause evacuation of a building place of assembly or facility of transportation or otherwise cause serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act means to commit any crime of violence with intent to terrorize another or to cause evacuation of a building place of assembly or facility of transportation or otherwise cause serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student employee Board member community member or school building.

Whenever a terroristic threat or terroristic act is directed at the School District and/or a member or members of the School District community the Superintendent or designee shall promptly notify law enforcement officials.

Whenever a student makes a terroristic threat or commits a terroristic act concerning the School District the Superintendent or designee shall promptly:

1. notify law enforcement officials
2. institute suspension and/or expulsion proceedings

If a student is expelled for making terroristic threats or committing terroristic acts the Board may require prior to readmission that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

If a student is expelled for making terroristic threats or committing terroristic acts, the student shall be subject upon return to school to random searches.

In the case of exceptional students the District will take all steps necessary to comply with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et.seq.).

Adopted Sept. 1998

PROCEDURES AND RESPONSES**
(Refer to Smethport Area School District Policy #5145.1)

LEVEL I	EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES
<p>Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.</p>	<ol style="list-style-type: none"> 1. Class Disturbances 2. Pass Violation 3. Classroom Tardiness 4. Abusive Language 5. Disruptive Attire 6. Insubordination 7. Nondefiant Failure to Complete Assignments 8. Intimidation 9. Unacceptable Demonstrated Social Relationships 10. Cheating and Lying 11. Disrespectful Behavior 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a conference with the counselor and/or administrator.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p>	<ol style="list-style-type: none"> 1. Verbal Warning 2. Special Assignments 3. Progress Report Sent Home 4. Counseling 5. Strict Supervised Study 6. Teacher Detention 7. Parent Conferences 8. Assign Different Seat 9. Student Conference 10. Schedule Change 11. Probation 12. Restricted List

**The above list is based on Board policy. It provides examples of misbehaviors and consequences. It is not meant to be all-encompassing.

LEVEL II	EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES
<p>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. These infractions do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<ol style="list-style-type: none"> 1. Continuation of Unmodified Level I Misbehavior 2. Class Cutting 3. Truancy 4. School Tardiness 5. Disruptive Classroom Behavior 6. Forged Notes or Excuses 7. Violation of Tobacco Policy 8. In Unauthorized Areas 9. Defiance 10. Leaving Building Without Authority 11. Disrespectful Behavior 12. Skipping School 	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and effects the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p> <p>Parental notification and/or conference is initiated.</p>	<ol style="list-style-type: none"> 1. Modification of Schedule 2. In-School Suspension 3. After School Detention 4. Withdrawal of Privileges 5. Counseling 6. Student conference 7. Parental Conferences 8. Probation 9. Behavioral Contract 10. Legal Action 11. Referral To Outside Authority 12. Removal of Driving Privilege 13. Restricted List 14. Saturday Detention

**The above list is based on Board policy. It provides examples of misbehaviors and consequences. It is not meant to be all-encompassing.

PROCEDURES AND RESPONSES**
(Refer to Smethport Area School District Policy #5145.1)

LEVEL III	EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES
<p>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depending on the extent of the school's resources for remediating the situation in the best interests of all students.</p>	<ol style="list-style-type: none"> Continuation of Unmodified Level II Misbehavior Fighting Intentional Destruction of School Property (\$500 or less) Petty Theft Threats to Others False Fire Alarm Simple Assault and/or Battery Harassment 	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.</p> <p>There is restitution of property and damages.</p>	<ol style="list-style-type: none"> Temporary Removal From Class Out-of-School Suspension In-School Suspension After School Detention Saturday Detention Legal Action Referred to Outside Agency Probation Restitution Withdrawal of Privileges Discipline Hearing in Front of Superintendent

**The above list is based on Board policy. It provides examples of misbehaviors and consequences. It is not meant to be all-encompassing.

LEVEL IV	EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES
<p>Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the school directors.</p>	<ol style="list-style-type: none"> Continuation of Unmodified Level III Misbehavior Extortion Bomb Threats Violation of Weapons Policy Assault and/or Battery Intentional Destruction of School property (more than \$500) Arson Theft/Possession/Sale of Stolen Property Violation of Controlled Substance Policy 	<p>The administrator verifies the offense, confers with the staff involved and meets with the student.</p> <p>The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted.</p> <p>A complete and accurate report is submitted to the Superintendent for Board action.</p> <p>The student is given a full due process hearing before the Board.</p>	<ol style="list-style-type: none"> Discipline Hearing In Front of Superintendent Expulsion By Board Restitution Legal Action Out-of-School Suspension Homebound Instruction

**The above list is based on Board policy. It provides examples of misbehaviors and consequences. It is not meant to be all-encompassing.

EXCUSE

Student Name

Date of Absence

Reason: _____

Parent/Guardian Signature

EXCUSE

Student Name

Date of Absence

Reason: _____

Parent/Guardian Signature

EXCUSE

Student Name

Date of Absence

Reason: _____

Parent/Guardian Signature

EXCUSE

Student Name

Date of Absence

Reason: _____

Parent/Guardian Signature

EXCUSE

Student Name

Date of Absence

Reason: _____

Parent/Guardian Signature

EXCUSE

Student Name

Date of Absence

Reason: _____

Parent/Guardian Signature



TITLE IX STATEMENT

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

SECTION 504 STATEMENT

It is the policy of the Smethport Area School District not to discriminate against any qualified handicapped persons in the employment and operation of its school, its educational programs, services, and activities and in any other areas where compliance is required by Section 504 of the rehabilitation Act of 1973. Inquires may be directed to David E. London, Title IX Coordinator, at 414 South Mechanic Street, Smethport, Pennsylvania, or phone 814-887-5543, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20201



www.iu9.org