

LOYALSOCK TOWNSHIP HIGH SCHOOL
STUDENT HANDBOOK
2020-21



#ControlWhatYouCanControl

**You CAN control your attitude,
effort, actions, manners, and
words.**

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Dear Parents and Students:

This handbook has been designed for the benefit of both parents and students of the Loyalsock Township High School. It is our hope that the reader will be able to better understand the philosophy of our district and high school and will be better prepared to take advantage of the curricular and extracurricular programs and activities we offer. Our student handbook also contains rules and regulations of the school, awards, honors, activities, and other information that will help acquaint you with our high school. It is essential that both parent and child invest the necessary time to read and understand the information presented throughout this handbook.

Loyalsock Township High School has a history of achievement. As a school, we provide top-notch programs and have received awards at the local, state and national levels. We count among our students and alumni National Merit Finalists, Odyssey of the Mind State Finalists, and District and State Champions in a variety of extracurricular events. The rich tradition of excellence is also evident with our performance on the Pennsylvania Keystone Exams, SAT, ACT, AP, ASVAB, School Performance Profile, NOCTI and other standardized measures.

We anticipate another great year here at Loyalsock!

Respectfully,

Dr. Matt Reitz
Principal

Mr. Jamie Yonkin
Assistant Principal

1801 Loyalsock Drive, Williamsport, Pennsylvania 17701

Phone 570.326.3581 – 570.323.5303 Fax

www.loyalsocklancers.org

Loyalsock Township High School Daily Bell Schedule 2020-21

| Block Class Format Bell Schedule | | |
|----------------------------------|----------|----------|
| Warning Bell | 7:45 AM | |
| 1-Minute Warning Bell | 7:49 AM | |
| Tardy Bell | 7:50 AM | |
| Block 1 | 7:50 AM | 9:16 AM |
| DOUBLE TIME | 9:16 AM | 9:24 AM |
| Block 2 | 9:24 AM | 10:50 AM |
| Block 3 | 10:54 AM | 12:20 PM |
| Lycy CTC Lunch | 11:35 AM | 12:05 PM |
| Block 4 | 12:20 PM | 2:20 PM |
| Lancer Period | 2:24 PM | 3:00 PM |

| Period Format Bell Schedule | | |
|-----------------------------|----------|----------|
| Warning Bell | 7:45 AM | |
| 1-Minute Warning Bell | 7:49 AM | |
| Tardy Bell | 7:50 AM | |
| Period 1 | 7:50 AM | 8:31 AM |
| Period 2 | 8:35 AM | 9:16 AM |
| DOUBLE TIME | 9:16 AM | 9:24 AM |
| Period 3 | 9:24 AM | 10:05 AM |
| Period 4 | 10:09 AM | 10:50 AM |
| Period 5 | 10:54 AM | 11:35 AM |
| Period 6 | 11:39 AM | 12:20 PM |
| Period 7A & B | 12:24 PM | 1:05 PM |
| Period 8 | 1:39 PM | 2:20 PM |
| Lancer Period | 2:24 PM | 3:00 PM |

| Block 4 / Period 7 & 8 Lunch Schedule | | Lancer Period | |
|---------------------------------------|-------------------|---------------|----------|
| A Lunch | Lunch | 12:20 PM | 12:50 PM |
| | Period 7A | 12:54 PM | 1:35 PM |
| | Period 8 | 1:39 PM | 2:20 PM |
| B Lunch | Block 4/Period 7B | 12:24 PM | 1:05 PM |
| | Lunch | 1:05 PM | 1:35 PM |
| | Block 4/Period 7B | 1:39 PM | 2:20 PM |

LP runs each day from 2:26 - 2:56 PM.
 Students will return to a designated LP homeroom.
 LP is designed to provide students an opportunity to work independently on homework, re-taking quizzes with a teacher, participating in clubs/activities/meetings.
 In order to leave LP and go to another classroom/location, students MUST secure permission from the teacher/staff they wish to see PRIOR to LP.

STUDENT RESPONSIBILITIES

| Rights | Responsibilities |
|---|---|
| <ul style="list-style-type: none"> To a public education, learn, and be safe. To a clean school building. To get help from teachers, staff, counselors and administrators. To try to solve problems in a reasonable manner. To be respected by others. To a set of rules that is applied in a fair and consistent manner. | <ul style="list-style-type: none"> To come to school regularly and on time. To respect others in the school. To act in ways that do not threaten, scare, or injure others. To ask for help in a polite manner and at a time that does not deny others a fair chance to get help. To bring ideas and problems to the right people. To obey rules and use proper means for telling staff members about rules they believe to be unfair. |

Part 1: ACADEMIC INFORMATION

Class Rank

Class rank is calculated by using a formula which recognizes achievement and challenge. Rank is run at the END of a given school year after all final calculations are made. Class rank is usually expressed as a fraction. For example, a class rank of 12/120 indicates that a student is twelfth from the top in a class of 120. Class rank includes achievement on a final grade in each course and weight, which ranges from 1.0 – 1.08 depending on each course. A student’s class rank may be improved upon by improving grades in coursework and selecting academically demanding courses. Final class rank, upon graduation, is based on the student’s Grade Point Average (GPA) and is calculated at the end of the year. It incorporates 9th through 12th grade years.

Commencement

The Loyalsock Township School District schedules one (1) graduation ceremony, known as commencement, at the conclusion of the academic year. Students may participate in commencement if they:

| | |
|---|---|
| ● Completed the graduation requirements | ● Did not attend the graduation exercises the previous spring |
|---|---|

Commencement Honors

A Valedictorian and a Salutatorian are recognized for each graduating class. These honors are defined as students having the highest and second to the highest rank in a graduating class. Students may inquire about their class rank in the school counselor office, if they are electing to apply for selected scholarships and/or honors.

Commencement Exceptions

Students who have completed the graduation requirements at the end of the first semester may receive their diploma when it arrives from the publisher. If students are deficient in only one (1) credit, they may “walk” at commencement if they have registered for the necessary summer school course AND paid the required summer school fee. Students are not eligible to receive a diploma until they have completed all necessary graduation requirements, verified by the Grade 11-12 school counselor and administration. **Requirements must be completed no later than July 31 of the same year.**

Comprehensive (Final) Exams

Block scheduled classes will have final examinations or projects during the last two (2) days of each semester. Year-long classes are required to have mid-term and final examinations/projects. We encourage students to begin studying for final exams early. While finals are in session, we will do our part to:

- Prevent athletic or extra-curricular activities to be scheduled the night before finals;
- Ensure that students may have choice of non-participation in athletics or extra-curricular events during finals without repercussions from coaches or advisors; and
- Provide a safe and encouraging learning environment.

Students who have a valid excuse for missing a final exam/project will have an opportunity for completion before the end of the final exam schedule. In certain instances, an incomplete (INC) grade will be issued. It is the student’s responsibility to speak individually with each teacher in order to communicate about the details of completing this requirement. This “INC” grade may be changed when the exam is made up.

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Requirements for Graduation

Students are required to earn 28 credits, which must include the courses in our Program of Studies for graduation from Loyalsock Township HS. Graduation requirements apply to all students as part of the Every Student Succeeds Act (ESSA) unless determined otherwise by an Individualized Education Program (IEP) team in compliance with the Individuals with Disabilities Education Act (IDEA). LTHS utilizes a 100-point cumulative weighted average (CWA) system. GPA is derived from the CWA. The following is a description of the identified course levels.

Academic (Weight - 1.0)

Most of the coursework offered at Loyalsock Township High School is considered an academic level. Courses at this level are considered rigorous, but are not at the pace and level of honors, college or AP level. Academic courses will prepare any student for a comprehensive two or four-year college program as well as any other post-secondary career focus, including serving in our nation's military.

Honors (Weight – 1.04)

Specific coursework that is considered to be more rigorous than Academic coursework, but not at the level of AP (Advanced Placement) coursework, is designated at the honors level. These courses will be taught at an accelerated level. Such courses often require at least 1-hour minimum per night of extra study/homework completion. Students who seek such coursework must be organized and realize the work ethic required to be successful in such coursework. Like Loyalsock's academic courses, honors courses will also prepare any student for a comprehensive two or four-year college program as well as any other post-secondary career focus.

Dual Enrollment (Weight - 1.06)

Dual Enrollment courses refer to any course taken by one the colleges/universities with whom Loyalsock Township School District has an articulation agreement. These courses are taught at an introductory college level, typically referred to as general education ("gen ed") courses. DE courses are available to juniors and seniors, and offer students opportunities for additional coursework that is typically not offered by LTHS. Most of the DE courses available are online courses that require payment by the family in advance of taking the course. DE courses provide the student with possible transfer college credit to many colleges to which a student is eventually choosing to gain acceptance.

Advanced Placement (AP) (Weight – 1.08)

AP courses taken at LTHS occur within a prescribed curriculum defined by the College Board. AP courses are the most challenging/rigorous courses offered at Loyalsock which is applied to a student's rank and GPA. Loyalsock offers more than a dozen AP courses, with several more available on-line through our virtual education program. AP coursework requires students to be highly motivated, organized, and capable of spending 1-2 hours of extra study/homework completion per evening. It is highly recommended that students who choose to take AP coursework also take the requisite AP exam in May of the given school year. It should be noted that the school district pays the entire AP exam cost for each student; therefore, there is no disadvantage to a student taking the respective exam.

Grading Procedures

The following percentages represent LTHS's grading scale:

| | | | | |
|--------------|-------------|-------------|-------------|--------------------|
| ● A: 90-100% | ● B: 80-89% | ● C: 70-79% | ● D: 65-69% | ● E: 64% and below |
|--------------|-------------|-------------|-------------|--------------------|

1. Teachers will contact parents/guardians should a student's grade be at or near 65%.
2. Parents are able to access student grades at any time on the [Parent Portal](#).
3. Medical or "M" grades will be issued if students cannot complete the work for valid medical reasons.

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4. Incomplete or “Inc” grades will be issued if students do not complete the course requirements.
5. Any “Inc” grades must be completed within ten (10) calendar days after report cards are issued. Special arrangements can be made with the written approval of the teacher.
6. “Inc” grades revert to a grade of 55% if the requirements are not met within the prescribed timeline.
7. No more than eight (8) per year within a representative grade shall be calculated as part of a student’s cumulative weighted average, GPA, or class rank.

Graduation Requirements

See [Program of Studies](#)

Honors, Advanced Placement, and Dual Enrollment (HACC, PCNOW, Keystone College) Courses

See [Program of Studies](#)

Honor Roll & High Honor Roll

Both Honor Roll and High Honor Roll calculations are derived using the following:

1. Quality points are derived for each course each marking period - Raw Grade x Credit Earned x Weight = Quality Points
2. The Cumulative Weight Average is derived - (Quality Points/Credits Attempted) = Cumulative Weighted Average
3. Honor Roll and High Honor Roll are thus driven by the following using the Cumulative Weighted Average

| <u>Honor Roll Criteria</u> | <u>High Honor Roll Criteria</u> |
|---|---|
| Uses a cumulative weighted average of 90.00 - 94.99 . No course grade can be less than 80. No failures in any course for the marking period. No Incomplete grades for the marking period. | Uses a cumulative weighted average of 95.00 - 100 . No course grade can be less than 80. No failures in any course for the marking period. No Incomplete grades for the marking period. |

iPad Initiative (1:1 Technology)

Each student at LTHS will be issued a school iPad. In order to defray the insurance costs for the iPads, the District assesses a **non-refundable, one-time use fee of \$50** to students in grades 5 through 12 over the life of the time each student takes ownership of the iPad to cover certain MINOR repairs. However, any major repairs that are necessary to a student’s iPad will be charged accordingly. Students who claim a financial hardship, and are receiving free or reduced lunch, may be assessed a lower fee of \$25. Those students claiming extreme financial hardship should contact their respective building principal or the district business manager, who will address each situation. Additionally, all iPads are monitored using a mobile device management (MDM) system called TabPilot. This MDM allows for the tracking of student app use and web browsing history.

Make-Up Procedure for Missed Class Assignments

If a class or classes are missed due to an EXCUSED absence, students will be allowed to make up all work required using the following criteria:

| <u>Absence</u> | <u>Days to turn in work:</u> |
|--|---|
| 1 day | 1 day |
| 2 days | 2 days |
| 3 days or more | 3 days or more at the discretion of the teacher |
| REMEMBER: It is the student’s responsibility to make up the missed work! | |

Students who have been suspended must be in contact with their teachers at the start of the suspension period to determine the work covered during the suspension period. Full credit will be given for those assignments satisfactorily completed and received by the teacher on the first day of the student’s return.

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Progress Reports - Progress reports will be made available on the Parent Portal every 3 weeks.

Remedial Coursework - If students fail a course at LTHS, there are several options available to remediate the course:

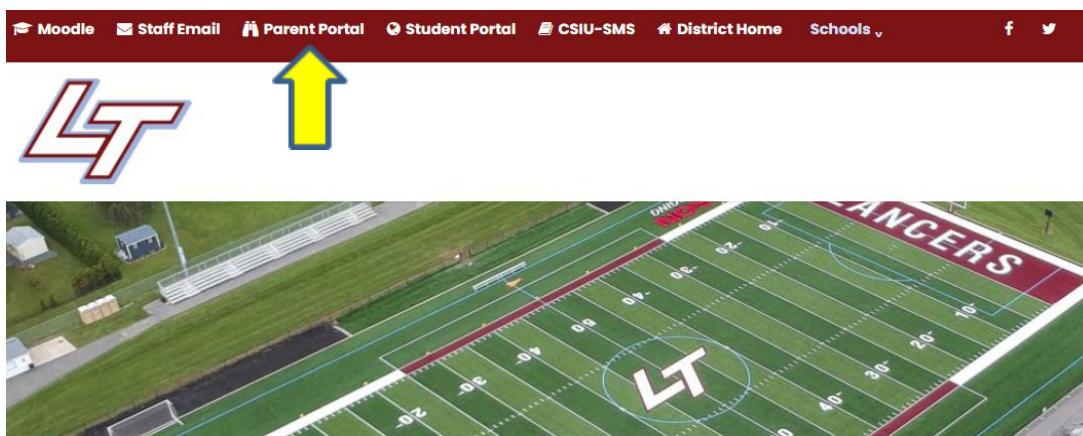
- **Option 1:** Summer school opportunities if available. Pre-approval is required and information can be obtained from the Counseling Department. If available, Virtual learning courses may fulfill the remedial requirement. Prior administrator approval is required.
- **Option 2:** Students that have failed a course with no lower than a 55% may be eligible for this option. This option must conform to the following:
 1. A certified teacher in the specific discipline must provide 30 hours of one-on-one tutoring.
 2. Teacher must be pre-approved and must present proof of a valid teaching certificate.
 3. Students must maintain a daily log of activities showing their work during the 30 hours of instruction.
 4. Students must take and pass the final exam originally given in the failed course. A score of 65% is the minimum passing score. NOTE: Successful completion of coursework by means of tutoring will fulfill graduation requirements, but will not count in class rank or GPA.
- **Option 3:** Student will be scheduled in course during subsequent semesters.

Report Cards

Grades are officially recorded at the end of every 9-weeks marking period. Progress reports will be sent via mail to parents regarding any grade that is below or near a failing grade of 65% every 3 weeks. Report cards will include:

- | | | |
|-----------------------------------|--------------|-----------------------------|
| ● Grades for each current subject | ● Attendance | ● Comments made by teachers |
|-----------------------------------|--------------|-----------------------------|

Parent Portal: We HIGHLY ENCOURAGE parents to **check the parent portal regularly**, as well as at progress report time, for access to your student's academic progress. Please call or email the specific teacher or the Counseling Office if you have questions. You can locate the [parent portal](#) by accessing our website or downloading our District App (for mobile devices).



Textbook Responsibilities:

- Where applicable, textbooks are to be checked out from the student's teacher. Students are responsible for their textbooks.
- Students will have to pay for any broken bindings, removing barcodes, and repairs.
- For repairs, students should turn in their textbook to the teacher from which the student checked out the book.
- All textbooks must be returned to the teacher from which the student originally checked out the book at the conclusion of the student's class.

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Virtual Coursework – Educere

Educere is an online coursework company with whom Loyalsock contracts to offer applicable courses. The vast majority of courses that students take at Loyalsock are through coursework physically offered in our building by a teacher at

Loyalsock. However, where appropriate and where necessary, students may choose to take approved virtual coursework available to students through a company with whom the district contracts. See our Program of Studies on the school homepage for details. More information can also be attained through our school counselors in the counseling department.

- Courses are online, and students are located in a virtual learning classroom located within our library.
- A high school teacher through Educere is the teacher of record, who the student communicates directly through.
- A LTHS liaison (school counselor) monitors student work during the time of the online course. There are pacing and passing requirements for the courses taken, and eligibility for PIAA athletics is collected and applicable.
- Some courses are academic, honors, or AP level, with applicable weights to Loyalsock’s in-house coursework.
- These courses are sponsored and paid for by LTSD. Students who take an Educere AP course are expected to sit for the applicable AP exam.

Guidelines for Educere Virtual Coursework

- Educere courses may NOT be taken as a substitute for a course currently offered at LTHS unless an extenuating academic or scheduling issue exists.
- Students are required to login and show progress to be deemed present for the school day.
- Students must meet certain criteria in order to be eligible and approved. **LTHS reserves the right to deny any virtual course request.**

Dual Enrollment Coursework

Students can graduate from Loyalsock with 3 or more college credits to apply toward the cost of his/her college education. Often, dual enrollment courses transfer to the student’s chosen college/university as a general education equivalent, or “gen ed,” satisfying various distribution requirements that every student at a given college or university must satisfy. Other courses, depending on the students’ chosen major and school selection, MAY satisfy as a direct core requirement. There is a potential cost savings because the cost of a dual enrollment course through Loyalsock is much less than credit typically taken at a variety of institutions on site when students become a full college student. Please refer to our [Program of Studies](#) for detailed information on Dual Enrollment

Virtual Coursework through LLI (Lancer Learning Institute)

LTSD also contracts with Educere to provide virtual coursework to those students who desire to pursue either full or part time coursework while a student is enrolled within the LTSD.

See the LLI [page on our website](#) for information and guidelines, and/or contact Mr. Eric Gee, Director of Technology, at 570-326-3581, ext. 1217.

Part 2: EXTRA-CURRICULAR ACTIVITIES, ATHLETICS & RECOGNITION

Activities

| | | | |
|--|------------------------|---------------|--------------------|
| Color Guard | National Honor Society | Knight Music | Christian Club |
| Drama Club | Leo Club | Marching Band | Spanish Club |
| Students Against Destructive Decisions | EcoAct | Jazz Band | Student Government |

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| | | | |
|---------------------------------|----------------------------|----------------------|------------------------------|
| Cultures of the World | Key Club | Small Music Ensemble | Interact |
| Prom Committee | FBLA | Choir | Ski Club |
| Silver Cord Service Recognition | National Art Honor Society | Women’s Ensemble | Odyssey of the Mind |
| Class Officer | Envirothon | Art Club | Principals’ Leadership Panel |

National Honor Society (NHS)

Membership in the LTHS chapter shall be based upon scholarship, service, leadership, and character. A candidate shall have spent at least one (1) semester in LTHS and be a member of the junior or senior class.

All students to be considered for candidacy shall have maintained the required curriculum. Credits earned in summer sessions will be included in determining the average required to meet the Loyalsock Township Honor Society.

To be considered, candidates must:

- Exhibit positive school citizenship and self-responsibility
- Involvement in multiple school and community activities that demonstrate leadership and service.
- Have an untarnished character by not cheating, plagiarizing or committing any offense that results in:
 - ESD or OSS
 - Civil/criminal offense that results in legal action
- Have a cumulative weighted average of 94% with no rounding.
- Have earned a final course grade of at least 80% for all courses being taken or previously taken during the high school years.

Candidates will complete a waiver in which they understand their requirements as a National Honor Society candidate or member. Any member who falls below the academic standards which were the basis of his/her election shall be promptly warned at the end of the marking period. If during the next regular marking period the member fails to meet the standards used as the basis for his/her election to the society, he/she is on probationary membership. If at the end of the next regular marking period a member has not maintained the required averages or better for the three previous marking periods, he/she is automatically dismissed and will be notified in writing by an administrator.

Members may be dismissed from NHS for: Being assigned an Extended Saturday Detention or Suspension, violation of the school’s honor code, and/or committing any offense that results in civil/criminal offense resulting in legal action.

Once a member is dismissed from membership, he/she is not eligible again for membership. Dismissed members **MUST RETURN** all membership designations (certificate, membership card and pin). Failure to turn in membership designations will result in an obligation and could result in holding diplomas.

An active member of the NHS who transfers to this school will automatically be accepted for membership in this chapter with proof of active membership. This transfer member must maintain the membership requirements for this chapter in order to retain his/her membership.

Student Recognition

LTHS provides many opportunities to recognize a variety of student activities within our school community. LTHS provides the following recognition programs:

| | | |
|--|---|--|
| <ul style="list-style-type: none"> ● Lancer PRIDE Recognitions | <ul style="list-style-type: none"> ● Honor Roll & High Honor Roll | |
| <ul style="list-style-type: none"> ● Silver Cord Volunteer Service ● Students of the Month | <ul style="list-style-type: none"> ● Student Recognition Breakfast ● Various Scholarships & Awards ● Senior Early Release Dates and Incentives | |

Lancer PRIDE Recognitions

These recognitions are awarded to students who demonstrate conduct that exemplifies the ideals of Lancer PRIDE. Lancer PRIDE recognitions are part of each year’s school theme. This school year’s theme is **CONTROL WHAT YOU CAN CONTROL**. Faculty and staff members will nominate students for recognition based on that student’s Perseverance, Respect, Integrity, Dependability, and Excellence.



How does **LANCER PRIDE** look at Loyalsock Township High School?

| | |
|-----------------------|--|
| P ERSEVERANCE | <p>Finish assignments, even when they are difficult</p> <p>Work for improvement, strive for perfection</p> <p>Focus on priorities, not distractions</p> |
| R ESPECT | <p>Speak and act politely and respectfully</p> <p>Cooperate in groups</p> <p>Respect others’ personal space and belongings</p> |
| I NTEGRITY | <p>Do your own work</p> <p>Use sources honestly and give credit where credit is due</p> <p>Encourage others to right their wrongs</p> |
| D EPENDABILITY | <p>Prepare for class and arrive on time</p> <p>Honor due dates</p> <p>Follow through on commitments</p> |
| E XCELLENCE | <p>Share your gifts and accept help gracefully</p> <p>Encourage and help others whom you see struggling</p> <p>Develop your talents; strengthen your weaknesses</p> |

Silver Cord Volunteer Service Program

The Silver Cord program is a distinguished award available to high school students with the purpose of recognizing their out-of-school volunteer efforts. Silver Cord promotes a Service Above Self belief. Program participation is voluntary for all Loyalsock Twp. High School students. Students who complete the required 100 volunteer service hours will be recognized at their graduation by wearing a silver cord with their cap and gown and with special mention in the Commencement program. More information can be found on the high school homepage.

Students of the Month

Students of the Month are nominated by an academic department and recognize students who exhibit exceptional talent or promise in the subject area. The following departments make a nomination for the respective content area: Science, English, Music, Math, Business, World Language, Social Studies, Physical Education, Visual Arts, and Technology Education.

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Student Recognition Breakfast

The Student Recognition Breakfast was the idea of former principal, Mr. Alfred Knecht. In the late 80's, Mr. Knecht felt that students who made a difference in the day-to-day operations and climate of the school should be honored and

recognized. Each spring, every LTHS faculty and staff member is asked to nominate two (2) students who they feel make a positive difference in the school throughout the year. Students are honored with recognition of their participation in a recognition breakfast, a group picture hung permanently on the walls of the cafeteria, and individual pictures with the staff member who recognizes their commitment to making LTHS a better place.

Student Elected Recognition

LTHS faculty, staff, and administration believe that students should have an equal opportunity to participate in recognitions which are given through student body balloting. To be eligible, students must meet and agree to the following criteria:

1. Must be a student in good standing at LTHS.
2. Agree to dress in an appropriate manner and bring dignity to the honor and the student body that elects them.
3. Students may decline their nomination in anticipation of a future contest.
4. Students may be recognized as members in more than one "court."
5. Students honored as queen and king of yearly activities must agree to the following criteria:
 - a. Receive the honor of King or Queen only once in any academic year.
 - b. Adhere to all criteria for members of the court as listed above.

Athletic Awards and Letters

Team head coaches will inform the team at the beginning of each season as to the requirements necessary to win a letter. The head coach will give his/her recommendations for letter winners to the athletic director. Awards will be made according to the following plan:

1. Student participated in at least half (½) of the varsity contests.
2. The first varsity recognition will be a varsity "letter", additional recognitions will be athletic pin(s) for respected sport.
3. All awards by outside groups must be approved by the athletic director and an administrator.
4. Managers shall receive a letter on the recommendation of the head coach.
5. Athletes who participate in the same sport during their freshman through senior years and who did not meet the specific requirements for a letter may be recommended for a letter by the head coach.
6. Injured athletes may be awarded a letter on the recommendation of the head coach.
7. Any senior who tries out for a varsity sport and makes that team may be recommended for a letter by his/her head coach.

Athletic Eligibility

Academic eligibility for athletic competition in PIAA sanctioned sporting events is governed by three (3) sets of rules:

| | | |
|--|---|--|
| 1. Eligibility standards as stated in the PIAA Constitution and By-Laws. | 2. Specific rules of Loyalsock Township School District | 3. Specific rules expressed by individual head coaches of respected sport. |
|--|---|--|

To be eligible, students must:

- Pass ¾ of enrolled courses
 - Period classes: must pass each class with a 65% to meet the block requirement minimum average

To be eligible as a student transferring to LTHS, a student must:

- Pass 50% of enrolled courses (standard as stated by PIAA Constitution and By-Laws) and have a cumulative average of 65%

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Eligibility is checked:

| | | |
|--|--|---|
| <ul style="list-style-type: none"> • Weekly (Thursdays) | <ul style="list-style-type: none"> • End of each marking period | <ul style="list-style-type: none"> • End of the year (pass six (6) of eight (8) courses from previous year for fall eligibility) |
|--|--|---|

Not meeting eligibility means:

| | | |
|---|---|---|
| <ul style="list-style-type: none"> • <u>Weekly</u>: Not participating in PIAA competition for one (1) week period beginning Sunday following the eligibility check and ending Saturday | <ul style="list-style-type: none"> • <u>Marking Period</u>: Not participating in PIAA competition for fifteen (15) school days | <ul style="list-style-type: none"> • <u>Yearly</u>: Not participating in PIAA competition for the first fifteen school days of the following school year |
|---|---|---|

Ineligible Team Members may:

| | | |
|---|--|---|
| <ul style="list-style-type: none"> • Practice in the preseason | <ul style="list-style-type: none"> • Practice during the season, but may not participate in a PIAA scrimmages or contests for fifteen (15) school days. | <ul style="list-style-type: none"> • May not “sit on the bench” with the team, and may not dress in the uniform. |
|---|--|---|

Athletic Injuries & Insurance

LTSD has a secondary insurance policy for athletes who sustain injuries during the defined PIAA season.

Claim Procedures

- Submit all bills to both the family insurance carrier and the school.
- If the primary insurance is an HMO, contact the HMO physician at once. Failure to do so may result in the claim being denied or substantially reduced benefits.
- Primary insurance will send an Explanation of Benefits (EOB) listing the payments made by them. Upon receipt of the EOB, forward the EOB along with any unpaid bills (bills must be itemized) and a completed claim form to the claim administrator for processing.
- If students do not have other valid and collectable insurance (auto, employer provided, family insurance, or self-provided), complete the information on the claim form, sign where indicated, include all itemized bills, receipts, etc., and send to the claim administrator.
- When submitting bills after the original form has been sent, include name of claimant, accident date, and policyholder (school).
- If the family insurance carrier is an HMO organization, contact the HMO physician at once.
- When filing a claim, please remember to fill out the insurance form (available in the high school office) and return the completed form and bills to the high school.
- **Even with private insurance and secondary school insurance, out-of pocket expenses may occur.**

Athletic Participation, School Attendance and Conduct

Students wishing to participate in a scheduled extracurricular activity/athletics must attend school the same day as the activity. Two (2) morning tardies per semester (7:50-8:30a.m.) are permitted. If, during the day of any scheduled activity, students are absent from school because of an emergency, they may participate if there has been prior approval from an administrator or athletic director. Students arriving to school after 8:30a.m. who are unexcused will not be permitted to compete in athletic events that same day or evening. If a student has a legal excuse from a non-family member physician or from a district or magisterial court, the student may participate in the current day's athletic event. Any student who has been suspended may not participate or be a spectator in any school activity during the term of the suspension.

Athletic Pay-to-Play Fee

Students wishing to participate in athletics must pay a **\$50 pay-to-play fee**. Checks are to be made out to LTSD. This is a **one-time-per-year fee**. For more information, please contact the Athletic Director or Business Manager.

Athletic Physical Examinations

Students must be certified as physically fit by a physician or other approved provider before they begin to practice. If students do not take advantage of the physicals by the school physician, they will need to have their family physician sign the certification form. Students will incur any expense by seeing their own family physician. Physical exams given by the school physician are free.

Athletic Sportsmanship

Good sportsmanship is part of being a good school citizen. Students should not “boo” or make any other disrespectful comments/gestures towards officials or opposing team members. Decisions of officials are final and should be respected. Visiting teams and coaches are LTHS guests and should be treated as such. School officials reserve the right to remove rowdy and/or offensive spectators or participants.

| Consequences for Poor Sportsmanship Violation | |
|--|---|
| <u>Violation</u> | <u>Consequence</u> |
| 1 | <ul style="list-style-type: none"> ● Meeting with the coach and an administrator |
| 2 | <ul style="list-style-type: none"> ● Meeting with the coach and an administrator ● Determination as to future participation |
| NOTE – These consequences may change given context, cooperativeness and administrator discretion | |

Athletics Cooperative Agreement

From time to time, Loyalsock Township High School enters into cooperative sponsorships in boys' and girls' with other local high schools in which the given school has no existing sport/team. The PIAA also permits students to compete in athletic contests on an individual basis in some sports. If students want to participate as an individual, please contact the athletic director.

Athletic Ineligibility Appeals

Students may appeal their ineligibility status within two (2) school days after notification. Eligibility status may be appealed, not the grade. The appeals process is as follows:

1. A faculty-administrative committee will meet within two (2) schools days to render a decision on the appeal.
2. All discussions of the committee will be confidential.
3. There will be no appeal from the committee’s decision.
4. A majority vote of the committee will decide.
5. The coach or advisor will inform the student of the decision.
6. The appeals process committee will include the following:
 - a. One (1) administrator, One (1) school counselor, student’s coach or advisor, department chairperson of the subject(s) failed and one (1) teacher chosen by the student

Interscholastic Athletic Teams

LTHS offers the following Pennsylvania Interscholastic Athletic Association (PIAA) sanctioned high school sports:

| | | | |
|-----------------|-------------------|----------------|------------|
| ● Baseball | ● Softball | ● Soccer | ● Tennis |
| ● Football | ● Wrestling | ● Cheerleading | ● Swimming |
| ● Basketball | ● Track and Field | ● Golf | |
| ● Cross Country | | | |

Note: For 2020-21, girls’ volleyball will exist as a club sport and compete regionally with other schools.

Part 3: STUDENT SERVICES

Cafeteria

The food service program is a vital part of wellness promotion in the Loyalsock Township School District. To encourage good nutrition, well-balanced breakfast and lunch programs are offered daily at reasonable prices. Students who carry their lunches may purchase milk, 100% juice, water, and other nutritious extras.

Parents will be able to check their child's cafeteria account balance and activity on-line as well as make electronic cafeteria account payments. Instructions can be found on the school district website under “Our District” and click on “Food Services.” Parents may also deposit money into their student’s account via the traditional envelope method. Envelopes are available in the Cafeteria or the office. Please include the following information on the envelope:

| | | |
|----------------|--|-------------------|
| • Student Name | • Personal Identification Number (PIN) | • Amount remitted |
|----------------|--|-------------------|

Please contact the Food Service Office at 570-323-3211 or meals@loyalsocklancers.org for further information.

Students will be assigned a PIN to use each time they purchase breakfast and/or lunch. Students will enter their PIN when purchasing an item from the Cafeteria.

Breakfast is available in the high school main lobby in the morning for \$1.60. Hot and cold coffee and/or tea is also available in the morning for \$1.25/small or \$1.50/large.

Up to three (3) school lunches may be charged. Snacks and al-a-carte beverage purchases **may not** be charged. Water is available free of charge. Bottled water is available for purchase as well. We encourage parents/guardians to communicate regularly with their student(s) about their Cafeteria balance and purchasing habits. Detailed menus are available in the Cafeteria or on the Food Services website. Several main choices are available daily. Students may choose three (3), four (4) or five (5) of the following components for \$2.65:

| | | | | | | | |
|----------|--------------------------|---------------|---------------|---------|-----------|------|----------|
| Sandwich | = 1 protein = 1 bread | Salad or Soup | = 1 vegetable | Peaches | = 1 fruit | Milk | = 1 milk |
|----------|--------------------------|---------------|---------------|---------|-----------|------|----------|

LTHS participates in the Federal School Breakfast and Lunch Program. Students and/or parents/guardians may request the necessary forms for Free and Reduced School Meals Household Applications from the office, Cafeteria, or school website.

MySchoolBucks

The [MySchoolBucks](#) website has been completely redesigned, making it even easier for parents to pay for school meals and student fees online. Creating an account is free and the process is quick to sign up. Using [MySchoolBucks](#), you'll experience faster checkout, more payment options and easier account management. Some of these options include:

- View your child’s account balance online and receive low balance email alerts
- Track what your children buy at school
- Deposit money on your children’s accounts
 - There is a transaction fee to use this online deposit feature
- Schedule recurring payments
- Set up low-balance e-mail reminders

Cafeteria Rules:

1. Be seated as directed by the cafeteria monitors and refrain from throwing items.
2. Be assigned seats by a monitor if the monitor determines there is a behavior problem occurring.
3. Do not have outside deliveries of food items.
4. Listen to the lunch monitors for dismissal.
5. Deposit all lunch litter in the proper receptacles.

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6. Return all trays and utensils to the appropriate area.
7. Leave the table and floor around the seat clean.
8. Deposit all recyclables in the proper bins.
9. Consume all food and beverages in the Cafeteria.

Any violation of Cafeteria guidelines may result in alternate lunch, assigned seating, loss of Cafeteria privileges, and/or other disciplinary consequences.

| Consequences for Cafeteria Theft Violations | |
|--|--|
| <u>Instance</u> | <u>Consequence</u> |
| 1 | <ul style="list-style-type: none"> ● After School Detention ● Extended Saturday Detention ● Restitution for stolen item(s) |
| 2 | <ul style="list-style-type: none"> ● Warning of State Police referral for theft (if cooperative) ● State Police charges for theft (if uncooperative) |
| <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> ● Out of School Suspension ● Restitution for stolen item(s) ● State Police charges for theft | |
| <p><i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i></p> | |

Communicable Disease

If students have a communicable disease they will be immediately excluded from school. Examples include: head lice, impetigo, pink-eye, Strep throat, and ringworm.

Relative to COVID-19 protocols established in LTSD’s [School Reopening Health and Safety Plan](#), LTHS will follow the guidelines established within the plan.

Students may return to school when there is a written statement from a physician stating when they may return to school. Students must be completely recovered to be readmitted to school.

Lockers

Students are assigned their own locker. It is for the convenient storage of clothing and books. These lockers remain the property of the school district and shall under no condition be considered private property. Lockers shall be subject to regular, random search.

- Please close the locker door completely
- Please do not share the combination with anyone else
- Please do not leave food or drink in the lockers for extended periods of time
- Students accessing another student’s locker will receive discipline for unauthorized access

Additionally, locker room lockers are assigned. Locker room lockers are not to be used as a locker for daily academic materials. Locker room lockers are for use during physical education classes and after-school extracurricular activities. Locker room locks are provided to all students with locker room lockers and must be used at all times. No exceptions.

We cannot be held responsible for any theft that occurs from district-owned lockers.

Health Services

The facilities of the school's health suite are located in the B-corridor of the Middle School. If students feel the need to use these facilities, they should have a valid pass.

The school nurse is available for students and parents/guardians. Immediate attention and first aid will be given for illness and injury. Parents/guardians will be notified if further care is needed or if it is necessary for students to leave school. Transportation is the responsibility of parents/guardians unless in the case of an emergency.

Help

Teachers may be available after school, before school, and during teacher preparation periods and Lancer Period to help you. You should make arrangements with the teacher for remedial help in any subject. Teachers may require you to stay

after school when they deem it necessary to improve your performance. Students are encouraged to report after school for extra help prior to tests. Students should also see teachers for extra help after an absence from school.

Insurance

School insurance is offered to students if they are interested in such protection. The policy outlines the benefits and is a contract between students and the insurance company. Details of the coverage provided are available in the high school office. Students and parents/guardians are encouraged to consider the program unless it is felt that adequate insurance is already maintained.

If students participate in the athletic program, they are covered by school insurance while participating. However, the insurance of the student is the primary carrier. Under no circumstance should it be expected that school insurance will pay the total costs of an athletic injury. Questions should be directed to Kevin Hastings at the Hartman Agency at 570-326-7241.

MCKINNEY VENTO HOMELESS STUDENT RESOURCES

The Loyalsock Township School District believes that homeless youth should have access to free and appropriate public education and wishes to remove the barriers that homeless children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations. Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailers or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children.
10. Being abandoned or forced out of homes by parents/guardians or caretakers.
11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

For additional information please visit our website at <https://www.ltsd.k12.pa.us/our-district/homeless-students/> . Should you have any questions, please contact the LTSD Homeless Liaison, Mr. Dan Egly @ degly@ltsd.k12.pa.us or 1-570-326-6508 Ext. 1004

Medication

We do not encourage the dispensing of medication at school. Please arrange the medication schedule to give doses at home. When medication must be given, we ask that students follow the school rules:

1. Obtain a written order from the physician to the school nurse stating the dose and time the medication is to be given. A physician's order is available in the Nurse's Office.
2. The parent/guardian must give written permission to the nurse to dispense medication at school. Permission forms are available in the Nurse's Office.
3. Parents/guardians must bring the medicine to the school. Students are not to bring the medication!

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4. Medication must be in the original labeled container from the pharmacy stating the student’s name, medication, dosage, and instructions.
5. The school nurse must have a written order from the doctor to discontinue or change the dosage of the medication.
6. The first dose of all medications should be given at home.
7. Medication (antibiotics) ordered three (3) times a day should be given at home.

Any medication taken without a physician’s order, parent/guardian permission and school nurse knowledge is not appropriate.

Pennsylvania Mandated Screenings

We require that students entering their junior year have a comprehensive health examination. If students need to have a "medical exam," they are encouraged to have it done by a family physician. If students cannot have a family physician conduct the exam, the School Physician will be available. Juniors who do not receive their physical exam will not be eligible for activities or athletics. The school nurse will do the following screenings:

| | |
|--|---|
| <ul style="list-style-type: none"> ● Height & weight – in all grades | <ul style="list-style-type: none"> ● Hearing screening – 1, 2, 3, 7, & 11 |
| <ul style="list-style-type: none"> ● Vision screening – in all grades | <ul style="list-style-type: none"> ● Scoliosis screening – middle school |
| <ul style="list-style-type: none"> ● Physical Exams – K, 6, & 11 (Family physician should do this exam) | <ul style="list-style-type: none"> ● Dental exams – K, 3, & 7 (Family physician should do this exam) |

Part 4: COUNSELING OFFICE

Adolescence is a time of substantial growth; such changes occur quickly and can prove to be confusing. The Counseling Office is available to work with students to meet their academic, social, and emotional needs in a variety of ways.

- Our staff seeks to ensure that students are appropriately scheduled for high school classes based on LTSD graduation requirements and student talents, aptitudes, and postsecondary plans.
- We provide information and preparation strategies for the Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT), the Armed Services Vocational Aptitude Battery (ASVAB), and Advanced Placement exams.
- We issue monthly newsletters for Seniors addressing information relevant to postsecondary planning (e.g. in-school college visitation schedule, financial aid deadlines, etc.).
- Our “Guide to College Planning,” available in the Guidance Suite, details the steps involved in choosing a postsecondary institution, completing the application process, and applying for financial aid.
- We meet with Seniors several times during the year to discuss progress in postsecondary planning.
- We encourage and solicit parent involvement during these planning meetings and throughout the year.
- We aid in completing job or college applications, coordinate references, and provide official transcripts.
- We help to coordinate high school participation in community events such as College Night at Lycoming College, and Career Expo.
- We host a Financial Aid Night each year and provide information on scholarships to students preparing to enter postsecondary education.
- We facilitate peer tutoring when students struggle with their class work.
- We offer conflict resolution strategies and individual counseling opportunities as the need arises.
- Both counselors are members of the school’s HEART team (Helping Effort for At-Risk Teens), which works to identify, intervene with, and refer students who are at-risk for drug, alcohol, and/or mental health issues.
- Counseling staff provides services for new students and incoming freshmen, including a Ninth Grade Orientation and a New Student Group.

Finally, our Counseling team works with teachers, administrators, and staff to ensure that our high school provides a safe, effective environment for our students. We maintain an “open door” policy for students and parents alike. Feel free to contact the Counseling Department with questions or concerns.

- Mrs. Campman School Counselor, Grades 11-12
- Mrs. Rippey School Counselor, Grades 9-10
- Mrs. Serafini Trauma Counselor, Grades 9-12

Career and Technical Education Programs

LTHS provides vocational education via the Lycoming Career and Technical Center (Lyco CTC) as well as the Williamsport School District Career and Technical Education (CTE) Program. Students may enroll in the vocational education program at LTHS though we strongly recommend that students consider all vocational education opportunities available.

Course Changes

Communicating with school counselors about schedule changes MUST be completed no later than **August 15th**. Exceptions to the deadlines will be granted to extenuating circumstances or new students. Changes require faculty consultation, parent/guardian confirmation, and approval from a school counselor and principal.

Standard for Dropping AP/College Courses

If a student chooses to drop an AP/College course after the designated Drop/Add period of August 15, with no obvious academic reason, then the following are the options the student may choose:

1. Choose another AP course (as defined by the College Board) currently offered or a similar college level course (if eligible).
2. Withdraw/failure (WD/F) from the course. This grade will be listed on the student's transcript and calculates as a 55 even if prior to the start of course. The student may then take another course, pending it fits into his/her schedule.
3. Student is failing/borderline failing current AP course and the classroom teacher recommends for the student to drop the AP course. The course grade will exist as the average of the course to that date.

NOTE: This standard DOES NOT apply to Honors or Academic level courses. See below - "Course Withdrawals"

As required of many colleges/universities to which the student has already applied and/or been accepted, updated transcripts will be sent to the college/university to which the student has applied or been accepted.

The student and parent will be required to sign off on the document indicating their acknowledgment of their choice relative to this new procedure. This procedure has been verified and approved by the Superintendent of Schools.

Course Withdrawals (for Honors and Academic courses)

Courses dropped after the beginning of the respective semester will necessitate a grade of WF 55%. Students may drop a course only after having a conference with the teacher and school counselor and parent/guardian and it has been determined that this is the best course of action for the student. Parent/guardian and students must sign a form requesting a class drop and acknowledging a failing grade of WF 55% for that course.

Course Selection

Course selections during a student's high school years provide a foundation for the rest of his/her life. Students are urged to discuss possible vocations with parents/guardians, teachers, and the significant others in their lives. It is of extreme importance that students have contact with their counselor when making course selections. The counselor's recommendation will be made with the student's educational and vocational goals in mind. While students do have flexibility in selecting subjects, please keep in mind that we have specific requirements that students must fulfill.

Educational Records

The school maintains a record of attendance, achievement, and other test data required to administer the educational program. Students and/or parents/guardians may review their education record within a reasonable period of time, but in no case more than 30 days after the request. Parents/guardians shall make the request in writing to the principal who will set up the appointment at a mutually convenient time. A fee may be charged for copies made of educational records.

Helping Effort for At-Risk Teens (HEART) Team

The purpose of the HEART Team is to identify and make referrals for students who are experiencing problems with substance abuse and/or depression. The HEART Team will receive referrals from parents/guardians, students, school personnel, or any other concerned individuals. Data will be gathered by the HEART Team, and, if an intervention is deemed necessary, the facts will be presented to the identified student and his /her parent/guardian. Recommendations for action, consistent with school policy, will be made in association with school and community resources.

Homebound Instruction

If students become ill or disabled during the school year they may receive instruction at home. A letter from a physician must be sent to the Counseling Office requesting homebound instruction. It must explain:

- The nature of the illness or disability
- State that the student will be homebound for a minimum of ten school days – maximum of three months (A medical re-evaluation/records update must take place after three months.)

A parent/guardian should also notify the Attendance Office. Students may receive up to five (5) hours of instruction each week. When approved by the school board, a certified teacher will be assigned. Subjects requiring special skills or equipment such as gym, technical education, etc. are not available on a homebound basis.

Job Shadow

Job shadowing experiences are encouraged and considered an excused absence from school. One (1) preapproved day per semester will be granted and the absence will be excused upon the receipt of a job shadow reflection being submitted to the high school office. Job Shadow absence request forms are available in the high school office.

Summer School for Acceleration

LTHS is able to provide students with possible summer school options for acceleration. Students often consider this opportunity in order to get ahead on required coursework in the summer. The courses change each year based on student need and interest, but do allow students to focus more on coursework they are interested in during fall and spring semesters. Students must pay a fee in order to take the respective course. Once students begin the course and have paid the fee, students who do not complete the course forfeit the fee and will need to take the course within the normal school year.

Withdrawal from School

If a family is about to move from the Loyalsock Township School District or for some other reason students wish to withdraw from high school, they must complete the following steps:

1. Parents/guardians are required to complete and sign withdrawal papers stating when students are leaving and giving the name and address of the new home and/or school within the area to which the student is transferring.
2. Secure from the Counseling Office a withdrawal form to be signed by the student's teachers indicating that they have accounted for all books, locks, keys, or other obligations.
3. Return the signed withdrawal forms to the Counseling Office. All outstanding obligations must be met before a transcript will be forwarded to another school or before employment papers, references, or any other types of papers will be issued.

Work Permits

Students between the ages of 14 and 17 are required by Pennsylvania School Law to secure an Employment certificate, known as "Working Papers," before they may begin to work. Under the current Pennsylvania Child Labor Act, only one type of work permit is issued. This is a wallet-size (blue), transferable work permit, which is valid from the time of issuance until the minor turns 18 years of age. The Pennsylvania Child Labor Act indicates that only an issuing officer may issue a work permit. An issuing officer, in most cases, is a staff person located in the counseling office of a public school district's high school. With the changes imposed on us with COVID-19, the state has recently changed the way for students to get their working papers to get a job. **The school has the right to deny or revoke a student's working permit if their grades or attendance are not maintained while working.**

Please do the following steps to process your working papers:

1. Student/parent downloads work permit application from LTSD website: **Application for Work Permit download**
2. Parent completes application and signs electronically
3. Student/parent emails application as an attachment to: **workingpapers@loyalsocklancers.org**
4. Student's application is reviewed by principal
5. Once approved, the student will be contacted and instructed to come into the school (parent does not need to be present unless online application could not be filled out and submitted electronically) between the hours of **10 a.m. – 2 p.m.** to receive his/her formal work permit

PART 5: LIBRARY SERVICES

Lester L. Greevy Media Center

The library is a service to students, faculty and staff, whether it is for pleasure reading or fulfilling class assignments. Use all the services the school library has to offer. In order to best serve students, cooperation is needed. It is essential that the library rules be followed. Passes may be obtained from a member of the library staff, **before the start of school** or request via **eHallPass**. Teachers may request that admittance for students by issuing a pass if there is a need to complete a special project.

Lost and Overdue Materials

Students are responsible for all materials which are checked out. Please notify the librarian immediately if library materials are lost. A fine of \$.10 a day will be charged each school day until the overdue material is returned or reported as lost. Diplomas and other records will be withheld until all obligations are satisfied.

Rules:

1. All students must receive an ehallpass to attend Lancer Period in the Library prior to Lancer Period each day.
2. All students must present a pass to the adult at the circulation desk upon entering the library.
3. No one is permitted to leave the library before the bell rings or without a pass.
4. **No food or drink is permitted in the library.**
5. Student conversations should be done so in a manner that will not disturb others. Be considerate!

Signing Out Library Materials

- Books in general circulation may be checked out for three (3) weeks.
- Books that are on a teacher's reserve list may be checked out overnight only.

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- Current issue magazines may not be checked out until the new issue arrives.
- Current magazines will be available for student reading pleasure in the library magazine area.
- Ask a member of the library staff if help is needed in locating materials.
- Books or other materials which have been issued to another student may be reserved.
- When the book is returned it will be held at the circulation desk for three (3) days.

iPad Support

- The library is equipped with a charging station for students to drop off their iPads when they need charged. It is each student's responsibility to come to school with iPads charged, but the cart is available for a quick charge.
- If it has been decided by the Director of Technology that a student's iPad is not working efficiently, the library has "green" loaner iPads for student use. These iPads are returned daily.

PART 6: ATTENDANCE POLICIES

Attendance

A direct correlation exists between attendance at school and academic success. Students must be in attendance at school unless it is for one of the following reasons:

| | |
|--|------------------------------------|
| • Personal illness (which still requires a written excuse). | • Religious holidays. |
| • Death in the immediate family. | • Required court appearance. |
| • A domestic/farm service emergency permit. | • Very unusual weather conditions. |
| • Quarantine of the home or individual. | • Suspension from school. |
| • In the case of a special needs student where absence is caused by or directly related to the student's exceptionality. | |
| • A planned family vacation with the parent/guardian. Prior school approval must be obtained. | |
| • Exceptional, urgent reasons pertaining to the individual student. | |

On days when parents/guardians know that a student will be absent, we request that they call the school prior to 7:50a.m. to notify the Attendance Office.

Absences

Students must attend school in accordance with school law and district policies. The following definitions pertain to absences:

| <u>Legal Absence Definition</u> | <u>Unlawful Absence Definition</u> |
|---|---|
| Any written excuse verified by parents/guardians (not to exceed eight (8) days in a school year) or a medical/proper legal authority written excuse submitted to the school explaining the absence. | Any absence not verified by a written excuse medical/proper legal authority or written by parents/guardians, or exceeding the eight (8) day parent excuses will require a medical/legal excuse. |

College/Career Visitation

LTHS recognizes the importance of college and career visitations and encourages students to make them when it is appropriate. Absence from school for the purpose of college and career visitations must have prior approval from an administrator. Forms can be obtained in the high school office, need completed, signed, and returned to the high school office **2 weeks prior** to the scheduled visit.

Compulsory Attendance Law Process

Following Pennsylvania School Code, all students under the age of 17 are mandated to attend a school within the Commonwealth. Please see the *Absence Determination Chart* for details of the Compulsory Law Process including fines and court costs. In addition, **students will be reported for missing more than 18 days of school whether legal or unlawful.**

Early Dismissal or Late Entry

- It is highly recommended that appointments be made after/before school to minimize absence from academic classes.
- Early dismissal from school requires a signed parent note prior to departure from school, preferably the morning of the early dismissal
- Students **MUST** sign out of the HS office when leaving early and obtain an Absence Verification Form. Students **MUST** take this paper to the appointment, have it signed and return it to the office the next school day.
- Students **MUST** sign in to the HS office if they return to school after an appointment.
- Parent/guardian personal requests will be honored in the case of an emergency.

Excuse Note Due Dates

| Excuse Type: | Parent/Guardian Excuse | Medical/Legal Excuses |
|---------------|---|--|
| Turn in Time: | THREE (3) SCHOOL DAYS AFTER THE ABSENCE | TEN (10) SCHOOL DAYS AFTER THE ABSENCE |

Not receiving a written excuse will result in an unlawful absence.
Written documentation is necessary. By law, phone calls can NOT be accepted for absences.

Planned Family Vacations

An administrator may approve occasional absences from school for the purpose of planned family vacations, provided each family vacation is planned and conducted in accordance with the following:

- Each family vacation or excursion which requires a student absence from school shall be conducted only under the direct supervision of and in the company of the parent/guardian.
- Family vacations or excursions which are to take place on days when school is in session shall be preceded by a written request **at least two (2) weeks in advance**. A conference with an administrator may be required at least one (1) week prior to the absence. **Requests not received at least two (2) weeks in advance may not be approved.**
- Principals strongly discourage planned family vacations during the start of each semester, during final exams, and during state Keystone Exams. These absences may not be approved, or approved, but not recommended.
- Students are responsible for making up work missed while absent from school and have one (1) day for each day of absence to complete all work missed. Students are encouraged to communicate with the respective teachers(s) regarding missed assignments.
- Student vacations may range from one (1) to eight (8) days with permission of the principal and/or superintendent.
- After ten (10) **consecutive** days of absence and in accordance with Pennsylvania School Code, students will be withdrawn from LTHS.

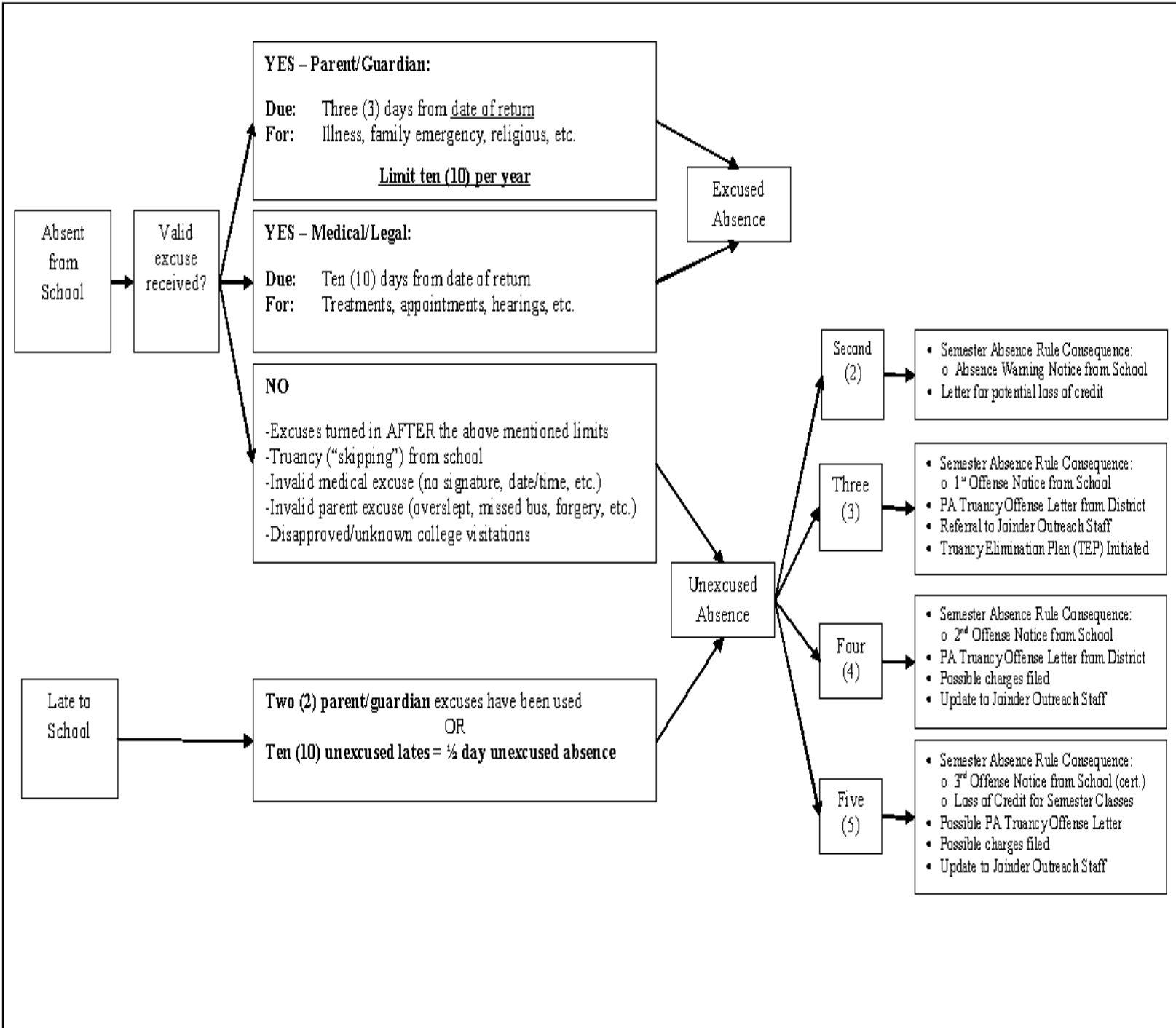
Truancy

If students “cut” school, they will be subject to the consequences listed below:

| Consequences for Truancy | |
|---|---|
| <u>Instance</u> | <u>Consequence</u> |
| 1 | <ul style="list-style-type: none"> ● Extended Saturday Detention ● Truancy Elimination Plan/Behavior Contract ● Unlawful Absence |
| 2 | <ul style="list-style-type: none"> ● In School or Out of School Suspension ● Magistrate Referral ● Unlawful Absence |
| <p>NOTE – These consequences may change given context, cooperativeness and administrator discretion</p> | |

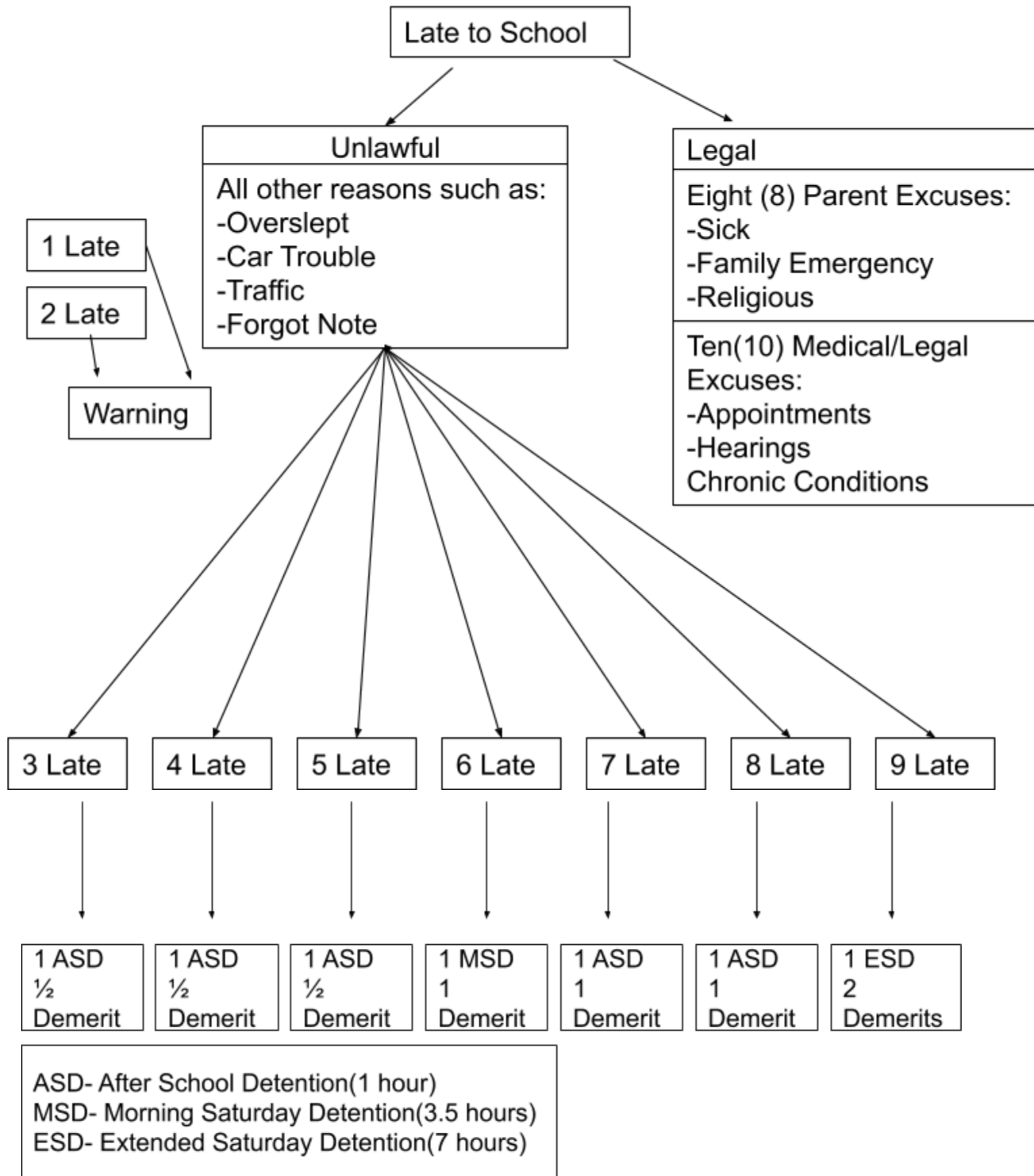


ABSENCE DETERMINATION CHART



Tardiness to School

- School (Block 1/Period 1) begins at 7:50 a.m. If students come to school between 7:50 and 10:50 a.m., they are considered tardy. Late students are to report to the office to sign in and obtain a pass.
- A medical/legal note may be required for chronic tardiness. Constant lateness will necessitate a parent/guardian conference, disciplinary action after excuse limit is reached, and/or legal action by the school.
- Students who arrive after 8:30 a.m. to school with an “unlawful” reason and are also in extracurricular activities/athletics may not participate in contests/events for the respective day. They may practice.
- If students come to school between 10:50 a.m. - 2:20 p.m., it will be considered a half ($\frac{1}{2}$) day absence.
- If students come to school any time after 2:21 p.m., it will be considered a full day absence.



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PART 7: STUDENT HONOR CODE

The LTHS Honor Code is designed to promote individual responsibility and integrity in academic affairs and to develop an atmosphere conducive to serious independent scholarship. Collectively, the Loyalsock Township High School (LTHS) is a *Community of Learners*. The LTSD Honor Code must be believed in, sustained by, and administered by the entire Lancer *Community of Learners*.

Established in 2012, the Loyalsock Township High School's Honor Code was developed by collaboration between students, faculty, and administration and it is supported by the students, parents, staff, faculty, and administration of the Loyalsock Township High School. It was born out of an identified need of promoting one of the four pillars of the district - INTEGRITY. Through faculty cultural climate meetings, Lancer Round Table meetings with teachers, students, and administrators, and a virtual collaboration of students, parents, teachers, and administrators the LTSD Honor Code was born.

Students promote the Honor Code and support classmates, parents emphasize the importance of INTEGRITY in school, family and daily lives, teachers teach and reteach the expectations of the Honor Code and School-Wide Assessment Procedures, and the Administrators support the Honor Code by inspecting its consistency, expecting its maintenance and supporting all participants within the expectations of this Honor Code.

The Honor Code Pledge:

"On my honor, I recognize my responsibility to maintain the integrity of myself and my work and pledge to fulfill my individual learning responsibilities, as defined in the LTHS Honor Code."

Attestation on Assessment:

"I pledge my honor that I have not violated the honor code during this assessment." *Student Signature*

Academic Dishonesty

Academic dishonesty affects the INTEGRITY of the work done by everyone. Students are encouraged to report instances of academic dishonesty, when they see it. Students may approach faculty, administration, or access an online reporting survey to report when they witness others not acting with INTEGRITY by cheating. The lack of INTEGRITY by a few should not affect the work of the majority of the student body.

The intention of the honor code is to promote individual responsibility and integrity in academic affairs and to develop an atmosphere conducive to serious independent scholarship.

Violations

A student's intentions cannot be measured nor observed; consequently, the violations identified within this honor code pertain to a student's behaviors and actions if they are academically dishonest. Whether a student intends to cheat or deceive is irrelevant. The student will face disciplinary action based on his/her behaviors, not on what he or she "intended" to do.

The following list of actions will be considered violations of the LTHS Honor Code:

- **Cheating:** Giving, using or attempting to use unauthorized materials, information, notes, study aids, electronic devices or any other devices in any academic exercise is considered cheating. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items. Additionally, any unauthorized communication or sharing of information, electronic or otherwise, is considered a violation. Collaboration is unacceptable, unless specified by the teacher.
- **Fabrication/Falsification/Tampering:** The unauthorized alteration or invention of any information or citation in any academic work is unacceptable. Altering or attempting to alter school records, grades, assignments, data, or other documents without authorization is considered a type of fabrication/falsification/ or tampering.

- **Plagiarism:** Students have access to many sources of information when doing research papers, including the Internet. It is imperative that students understand how to find credible information and cite the information correctly, regardless of the source. It is incumbent upon the faculty to adequately address with students how to use sources of information properly so as not to plagiarize another author's work. Plagiarism is a form of cheating. In order to educate students about plagiarism, all teachers, prior to assigning research projects to students, will teach a formal unit on plagiarism. A student must document everything he/she borrows, not only direct quotations and paraphrases, but also information and ideas. Following the unit of study on plagiarism, students and parents are expected to sign the plagiarism waiver form indicating their understanding of plagiarism and the consequences of plagiarism. Please refer to the [Plagiarism Information & Waiver Form](#) located on the High School website.

Teachers at LTHS encourage students to utilize **turnitin.com** to check work for plagiarism before submitting for credit.

- **Aid of Academic Dishonesty:** Intentionally facilitating cheating, fabrication/ falsification/ tampering, or plagiarism by or for others.
- **Lying:** Deliberately intending to deceive in written or verbal form in regards to academic dishonesty.
- **Bribery or Threats:** Providing, offering, or taking rewards in exchange for work, an assignment, or a grade is unacceptable. Additionally, any attempt to intimidate a student, staff, or faculty member of this learning community for the purpose of receiving an unearned grade or credit is considered a violation. Finally, any threat used as an effort to prevent the reporting of an honor code violation will not be tolerated.

Disciplinary Actions

Students in violation of the Honor Code will be held accountable from both an academic and disciplinary viewpoint. The student in question, involved teacher, administrator(s) and student's parents will meet collectively to discuss each individual infraction. On a first offense a student will lose credit for the particular assignment. The teacher has the discretion to allow the student to retake the assessment. This is the decision of the teacher and administrator.

Additionally, the administration reserves the right to respond to a violation of the Honor Code with one or more actions of varying severity. **Actions include:**

- Grade reduction on the assignment in question after completion of a reflection essay
- Grade of zero (0) for the assignment in question with no opportunity to make up work
- After-School Detention
- Extended Saturday detention
- Notifications to the National Honor Society or any other Honor Societies for student removal
- Possible loss of eligibility for academic honors, scholarships, or school recognitions.
- Behavior Contract

Repeated violation will result in further actions and may include:

- Previously listed Actions
- OSS
- Removal from Extracurricular Participation and Events
- Restricted Student Movement
- Meeting with Superintendent
- Alternative Education Placement
- Expulsion Hearing

School-Wide Assessment Procedure (SWAP)

Before a classroom test or assessment is administered, it should be evaluated by the teacher to make sure it conforms to a number of criteria. These criteria include: issues of reliability, error, validity, conformity to learning outcomes/standards, and correlated assessments that are horizontally aligned with other teachers teaching the same course.

Testing procedures, or protocols, are important elements of the educational process. Not only are the procedures important for effective assessment of learning, but they also are a crucial aspect of classroom management technique. Testing procedures that are excessively strict create unnecessary anxiety in already nervous test-takers whereas protocols that are too lax inculcate a lack of respect for the entire learning process. The goal is to determine procedures that are transparent, fair, and not likely to induce excessive stress for students.

The SWAP procedures are to be used in all summative (unit exams, labs, larger quizzes, and any other formal assessment used to ascertain student mastery) AND formative assessments (quizzes [pop or announced] and other assessments that are formative in nature).

SWAP—Student Responsibilities

These procedures are to be used in all summative (unit exams, labs, larger quizzes, and any other formal assessment used to ascertain student mastery) AND formative assessments (quizzes [pop or announced] and other assessments that are formative in nature). NOTE: Teachers may use the SWAP also for any other type of assessment in which individual students are administered a "pen and paper" hard copy assessment for a given amount of time.

- Students should refer to the SWAP within each course's syllabus and where to find it: each course's Moodle or iTunesU account or teacher web page.
- **Ask questions of the teacher if you are unclear about testing procedures** or expectations of the specific test, quiz, lab report, etc.
- Be aware of the consequences for academic dishonesty on any assessment.
- For any classroom assessment, students will be in a modified seating arrangement using the following procedures:
 - Teachers shall design and post a classroom assessment procedure map as to where you sit for assessments.
 - Student seats shall be placed apart from each other where possible by moving desks, separating rows, etc.
 - **Students must sit and complete the assessment (test, etc.) in ONE SITTING** as much as possible (EXCEPTION: Split lunch, SDI of any IEP or 504 students who has extended time on all assessments). Meaning, **students do not leave assessment in a room until finished**. The teacher must communicate with the next period/block teacher about potential lateness of a given student.
- **Student electronic device collection** (iPad, smart phones/cells, iPods, etc.)
 - iPads - **if not to be used, students will place iPad FACE DOWN on the top of their desk. They should not be touched until assessment is completed and teacher gives permission. If the iPad is allowed to be used as part of the assessment, the teacher will tell you.**
 - Smart phone/cell – **students may not at any time have a device visible during classroom instruction “bell to bell”, this includes hallways, restrooms, etc. during academic time.**
 - **Disciplinary action and/or academic dishonesty referral will be made**, especially if determined later that the student possessed the device when testing.

Assessment Procedures for Teachers

In recognition of the responsibilities of the Honor Code, teachers will follow the School-Wide Assessment Procedures when assigning all summative and some formative assessments. To insure student success, teachers will discuss testing procedures and academic integrity at the beginning of semester and as necessary throughout the semester/year with their students. Items like Classroom Assessment Procedures, Classroom Assessment Stations, & the collection of electronic devices will be in place to insure the fidelity, validity and reliability of the assessment. Additionally, teachers will proctor the classroom by moving about during the assessment.

Please refer to the SWAP link on the LTHS web page or this document for complete explanation.

Assessment Procedures for Students

In recognition of the responsibilities of the Honor Program, students will follow the SWAP when completing all summative and some formative assessments. Please refer to the SWAP link in this handbook or on the LTHS web page. When submitting an assessment, students shall sign both the pledge and/or full name in signature. If a student neglects to do this, the instructor must notify the student and allow an opportunity for signing the paper. Moreover, work is not to be considered as graded until the pledge and signature appear.

Communication of the Honor Code

All information relating to the honor code will be expressed and explained in the following forums:

- o Student Handbook, Faculty Handbook, LTHS Website, Posted in classrooms, Discussed at Whole-School Meetings, Discussed at Whole-Class Meetings, Discussed in individual classrooms, Letters home to students Announcement Displays, and Other forms of electronic media and written and verbal communications.

Confidentiality

All information relating to any honor code “case” should be considered confidential. Administration and involved faculty and staff who are involved in any honor code “case” must protect that confidentiality.

Responsibilities of Students, Parents, Teachers, Administrators

I. The student is expected to represent himself or herself with a high-level of integrity. Each student is part of this prideful *Community of Learners* and holds the spirit and the responsibility to complete all school-related tests, quizzes, projects, reports, homework assignments, and in-class assignments with honor.

II. The parent is expected to support the philosophical wholesomeness of the honor code. Policies and laws can be written, but helping to ingrain the expectations of the honor code is paramount. By reviewing the expectations of *honor with integrity* with their children and encouraging them to practice academic integrity throughout their students’ career at Loyalsock Township High School, parents will help secure student success.

III. The teacher is expected to review with his or her students the expectations of academic integrity, School-Wide Assessment Procedures and Classroom Assessment Procedures at the beginning of each semester and other times when deemed necessary. The teacher is also expected to enforce the honor code in all instances of academic dishonesty.

IV. The administrator is expected to support the spirit of academic integrity with students, parents, counselors, teachers and other staff members. Disciplinary action taken with students will follow the administrative discipline process.

PART 8: STUDENT CODE OF CONDUCT

Backpacks

Students are to leave their backpacks in their assigned locker prior to the start of the school day and should remain there until the very end of the school day. Small sling bags, wristlets and purses are acceptable (no larger than 15”). Anything larger than these permissible examples may be searched by an administrator and sent to the student’s locker.

Hats/Hoods

Students are to NOT PERMITTED to wear these whatsoever in school. This is primarily a safety and security issue. Upon first offense the hat or hoodie will be confiscated and a t-shirt will be offered if needed.

Bikes

Bikes are permitted on campus, but are to be secured to any number of bike racks we have on campus. Bikes are not permitted in the school unless prior approval is granted from an administrator. Bikes may not be attached to railings, trees, light posts, or anything other than a bike rack. We also ask that students refrain from “acrobatics” defined as any action in which the wheels of the bike are off the ground simultaneously. Bike racks are located on the Middle School side of the building near the main athletic entrance.

Bus Conduct

The school district provides bus transportation for the regular school day. This is a privilege that can be withdrawn if students abuse it.

| Consequences for Bus Conduct Violations | |
|--|---|
| <u>Instance</u> | <u>Consequence</u> |
| 1 | <ul style="list-style-type: none"> ● Warning ● Students may receive after school detention or more severe punishment may be assigned |
| 2 | <ul style="list-style-type: none"> ● Loss of bus riding privileges for a period of up to three (3) school days ● Possible Morning Saturday Detention |
| 3 | <ul style="list-style-type: none"> ● Loss of bus privileges for up to the remainder of the school year ● Possible one (1) to three (3) days of Suspension |
| Serious | <ul style="list-style-type: none"> ● Denial of bussing privileges for an appropriate period of time as determined by an administrator. |
| NOTE – These consequences may change given context, cooperativeness and administrator discretion | |

Bus Riding Exceptions

Because of insurance concerns and to prevent overcrowding, it is necessary that students ride only the bus to which they are assigned. If students wish to ride a different bus to a friend’s home, he/she must bring a written request to the office from a parent/guardian. Each request will be considered on an individual basis and will be initialed by an administrator for the bus driver. Requests will not be approved on a regular basis.

If students do not regularly ride a school bus they must also bring in a written request to ride a bus to a friend’s house. Again, these requests will not be approved on a regular basis.

Bus Embarking, Riding & Disembarking

Embarking

1. Please be at the bus stop at the time designated and be ready to board with the least possible delay.
2. Look for traffic in both directions before crossing the street and use crosswalk areas and where crossing guards are posted.
3. Do not stand in the street while waiting for the bus.
4. Do not bring animals or any unlawful items onto the bus.
5. Ride only the bus to which students are regularly assigned.
6. No materials, student clothing, or student body parts may be in the aisle.

Riding

1. Students should conduct themselves in an acceptable manner at all times. Foul or unusually loud language or any other improper conduct (fighting, pushing, tripping, hitting, spitting, etc.) will not be tolerated.
2. Do not block the aisle or emergency door with lunch boxes, books or other possessions.
3. Do not extend arms or heads out of the bus windows at any time.
4. Remain seated while the bus is in motion, or if the bus is delayed on the road.
5. Do not operate the bus door or tamper with the emergency door.

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6. Do not eat, drink and/or smoke or use tobacco products of any type on the bus.
7. Do not damage or deface any part of the bus and/or litter on the bus.
8. Students may be assigned seats on the bus by the driver or an administrator.

Disembarking

1. Do not depart the bus in the morning before it arrives at the designated school.
2. Do not depart the bus in the afternoon except at designated bus stops.
3. Cross the street after exiting the bus ten (10) feet in front of the bus while the eight-way lighting system is flashing.
4. Do not stand on the highway or street.

Cafeteria Thefts

| Consequences for Cafeteria Theft Violations | |
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| <u>Instance</u> | <u>Consequences</u> |
| 1 | <ul style="list-style-type: none"> ● Extended Saturday Detention ● Restitution for stolen item(s) |
| 2 | <ul style="list-style-type: none"> ● Warning of State Police referral for theft (if cooperative) ● State Police charges for theft (if uncooperative) ● Suspension ● Restitution for stolen item(s) ● State Police charges for theft |
| NOTE – These consequences may change given context, cooperativeness and administrator discretion | |

Care of School Property

This is your school. Please help keep it neat and clean. Defacing the walls, books or other school property is not acceptable behavior. Students may also be charged for replacement costs as well as being subject to school disciplinary measures. If students display such behavior they will be subject to prosecution by the Pennsylvania State Police.

Cheating

Cheating of any kind is a very serious academic offense. Any form of cheating is unacceptable, including the use of any electronic device or technology (cell phones, iPads, calculators, or any other wireless device).

| Consequences for Cheating | |
|--|---|
| <u>Offense</u> | <u>Consequences</u> |
| 1 st | <ul style="list-style-type: none"> ● Morning Saturday Detention (MSD) ● Receive a “0” for the assignment ● Additional consequences may accompany these actions in accordance with the LTHS Honor Code |
| 2 nd | <ul style="list-style-type: none"> ● Extended Saturday Detention (ESD) ● Receive a “0” for the assignment ● Additional consequences may accompany these actions in accordance with the LTHS Honor Code |
| NOTE – These consequences may change given context, cooperativeness and administrator discretion in accordance with the Loyalsock Township High School Honor Code. | |

Cheating via Electronic Devices

Use of any unauthorized electronic device during any assessment (phone, Smartwatch, calculator, etc.) is subject to disciplinary action and will be confiscated. This follows the same test security guidelines set forth by the SWAP policy and/or the College Board and associated organizations during standardized testing.

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Conduct Before Classes Begin

Please take advantage of the time before classes begin to gather books and personal items from the locker, take excuses or requests for early dismissal to the office, or to obtain library passes. Students should be in Block 1 before 7:50 a.m. After 7:50, students are considered tardy and should report directly to the main office to obtain a pass before going to class.

Conduct in the Halls

| | |
|---|---|
| ● Pass in an orderly manner in the hallways. | ● Students must not loiter in the halls or lavatories. |
| ● Excessive public displays of affection (PDA) are not appropriate. | ● Electronic devices are permitted for use during this time, but headphones/ear buds are NOT permitted. |

Conduct in Assemblies

| | |
|---|--|
| ● During any assembly, respectful attention is required. | ● Enter and leave the assembly in an orderly manner. |
| ● Disruptive students will be removed and face discipline. ● Students will sit in their assigned auditorium seating, unless otherwise instructed by the administration or faculty. | ● iPads/electronic devices should NOT be visible. |

Conduct in the Classroom

- Have respect for fellow students at all times. Avoid interrupting another student or adult in the building.
- Obtain recognition by raising a hand or creating an eHallPass and being recognized by the teacher.
- Always give undivided attention to the person addressing the class, whether it is the teacher, guest, or a fellow student. Do not leave the classroom without permission.
- Refrain from sitting on heating units, desks, cabinets, shelving, counters, at the teacher's desk, and putting feet on the furniture.

Infractions of this nature will subject the student to the discipline code. Students who are dismissed from a class for misconduct must report to the office.

Corporal Punishment

Loyalsock Township School District does not administer corporal punishment. However, reasonable force may be used by teachers and school authorities in the following circumstances:

1. To quell a disturbance
2. To obtain possession of a weapon or other dangerous objects
3. For the purpose of self-defense
4. For the protection of persons or property.

Demerit System

The demerit system is not intended to be solely punitive. Instead, the demerit system was activated with the goal of teaching students how to self-monitor behaviors and evaluate choices to best represent not only her/himself, but also the student body of Loyalsock Township High School.

A student who earns **6 or more demerits in the first semester** will lose the eligibility to participate and attend a prescribed set of extra-curricular events and activities for the remainder of the first semester. When a student earns a total of **12 or more demerits in the school year**, s/he will lose all prescribed extra-curricular privileges for the remainder of the school year.

Student extra-curricular events and activities will be categorized as follows:

| Semester 1 | Semester 2 |
|---|--|
| Homecoming Courts & Escorts Homecoming Dance Attendance Powder Puff Participation Snowball Court & Escorts Winter Formal Attendance Student Driver Parking Pass Riding Athletic Competition Fan Buses | Mr. Sock Court & Escorts Spring Dance(s) Attendance Prom Court & Escorts Junior-Senior Prom Attendance Powder Puff Participation Senior Trip & Senior Lock-In Student Driver Parking Pass Riding Athletic Competition Fan Buses |

| ACTION | Demerits Assigned | Example |
|---|-------------------|---|
| 1 After School Detention | 1 demerit | 2 After School Detentions = 2 demerits |
| 1 Morning Saturday School | 2 demerits | 2 Morning Saturdays = 4 demerits |
| 1 Extended Saturday School | 2 ½ demerits | 2 Extended Saturdays = 5 demerits |
| 1 Day Out-of-School Suspension | 3 demerits | 2 Days Out-of-School = 6 demerits |
| 3 Unexcused/Unlawful Absences and Each Additional | 1 demerit | 3 rd & 4 th Unexcused/Unlawful Absence = 2 Demerits |

Cell Phones and other Electronic Devices

The following are the rules and procedures governing electronic devices. Devices:

- MAY be used before and after school
- MAY be used in the cafeteria at lunchtime and in hallways IN BETWEEN CLASS transitions between bells.
- MAY NOT be used in any class during instructional time.
 - This includes going to the restroom, locker, etc.
- MAY NOT be used in the Middle School, Library and/or computer labs.
- iPads MUST be surrendered in times of assessment according to the SWAP and Honor Code.

Remember, during class, electronic devices must be: Invisible Inoperable Inaudible

Earbuds, ear pods, headphones, etc. – Earbuds or other listening devices are **NOT PERMITTED in hall ways or other general areas around the school.** Often we have a need to make announcements or make conversation with students while they are walking. Earbuds inhibit effective communication and pose a safety and security risk as well in the event. Individual teachers MAY allow earbuds to be used, as iPads, computers and certain classwork may require earbud use. However, teachers have discretion in classrooms, but a whole group/classroom must be permitted, not just individual students. Earbuds may also be used during lunch in the cafeteria ONLY. Consequences for not following this expectation:

| Consequences for Electronic Device/Earbud Policy Violations | |
|--|--|
| Instance | |
| 1 | <ul style="list-style-type: none"> ● Device taken ● After School Detention |
| 2 | <ul style="list-style-type: none"> ● Device taken ● Morning Saturday Detention |
| 3 | <ul style="list-style-type: none"> ● Device taken ● In School Suspension |
| NOTE – These consequences may change given context, cooperativeness and administrator discretion | |

Use of an electronic device inappropriately will subject the student to school consequences and/or the filing of charges. Inappropriate use includes, but is not limited to: bullying, harassment, or any other action which could be construed to be damaging to the character of another person.

Detention (After-School)

If students have detention, they will be notified at least 24 hours in advance via a letter home and typically a meeting with administration. The following rules apply:

1. Report to the detention room prior to the beginning of detention. Detention is held on Tuesday and Thursday after School - 3:15-4:15 p.m. in the library
2. Food is not permitted in the detention room.
3. If students arrive late they will not be permitted to serve morning Wednesday detention and/or afterschool detention and may be subject to other consequences.
 - a. When a student misses a detention for a reason other than a school absence, medical appointment, or legal reason, the student will receive an additional detention for each missed detention.
4. A detention assignment will be given to be completed during detention time.
5. Students must remain silent and continue working until the end of detention. Students will be required to turn in the detention assignment to the detention monitor.
6. Students may not sleep, close their eyes, or put their head down on the desk during detention.
7. iPads are only permitted during detention for educational purposes.
 - a. If a student uses his/her iPad for other purposes, the detention monitor will confiscate the iPad until the end of detention.
 - b. The student will receive an additional detention for misuse of electronics.
8. Students will receive two warnings for inappropriate actions. Dismissal will result at the time of the third warning.
 - a. Students dismissed from detention will meet with the assistant principal and be reassigned the original detention plus an additional detention.
 - b. Detention monitors may deem it necessary to dismiss students immediately, if behavior or inaction demands them to do so.
9. Cell phones, Smart devices, iPods, etc. will be placed on the detention monitor’s table. If a student is caught with any of these devices, the parent will be contacted and the student will be removed from detention. Detention is doubled.
10. Violation of detention rules will result in the assignment of additional detention or suspension. Refer to below matrix:

| Consequences for Absence from After School Detention Violations | |
|--|---|
| Instance | Consequence |
| 1 | <ul style="list-style-type: none"> Two After School Detentions Student conference and letter |
| 2 | <ul style="list-style-type: none"> Morning Saturday Detention Student conference and letter |
| 3 | <ul style="list-style-type: none"> Extended Saturday Detention Parent/guardian contact and letter |
| 4 | <ul style="list-style-type: none"> In School Suspension Parent/guardian conference and letter |
| 5 | <ul style="list-style-type: none"> Out of School Suspension Parent/guardian conference & letter |
| NOTE – These consequences may change given context, cooperativeness and administrator discretion | |
| Students will be required to make up Assigned Detentions on the next available detention date. | |

Detention (Saturday: Morning Saturday Detention/ Extended Saturday Detention)

Morning Saturday Detention (MSD) and Extended Saturday Detention (ESD) are discipline consequences that will be followed according to the infraction. If students play sports or are involved in any kind of activity, they MUST serve that MSD or ESD and will have to forfeit their right to play or perform in a Saturday activity if that activity takes place during the scheduled MSD or ESD.

MSD & ESD Expectations are as follows:

- Report to the front of the school by 7:55 a.m.
- Morning Saturday Detention runs from 7:55 a.m. until 11:30 a.m.
- Extended Saturday Detention runs from 7:55 a.m. until 3:00 p.m. Students are given a 30-minute on-site lunch break from 11:30-12:00.
- Extended Saturday Detention students are required to bring a bagged lunch with them.
- Restroom breaks will be given at 10:00 a.m. and at 1:30 p.m. Additional breaks will be given at the discretion of the detention monitor.
 - Breaks will last 10 minutes.
 - Students may check cell phones, during breaks in the lobby.
 - Students may have a snack, during breaks in the lobby.
- Food may not be eaten in the detention room. Only clear water bottles will be permitted. Bagged lunches brought to school must be placed in a designated area of the classroom.
- When a student misses a detention for reasons other than a medical appointment or legal reason, the student will receive In School Suspension or double the original consequence.
- A detention assignment will be given to be completed during detention time.
- Students must remain silent and continue working until the end of detention or until break. Students will be required to turn in the detention assignment(s) to the detention monitor.
- Students may not sleep, close their eyes, or put their head down on the desk during Saturday detention.
- iPads are only permitted during detention for educational purposes.
- Students will receive two warnings for inappropriate actions. Dismissal will result at the time of the third warning. After the first misconduct in detention, the student’s name will be written on the board and a warning will be issued.
 - Students dismissed from detention will meet with the assistant principal and be reassigned the original detention plus an additional detention.
 - Detention monitors may deem it necessary to dismiss students immediately, if behavior or inaction demands them to do so.
- Cell phones, iPods, Smart devices, etc. will be placed on the detention monitor’s desk. If a student is caught with any of these devices, the student’s parent will be contacted and the student will be dismissed from Saturday Detention. Detention will double for this behavior the following ESD.
- At the end of the year, all detention responsibilities must be satisfied in order to participate in end-of-year activities including but not limited to: Senior class night, Senior class trip, senior early dismissal, open-finals, etc.
- If detention responsibilities are not satisfied by graduation, a student’s diploma will be withheld until detention responsibilities have been served.

16. If students are absent on the Friday before the scheduled MSD or ESD, a parent/guardian must:
- Contact the assistant principal (326-3581 ext. 1303) and explain the reason for the student’s absence.
 - Or call 326-3581 ext. 1332 between 8:00 a.m. and 8:15 a.m. on Saturday about the illness and secure a physicians’ signature that the student is ill.

| Consequences for Absence from Morning Saturday Detention Violations | |
|---|---|
| <u>Instance</u> | <u>Consequence</u> |
| 1 | <ul style="list-style-type: none"> ● Extended Saturday Detention ● Conference with Student and letter ● Contact with Parent/Guardian |
| 2 | <ul style="list-style-type: none"> ● In School Suspension ● Conference with Student and letter ● Conference with Parent/Guardian |
| 3 | <ul style="list-style-type: none"> ● Out of School Suspension ● Conference with Student and letter ● Conference with Parent/Guardian |
| <p>NOTE – These consequences may change given context, cooperativeness and administrator discretion</p> <p>Students will be required to make up Assigned Detentions on the next available detention date.</p> | |

Suspensions and Expulsions

Out of School Suspension (OSS) – This is exclusion from school for a period of one (1) to ten (10) consecutive school days. The action is initiated by an administrator. It is the student’s responsibility to get assignments at the start of the suspension period, and complete them prior to returning to school. Students will be permitted to make up work, including examinations.

| <u>Day Back</u> | <u>Procedure</u> |
|-----------------|--|
| 1 st | 100% of the earned credit will be given for class work that is completed and turned in at the beginning of the class or examinations taken |
| 2 nd | 75% of the earned credit is given for completed work |
| 3 rd | 50% of the earned credit is given for completed work |

Expulsion – This is exclusion from school by the School Board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing as mandated by due process.

Dress Code - School Day

Any article of clothing, clothing accessory, or insignia that possesses the potential of identifying a specific group or gang affiliation, or could cause fear or concern to other students or employees, is not acceptable school attire.

An exception to the dress code will be athletic or extra-curricular uniforms which are approved and purchased.

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| <p>Tops (Blouses, shirts, etc.)</p> | <ul style="list-style-type: none"> ● Must be long enough to cover the individual's midriff/back in the seated or standing position ● Must not be overly revealing, low cut or expose main body of undergarments ● Will not be removed during class, sports practices, weight lifting, or any organized athletic event ● References to drugs, alcohol, sexual innuendo, or other designs or phrases that may be offensive to others, are not appropriate for school attire ● Must have a minimum of a 3” strap and a 3” sleeve |
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| Bottoms (Pants, dresses, skirts, shorts, etc.) | <ul style="list-style-type: none"> Shorts and pants must not expose skin above a 3" inseam Mini-skirts must be mid-thigh No pajama pants No extreme form-fitting or see-through bottoms (leggings, etc.) <ul style="list-style-type: none"> without a top that covers the buttocks |
| Footwear | <ul style="list-style-type: none"> Must be worn at all times Flip flops are permitted unless a safety concern arises No bedroom slippers |
| Headcovering | <ul style="list-style-type: none"> Not worn inside of school except in the case of a religious observance or medical reason Hats and hoodies will be confiscated when worn inside the building and ASD detention assigned. |
| Accessories (Chains, jewelry, etc.) | <ul style="list-style-type: none"> No excessive exposed metal, or other jewelry that pose a safety concern |
| Outdoor wear | <ul style="list-style-type: none"> Not permitted during the school day (backpacks, coats, blankets, etc.). |
| Undergarments | <ul style="list-style-type: none"> Main body not visible |

Hats and hoods – hats and hoods continue to be an issue mainly with respect to safety and security. Our School Police have commented that sometimes students are not known if one has a hood up or a hat on. Therefore we are also taking a firm stance on this issue: Students are not permitted to wear such in school. IF A STUDENT IS OBSERVED WITH A HAT ON OR A HOOD UP, HE/SHE WILL BE ASKED TO REMOVE IT AND ISSUED CONSEQUENCES. If a student requires a t-shirt, we will issue one.

| Consequences for Dress Code Violation | |
|--|--|
| <u>Instance</u> | <u>Consequence</u> |
| 1 | <ul style="list-style-type: none"> Turn the piece of clothing inside-out, change OR apparel will be distributed Parent/guardian phone call and/or warning letter mailed home |
| 2 | <ul style="list-style-type: none"> After School Detention (ASD) letter mailed home |
| NOTE – These consequences may change given context, cooperativeness and administrator discretion | |

Dress Code – Formals/Semi-Formals

| <u>Female Formal/Semiformal Wear</u> | <u>Male Formal/Semiformal Wear</u> |
|---|--|
| <ul style="list-style-type: none"> Backless dresses may be worn as appropriate attire. Strapless and “spaghetti” straps are appropriate attire. | <ul style="list-style-type: none"> Tuxedo, suit, or appropriate sports coat. -Button down shirt with or without a tie. Dress slacks. |
| <p>No denim jeans, shorts or tee shirts will be permitted.</p> <p>If students choose not to conform to the established guidelines they will not be admitted.</p> | |

Drug, Alcohol, and Mood Altering Substances – Board Policy 227

This policy is violated when any student, visitor, guest, or any other person unlawfully manufactures, uses, ingests, abuses, possesses, constructively possesses, is under the influence of, distributes or attempts to distribute drugs, look-alike drugs, alcohol or any mood altering substances, or drug paraphernalia on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities utilizing transportation approved by the school district; or one who conspires, aids, or abets in the use, abuse, and active possession or constructive possession or distribution of drugs, alcohol, or any mood altering substances. Anyone who conspires, aids, or abets in the use, abuse, and active possession or constructive possession or distribution of drugs, alcohol, or any mood altering substances shall also be disciplined under this policy. Any drugs, alcohol, or any other health endangering compounds are illegal and fall under the procedures inherent in the policy, including, but not limited to:

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| <ul style="list-style-type: none"> Alcohol | <ul style="list-style-type: none"> Amphetamines | <ul style="list-style-type: none"> Look-alikes | <ul style="list-style-type: none"> Drug paraphernalia (any equipment, utensil or item which in an administrator's judgment can be associated with the use of drugs, alcohol, or controlled substance) |
| <ul style="list-style-type: none"> Alcoholic beverages | <ul style="list-style-type: none"> Synthetic opiates | <ul style="list-style-type: none"> Marijuana | |
| <ul style="list-style-type: none"> Anabolic steroids | <ul style="list-style-type: none"> Other hallucinogens | <ul style="list-style-type: none"> LSD | |
| <ul style="list-style-type: none"> Glue/solvent Heroin | <ul style="list-style-type: none"> Containing substances | <ul style="list-style-type: none"> Tranquilizers | |

| | |
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| <u>Cooperative Behavior</u> The student's willingness to reasonably and helpfully work with school officials to comply with deducing facts of the incident in question. | <u>Uncooperative Behavior</u> The student's resistance or refusal, either verbal, physical, or passive, to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit, and flight are examples of uncooperative student behavior. Uncooperative behavior includes, but not by way of limitation, refusal to comply with Student Assistance Program requests and recommendations. |
|--|---|

Searches

School administrators and/or designees have the right to search lockers and belongings when a reasonable, individualized suspicion exists that a student may be hiding contraband or exhibiting evidence of a prohibited act. School officials may seize any prohibited materials. Random locker searches will be conducted periodically, including school lockers and motor vehicles on school property. Student belongings that may be searched include:

| | | | | | |
|-------------|---------|------------|----------|-----------|-----------|
| • Backpacks | • Books | • Vehicles | • Purses | • Pockets | • Wallets |
|-------------|---------|------------|----------|-----------|-----------|

Reasonable Suspicion Testing

Policy 227 allows school administrators to test ANY student they believe to be under the influence of drugs and/or alcohol. Testing will be conducted by breathalyzer for alcohol suspicion or urinalysis, through the Susquehanna Health Work Center, for drug suspicion.

Gambling/Games of Chance

Gambling and selling of chances by students as a fund-raiser is strictly prohibited.

Harassment or Intimidation

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated. According to Chapter 33, sections 3307, 3503, and 5504 of Commonwealth Law, any person, who, with malicious intent, commits an offense toward the race, color, religion, sexual orientation, or national origin of another individual or group of individuals, is guilty of ethnic intimidation.

Complaints of harassment shall be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality of all parties will be maintained, consistent with the Districts' legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Malicious Intent – The intention to commit any act, whether verbal and/or physical, against a person or group of persons. If any form of malicious intent is found to be an element of a situation involving a student, the student committing the act will be prosecuted.

Harassment – The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

Ethnic Harassment – The use of any derogatory work, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment.

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Sexual Harassment – Unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical contact of a sexual nature. Examples of sexual harassment include but are not limited to: sexual flirtations, advances, touching or proposition; verbal abuse of sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pinups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, or sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.

If students believe that they are being harassed, immediately inform the harasser that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, or if they feel the first incident is severe enough, initiate the complaint procedure by contacting any teacher, counselor, or administrator.

Safe2Say

Pennsylvania's Safe2Say Something App was established by legislation signed by Gov. Tom Wolf in June of 2018 and released to schools in January 2019. Operated by the Pennsylvania attorney general's office, the program is designed to teach students, parents and other adults to recognize the warning signs, particularly in social media, of someone who may be a threat to themselves or others. It provides an online platform for tips on any safety issue, from students using drugs or talking about suicide to rumors about violence in school. The tips are received and evaluated at a 24-hour crisis center to determine whether they're urgent. Where someone's life is potentially at risk, the tips are passed to law enforcement and school officials in real time to allow an immediate response.

Hall Passes

We've transitioned to eHallPass, a groundbreaking app designed to modernize today's antiquated method to administer hall passes. This handles all pass situations, including restroom, drink and locker visits, library and hub spaces. Students can make or receive pass requests from guidance, teachers, athletics, discipline or the main office. A central dashboard continuously logs and monitors student time, improving school accountability and security in emergency situations. Students are required to carry their iPad with access to eHallPass at all times in order to request the opportunity to leave an instructional area. Students are not to leave their classroom, instructional area or hub without a pre assigned pass filled out and signed by a staff member. Students also have the capability to select "favorites" on their dashboard to save time when creating passes and receive alerts from staff when there is an early dismissal or their attendance is requested elsewhere at club meetings, counseling appointments, etc.

Restrooms

Students should use the restroom closest to a given classroom. Restrooms should neither be abused nor used as a place to loiter. If more than two sets of feet are found in a stall, students WILL be searched in the office. An eHallPass is required, including lunch, except when a scheduled location is not in session such as transition time. The restrooms designated as "Faculty Only" are not for student use.

Internet and Network Policy

The use of the school's Network and Internet is a privilege, not a right. While using the Network and Internet, students agree not to explore any topics of the Internet which would be inappropriate according to current standards and school rules. It is understood that this agreement is in effect even when not being directly supervised. Furthermore, it is also understood that if this agreement is broken, all further Internet and Network privileges may be lost and he/she may face disciplinary action if deemed necessary.

Leaving the Building or Grounds

Students are not permitted to leave the building while school is in session without permission. Upon receiving permission, the student must sign out in the office. Should students return to school from an early dismissal, they must sign in at the office immediately upon their return.

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Students who leave the supervised areas (classes holding session outside, picnic table area) will be considered “cutting” class and disciplined appropriately.

Lighters or Other Incendiary Devices

No lighters, matches, etc. should be brought to school. These devices have no use in school and pose a health hazard to others. If students are apprehended with any incendiary device, they will forfeit said device and it will not be returned to the student until the end of the school day. Parents/guardians may pick up these devices by coming to the school during regular school hours.

Lost and Found

Any found article should be taken immediately to the office. Inquiries should be made at the office for lost articles.

Pledge of Allegiance

LTHS believes it is the responsibility of all citizens to show proper respect for our country and its flag and requires that the Pledge of Allegiance and Flag Salute be conducted in school daily. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, however individuals who do not choose to do so will be required to begin their day in the office area and sit quietly until the anthem and pledge are concluded. The student then may proceed to their block 1 class.

Public Display of Affection

Public display of affection (PDA) within the educational environment is unacceptable. Chronic offenders will be subject to disciplinary action. Keep in mind that this policy is designed to maintain a comfortable environment and to reinforce proper decorum throughout the school campus.

Skateboarding, Rollerblading and other Forms of Transportation

Because of liability and legal concerns, students will NOT and are not allowed to skateboard or rollerblade on school property. We also ask that student refrain from “acrobatics” defined as any action in which the wheels of any device are off the ground simultaneously.

Student Parking

If students have a vehicle, they may park it in the designated areas: the large north parking lot adjacent to the middle school, and the west lot along the art rooms and athletic wing. **Parking is on a first-come, first-served basis.** Students must complete a parking registration form, pay \$5.00 (non-refundable), and display a parking placard on their rear-view mirror at all times. Students may not park in any faculty/staff designated areas and are subject to school discipline and towing if any violations occur. **Students who drive to school will be required to enter the Art Wing exterior doors and proceed from there to block 1.**

Terroristic Threat

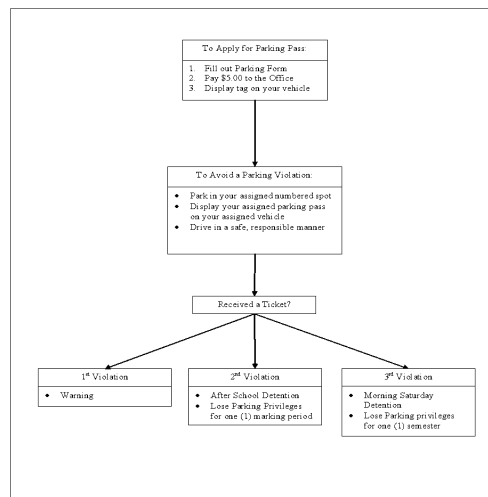
Any threat meant to cause another to fear bodily harm is a terroristic threat. Terroristic threats are very serious and can result in suspension, expulsion, and arrest by the Pennsylvania State Police.

Tobacco Use

Use of tobacco in school or on school property is illegal. The possession of tobacco products in school or on school property, including the school bus, shall be construed as intent to use the product, and students will be subject to the



PARKING PROCEDURES



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discipline code. Tobacco use/possession shall be defined as use/possession of a lighted or unlighted cigarette, cigar, or other smoking device; other lighted smoking product; and smokeless tobacco in any form, including tobacco alternatives such as an e-cigarette, vaping or other similar product capable of delivering nicotine to an individual’s body (i.e. “Juuling”).

Juuling, Vaping, e-Cigarettes - as you may be aware, tobacco use has been on the rise, particularly with Juuling and vaping among our students. We are deeply concerned with student use of these products as it relates to their own health, knowing what the dangers can be. It has become a problem especially in our bathrooms. What we have observed is two or more individual students will enter into a bathroom stall together. Not only is the space very crowded, but it lacks privacy. Student testimonials have shared that students are usually Juuling or vaping in those stalls. Because of this issue, **if two or more students’ feet are observed or it is otherwise apparent that two or more students are within a stall, those students will be detained and searched** for any possible evidence of a Juuling, vaping, tobacco, or other illicit device or substance. A search of a student has been in effect for decades in the event there is reasonable suspicion that a student possesses or using tobacco products. Currently, Pennsylvania state law imposes a \$70 fine to any person who violates the federal Clean Air Act through our district magistrate, Gary Whiteman. **This type of incident also calls for school consequences** in the form of in-school suspension and out of school suspension.

| Consequences for Tobacco/Tobacco-type Violation | |
|---|--|
| <u>Offense</u> | <u>Consequence (for Cooperative Behavior)</u> |
| 1 | <ul style="list-style-type: none"> ● 3 Day Suspension (including suspension from semester based activities and events) <ul style="list-style-type: none"> ○ Extended Saturday Detention and/or In School Suspension ● VapeEducate <ul style="list-style-type: none"> ○ Curriculum Program Completion ● \$70 fine <ul style="list-style-type: none"> ○ Paid within 21 calendar days from the letter date sent by the school ○ No citation will be issued ○ Failure to pay the \$70 fine will result in charges being forwarded to the District Magistrate <p>NOTE: If student is uncooperative (i.e. chooses to not be truthful, forthcoming, or challenges the offense otherwise), the District shall cite the student through the District Magistrate and a hearing will be held. School consequences will be delayed until the hearing. If the Magistrate finds the student guilty as charged, then the student will be issued a fine of up to \$175, and be issued the respective school consequence originally imposed.</p> |
| 2 | <ul style="list-style-type: none"> ● 3-Day Suspension <ul style="list-style-type: none"> ○ 2 Days Out of School and 1 Day In School Suspension (including suspension from athletics and year based activities and events) ● Citation will be issued through the District Magistrate ● \$70 fine + court costs (upon completion of hearing) |
| NOTE – These consequences may change given context, cooperativeness and administrator discretion. | |

Weapons

Possession of weapons in the school environment is a threat to the safety of the school community and staff and as such is prohibited by law. State law prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity. Examples of weapons include:

| | | | | | |
|--|------------------|----------------------|-----------|----------------|---------|
| ● Knife | ● Look-alike gun | ● Cutting instrument | ● Firearm | ● Cutting tool | ● Rifle |
| ● Any other tool, instrument or implement capable of inflicting serious bodily injury. | | | | | |

Possession means one of the following definitions:

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| ● Found on the person | ● In a locker |
| ● On property being used by the school for any school function or activity | ● Under student control while he/she is on school property |

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| • While students are on their way to or from school | • At any school event held away from the school |
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| Consequences for Weapons Violation | |
|---|--|
| <u>Instance</u> | <u>Consequence</u> |
| 1 | <ul style="list-style-type: none"> • Expulsion for a period of not less than one (1) year per School Code • Report the discovery of the weapon(s) to parents/guardians • Report the discovery of the weapon(s) to the Pennsylvania State Police |

PART 9: GENERAL INFORMATION

Building Security and Safety

Our facilities are monitored by School Police officers. There are multiple protocols and measures in place to maintain and provide for a safe and secure environment. All individuals – students, faculty, staff, administrators – are responsible for maintaining such an environment. “If you see something, say something” is the “at-large” procedure for when anyone may observe, hear about, or are concerned otherwise about safety and security within our building. Primary to most security measures, exterior doors and external individuals who may enter our building are crucial. **All exterior doors will be locked at 7:50 a.m.**

- Students will be able to exit using the "panic bars" provided on all exits.
- All visitors must report to the office immediately upon entering the building.
- All visitors will be given a visitor's badge that must be returned when leaving the building.
- Visitors who wish to leave a message with a student may do so at the Front Office.
- Students should not be interrupted during a scheduled class. An emergency situation is an exception.
- If students become aware of a visitor who does not display a LTHS visitor's badge, please inform a faculty/staff member immediately.

After-Hours Facility/Building Use

All activity and athletic practices and meetings (unless an approved, competitive event) must conclude by 9:00pm. All classrooms, gyms, auditorium/multi-purpose rooms, locker rooms, and hallways are to be exited and school building doors are to be locked at 9:00pm.

Emergency Accountability

Students in Class: Students will proceed to the designated exit posted in each classroom and report to their teacher once outside for attendance.

Students in the Café During Lunches: Students will report to the lunch monitor(s).

Students during Class Change: Students will report BACK to the class from which they came.

Fund-Raising Policy

All fund-raising efforts under the name of Loyalsock Township High School and/or Loyalsock Township School District must be approved by the high school Student Government and Principal. Monies raised by individual classes (ex. Class of 2022) are utilized to support the social initiatives of that individual class. The majority of the money is earmarked for some very important times in a student’s career: junior and senior prom, class field trips, senior treats and lock-in, commencement and class gift(s).

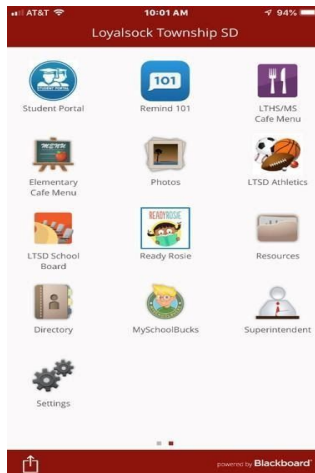
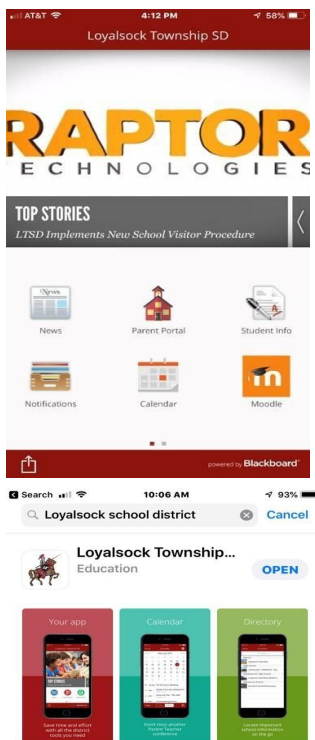
Obligations

Outstanding obligations include lost or damaged textbooks, library books, calculators, protractors, career and technical education, class obligations, unfulfilled disciplinary obligations, and lost athletic equipment. It is expected that all obligations are to be resolved as soon as possible. Obligations will be reviewed yearly with the following action(s) occurring:

1. Student notification
2. Parent/guardian notification
3. Diploma withheld

School Closings

In the event of school closings or delayed starts due to inclement weather or any other emergency, the announcement will be made by the local radio and TV stations, the school website, and the new **blackboard app** which links to our Principals’ Facebook account. It is important to keep the telephone lines open in an emergency. If an emergency situation causes an early dismissal, it is recommended that students have a prearranged place to go should parents/guardians not be at home.



Policy 202: Residency / Eligibility of Non-Resident Students

Proof of Residency - If residency of Loyalsock Township is in question, school officials will request proof of a utility bill. The parent/guardian of the student/family will have five days to provide proof of residency, or the student/family will be withdrawn from the school(s).

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Change in Residency Before April 1st - A student, other than a senior, whose parents/guardians move from the district prior to April 1 of a school year will not be eligible to continue as a student in the Loyalsock Township School District.

Change in Residency After April 1st - A student whose parents/guardians move from the district on or after April 1 of a school year may be permitted to complete the current school year after submitting a formal request to the superintendent declaring to be a student of good-standing. A student affected by a change in residence of parents/guardians who has completed the entire junior year may be permitted to continue as a student in the district until the conclusion of the student's senior year based upon the recommendation of the administrative staff and availability of space and desired course work after submitting a formal request to the superintendent declaring to be a student of good-standing. If approval from the superintendent is granted, the student's parents/guardians assume responsibility for transportation. The student will be permitted to continue his/her education at Loyalsock Township High School provided that the student continues to follow all rules and regulations of the district.

Policy 249: Anti-Bullying Policy

The Loyalsock Township School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, in school vehicles, on school buses, at designated bus stops, and at school-sponsored events and/or activities, whether occurring on or off campus.

Bullying shall mean unwelcome or intentional verbal, electronic, written or physical conduct directed at a student by another student by another student(s) that is severe, persistent or pervasive and has the effect of:

- Physically harming a student;
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear or physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
- Cyberbullying: forms of verbal and psychological bullying may also occur on the internet through email, instant messaging, or personal profile web sites such as My-Space.
- Creating an intimidating or hostile environment that substantially interferes with a student's education opportunities.
- Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

For full context of the Anti-Bullying Policy, please refer to the link below:

<http://www.ltsd.k12.pa.us/cms/lib04/PA06000061/Centricity/Domain/18/249.pdf>

Annual FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA requires schools to inform parents and students annually of these rights, such as by this notice for the current school year. FERPA requires two types of notice to all parents each year. First, parents have the right to inspect and review educational records of their student(s) and can add detail to a certain record if it is believed something is inaccurate, misleading or otherwise in violation of the privacy rights under FERPA. The second type of notice is with regard to "directory information" and providing who has access to this information and the purposes for which it may be accessed and consent associated with that information.

Right to Inspect/Review Educational Records

Parents and eligible students have the right to inspect and review the student's educational records within 30 days from the date in which the school receives a request for access. Parents or eligible students who wish to review their records should submit a written request that identifies the record or records they wish to inspect to the school principal or other appropriate "school official." A "school official" is a person employed by the district as an administrator, supervisor, instructor or support staff (including health or medical staff and law enforcement personnel), school board member, or a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist or evaluator). After processing the written request for inspection of a student's education records, the school official will make arrangements for the access and notify the parent or eligible student of the time and the place where the records may be inspected.

Parents of eligible students who seek to amend a record should submit a written request to the school principal which clearly identifies the part of the record they want changed, and why it is incorrect or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent of eligible student of the decision and advise them of their right to a hearing and their right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The school is not required to consider requests for amendment under

FERPA that: (1) seek to change a grade or disciplinary decision, (2) seek to change opinions or reflections of a school official or other person reflected in an education record or (3) seek to change a determination with respect to a child's status under special education programs. FERPA, however, allows schools to disclose records, without consent, to the following parties or under the following conditions:

- To a school official with a legitimate educational interest defined as a situation where the official needs the record to fulfill his or her professional responsibility;
- To another school district to which the student seeks or intends to enroll;
- To specified officials for audit or evaluation purposes;
- To appropriate parties in connection with financial aid to a student;
- To organizations conducting certain studies on behalf of the school;
- To accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in cases of health and safety emergencies;
- To state and local authorities within the juvenile justice system pursuant to state law;
- To the parents of a "dependent student" as defined by Section 152 of the Internal Revenue Code.

Directory Information

Under FERPA, schools are also permitted to release information, without prior written consent of the parents or guardians or eligible students, which has been appropriately designated as "directory information" by the district. Loyalsock Township School District has designated the following information as "directory information":

- Student's name
- Address
- Telephone listing
- Participation in officially recognized activities and sports
- Weight and height of member of athletic teams
- Photographs or videos, made or taken, going to or from, or during a school activity.
- Audio recordings made going to or from or during or after a school activity
- Degrees, honors and awards received
- Major field of study
- Dates of attendance
- Date and place of birth
- Grade level
- Enrollment Status
- The school previously attended if it is not Loyalsock Township School District.

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- A user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

Directory information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent or guardian’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Directory information may also be used on the school’s website and on social media sites, such as Facebook and Twitter, operated by the District. In

addition, federal laws require local educational agencies (LEA’s) such as Loyalsock Township School District to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents or guardians have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Loyalsock Township School District to disclose “directory information” from your child’s education records, you must notify the building principal in writing that you do not want “directory information” disclosed. The written notice to the principal about directory information must be received no later than 14 days after the publication of this notice or within 14 days of newly enrolling in the district, whichever is later. You may send such a request to:

Principal
Loyalsock Township HS
1801 Loyalsock Drive
Williamsport, PA 17701

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Loyalsock Township School District to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, D.C. 20202-5920

Additional information on local school policy may be obtained online at www.ltsd.k12.pa.us or at the District Office located at 1605 Four Mile Drive, Williamsport, PA between the hours of 9 a.m. and 4 p.m.