

Student Handbook

LOYALSOCK TOWNSHIP HIGH SCHOOL



2025-26

1801 Loyalsock Dr.
Williamsport, PA 17701
Phone (570) 326-3581 - Fax (570) 323-5303
www.loyalsocklancers.org

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SECTION 1 - WELCOME

Message From the Principals

Dear Parents and Students:

This handbook is intended to benefit both parents and students at Loyalsock Township High School by providing a comprehensive understanding of our district's philosophy and the opportunities available through our curricular and extracurricular programs. It includes essential information on school rules, regulations, awards, honors, and activities to help you become well-acquainted with our high school. We require both parents and students to invest time in reading and understanding the details presented here.

Loyalsock Township High School boasts a proud history of achievement, with top-notch programs and numerous awards at local, state, and national levels. Our students and alumni include National Merit Finalists, Odyssey of the Mind State Finalists, and District and State Champions in various extracurricular events. This tradition of excellence is also reflected in our performance on the Pennsylvania Keystone Exams, SAT, ACT, AP, ASVAB, School Performance Profile, NOCTI, and other standardized assessments.

We look forward to another outstanding year at Loyalsock Township High School!

Respectfully,

Mr. Stephen Hafele
High School Principal

Mr. Richard Cummings
Secondary Principal of Student Programs & Services

Mission & Vision

MISSION

Loyalsock Township School District fosters college, career, workplace, and global community readiness through quality and innovative educational opportunities for everyone.

VISION

The Loyalsock Township School District prepares students for future challenges, engages students in holistic learning, and inspires students to reach their full potential.

Educational Values

Students

Shared Values (RISE) Relationships Integrity Service Empathy The Loyalsock Township School District believes all stakeholders in our community of learners can develop meaningful relationships with one another, demonstrate integrity in all matters, provide service to others, and show empathy toward others.

Staff

Shared Values (RISE) Relationships Integrity Service Empathy The Loyalsock Township School District believes all stakeholders in our community of learners can develop meaningful relationships with one another, demonstrate integrity in all matters, provide service to others, and show empathy toward others.

Administration

Shared Values (RISE) Relationships Integrity Service Empathy The Loyalsock Township School District believes all stakeholders in our community of learners can develop meaningful relationships with one another, demonstrate integrity in all matters, provide service to others, and show empathy toward others.

Parents

Shared Values (RISE) Relationships Integrity Service Empathy The Loyalsock Township School District believes all stakeholders in our community of learners can develop meaningful relationships with one another, demonstrate integrity in all matters, provide service to others, and show empathy toward others.

Community

Shared Values (RISE) Relationships Integrity Service Empathy The Loyalsock Township School District believes all stakeholders in our community of learners can develop meaningful relationships with one another, demonstrate integrity in all matters, provide service to others, and show empathy toward others.

Non-discrimination Practices and Policies

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

SCOPE OF TITLE IX

Title IX applies to institutions that receive federal financial assistance from ED, including state and local educational agencies. These agencies include approximately 16,500 local school districts, 7,000 postsecondary institutions, as well as charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories and possessions of the United States.

Educational programs and activities that receive ED funds must operate in a nondiscriminatory manner. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment. Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX.

Please refer to School Board Policy 103 Discrimination/ Title IX Sexual Harassment Affecting Students and School Board Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff for specific procedures and grievance process for formal complaints.

Mrs. Fisher has completed K-12 compliance training for Title IX .

Administrative team members completed Title IX training by the Beard Legal Group and the Levin Legal Group on August 10,11, 14, 2020.

Coordinator:
Mrs. Lisa Fisher
1605 Four Mile Drive, Williamsport, PA 17701
Phone – 570-326-6508 x1011

District Staff Information

District Administration

Gerald McLaughlin	Superintendent	1003	gmclaugh@ltsd.k12.pa.us
Brooke Beiter	Asst. Superintendent	1006	bbeiter@ltsd.k12.pa.us

Business Office

Dan Egly	Business Manager	1004	degly@ltsd.k12.pa.us
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Curriculum and Instruction

Teri Key	Curriculum Director	1005	tkey@ltsd.k12.pa.us
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Technology and Virtual Academy

Eric Gee	Technology Director	1217	egee@ltsd.k12.pa.us
Matt Little	Technology	1216	mlittle@ltsd.k12.pa.us

Special Education Department

Lisa Fisher	Supervisor of Special Education	1011	lfisher@ltsd.k12.pa.us
Heather Whary	Psychologist	1162	hwhary@ltsd.k12.pa.us

SECTION 2 - GENERAL INFORMATION

District Calendar

LOYALSOCK TOWNSHIP SCHOOL DISTRICT 2025-2026 SCHOOL CALENDAR

1605 Four Mile Drive, Williamsport, PA 17701

PHONE: 570.326.6508

www.loyalsocklancers.org

FAX: 570.326.0770

2025

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- AUGUST 18 No School for Students - Teacher Professional Education Day
19 No School for Students - Teacher Professional Education Day
20 No School for Students - Clerical Day
21 FIRST DAY OF SCHOOL FOR STUDENTS
- SEPTEMBER 1 Holiday/Vacation Day - No School
- OCTOBER 10 Holiday/Vacation Day - No School
13 No School for Students - Teacher Professional Education Day
- NOVEMBER 24 No School for Students - Conferences
25 No School for Students - Teacher Professional Education Day
26 Holiday/Vacation Day - No School
26-28 Holiday/Vacation Day - No School
- DECEMBER 1 Holiday/Vacation Day - No School
23 Early Dismissal for Students (*Professional Staff Early Dismissal)
24-31 Holiday/Vacation Day - No School
- JANUARY 1-2 Holiday/Vacation Day - No School
19 No School for Students - Clerical Day
- FEBRUARY 13-16 Holiday/Vacation Day - No School
- MARCH 13 Early Dismissal for Students (Professional Ed/Conferences)
16 No School for Students - Teacher Professional Education Day
- APRIL 2-6 Holiday/Vacation Day - No School
- MAY 25 Holiday/Vacation Day - No School
- June 4 No School for Students - Clerical Day
5 LAST DAY OF SCHOOL FOR STUDENTS
5 Dismissal for Students (*Professional Staff Early Dismissal)

HIGH SCHOOL COMMENCEMENT

Professional Education/Conferences
August 18 & 19, 2025
October 13, 2025
November 24 (Conferences) & 25, 2025
March 13, 2026 (PM/Conferences)
March 16, 2026

Clerical

August 20, 2025
January 19, 2026
June 4, 2026

Holiday/Vacation Day - No School EARLY DISMISSAL

*Time owed for evening obligation

STUDENT DAYS - 181; TEACHER DAYS - 190

EMERGENCY SCHOOL CLOSINGS MAY BE MADE UP ON THE FIRST AVAILABLE DAY ACCORDING TO THE FOLLOWING SCHEDULE: 02/13/2026, 04/06/2026, 04/02/2026, If needed, additional days may be added within the calendar or at the end of the school year.

2026

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Board Approved - 01/15/2025

LTHS Bell Schedules

LOYALSOCK TOWNSHIP HIGH SCHOOL											
2025-2026 DAILY BELL SCHEDULES											
Regular Bell Schedule				Early Dismissal Schedule				2-Hour Delay Schedule			
Block	Period	Start	End	Block	Period	Start	End	Block	Period	Start	End
1	1	7:40 AM	8:23 AM	1	1	7:40 AM	8:11 AM	1	1	9:40 AM	10:11 AM
	2	8:26 AM	9:06 AM		2	8:14 AM	8:43 AM		2	10:14 AM	10:43 AM
2	3	9:09 AM	9:49 AM	2	3	8:46 AM	9:15 AM	2	3	10:46 AM	11:15 AM
	4	9:52 AM	10:32 AM		4	9:18 AM	9:47 AM		4	11:18 AM	11:47 AM
3	5	10:35 AM	11:15 AM	3	5*	9:50 AM	10:19 AM	3	5*	11:50 AM	12:20 PM
	6	11:18 AM	11:58 AM		6	10:22 AM	10:52 AM		6	12:23 PM	12:52 PM
LP	7	12:01 PM	12:31 PM		7	Go to Period 9/Block 4			7	Go to Lunch	
Lunch	8	12:34 PM	1:04 PM	4	9	10:55 AM	11:24 AM	4	8/LUNCH	12:55 PM	1:25 PM
4	9	1:07 PM	1:47 PM		8/LUNCH	11:27 AM	11:57 AM		9	1:28 PM	1:57 PM
	10	1:50 PM	2:30 PM		10	12:00 PM	12:30 PM		10	2:00 PM	2:30 PM

*Can Lyco students be dismissed after period 5, if no Lyco?
*If Lyco is in session, they will need a study hall from 10:22-11:24.

*Lyco CTC students will go to lunch Pds, instead of reporting to their Pd 5 classes.

LOYALSOCK TOWNSHIP HIGH SCHOOL														
2025-2026 SPECIAL EVENTS BELL SCHEDULES														
Regular Bell Schedule				PM EVENT				AM EVENT						
Block	Period	Start	End	Block	Period	Start	End	Block	Period	Start	End			
1	1	7:40 AM	8:23 AM	1	1	7:40 AM	8:15 AM	SPECIAL EVENT		7:40 AM	8:53 AM			
	2	8:26 AM	9:06 AM		2	8:18 AM	8:53 AM	1	1	8:56 AM	9:31 AM			
2	3	9:09 AM	9:49 AM	2	3	8:56 AM	9:31 AM		2	2	9:34 AM	10:09 AM		
	4	9:52 AM	10:32 AM		4	9:34 AM	10:09 AM	2	3	10:12 AM	10:47 AM			
3	5	10:35 AM	11:15 AM	3	5	10:12 AM	10:47 AM		4	4	10:50 AM	11:25 AM		
	6 (ms lunch)	11:18 AM	11:58 AM		6 (ms lunch)	10:50 AM	11:25 AM	3	5* (ms lunch)	11:28 AM	12:03 PM			
LP	7	12:01 PM	12:31 PM	7					GO TO PD 9/BLOCK 4				6	12:06 PM
Lunch	8	12:34 PM	1:04 PM	4	9	11:28 AM	12:03 PM	7		GO TO LUNCH				
4	9	1:07 PM	1:47 PM		LUNCH/8	12:06 PM	12:36 PM	LUNCH	8	12:44 PM	1:14 PM			
	10	1:50 PM	2:30 PM		10	12:39 PM	1:14 PM		9	1:17 PM	1:52 PM			
				SPECIAL EVENT		1:17 PM	2:30 PM		10	1:55 PM	2:30 PM			

*Lyco students are NOT staying for the event, they will need a study hall from 10:50-12:15. If they are staying for the event, they will need supervision from 10:50-1:14 PM.

*Lyco students will go directly to lunch after Pd 4 and will not attend their Pd 5 classes. They will dismiss to Lyco North Side cafeteria.

Alma Mater, Colors, & Mascot

Loyalsock Township High School Alma Mater

O Loyalsock High, We praise thee, Thy
standards one and all We give
to you our best years, Our honor ne'er will fall In
work O'er treasured hours, We lift thy banner high
For our dear old school We love
you
Though we leave you by and by.
In sports and work and pleasure, We do our best
and strive
To keep our name and honor, Now and for'er
alive.
Both growth and knowledge we've gained, The
memories we shall keep
Of our high school days together, Have enriched our
lives so deep.

School Colors

Maroon, White and Grey

Mascot

The Lancer

Loyalsock Township High School Professional Staff

Administration

Stephen Hafele	High School Principal	1302	shafele@ltsd.k12.pa.us
Richard Cummings	Secondary Principal of Student Programs & Services	1304	rcummings@ltsd.k12.pa.us

Art

Deanna Dincher	Art	1325	ddincher@ltsd.k12.pa.us
Alexis Joyce	Art	1326	Ajoyce@ltsd.k12.pa.us

Athletics

Ben Lorson	Athletic Director	1357	blorson@ltsd.k12.pa.us
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Band/ Chorus

Jessica Hopkins	Music/Marching Band	1361	jhopkins@ltsd.k12.pa.us
Adin Hinojosa	Music	1360/1262	ahinojosa@ltsd.k12.pa.us

English Language Arts

Kelly June	English	1339	kjune@ltsd.k12.pa.us
Landon Sanford	English	1337	lsanford@ltsd.k12.pa.us
Kaylie Schans	English	1338	kschans@ltsd.k12.pa.us
Kaitlyn Winton	English	1336	kawinton@ltsd.k12.pa.us

Food Services

Beth Hufnagel	Food Services Director	1320	bhufnagel@ltsd.k12.pa.us
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Gifted

Alicia Carner	Gifted Learning	1348	acarner@ltsd.k12.pa.us
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Guidance Department / Social Work

Nicole Rippey	Guidance Counselor	1307	nrippy@ltsd.k12.pa.us
Nicole Turi	Guidance Counselor	1308	nturi@ltsd.k12.pa.us
Tim Smith	School Outreach	1359	tsmith@ltsd.k12.pa.us

Motivational Resource Center Monitor

Chase Waller	MRC	1232	cpwaller@ltsd.k12.pa.us
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Learning Support/ Special Education

Gabrielle Clark	Learning Support	1334	gclark@ltsd.k12.pa.us
Paul Haden	Learning Support	1378	phaden@ltsd.k12.pa.us
Samantha Johnson	Learning Support	1305	SJohnson@ltsd.k12.pa.us
Andi Muthler	Learning Support	1347	amuthler@ltsd.k12.pa.us

Library Services

Paige Lewis	HS Librarian	1352	plewis@ltsd.k12.pa.us
Justin VanFleet	District Librarian	1309	jvanfleet@ltsd.k12.pa.us

Technology Services

Eric Gee	Technology Director	1217	egee@ltsd.k12.pa.us
Matt Little	Technology	1216	mlittle@ltsd.k12.pa.us
Shannon Butters	Data Coordinator	1331	SButters@ltsd.k12.pa.us

Mathematics

Michael Fry	Math	1341	mfry@ltsd.k12.pa.us
Curtis Jacobson	Math	1340	cjacobson@ltsd.k12.pa.us
Allison Kelly	Math	1344	akelly@ltsd.k12.pa.us
Kaden Stensland	Math	1343	kstensland@ltsd.k12.pa.us
Todd Girton	Math	1342	tgirton@ltsd.k12.pa.us

Nursing

Kristine Cole	MS/HS Nurse	1323	kcole@ltsd.k12.pa.us
Laura Fry	MS/HS Nurse	1306	lfry@ltsd.k12.pa.u

Office Staff

Carrie LaPoint	Guidance Secretary	1301	clapoint@ltsd.k12.pa.us
Jennie Snyder	HS Office Secretary	1399	jsnyder@ltsd.k12.pa.us
Sierra Barnes	Attendance Secretary	1300	sbarnes@ltsd.k12.pa.us

Physical Education/Health

Jacob Golbitz	PE/Health	1260	jgolbitz@ltsd.k12.pa.us
Eric Holz	PE/Health	1328	eholz@ltsd.k12.pa.us

Science

Amy Bruno	Science	1356	abruno@ltsd.k12.pa.us
Bill Covert	Science	1303	wcovert@ltsd.k12.pa.us
Kristina Pavlick	Science	1355	kpavlick@ltsd.k12.pa.us
Brent Reinhart	Science	1354	breinhart@ltsd.k12.pa.us

Social Studies

Kirk Bower	Social Studies	1333	kbower@ltsd.k12.pa.us
Matt Hill	Social Studies	1335	mhill@ltsd.k12.pa.us
Lisa Tranquillo	Social Studies	1332	ltranquillo@ltsd.k12.pa.us
TBD	Social Studies	1327	TBD

World Languages

Madison DiCamillo	Spanish	1362	mdicamillo@ltsd.k12.pa.us
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Noelia Huertas	Spanish	1349	nhuertas@ltsd.k12.pa.us
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Business/ Technology

Brandon Mulaski	Business	1353	bmulaski@ltsd.k12.pa.us
Michelle Carpenter	Business	1322	mcarpenter@ltsd.k12.pa.us
Sarah Smith	Business	1324	ssmith1@ltsd.k12.pa.us
Andrew Baker	Technology	1239	abaker@ltsd.k12.pa.us
Todd Lorson	Technology	1238	tlorson@ltsd.k12.pa.us

School Closings, Early Dismissals, and Delays

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, social media and Parent Square. 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.

Student Responsibilities

<u>Rights</u> • 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 applied fairly and consistently.	<u>Responsibilities</u> • 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 to tell staff members about rules they believe to be unfair.
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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 a principal. Monies raised by individual classes (ex. Class of 2027) 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). [Fundraising Approval Form](#)
For planning purposes all activities and events need to have administrative approval. A form must be filled out when planning a Loyalsock Township High School event on or off school grounds by a staff member. [Activities/Events Information Approval Form](#)

Student 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
4. Disciplinary Obligations will roll over to the next school year.

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 who 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.
- 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.

SECTION 3 - ATTENDANCE POLICIES

Attendance - (Policy 204)

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

- Personal illness (which still requires a written excuse). - Death in the immediate family. - A domestic/farm service emergency permit. - Quarantine of the home or individual.	- Religious holidays. - Required court appearance. - Very unusual weather conditions. - 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 7:40 a.m. to notify the Attendance Office.

Absences

Legal, Unlawful, and Unexcused Definitions

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 an issued medical/proper legal documentation submitted to the school explaining the absence.	Any absence not verified by a written excuse, medical/proper legal documentation, or written by parents/guardians or exceeding the eight (8) day parent excuses will require a medical/legal excuse.

Consequences for Unlawful or Unexcused Absences	
<u>Instance</u>	<u>Consequence</u>
1-2	Warning call from school
3	1st Offense Letter sent from school, PA Truancy Offense Letter from District, Referral to Joinder Staff, 1 Demerit
4	2nd Offense call sent from school, Joinder update, Student Attendance Improvement Plan (AIP) Initiated, 1 additional Demerit
5	2nd Offense Letter sent from school, Joinder update, Student Attendance Improvement Plan (AIP) Initiated, 1 additional Demerit
6+	3rd Offense call sent from school, Referral to District Magistrate, Possible Citation and Fine, 1 additional Demerit
NOTE – These consequences may change given context, cooperativeness and administrator discretion	

Excuse Note Due Dates

Excuse Type:	Parent/Guardian Excuse	Medical/Legal Excuses
Turn in Time:	THREE (3) SCHOOL DAYS AFTER THE LAST ABSENCE	FIVE (5) SCHOOL DAYS AFTER THE LAST ABSENCE

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

Compulsory Attendance Law

According to the Pennsylvania School Code, all students under 17 are mandated to attend a school in 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.** For more information please see [Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences](#)

Early Dismissal or Late Entry

- It is highly recommended that appointments be made before/after 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 that drive and leave for the day, must sign out at the HS office and exit through door #7 to the student parking lot.
- Students MUST sign into the HS office if they return to school after an appointment.
- Parent/guardian personal requests will be honored in the case of an emergency.
- Early dismissals may impact an athlete's eligibility to practice or play on that day.

College/Career Visitation

LTHS recognizes the importance of college and career visits and encourages students to make them when it is appropriate. Absence from school for college and career visits must have prior approval from an administrator. Forms can be obtained in the high school office or website [LTHS-Approved-Absence-Request-Rev-8-15-22.pdf](#). The form must be signed and returned to the high school office **2 weeks prior** to the scheduled visit. **Requests not received at least two (2) weeks in advance may not be approved.**

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 requiring a student absence from school shall be conducted only under the direct supervision of and with 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 before the absence.
- Requests not received **at least two (2) weeks in advance may not be approved.**
- 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 required 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.
- Students with a planned family vacation are NOT exempt from Athletic Eligibility requirements -before, during or after vacation.
- 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.

Tardiness to School

- The School Day begins at 7:40 a.m. Students must be present in their 1st Block by 7:40. They are considered tardy if they are in the hallways, office, food court, library, bathroom, locker room, ETC at 7:40. Late students are required to report the office to sign into school, initial that they were tardy, and obtain a late pass to their scheduled class.
- A medical/legal note may be required for chronic tardiness. Constant tardiness will necessitate a parent/guardian conference, disciplinary action after the excuse limit is reached, and/or legal action by the school.
- Students may have two (2) excused tardies with a parent note for each semester, for a total of four (4) for the academic year. Each subsequent tardy will require a medical note or will result in an unexcused tardy and the consequences will be assessed.
- Students are expected to attend the entire school day if they wish to participate in a scheduled activity. Students arriving at school after 8:00 a.m. on days of competition or 10:00 a.m. on days of practice who do not have a pre-approved absence 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. A parent note regarding illness will NOT clear a student for participation. If, during the day of any scheduled activity, students are absent from school because of an emergency, college visit, death in the family, or other situation, they may participate only if there has been prior approval from a principal or athletic director. Any student who has been suspended may not participate or be a spectator in any school activity during the term of the suspension.
- If students come to school after 10:00 a.m. , it will be considered a half ($\frac{1}{2}$) day absence. The student will not be eligible to participate in any extra curricular practices or contests.
- If students come to school any time after 12:00 p.m., it will be considered a full day absence.

Tardiness Consequences

Consequences for Tardy	
<u>Instance</u>	<u>Consequence</u>
1-2	• Warnings
3-8	• 1 hr lunch detention (MRC)
9-14	• 1 hour after school detention
15-20	• $\frac{1}{2}$ day MRC (Parent Meeting/ Contract)
21+	• 1 day of MRC

Residency / Eligibility of Non-Resident Students (Policy 202)

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).

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.

McKinney Vento Homeless Student Resources

One of the main goals of the Loyalsock Township School District is to help each homeless student have a school life that is as regular as possible during the period of homelessness.

On July 22, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America. It is now called the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. As a first step in 1988, the Pennsylvania Department of Education established the Education for Homeless Children and Youth Program. This program has been responsible for assessing Pennsylvania's homeless children population, developing the appropriate responses and establishing McKinney-Vento Homeless sites.

Some of the objectives of the Loyalsock Township School District are to increase awareness about the needs of homeless children, reveal and overcome possible educational barriers, explain current legislation and policies, and provide assistance and support to families.

Under the McKinney-Vento Act homeless students have certain rights including the following:

- Attend their school of origin or school of current residence
- Remain in their chosen school for the duration of homelessness or the remainder of the academic year if they become permanently housed during an academic year
- Immediate enrollment
- Transportation to the school
- Immediate access to educational services for which the student is eligible (e.g. Title I, special education, before- and after-school programs, vocational and technical education or gifted and talented programs).
- Free meals provided by the district through federal, state or local food programs.
- Appeal educational placement decisions made by the district and remain the school of choice pending resolution.

For additional information please [click here](#) to visit our website. 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

SECTION 4 - ACADEMIC INFORMATION

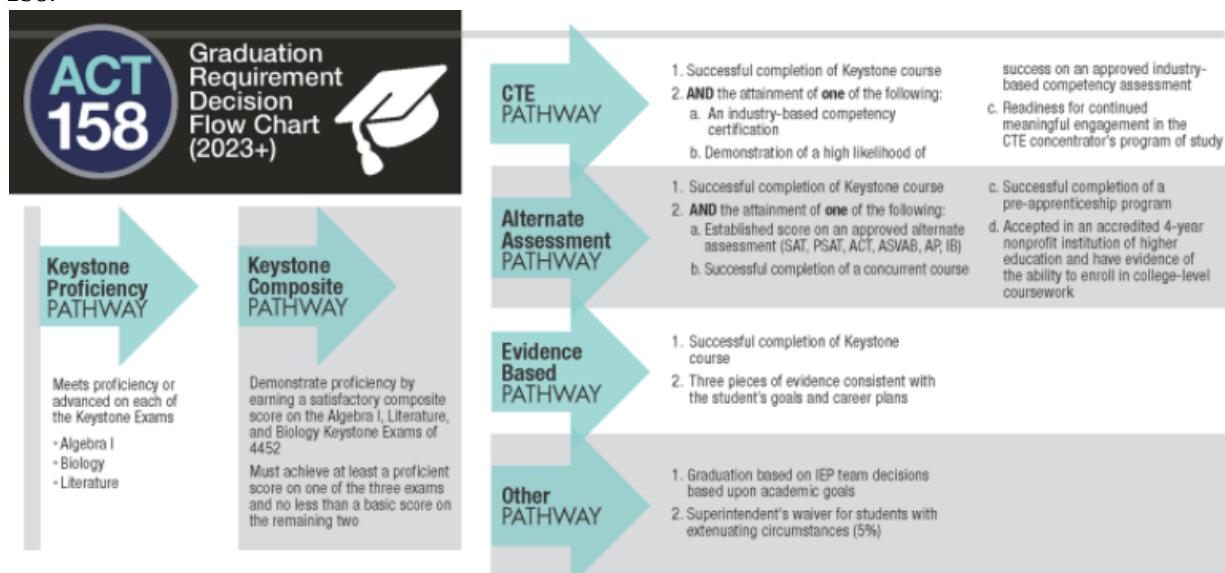
Requirements for Graduation

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 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.

Pathways to Graduation

All students are also required to meet Pennsylvania's [Act 158 High School Graduation Requirements](#) through one of five pathways. The primary pathway is attained by demonstrating proficiency on the Keystone Exams in Algebra I, Biology, and Literature. Students who do not successfully meet pathway 1 with Keystone Exam proficiency are required to complete one of four additional pathways in order to successfully meet Act 158 requirements and Pennsylvania's [Future Ready Index](#).

In the event a student does not meet pathway 1, the following are alternative pathways toward meet Act 158:



Counselors and Administrators monitor students progress and advise with other opportunities to meet this requirement, as needed.

Commencement

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

1. Have successfully completed all state and local graduation requirements as established by the Pennsylvania Department of Education and the Loyalsock Township School District Board of School Directors.
2. Have met all financial obligations to the school district, including but not limited to fees for

textbooks, technology, extracurricular activities, and cafeteria balances.

3. Have returned all district property, including but not limited to textbooks, athletic uniforms, and technology devices.
4. Are in good disciplinary standing, with no outstanding suspensions or disciplinary actions that would preclude participation in school-sponsored events.
5. Attend all mandatory graduation rehearsals and related activities, unless excused by the building principal or their designee.

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.

Commencement Exceptions

The Loyalsock Township School District schedules one (1) graduation ceremony, known as commencement, at the academic year's end. Students may participate in commencement if they meet all eligibility criteria, including academic, financial, disciplinary, and attendance requirements as outlined by the District.

Students who complete all graduation requirements by the end of the first semester may receive their diploma upon its arrival from the publisher. Students who are deficient by no more than one (1) credit may be permitted to participate in the commencement ceremony ("walk") provided they have registered for the required summer school course **and** have paid the associated fee in full. Diplomas will not be issued until all graduation requirements are met and verified by the Grade 11–12 school counselor and building administration.

Grading Scale and Report Cards

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 and any other post-secondary career focus, including serving in our nation's military.

Honors (Weight – 1.04)

Specific coursework considered 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 of 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 the LTHS grading scale:

• A: 90-100%	• B: 80-89%	• C: 70-79%	• D: 65-69%	• F: 64% and below
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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.
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) school 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) credits per year within a representative grade shall be calculated as part of a student's cumulative weighted average, GPA, or class rank.

Progress Reports

Progress reports will be made available on the Parent Portal every 3 weeks. Progress reports will be sent via mail to parents regarding any course grade that is below or near a failing grade of 65% every 3 weeks.

Report Cards

Grades are officially recorded at the end of every 9-weeks marking period. Report cards will include:

Grades for each current subject	Attendance	Comments made by teachers
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Honors, Advanced Placement, and Dual Enrollment Courses

See [Program of Studies 2025-26](#)

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

$$- (\text{Quality Points/Credits Attempted}) = \text{Cumulative Weighted Average}$$
3. Honor Roll and High Honor Roll are thus driven by the following using the Cumulative Weighted Average

Honor Roll Criteria	High Honor Roll Criteria
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.

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 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. Students may inquire about their class rank in the school counselor office if they are electing to apply for selected scholarships and/or honors.

School-Wide Assessment Procedure (SWAP)

Before a classroom test or assessment is administered, the teacher should evaluate it to ensure it conforms to several 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 essential 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.

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 of 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 have 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** (Cellphones, smart watches, etc.)
 - o **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 as part of the assessment, the teacher will tell you.**
 - o **Cell phone/smart watch – students may not have a device visible in the classroom. This includes hallways, restrooms, locker rooms, etc.**
 - o **Disciplinary action and/or academic dishonesty referral will be made**, especially if determined later that the student used 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 ensure 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. 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.

Comprehensive (Final) Exams

Block scheduled classes will have final examinations or projects during the last week (4) days of each semester. Year-long classes are required to have mid-term and final examinations/projects. The Senior class final exams must be completed and or submitted by the due date determined by the Principals. 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 to communicate about the details of completing this requirement. This "INC" grade may be changed when the exam is made up.

Make-Up Procedure for Student Work

If a class or classes are missed due to an absence or suspension, students will be expected to make up all work that may have been missed by the student. "Work" includes homework, classwork, any sort of quiz, test or project that was due on the date of the given absence(s). Unless there is a clear, extenuating reason

why, students will be expected to complete and/or be ready to take an assessment (quiz, test) or have a project ready to be submitted using the following criteria:

<u>Absence</u>	<u>Days to complete work/take a quiz/test/project</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 complete missed work!	

If other circumstances exist about the student's absence, teachers should communicate with the assistant principal and school counselor as necessary for the student to complete the missed work.

Remedial Coursework

- If a student fails 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. A 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.

Re-Assessment/Retake Procedure

Retaking a quiz or other formative assessment provides a student the opportunity to demonstrate improved knowledge and understanding of the material. To reflect this in a student's grade, the following procedures will be utilized in **ALL** classes at Loyalsock Township High School.

The following applies to each 9-week marking period.

- **Quizzes** – may be retaken according to the following criteria depending upon the course's academic weight/level if the student achieves an original score between 0 – 89% on a given assessment.
 - **Academic (1.0) Level Courses** – up to three (3) quizzes/formatives can be re-taken for **EACH MARKING PERIOD**, ONE TIME for a maximum score of 90%.
 - **Honors (1.04) Level Courses** – up to two (2) quizzes/formatives can be re-taken for **EACH MARKING PERIOD**, ONE TIME for a maximum score of 90%.
 - **AP (Advanced Placement) (1.08) Level Courses** – it is the **teacher's discretion** to provide opportunities, where appropriate and deemed so by the teacher, to allow retakes for a given quiz/formative assessment.
 - **Students with Disabilities** – based on the student's individualized education plan, a teacher can provide multiple retake assessments at the teacher and co-teacher's discretion.

- **Process to Retake an Assessment**

1. Prior to retaking a quiz, **the student must notify the teacher at least one (1) day in advance.**
2. The student will be required to complete remediation exercises or meet with the teacher for additional help as necessary.
3. The final quiz grade assigned will be the HIGHEST of the two scores (the original score and the retaken quiz score) up to a maximum quiz score of 90%.

Note: Due to this reassessment procedure, no quiz grade will be dropped during the marking period.

- **Tests/Other Summative Assessments** – re-taking a test is not permitted, unless, at the teacher’s discretion, the teacher allows for a re-assessment.

Textbook Responsibilities

- Where applicable, textbooks are to be checked out by 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 checked out the book at the end of the student's class.

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 2025-26](#) for detailed information on Dual Enrollment.

Academic Assistance

Teachers are available after school from 2:30-3:00 p.m., before school from 7:30-7:40 a.m., during teacher planning periods and Lancer Period to help you. Students with the support of parents should make arrangements with the teacher for remedial or enrichment in any subject. We ask that teachers and counselors request you to stay when they deem it necessary to improve your performance. Attendance may be required to meet eligibility and promotion requirements. Students are encouraged to report for extra support, re-attempt assignments and quizzes, study for tests and to seek extra help after an absence from school.

Library Services

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. To best serve students, cooperation is needed. It is essential that the library rules be followed. Teachers may request admittance for students by issuing a pass if there is a need to complete a special project and it is approved by the library staff.

Lost and Overdue Material

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.

Library 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.
- 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 to charge. 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.

Academic Integrity - 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 to promote one of the five 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."

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, announcements, 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 proud *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.

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 most students.

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 or 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.

Teachers at LTHS encourage students to utilize Turnitin.com and AI tools to check their work for plagiarism before submitting it for credit.

The following 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 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. The faculty must adequately address students how to use information sources properly so as not to plagiarize another author's work. Plagiarism is a form of cheating. 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.
- **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 regarding academic dishonesty.
- **Bribery or Threats:** Providing, offering, or taking rewards in exchange for work, an assignment, or a grade is unacceptable. Also, any attempt to intimidate a student, staff, or faculty member of this learning community to receive an unearned grade or credit is considered a violation. Finally, any threat used to prevent reporting an honor code violation will not be tolerated.

Disciplinary Actions

Students violating the Honor Code will be held accountable from 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 a 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
- MRC
- Notifications to the National Honor Society or any other Honor Societies for student removal
- 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

SECTION 5 - STUDENT SERVICES

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 SAP team (Student Assistance Program), 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 New Student and 9th Grade Orientation.

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. Rippey | School Counselor, Last Names A-K |
| • Mrs. Turi | School Counselor, Last Names L-Z |
| • Mrs. Campman | District Career Counselor |
| • Mrs. Sauers | District Trauma Counselor |

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.

Schedule Changes

Early Drop: The last day to drop a yearlong or semester course without penalty is five (5) school days following the beginning of the term.

This does not include approved moves to a different section of the same course, due to extenuating circumstances. These schedule changes can be made after the dates specified above, without penalty to the students transcript or GPA, with approval from the principal.

Late Drop: All courses dropped after the above outlined periods will result in Withdrawal/Failure (WF) of a 55% on the student's transcript.

Please note: if you requested the course and dropping the class will negatively impact the integrity of the course, you will be unable to drop the course.

Course Selection

COURSE REQUEST & REGISTRATION

1. Core course teachers (Math, Science, English and Social Studies) make recommendations for courses that would be appropriate for students in the upcoming year (i.e. academic rigor level and/or appropriate course sequencing). These recommendations are made based on available data from test scores, student grades, and classroom performance.
2. Students attend an Electives Fair to learn about available elective options.
3. Students and parents review elective options and the Program of Studies online.
4. Students electronically submit their course requests for electives in the student portal.
5. Parents and students are able to view course recommendations and student course requests via the student and parent portal. If there are any questions after viewing, parents or students are encouraged to contact their teacher or make an appointment to meet with their counselor. If a student wishes to enroll in a course level that supersedes the teacher recommendation, they must complete the course appeal process (see below).
6. Preliminary schedules will be run, based on course recommendations and elective requests.
7. Counselors will meet one-on-one with students and review their preliminary schedules prior to finalizing schedules for the upcoming year, at which time students should resolve all remaining scheduling issues.
8. Final schedules will be released in May. Please see the scheduling change process below for any other schedule changes.

RESOLVING INEVITABLE COURSE CONFLICTS

All students have the opportunity to request elective courses each year based on their individual interests and needs. We strive to accommodate students' first-choice electives during the scheduling process; however, due to potential conflicts, alternative selections may be utilized. There is no perfect, conflict-free schedule. The master schedule for the school is created each year based on the needs and wishes of the student body at large and is constructed in such a way as to fulfill the requests of the maximum number of students. While every effort is made to minimize course conflicts for all students, there is no guarantee, expressed or implied, that each and every student will be able to roster every combination of requests that he or she makes. If a student has a conflict, counselors will discuss alternate requests in an effort to resolve the conflict, during their one-on-one meetings.

Important note: LTHS students can earn up to eight (8) credits per year which will be applied to a student's transcript. Credits pertain specifically to Loyalsock Township School District authorized courses and programs. Any credit(s), whether through LTHS or another approved program, taken beyond eight (8) will not be factored into the student's cumulative weighted average, GPA, and class rank.

Course Appeal

A course appeal allows a student to enroll in a course level that opposes the teacher recommendation. By signing an appeal that supersedes the recommendation, the student and parent/guardian accept full responsibility for meeting the course's content and performance standards without modifications. Appeals

will not bypass prerequisite courses. This process ensures transparency, accountability, and proper course placement.

Steps for the Appeal Process:

1. If the student and parent/guardian choose a different course level:
 - a. They should contact the teacher or school counselor for a discussion about the approval based on the student's performance and historical outcomes.
2. The student and parent/guardian should initiate the appeal process by completing and submitting a course appeal form. Course appeal forms can be found in the counseling office. Please note: All appeals must be submitted to the counseling office by the end of April.
3. The counselor will review the course appeal with the principal.
4. If approved, the counselor will update the course recommendation.

Additional Notes:

- Students cannot waive past prerequisite courses.
- Students may not waive more than one (1) level.
- Preferential changes (one elective for another or changing sections from one to another) are not permitted.
- Parallel changes (teacher preference) are not permitted under any circumstances.
- Approved changes will be contingent upon space availability

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 (about 4 and a half weeks) 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.

Student Assistance Program (SAP) Team

The purpose of the SAP Team is to identify and make referrals for students who are displaying behaviors and actions that may be posing any barrier to the student. The SAP Team will receive confidential referrals from parents/guardians, students, school personnel, or any other concerned individuals. Data will be gathered by the SAP 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 with required coursework in the summer. The courses change each year based on student needs and interests but do allow students to focus more on coursework they are interested in during fall and spring semesters. **Students must pay a fee 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 (Policy 208)

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. Obtain a withdrawal form from the Counseling Office 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 is 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 secretary located in the counseling office of a public school district's high school. With the changes imposed on us during 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. Parent completes application and sign Student/parent downloads work permit application from LTSD website: [Application for Work Permit download](#)
2. Student/parent emails application as an attachment to: workingpapers@loyalsocklancers.org
3. Student's application is reviewed by principal
4. 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

Students/Parents can also stop by the High School main office to obtain working papers

SECTION 6 - DISCIPLINE

Behavioral Expectations

At Loyalsock Township High School, students are expected to demonstrate respectful, responsible, and safe behavior at all times. Our behavioral expectations are grounded in fostering a positive school environment where all individuals feel valued and supported. Students are expected to follow all school rules, treat peers and staff with courtesy, and contribute to a culture of academic integrity and personal accountability. Disruptive, disrespectful, or unsafe behaviors will be addressed promptly in accordance with the school's code of conduct. By upholding these expectations, students help create a learning community where everyone can succeed.

Student Discipline (Policy 218)

Student discipline at Loyalsock Township High School is guided by the principles of fairness, consistency, and the opportunity for growth. When a student's behavior violates school rules or disrupts the learning environment, appropriate disciplinary action will be taken in accordance with the district's code of conduct. Consequences may range from verbal warnings and detentions to more serious responses such as in-school suspension, out-of-school suspension, or referral to the district office, depending on the nature and frequency of the behavior. Our goal is not only to address misconduct but also to help students reflect on their actions, make better choices, and develop the skills necessary for responsible citizenship within and beyond the school community. See Behavioral Infractions Matrix below. Consequences for misconduct may be outlined below, but are subject to change by digression of the Principal.

Level	Explanation of Level	Types of Infractions for This Level	Possible Consequences: Administrative Responses	# of Infractions Before Contract / Supt. Hearing w/ Parent / Possible Expulsion
I	Behavior which interferes with student's own learning or causes a <u>minor disruption</u> to other students or the teacher.	- Classroom Disruption - Late to class - Misuse of a pass - Throwing food in cafeteria (minor) - Dress code violation - Horseplay (minor) - Not signing in / out - Open container - Excessive tardiness - Parking violation - Profanity (indirect) - Disrespectful Behavior - Electronic Device Policy Violation - Not Signing In/Out of School - Open Container / Eating in Class or Hall - Profanity / Vulgarity - Indirect - Profanity / Vulgarity to Student(s)	- After-school Detention - MRC - Warning - Letter in file - Privilege restriction	Student may not accumulate in excess of 5 level I infractions. If 6 th level I infraction occurs, student will receive level II consequences from that point forward.
II	Behavior which, by seriousness or frequency, <u>significantly interferes</u> with a student's own learning or with the rights of other students or the teacher.	- Continued level I behaviors - Horseplay (major) - Cheating/ Academic Dishonesty - Plagiarism (Honor Code Violation) - Skipped Detention - Bus Misconduct - Insubordination (minor)	- Multiple After-school Detentions - MRC - Suspension - SAP team referral	Student may not accumulate in excess of 4 level II infractions. If 5 th level II infraction occurs, student will receive level III consequences from that point forward. Student may be placed

		- Misuse of the School's Internet or Network - Cafeteria Violation - Disrespect to Staff - Forging a school note - Gambling in School - Leaving class without permission - Profanity / Vulgarity to Staff .	- Parent conference - Behavior contract	on a behavior contract, if habitual pattern persists and previous discipline action has been ineffectual. Parent conference.
III	Behavior which constitutes a <u>major disruption of the educational process or illegal or poses a potential danger</u> to the health, safety and welfare of students and others in school.	- Continued level I or II behaviors - Skipped/Cutting Class - Truancy - Cafeteria Theft - Bus safety violation - Profanity directed to staff / other students - Leaving school without permission - Defacing school property - Violation of behavior contract - Insubordination (major) - Possession/use of tobacco - Harassment - Leaving School without Permission - Ejection from Detention - Threat - non-Act 26 - Bullying/ Hazing / Cyber Bullying	- MRC - Suspension - Parent conference - SAP team referral - Behavior contract - Alternative ed. - Pre-expulsion hearing (if recurring I or II behaviors)	Student may not accumulate in excess of 3 level III infractions. If 4th level III infraction occurs, student receives level IV consequences. Student may have hearing with the Superintendent and establish a behavior contract and/or alternative forms of education. If student violates behavior contract, student has hearing with Superintendent to determine next course of action.
IV	Behavior which is <u>illegal or poses a definite danger</u> to the health, safety, and welfare of the student and/or others.	- Continued level I, II or III behaviors - Fighting - Fire Alarm/Safety Violation - Threat to Staff/Student - Act 26 (Code 2,14) . - Arson - Act 26 - Assault - non-Act 26 - Assault - Act 26 - Bomb Threat - Act 26 - Poss., Use, Dist. of Alcohol - Act 261 - Poss., Use, Dist. of Cont. Sub. - Act 261 - Ethnic/Racial Intimidation - Act 26 - Possession of Weapon - Act 26 - Poss., Use, Dist. of Illegal Drugs - Act 261 - Poss., Use, Dist. of Tobacco/Vape - Act 26 - Breaking / Entering into School Property - Alcohol / drug possession, use, distribution - Breaking / entering school property - Destruction of school property - Fire alarm / safety violation - Trespassing - Theft - Act 26 (Code 11)1 - Trespassing	- Multiple day OSS - Pre-expulsion hearing - Expulsion - Alternative ed. - State Police action - SAP team referral - Repair / payment damage	Student may accumulate 1-2 level IV consequences, depending on incident. If violation of contract, student may face expulsion. Student faces possible expulsion (if habituated patterns observed throughout level process).

Detention (After-School)

If students have detention, they will be notified at least 24 hours in advance via an email to the student and their respective parent/guardian. 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. Detention time begins at 2:45 and runs until 3:45.
2. Food is not permitted in the detention room.
3. If students arrive late they will not be permitted to serve detention and will 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 a day of MRC the following day.
4. An assignment could be given during the detention time. The assignment must be completed with fidelity during that time period. Additional detentions will be assigned if the assignment is not completed appropriately and completely.
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 are expected to follow all school rules during detention.
7. Students may not sleep, close their eyes, or put their head down on the desk during Saturday detention.
8. 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.
9. 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.
10. 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. An additional detention will be assigned.
11. Violation of detention rules will result in the assignment of additional detention or suspension.
12. 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.
13. If detention responsibilities are not satisfied by graduation, a student's diploma will be withheld until detention responsibilities have been served.

Suspensions and Expulsions

Motivational Resource Center (MRC)

Our Motivational Resource Center (MRC) provides resources and support to help individuals, particularly students, improve their academic, emotional, and behavioral well-being. Our program director focuses on helping students develop positive behaviors and social skills. Through restorative practices, peer mediation and student reflection strategies, anger management techniques, and strategies for improving self-regulation students are more effective and equipped to interact in the general school environment.

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 or work through Moodle and e-mails with teachers and complete their assignments

prior to returning to school. Students will be permitted to make up work, including examinations.

Informal Hearing

When an out-of-school suspension is of more than three school days, the student and parent/guardian will be given the opportunity to meet for (or participate in) an informal hearing with the administration. Initial notification of suspension and possible informal hearing will occur within 24 hours (or by the end of the next day school is in session) of discussion of such consequences with the student. Informal hearings may occur over the phone or virtual at the request of a parent/guardian.

Expulsion

Expulsion is the removal of a student from school by the School Board for more than ten (10) school days and may include permanent removal from the school's enrollment. All expulsions require a formal hearing to ensure due process. However, families may choose to waive the formal hearing by signing a stipulation agreement during a pre-expulsion meeting..

Student Conduct and Standards

Conduct Before Classes Begin

Please use the time before classes begin to gather books and personal items from your locker, and take any excuses or requests for early dismissal to the office. **Students are expected to be in Block 1 before 7:40 a.m. Any student not in Block 1 by 7:40 will be considered tardy and must report to the office to sign in. Any students late to class will be asked to leave and report to the office and sign the tardy to class sheet.**

Conduct in the Halls

● Pass in an orderly manner in the hallways. No running.	● Students must not loiter in the halls or lavatories.
● Excessive public displays of affection (PDA) are not appropriate.	● Electronic devices are not permitted and cannot be visible during this time, which include cellphones, headphones, ear buds, smartwatches, bluetooth devices including speakers.

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.	● Electronic devices should NOT be visible.
● Students will sit in their assigned auditorium seating, unless otherwise instructed by the administration or faculty.	● Electronic devices are not permitted and cannot be visible during this time, which include cellphones, headphones, ear buds, smartwatches, bluetooth devices including speakers.

Conduct in the Classroom

- Always respect fellow students. 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.

Care of School Property- (Policy 224)

We strive to maintain a positive and respectful learning environment. As a student in the Loyalsock Township School District, you are entrusted with the responsibility for the proper care and use of school property, including supplies, equipment, and facilities, as stated in **Policy 224-Care of School Property**. This responsibility is essential in ensuring that resources are available for the benefit of all students and that the school environment remains safe and welcoming.

- **Disciplinary Actions:** If you willfully cause damage to school property—whether through deliberate vandalism, neglect, or misuse—you will be subject to disciplinary action as outlined in the school's code of conduct. Such actions may include, but are not limited to, detention, suspension, or expulsion, depending on the severity of the damage.
- **Minor Offenses:** For damages needing repair by the LTSD staff resulting from minor offenses, the student(s) responsible for the damage will be invoiced at a rate of **\$30 per hour**. Additional costs may include the expenses associated with materials required for repair or replacement.
- **Major Offenses:** For more significant or willful damage (referred to as "major" offenses), the invoiced amount for repairs by an outside company, including labor and materials, will be passed directly to the student(s) responsible for the damages. The district will assess the total cost for the repair or replacement, and that amount will be billed accordingly.
- **Parents/Guardians:** Families of students who cause damage to school property will be held financially accountable for the repair or replacement of the damaged items. In cases of willful damage, the district may pursue reimbursement for costs incurred due to the destruction of property.

We ask that all students respect the property of our school and work together to maintain a safe, functional, and respectful learning environment for everyone.

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.

Backpacks

Students are required to store their backpacks in their assigned lockers before the start of the school day, or upon arrival, where they must remain until dismissal. Any item larger than what is deemed permissible (e.g., oversized bags, athletic gear bags) may be subject to administrative search and will be directed to the student's locker. **Students are not permitted to carry backpacks, string bags, or other bags during the school day.** Personal hygiene items may be stored in personal lockers and accessed when necessary.

Bikes

Bikes are permitted on campus but must be secured to one of the designated bike racks available. Bikes are not allowed inside the school unless prior approval is granted by an administrator. Bikes should not be attached to railings, trees, light posts, or any object other than a bike rack. Additionally, students are asked to refrain from performing "acrobatics," which include any action where both wheels of the bike are off the ground simultaneously. Bike racks are located on the Middle School side of the building near the main entrance.

Cafeteria Thefts

Consequences for Cafeteria Theft Violations	
<u>Instance</u>	<u>Consequences</u>
1	• After-School Detention • Restitution for stolen item(s) • Possible State Police charges for theft
2	• Suspension • Restitution for stolen item(s) • State Police charges for theft
NOTE – These consequences may change given context, cooperativeness and administrator discretion	

Lancer PRIDE - Positive Behavior Intervention Program (PBIS)

Lancer PRIDE is our school-wide Positive Behavior Interventions and Supports (PBIS) program designed to promote and reinforce positive student behavior. The core values of **PRIDE—Perseverance, Respect, Integrity, Dependability, and Engagement**—are embedded in our daily school culture and expectations.

This proactive approach aims to:

- Create a safe, respectful, and inclusive learning environment.
- Encourage positive choices through consistent expectations and reinforcement.
- Reduce behavioral issues by recognizing and rewarding responsible behavior.

Students who consistently demonstrate Lancer PRIDE may be recognized through various incentives and acknowledgments throughout the year.

Together, we foster a school community where every student can thrive—academically, socially, and emotionally.

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. Faculty and staff members will nominate students for recognition based on that student's **Perseverance, Respect, Integrity, Dependability, and Excellence**.



LANCER PRIDE

Go Beyond



How does LANCER PRIDE look at Loyalsock Township High School?

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

Lancer PRIDE Demerit System

The LTHS Administration believes that attending an extracurricular event and parking at school is a considered privilege and not a student right at Loyalsock Township High School. LTHS Administration will communicate the standards and expectations of the Lancer PRIDE Demerit System to all students at the opening day grade level meetings. The Lancer PRIDE 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 themselves, but also the student body of Loyalsock Township High School.

A student who earns **6 or more demerits in any semester** will have their privilege to attend extracurricular events and parking privileges suspended. **Demerits will reset to zero at the beginning of each semester.** At no time will students have the opportunity to reduce demerits once they have been issued.

Student extra-curricular events and activities will be categorized as follows but are not limited to the following; Student driver parking privileges, riding athletic fan buses, attending field trips, assemblies, pep rallies and other special events determined by LTHS Administration.

MP 1	MP2	MP3	MP4
Homecoming Court & Escorts Homecoming Dance Extra-Curricular Events	Winter Formal Court & Escorts Extra-Curricular Events	Mr. Sock Court & Escorts Spring Dance Extra-Curricular Events	Prom Court & Escorts Junior-Senior Prom Powder Puff Participation Senior Trip/Lock-In Extra-Curricular Events

ACTION	Demerits Assigned	Example
1 hour After School Detention/Lunch Detention	1 demerit	2 After School Detentions/Lunch Detention = 2 demerits
Motivational Resource Center	2 demerits	2 Motivational Resource Center = 4 demerits
1 Day Out-of-School Suspension	3 demerits	2 Days Out-of-School = 6 demerits
3+ Unexcused/Unlawful Absences	1 demerit	3 rd & 4 th Unexcused/Unlawful Absence = 2 Demerits

Hazing - (Policy 247)

Hazing is any intentional, knowing, or reckless behavior that endangers the physical or emotional well-being of a student for the purpose of initiating or affiliating them with a school group. This includes, but is not limited to, forced physical activity, substance use, mental distress, or sexual mistreatment. The district prohibits all hazing, regardless of consent or prior approval. Incidents must be reported immediately and will be investigated. **Disciplinary measures may include suspension or expulsion, and organizations involved may forfeit recognition.**

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 will be investigated promptly, and corrective action will be taken if allegations are verified. Confidentiality will be maintained in accordance with the District's legal and investigative obligations. No reprisals or retaliation will occur as a result of good faith charges of harassment.

Malicious Intent

Malicious intent refers to the deliberate intention to commit acts, whether verbal or physical, against an individual or group. If malicious intent is identified in a situation involving a student, the student will face prosecution.

Harassment

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

Ethnic Harassment

Ethnic harassment involves using derogatory language or actions targeting a specific racial or ethnic group, creating an offensive educational environment.

Sexual Harassment

Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Examples include, but are not limited to, sexual flirtations, advances, touching, verbal abuse of a sexual nature, suggestive comments about an individual's appearance, sexually degrading language, jokes, pinups, graffiti, vulgar statements, innuendos, references to sexual activities, or any conduct that unreasonably interferes with a student's ability to work or learn, or creates an intimidating, hostile, or offensive environment.

Students who believe they are being harassed should first inform the harasser that their behavior is unwelcome, offensive, or inappropriate. If the behavior continues or is severe, students should initiate the complaint procedure by contacting a teacher, counselor, or administrator.

Anti-Bullying Policy-(Policy 249)

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.

Safe2Say Something

Pennsylvania's Safe2Say Something App, established by legislation signed by Governor Tom Wolf in June 2018 and launched in January 2019, is operated by the Pennsylvania Attorney General's Office. This program aims to educate students, parents, and other adults to recognize warning signs of potential threats to themselves or others, particularly on social media.

The app provides an online platform for reporting tips on a range of safety issues, including drug use, suicide discussions, or rumors of school violence. Tips are evaluated by a 24-hour crisis center to assess urgency. If a potential risk to someone's life is identified, the information is promptly forwarded to law enforcement and school officials for immediate action.

Hall Passes

LTSD uses eHallPass, to handle all pass situations, including restroom, drink and locker visits, library and hub spaces. Students can request 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 not to leave their classroom, instructional area or hub without a pre assigned and approved pass by a staff member. Once a student is approved for a pass, their electronic devices will remain in the classroom.

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 administratively searched for any vaping devices.** 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.

Dress Code - School Day- (Policy 221)

Any article of clothing, accessory, or insignia that could identify a specific group or gang affiliation, or cause fear or concern among students or employees, is not acceptable school attire. Administration reserves the right to create additional school regulations if deemed that the clothing or dress creates a substantial disruption to the educational process.

Exceptions to the dress code include athletic or extra-curricular uniforms that are approved and purchased by the school.

Tops (Blouses, shirts, etc.)	• 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 or a 3" sleeve
Bottoms (Pants, dresses, skirts, shorts, etc.)	• Shorts and pants must not expose skin above a 3" inseam including holes • Mini-skirts must be mid-thigh • No pajama pants • No extreme form-fitting or see-through bottom
Footwear	• Must be worn at all times • Flip flops are permitted unless a safety concern arises • No bedroom slippers
Headcovering	• 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.)	• No excessive exposed metal, or other jewelry that pose a safety concern • No costume articles or other accessories deemed unnecessary by administration. • No excessive makeup or facepaint
Outdoor wear	• Not permitted during the school day (backpacks, coats, blankets, etc.).
Undergarments	• Main body not visible

Hats/Hoods

Hats and hoods continue to be an issue, primarily concerning safety and security. Our School Police have noted that when students have their hoods up or hats on, it can be difficult to identify them. Therefore, we are taking a firm stance on this issue: Students are **NOT PERMITTED** to wear hats or hoodies in school under any circumstances. This policy is in place primarily for safety and security reasons. Upon the first offense, the hat or hoodie will be confiscated, and a t-shirt will be provided if necessary.

Consequences for all Dress Code Violations	
Instance	Consequence
1	• Turn the piece of clothing inside-out, change OR apparel will be distributed-P/G Call
2	• 1 hr Lunch Detention will be issued-P/G Call
3	• 1 hr After School Detention (ASD) -P/G Call
4	• 1-3 MRC or student sent home (1/2 or Full Day Illegal /Unexcused) + P/G conf.
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>
- Backless dresses may be worn as appropriate attire. - Strapless or “spaghetti” straps are appropriate attire.	- Tuxedo, suit, or appropriate sports coat. -Button down shirt with or without a tie. - Dress slacks.
No denim jeans, shorts or tee shirts will be permitted. If students choose not to conform to the established guidelines they will not be admitted.	

Drug, Alcohol, and Mood Altering Substances – (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:

• Alcohol	• Amphetamines	• Look-alikes	• 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)
• Alcoholic beverages	• Synthetic opiates	• Marijuana	
• Anabolic steroids	• Other hallucinogens	• LSD	
• Glue/solvent	• Containing substances	• Tranquilizers	
• Heroin			

<u>Cooperative Behavior</u>	<u>Uncooperative Behavior</u>
The student's willingness to reasonably and helpfully work with school officials to comply with	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

deducing facts of the incident in question.	of uncooperative student behavior. Uncooperative behavior includes, but not by way of limitation, refusal to comply with Student Assistance Program requests and recommendations.
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Leaving the Building or Grounds

Students are not permitted to leave the building while school is in session without parental permission under any circumstances. Parental permission includes, but is not limited to signed hand written note, verbal permission. Once the school receives parental 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. If a student leaves school without permission disciplinary actions will be taken as listed above.

Skipped/ Cutting Class

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

Class Cut Attendance Policy

Students who accumulate three (3) or four (4) class cuts will be assigned a half-day ($\frac{1}{2}$) illegal/unexcused absence. Students who accumulate five (5) or more class cuts will be assigned a full-day illegal/unexcused absence. **Please note that accumulation of illegal/unexcused absences may result in referral to the local Magisterial District Judge, and court-imposed fines may be assessed in accordance with Pennsylvania attendance laws.**

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. 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.

National Anthem and Pledge of Allegiance

As a long standing tradition of LTSD, our student body is privileged to honor our country and flag in the morning announcements. We are proud to continue this long standing tradition. 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 by standing quietly until the anthem and pledge are concluded.

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.

Terroristic Threat - (Policy 218.2)

A terroristic threat is defined as any threat—verbal, written, or physical—intended to cause another person to fear serious bodily injury or death. This includes threats made in person, through social media, text messages, phone calls, or any other form of communication.

Terroristic threats are considered a serious offense under both school policy and Pennsylvania state law. Consequences for making such threats may include, but are not limited to:

Immediate suspension from school

A formal disciplinary hearing that may lead to expulsion

Notification of and possible arrest by the Pennsylvania State Police

Possible criminal charges filed under Pennsylvania Crimes Code Section 2706

All reported threats will be thoroughly investigated by school administration and, when necessary, law enforcement. Students are reminded that making false threats—such as bomb threats or threats of school violence—can have life-altering legal and academic consequences.

The safety of all students and staff is the highest priority. Any student who feels threatened or becomes aware of a threat is strongly encouraged to report it immediately to a teacher, school administrator, or school police officer.

Tobacco Use on School Property - (Policy 222)

Use of tobacco/nicotine in school or on school property is illegal. The possession of tobacco products in school or on school property, including the school buses and vans, shall be construed as intent to use the product, and students will be subject to the discipline code. Tobacco and nicotine use/possession shall be defined as use/possession of a lighted or unlighted cigarette, cigar, vape, 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").

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.

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, administratively searched for any possible evidence of Juuling, vaping, tobacco, or other illicit device or substance. **If a student is in the bathroom when a Vape alert sensor goes off, that student will be subject to an administrative search.** A search of a student has been in effect for decades in the event there is reasonable suspicion that a student possesses or is using tobacco products. Currently, Pennsylvania state law imposes a 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>Consequences</u>
1	• 1 Day Motivational Resource Center • Base Education Vaping Course through Nittany Learning Services • Citation will be issued through the District Magistrate • If the Magistrate finds the student guilty as charged, then the student will be issued a fine of up to \$175.
2+	• Suspension - o 2 Days Out of School and 1 Day Motivational Resource Center - o Citation will be issued through the District Magistrate

	If the Magistrate finds the student guilty as charged, then the student will be issued a fine of up to \$175
NOTE – These consequences may change given context, cooperativeness and administrator discretion.	

Weapons - (Policy 218.1)

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
• Any other tool, instrument or implement capable of inflicting serious bodily injury.				

Possession means one of the following definitions:

• 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
• While students are on their way to or from school	• At any school event held away from the school

Consequences for Weapons Violation	
<u>Instance</u>	<u>Consequence</u>
1	- 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

SECTION 7 – STUDENT RIGHTS

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 search, if reasonable suspicion exists that the student is violating school rules or involved in criminal activities. The affected student should open the locker in presence of school officials if feasible. Lockers may may also be searched randomly based on school district policy 226- See below.**

- 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.

Student Vehicles

The school district is not responsible for any theft or loss of items stored in district-owned lockers. Students are encouraged to secure their belongings and avoid leaving valuables unattended.

School officials reserve the right to search student vehicles parked on school property when there is reasonable suspicion that a violation of school policy, district rules, or the law has occurred. **Student Vehicles may also be searched randomly based on school district policy 226- See below.**

Searches- Policy 226

School administrators and/or their designees have the right to search lockers and belongings when there is reasonable, individualized suspicion that a student may be concealing contraband or evidence of a prohibited act. School officials are authorized to seize any prohibited materials found. **Additionally, random locker searches will be conducted periodically, including searches of school lockers and motor vehicles on school property.** Items that may be subject to search include, but are not limited to:

Backpacks	Books	Vehicles	Purses	Pockets	Lockers
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Reasonable Suspicion Testing

Policy 227 permits school administrators to test any student suspected of being under the influence of drugs and/or alcohol. Testing will be conducted using a breathalyzer for alcohol suspicion or urinalysis through the Susquehanna UPMC Health Work Center for drug suspicion.

Student Drug Testing - (Policy 227.1)

The purpose of this policy is to create an alcohol and drug-free setting for Loyalsock Township School District. Some examples of documented drug and alcohol related incidents include, but are not limited to students attending athletic events and school sponsored dances while intoxicated and the discovery of illegal and prescription drugs in student lockers and backpacks. The development of this policy is based not only on documented incidents of student alcohol and drug use, but also the longitudinal results of the Pennsylvania Youth Survey completed by students in grades 6, 8, 10, and 12 on a biannual basis. Participation in any extracurricular activities or seeking permission to use district facilities to park a personal vehicle is a privilege, not a right. Students who volunteer to participate in these programs have a lesser expectation of privacy and are expected to accept the responsibilities granted to them by this privilege.

Effects of drug usage impact everyone in the education environment. With regard to students participating in extracurricular activities and students who drive, the risk of immediate physical harm to the drug or alcohol user or those with whom the student is participating or sharing the roadway is particularly high.

Testing is a non-curricular issue. Test results, positive or negative, will not appear on the student's permanent transcript or any other permanent record.

Gambling/Games of Chance

Gambling and selling of chances by students as a fund-raiser is strictly prohibited. Any unsanctioned activity that involves an exchange of funds between students on school property is strictly prohibited. Students may engage in playing cards and board games during non-instructional times such as lunch, lancia period with staff approval. All games must be school-appropriate, non-gambling in nature, and not cause disruption to the school environment. Staff members reserve the right to deny or end game play at any time if it becomes a distraction or violates school policies.

SECTION 8 - SAFETY AND SECURITY

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 7:40 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 athletic practices, meetings, and activities must conclude by **9:00 PM**, unless they are part of a pre-approved competitive event. At that time, all **classrooms, gyms, auditoriums/multi-purpose rooms, locker rooms, and hallways must be vacated, and school building doors will be locked.**

Additionally, **students must either exit the building or report to a supervised area for an approved after-school activity by 3:00 PM.** Students not in a supervised location will be asked to leave the premises.

Emergency Accountability

Students in Class:
each

Students will proceed to the designated exit posted in 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.

Raptor Alert System

The Raptor Alert system is a silent panic button and emergency notification system designed for schools. It allows staff to quickly and discreetly initiate alerts, notifying first responders and other personnel of

emergencies like active assailants, medical incidents, or other critical situations. The system streamlines communication, providing real-time information to relevant parties and expediting response times.

SECTION 9 - HEALTH AND WELLNESS

Health Services

The mission of our school health program is to maximize the learning potential of each student through health promotion, disease prevention, health education that promotes healthy lifestyles, helping parents obtain access to health care, and maintaining a safe and healthy environment for students.

The facilities of the school's health suite are located in the A-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.

Please keep your child home if you suspect a communicable disease or virus. Any student suspected of having a communicable disease or virus would be excused from school. Children may return to school when a written statement from their private physician is received stating when they may return to school, *or* the child must be completely recovered and be readmitted to school by the school nurse. **A student must be fever free without fever reducing medication for 24 hours prior to their return to school.**

Immunizations

All students attending Loyalsock Township schools must have all of the required immunizations and the required number of each. Students not having the proper immunization may be excluded from school under the laws of Pennsylvania. Any questions regarding immunization should be directed to the school nurse by calling 570-323-9439 extension 1306.

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 throughout the school year. If you choose to be present for any of these screenings, please notify our school nurse, at 326-3581 ext.1306. :

• Height & weight – in all grades	• Hearing screening – 1, 2, 3, 7, & 11
• Vision screening – in all grades	• Scoliosis screening – middle school
• Physical Exams – K, 6, & 11 (Family physician should do this exam)	• Dental exams – K, 3, & 7 (Family physician should do this exam)

Medication

Loyalsock Township School District recognizes that parents have the primary responsibility for the health of their children. The district strongly recommends that medication be given in the home; although, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed to help ensure the child receives their medication correctly as ordered. **Failure to follow the guidelines will result in your child not receiving prescribed medication.** These guidelines cover all children in grades K-12.

Prescription Medications

1. The physician must complete and sign a Loyalsock Township School District Medication Form. The label on the outside of the bottle is NOT a physician order; nor is the medication printout from the pharmacy.
2. The parents must sign a Loyalsock Township School District Request for Administration of Medication consent form for administering medications.
3. Any medication to be given during school hours should be delivered directly to the school nurse or the school principal's designee by the parent or a responsible adult. The parent may be asked to sign a Loyalsock Township School District Medication Receipt/Discard Form.
4. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container (may not be written on by parent). Medications sent in Tupperware containers, envelopes, or plastic bags will not be given. If the dosage on the bottle does not match the dosage on the order form the medication will NOT be given.
5. Medication that is ordered three times a day may be given before school, after school, and at bedtime unless the physician indicates on the prescription order form that it must be given at lunchtime.
6. Narcotic pain relievers may not be stored on the premises of the school.
7. In the absence of the school nurse the principal's designee will oversee the administration of medication.
8. Prescription medication will be kept locked in the nurse's office.
9. A log will be kept for any child receiving prescription medication during school hours.
10. Medication may be given either 30 minutes before or 30 minutes after the time ordered. The nurse will notify the parent if the student arrives at the nurse's office outside of this parameter.
11. Students in grades 6-12 will be responsible for reporting to the nurse's office at the time the medication is to be given.
12. The first dose of any prescription medication must be given at home 24 hours before requesting the medication to be given at school. Parents should observe for side effects or any reactions.
13. If tablets must be cut, the parent is responsible for cutting tablets and bringing the correct dosage to school. The tablets should be prepared at home and brought to school in the correct form.

Non-Prescription Medication

Due to rulings by the State Board of Nursing, the Loyalsock Township School District will not dispense over-the-counter non-prescription medication at the parent's request. Over-the-counter medication may be given if ordered by a physician. The physician needs to complete and sign the prescription order form for any over the counter medication to be administered.

1. Students are not permitted to bring over-the-counter non-prescription medications to school. This includes cough drops and throat lozenges.
2. A Loyalsock Township School District [Prescription Medication Order Form](#) must be completed and signed by a physician and a Loyalsock Township School District [Request for Administration of Medication consent form](#) must be signed by a parent for any over-the-counter medication to be

administered at school.

3. Any medication to be given during school hours should be delivered directly to the school nurse or the school principal's designee by the parents. The parent may be asked to sign a Loyalsock Township School District Medication Receipt/Discard Form.
4. Over the counter, non-prescription medications should be kept in the original container/package and labeled with the name of the student.
5. Acetaminophen and TUMS will only be given in accordance with the treatment protocol established by the school physician. Unless certain assessment criteria are met for administering these medications and parents have signed the permission card these medications will not be offered to students.

Inhalers

1. Students requiring inhalers during school hours must follow all guidelines for prescription medications.
2. Students who wish to carry their inhalers must follow Loyalsock Township School District policy regarding inhalers. Please contact the nurse's office for specific information. Students who wish to carry their inhaler must submit written consent from their health care provider.

Unused/Expired Medication

1. Unused/expired medication will be returned to the parents for disposal.
2. Parents will be requested to pick up unused/expired medication.
3. The date, time, amount and name of medication being sent home will be recorded on the Loyalsock Township School District Medication Receipt/Discard Log. Parent should co-sign form.
4. If the parent does not pick up the medication by the end of the last day of school, the school nurse will destroy/discard any unused/expired medication. This act will be witnessed if the medication to be discarded is a controlled substance.

Others

Non-FDA approved products, herbal/dietary products, medications purchased from foreign countries, medical marijuana, or nontraditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies, and essential oils) may not be administered by school personnel or students.

Additional information regarding medication administration

1. Morning medications will NOT be given on days in which there is a delay unless the prescribing physician specifically writes that it may be given 2 or 3 hours later.
2. Medications will not be given if parents have forgotten or a parent refuses to give the medication.
3. Due to Confidentiality laws, parents will not be permitted in the health office while the nurse is caring for a student.

SECTION 10 - TECHNOLOGY 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/they may face disciplinary action if deemed necessary.

LTSD Policy Regarding Use of the Internet

LTSD Student Contract Regarding the Use of Internet

iPad Initiative (1:1 Technology)

Each student at LTHS will be issued a school iPad. 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 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. This MDM allows for the tracking of student app usage and web browsing history.

Cell Phones, Ear Buds, and other Electronic Devices that are not assigned by the school.

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

MAY be used before and after school(Before 7:40am, and after 2:30 pm)
MAY be used in the cafeteria at lunchtime
MAY NOT be used or visible in any location within the High School or Middle School (Between the hours of 7:40am and 2:30 pm) Excusing the Lunch Period
iPads MUST be used according to the Loyalsock Township High School Honor Code during all assessments.
Bluetooth Speakers may NOT be used in any location within the High School or Middle School.
Earbuds or headphones may be used only with school-issued or school-approved devices with proper documentation.
In classrooms, auditorium , hallways, locker rooms, library, and bathrooms electronic devices must be: Invisible Inoperable Inaudible

Consequences for Electronic Device/Earbud/ Headphones Policy Violations		
Instance		
1	Device taken by teacher/staff and govern to the office	Student retrieval at end of the day in the office

2	Device taken by teacher/staff and turned into office. Parent or Guardian retrieval	Principal give back at end of day to a parent of guardian.
3	Device taken by teacher/staff and Parent/Guardian Conference/retrieval	1 hr After School Detention
4	Device taken by teacher/staff and Parent/Guardian Conference/retrieval	1-3 days MRC- Cell phone contract
5	Device taken by teacher/staff and Parent/Guardian Conference/retrieval	3 Day MRC + AEDY Referral
NOTE – These consequences may change given context, cooperativeness and administrator discretion		

Students Right To Privacy

Students shall not use cell phones, digital cameras, iPads or any other device to photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent. This includes but not limited to recording of meetings, and conversations with faculty, staff or other students. Students shall not e- mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent. Use of cellular phones, cameras or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Finally, students who record a physical altercation, acts of bullying/ harassment or any other action which is damaging to the character of another person and make no attempt to get a school official may be subject to disciplinary action and/or the filing of charges.

SECTION 11 - TRANSPORTATION

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	- Warning - Students may receive after school detention or more severe punishment may be assigned
2	- Loss of bus riding privileges. - Motivational Resource Center
3	- Loss of bus privileges for up to the remainder of the school year - Bus Suspension
Serious	Denial of bussing privileges for an appropriate period 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.

Bus Embarking, Riding & Disembarking

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 always behave in an acceptable manner. 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 your 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.
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.

Parking Permits & Student Driving Policies

Student Parking

Students who drive to school may park in the designated student areas: the West Parking Lot ONLY. Parking is available on a first-come, first-served basis. **To obtain parking privileges, students must complete the Parking Registration Form, pay a non-refundable \$5.00 fee, and display a valid parking placard on their rear-view mirror at all times.**

Students may not park in any faculty or staff-designated areas. Violations may result in school discipline, parking fines, and/or vehicle towing. All student drivers are required to sign and submit a consent form for random drug testing, in accordance with the school's Drug Testing Policy.

Skateboarding, Rollerblading and other Forms of Transportation

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

Drop-Off / Pick Up Procedures

Morning (AM) Arrival Procedures:

- Student Drivers must enter the campus using the Loyalsock Drive entrance and proceed one-way along the left side toward the new student lot (West Lot), located near the art wing and athletic complex.
 - Student drivers will enter the building through Door 7.
- Parent Drop-Off is located in front of the high school, also accessible from Loyalsock Drive.
 - All vehicles must follow the one-way traffic flow.
 - After a student is dropped off, vehicles will continue toward the auditorium and exit by turning right or left back onto Loyalsock Drive.
 - Students being dropped off by parents will enter the building through Door 1.
- Bus Drop-Off occurs at the cafeteria entrance (Door 31), located near the rear of the building.

Afternoon (PM) Dismissal Procedures:

- Bus Pick-Up takes place at Door 31, the same location as morning drop-off by the cafeteria.
- Parent Pick-Up follows the same traffic pattern as the morning:
 - Vehicles enter from Loyalsock Drive, proceed one-way in front of the high school, and exit near the auditorium.
 - Students will exit the building through Door 1 to meet their ride.
- Student Drivers will be dismissed to the student lot (West Lot) and exit campus by traveling behind the bus garage, using the North Four Mile Drive exit.

Student Sign-Out Procedures (Appointments / Dual Enrollment):

- Students leaving during the school day for dual enrollment, appointments, or other approved reasons must:
 - Sign out at the High School Office prior to leaving.
 - Exit the building through Door 7 only.

SECTION 12 - CAFETERIA

Free Breakfast and Lunch Program

Again for the 2025-26 school year, **all students will receive one FREE breakfast and one FREE lunch.** An extra breakfast cost \$3 and an extra lunch cost \$4. 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. Please include the following information on the envelope:

• Student Name	• Personal Identification Number (PIN)	• Amount remitted
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Please contact the Food Service Office at 570-323-3211 or bhufnagel@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.

All enrolled students are eligible to receive a healthy breakfast and lunch at school for no charge. No applications are necessary.

Breakfast is available in the high school main lobby in the morning. A second breakfast is available for \$3. Additional items, including bottled water and a-la-carte items are also available for a fee.

Several entree choices are available daily. Students may choose an entree, one or two vegetables, one or two fruits, and milk for a complete free lunch meal.

A second lunch is available at the cost of \$4. Snacks and a-la-carte beverage purchases are available for an additional charge and **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.

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 email reminders

Cafeteria Guidelines for Students:

1. Be seated as directed by the cafeteria monitors.
2. Students must remain seated and will not be permitted to switch tables.
3. Outside food and drink deliveries are NOT permitted
4. Listen to the lunch monitors for dismissal.
5. Deposit all lunch litter and lunch trays and utensils in the proper receptacles prior to dismissal.
6. Leave the table and floor around the seat clean.
7. Do NOT throw and items in the cafeteria.
8. Consume all food and beverages in the cafeteria.
9. Maintain a reasonable noise level among your peers.
10. Students will be limited to no more than 2 students in the bathroom at a time during lunch.
11. Audio from electronic devices must not be audible to others.
12. Before dismissal all electronic devices must be off and away.
13. Students will not be permitted to leave the cafeteria unless the teacher of the respective activity escorts them.

Any violation of Cafeteria guidelines may result in alternate lunch, assigned seating, loss of Cafeteria privileges, and/or other disciplinary consequences. See Student Code of Conduct for additional

information.

SECTION 13 - EXTRACURRICULAR ACTIVITIES

Student Activity Participation and Eligibility

Activities

Class Officers/Activities	Student Council	Band	Maroon Market
Eco-Act	National Honor Society	Yearbook	Table Top
S.A.D.D.	FBLA	Envirothon	Interact
National Art Honor Society	Key Club	Drama Club	Spanish Club
Ski Club	History Club	Student Assembly	Investment Club
Technology Student Assoc.	Leo Club	Color Guard	Technology Club
C.O.W. Club	Vocal (Glee Club)	Wellness	GSA
Christian Club	Bio- Med	Scholastic Challenge	YDTF

MP 1	MP2	MP3	MP4
Homecoming Court & Escorts Homecoming Dance Fall Athletic Events	Winter Formal Court & Escorts Winter Athletic Events	Mr. Sock Court & Escorts Spring Dance Winter Athletic Events	Prom Court & Escorts Junior-Senior Prom Powder Puff Participation Senior Trip/Lock-In Spring Athletic Events

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:
 - o ESD or OSS
 - o Civil/criminal offense that results in legal action
- Have a cumulative weighted average of 95% or above with no rounding.

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 and placed on probation at the end of the first marking period of a semester. If at the end of the semester a member has not maintained the required averages or better, he/she will be referred to the Faculty Council for dismissal.

Members may be dismissed from NHS for: Not maintaining academic standards, not meeting the required service hour requirement established at induction, 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:

• Lancer PRIDE Recognitions (SWPBIS)	• Honor Roll & High Honor Roll
• Silver Cord Volunteer Service	• Student Recognition Event
• Various Scholarships & Awards	• Student of the Month

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 staff and peers monthly throughout the school year. The criteria for recognized students includes but is not limited to students who exhibit leadership, good moral character, random acts of kindness, respect, integrity, responsibility, academic or athletic perseverance. Students will be recognized through social media, school wide announcements, prizes, and locker skins.

Student Recognition Event

The Student Recognition Event 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 event, 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 Recognitions

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.

Lancer Card Recognition

The Lancer Card is a recognition and incentive program that rewards students for outstanding academic achievement, good attendance, and positive behavior. Students who meet the following criteria are eligible to receive a Lancer Card each marking period: Zero demerits, Zero unlawful absences from school, and a grade of 80% or higher in all classes.

Students who earn a Lancer Card will receive free admission to Loyalsock Township High School extracurricular athletic events during each athletic season. The Lancer Card is a symbol of academic responsibility, school pride, and personal accountability. Eligibility is reviewed at the end of each athletic season and must be maintained to retain Lancer Card privileges.

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. The first varsity recognition will be a varsity "letter" and sport pin, and additional recognitions for each sport will be via a "bar" pin.
2. All awards by outside groups must be approved by the athletic director and an administrator.
3. Managers shall receive a letter on the recommendation of the head coach.
4. 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.
5. Injured athletes may be awarded a letter on the recommendation of the head coach.
6. 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.
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To be eligible, students must:

- Pass the equivalent of five year-long credits

o 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%

Eligibility is confirmed:

• Weekly (Friday)	• End of each marking period	• End of the year (pass five (5) of eight (8) courses from previous year for fall eligibility)
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Not meeting eligibility means:

• <u>Weekly</u>: Not participating in PIAA competition for one (1) week period beginning Sunday following the eligibility check and ending the following Saturday	• <u>Marking Period</u>: Not participating in PIAA competition for fifteen (15) school days. Begins with the date the report card is issued.	• <u>Yearly</u>: Not participating in PIAA competition for the first fifteen school days of the following school year
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Ineligible Team Members may:

• Practice in the preseason	• Practice during the season, but may not participate in a PIAA scrimmages or contests for fifteen (15) school days.	• May NOT “sit on the bench” with the team, and may NOT dress in the uniform.
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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 the 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 from the trainer).
- **Even with private insurance and secondary school insurance, out-of-pocket expenses may occur.**

Insurance Information

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 as a secondary insurance source, 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 A-G Administrators at 610-933-0800.

Athletic Participation, School Attendance and Conduct

Students are expected to attend the entire school day if they wish to participate in a scheduled activity. Students arriving at school after 8:00 a.m. on days of competition or 10:00 a.m. on days of practice who do not have a pre-approved absence 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. A parent note regarding illness will NOT clear a student for participation. If, during the day of any scheduled activity, students are absent from school because of an emergency, college visit, death in the family, or other situation, they may participate only if there has been prior approval from a principal or athletic director. 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 on the PIAA-CIPPE form 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 will have a discounted cost.

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	Meeting with the coach and an administrator
2	- Meeting with the coach and an administrator - Determination as to future participation
<i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i>	

Athletics Cooperative Agreement

From time to time, Loyalsock Township High School enters into cooperative sponsorships in boys' and girls' athletics 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.

Interscholastic Athletic Teams

LTHS offers the following Pennsylvania Interscholastic Athletic Association (PIAA) sanctioned high school sports: More information on Loyalsock Township High School Athletics policies and procedures can be found on the [athletic website](#) and also in the [Athletic Handbook](#).

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

SECTION 14 – PARENT AND COMMUNITY INVOLVEMENT

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).

Parent Square

Loyalsock Township High School uses **ParentSquare** as the primary platform for school-to-home communication. This secure, user-friendly tool allows for streamlined messaging between the school, students, and families.

Through ParentSquare, parents and guardians receive important updates, school news, schedule changes, event reminders, and emergency notifications via email, text, and app notifications. The platform also supports two-way communication, allowing parents to respond directly to teachers and administrators.

We strongly encourage all parents and guardians to **activate their ParentSquare account** and regularly check for messages. The mobile app is available for free on [iOS](#) and [Android](#) devices.

For assistance or to update your contact information, please contact the High School Office at (570) 326-3581.

SECTION 15 - ACKNOWLEDGEMENT

Loyalsock Township High School

Student Handbook

Guidelines for Student Attendance and Discipline

2025-2026 Student Handbook Receipt



This is to verify that I/we have read the 2025-26 Student Handbook and understand and accept what is included in it. If I have any questions concerning this information, I am welcome to contact the high school principals or guidance counselors. This form must be signed and returned to your block I teacher or office by Friday September 12th, 2025. **Printed copies of this form will be provided upon request.**

(Parent/ Guardian Print)

(Parent/ Guardian Signature)

(Date)

(Student Print)

(Student Signature)

(Date)