

Hughesville Junior-Senior High School Student/Parent Handbook

East Lycoming School District's Mission Statement

The East Lycoming School District, in partnership with its community, is committed to excellence. Our mission is to inspire and empower all students to reach academic success and live with integrity.

Vision Statement

Every student- inspired, engaged, and learning.

Belief Statements

We believe in:

- Maintaining positive collaboration with parents, students, business leaders, staff, and community members in order to build healthy relationships
- Preparing all students to maximize 21st century skills with relevant experiences
- Providing educational programs that respect individual differences and diversity
- Teaching students to become responsible, productive citizens in a global society
- Holding achieving excellence through rigorous and relevant educational opportunities
- Each individual accountable for his or her own decision
- Helping each student identify his or her own strengths to reach full potential
- Promoting passion for learning
- Communicating high expectations to promote high achievement
- Creating lifelong learners

Spartan P.R.I.D.E.

Character education is the process of helping students develop and practice core ethical values that our diverse society shares and holds important. Core characteristics of any character education program could be, but are not limited to: respect, responsibility, trustworthiness, caring, integrity and honesty, perseverance, discipline, excellence, and citizenship. The core character traits that will guide our character education, called "**Spartan P.R.I.D.E.**," are as follows: Perseverance, Respect, Integrity, Discipline, and Excellence.

Spartan P.R.I.D.E. Pledge

*"I commit to Spartan Pride
by practicing the following:*

Perseverance

Respect

Integrity

Discipline

Excellence

Spartan PRIDE begins with ME!"

**Hughesville High School
Alma Mater**

We all love the Hughesville High School
It's the best we agree
And to our dear Alma Mater
Pledge our loyalty.
Loyal e'er we'll be to Hughesville
Keep her memory bright
For our dear old Alma Mater
And the Green and White

The Student Handbook is divided into seven main categories:

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

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

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GENERAL INFORMATION

BELL SCHEDULES

NORMAL SCHEDULE

		Homeroms Open	7:50
		Students in Homeroom	8:07
		Late to School Bell	8:10
		AM Announcements	
		1	8:10 to 9:05
		2	9:08 to 9:58
		3	10:01 to 10:51
	A Lunch	B Lunch	C Lunch
Lunch	10:54 to 11:24	A4 10:54 to 11:44	A4 10:54 to 11:44
4B	11:27 to 12:17	Lunch 11:47 to 12:17	B5 11:47 to 12:37
5C	12:20 to 1:10	5C 12:20 to 1:10	Lunch 12:40 to 1:10
		6	1:13 to 2:03
		7	2:06 to 2:56
		PM Announcements	
		Dismissal	

TWO-HOUR DELAY SCHEDULE

		Homeroms Open	9:50
		Students in Homeroom	8:07
		Late to School Bell	10:10
		AM Announcements	
		1	10:10 to 10:30
		2	10:33 to 10:51
	A Lunch	B Lunch	C Lunch
Lunch	10:54 to 11:24	A4 10:54 to 11:44	A4 10:54 to 11:44
4B	11:27 to 12:17	Lunch 11:47 to 12:17	B5 11:47 to 12:37
5C	12:20 to 1:10	5C 12:20 to 1:10	Lunch 12:40 to 1:10
		3	1:13 to 1:45
		6	1:48 to 2:20
		7	2:23 to 2:56
		PM Announcements	
		Dismissal	

DISTRICT CALENDAR

AUGUST	
• 22	Teacher In-service
• 23	Teacher In-service
• 24	Teacher In-service
• 25	Students' First Day
SEPTEMBER	
• 5	Labor Day (No school)
OCTOBER	
• 10	Teacher In-service (No school)
• 28	End of First Marking Period
NOVEMBER	
• 10	½ Day of School – Evening Parent/Teacher Conferences
• 11	Parent/Teacher Conferences (No School)
• 23–29	Thanksgiving Vacation / #1 Snow Make-Up Day is 11/29
DECEMBER	
• 23	½ Day of School
• 26-30	Winter Break Vacation
JANUARY	
• 2	Winter Break Vacation
• 16	Martin Luther King Day/Teacher In-service (No school)
• 18	#2 Snow Make-Up Day End of Second Marking Period
FEBRUARY	
• 17	Teacher In-Service (No School) / #3 Snow Make-Up Day
• 20	President's Day (No school)
MARCH	
• 24	End of Third Marking Period
APRIL	
• 3-7	PSSA Reading – grades 3-8; PSSA Writing – grade 8
• 24-28	PSSA Math – grades 3-8
• 14-17	Spring Holiday (No School)
• 18	Teacher In-Service (No School) / #4 Snow Make-up Day
• 25-29	PSSA Science – grades 4, 8
MAY	
• 1-5	PSSA Science – grades 4, 8
• 8-12	PSSA Make-Up Days
• 15-26	Spring Keystone Exams
• 26, 29	Memorial Day Weekend (No school) #5 Snow Make-up Day is 5/26
JUNE	
• 2	½ Day for Students – AM
• 2	Teachers' Last Day
• 2	GRADUATION

Student Attendance Information

Compulsory Attendance Requirements

Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner until the age of seventeen or graduation from high school, whichever occurs first. The school district is responsible for monitoring and maintaining records of the attendance of students. All absences will be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence.

Absences and Excuses

The high school office will provide absentee excuse blanks for all students. These forms will be used whenever you are absent. Students who have been absent from school must present a written excuse signed by a parent or guardian to the high school office on the day of return to school or within three (3) school days after returning to school. The reason for the absence should be clearly stated on the excuse. If a student is going to absent for an extended period of time, a call to the school with this information would be appreciated.

Parents should contact the school's office (584-5111) before 8:30AM on days when their son/daughter is absent. Written verification is still required upon return. Random phone calls will be made to homes for students that are absent.

Arrival Procedures

All students are to be in their homeroom by 8:07AM. All students arriving after 8:10, must sign in at the office before attending homeroom or classes.

College Visitations

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

Excessive Absences (Cumulative Lawful Absences)

Excessive irregular absences can only have a detrimental effect on a student's academic success. Thus parents and students should make every effort to attend school every day. The maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days may require an excuse from a physician.

Family Excursions

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

Illegal Absences – Habitual Truancy

Habitual truancy negatively impacts a child's school performance and increases the likelihood of juvenile delinquency. The School Code defines **habitually truant** as absence for more than three-(3) school days or their equivalent following the first notice of truancy given after a child's third unlawful absence. **Therefore, only three (3) unexcused or illegal absences are permitted per year.** The parents will be notified of the illegal absences by mail, email or phone. **If a child of any age continues to be truant after the above actions have been taken, then citations will be filed with the local magisterial district judge citing the child's continued truancy.** Every parent/guardian is subject to penalties if requirements are not met. According to the truancy law, the penalties for parents and their child is (1) - up to a \$300.00/day illegally absent, and (2) - loss of license for 90 days for the child, or ineligible for 90 days to apply for a license if under 16 years old. **Special Note: According to Pennsylvania School Code, students/parents have 3 days following an absence to submit to the school in writing the reason for the absence. Any excuse forms not turned in within the 3-day requirement, automatically is an unexcused absence.**

Parental Notification Concerning Absences

- 1) After a student has accumulated three unexcused absences
- 2) After a student has accumulated their fourth unexcused absence
- 3) After a student has accumulated their fifth unexcused absence requesting a meeting with the administration/ Truancy Advisory Panel
- 4) After a student has accumulated their sixth unexcused absent notifying the parent and the student a citation has been filed with the local magistrate
- 5) After a student has accumulated their tenth absence, excused or unexcused, the student may be required to have a doctor's excuse for future absences to be excused

Part-Day Absences

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

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

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

Tardy

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

Student/Academic Related Information

Academic Integrity / Cheating

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

Class Make-Up Work

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

Class Rank

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

Dual Enrollment Courses

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

High School Progressions

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

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

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

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

Grade 12 - To be considered a senior, a student by the end of the 11th grade must have earned at least 18 credits, must not be two or more credits deficient in a major subject

required for graduation, and must have scored at the Proficient Level on the Math and Reading PSSA tests.

Honor Roll

Hughesville High School has an Honor Roll, which is reported at the end of each grading period. Criteria for the Honor Roll is as follows:

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

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

The PSSA tests and the new Keystone Exams are designed to provide information about the quality of schools to parents, school districts, and the general public. Students in the Junior-Senior High may participate in the test throughout the year. The results are important to all students because the scores are tied in with graduation requirements. The results are important to the school because the scores are tied to the laws of No Child Left Behind. 4-Sight and/or the Classroom Diagnostic Tool tests are administered throughout the year to track a student's progress towards their success of the PSSA tests and the Keystone Exams.

Report Cards

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

Interpretation of the numerical grades is as follows:

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

Physical Education / Junior High "Specials" marks are:

P	Pass
F	Fail

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

Report cards will be issued on the following dates:

- November 7, 2016
- January 26, 2017
- April 3, 2017
- June 13, 2017 – will be mailed.

Schedule Changes

Schedules mailed during the summer should be considered final and binding upon the student. However, in limited situations, students may request a course change or drop within the first week of school. Not all requests will necessarily be granted. Any student requests after the first six days of school, which result in a course being dropped, could be noted on the student's report card and final transcript as a W (Withdrawn). Specific procedures for course changes are outlined within the Program of Studies, grade 9 -12 Booklet. There will be no dropping of courses between the end of the fourth marking period and finals. All course changes, regardless of the time when they take place, are subject to review by the counselor, faculty member, parent and administration. No high school student will be permitted more than seven (7) class periods per day.

Senior End-of-School Term

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

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

Student Evaluations / Progress Reports

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

Student Records

On July 23, 1975, the East Lycoming Board of Education adopted a policy, which governs the collection, maintenance, and dissemination of pupil records. While recognizing the legitimate need for the collection and use of these records, the school fully recognizes the right to confidentiality and privacy of students and parents. The right to know the information contained in school records shall be paramount at all times.

Collection of Data: No information shall be collected from a student without prior informed individual consent (by the student or parent) or representational consent (by the East Lycoming Board of Education). Parents and students will be notified prior to the collection of any data. A listing of standardized tests, which has been approved by the School Board, is available in this policy.

Classification and Maintenance of Data: All student data is maintained and classified in the following manner:

- (1) Category A - data includes all official administrative records and is maintained for one hundred years;
- (2) Category B - data includes verified information of clear importance but not necessary to the school and may be maintained from one to five years;
- (3) Category C - data includes all other potentially useful data, which is not needed beyond the immediate present and may be maintained for only one year.

Administration of Security: Records are kept under lock and key at all times in the main office of each building and the guidance center of the high school.

Dissemination of Data Regarding Students: A student's records can be released without consent to other school officials, including teachers within a district, superintendent, Federal officials, or other primary or secondary school systems in which the student plans to enroll. Any school personnel may not divulge, in any form, to persons or parties other than those listed above, any data contained in school records unless they have written consent of the parent or student (if the student is 18 or over) or in compliance with a judicial order. Either

a child or his parents or guardians or their legal representatives may have access to the official administrative record (Category A). Parents may have access to Category B. data. Students may have access to Category B. data with parents' permission. A professional staff member shall explain said records. This right of access includes the right to challenge the validity of data contained in the student records through procedures outlined in the policy (3.3). A complete copy of this policy is available upon request in the main office of each building in the East Lycoming School District.

Withdrawal from School

You may withdraw for one of the following reasons:

1. Transferring to another school.
2. Become of legal age seventeen (17) to quit school.

In all instances, a note from your parents stating the reason should be brought into the school before the school will take any action. If a student is the age of eighteen (18), or over, you do not need a note. A parent must sign all withdrawal forms for persons under eighteen (18) years of age. The principal must approve exceptions. Upon presenting the letter from your parents, you will be given a sign-out form, which must be properly filled out, before you leave. All student obligations will be taken care of before signing out. In the case of transfer to another school district, your records will be forwarded upon the request from the new school.

Extra-Curricular Activities Related Information

Academic Requirements

A student athlete must meet the following academic requirements:

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

Sports Programs

Senior High School: Varsity programs in football, girls/boys soccer, girls/boys basketball, wrestling, girls/boys track, girls/boys tennis, baseball, softball and cheerleading are available to all students in grades 10, 11 and 12. Junior High programs are offered for softball, cheerleading, football, basketball, and wrestling. In order for any student to participate in a sporting event or to practice, s/he must be in school the entire day.

Student-Athlete Attendance: If a student misses a portion of a day, he/she may participate in games or practice the same day only if a doctor's excuse is presented the day of the absence. Parents may submit for consideration an exception to be granted to the Athletic Director and/or Principal for their approval.

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

Band and Chorus Lessons

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

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

Athletic Spirit Groups

The ideals of good sportsmanship, ethical behavior and integrity permeate in our culture. The values of good citizenship and high behavioral standards apply equally to all activities. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Our Student Body at athletic events shall:

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

Attendance at Athletic Events

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

Student Discipline Information

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

Expected Faculty Behaviors

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

Notification – Video & Audio Monitoring / Student Discipline Records

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

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

- A. Prior to admission to any school entity, the parent, guardian, or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. The registration shall be maintained as part of the student's disciplinary record.
- B. Any willful false statement made under this Section shall be a misdemeanor of the third degree. Section 1305-B - Whenever a pupil transfers to another school entity, a certified copy of the student's disciplinary record shall be transmitted to the school entity to which the pupil has transferred.

Purpose of Discipline

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

Time Out Room

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

Discipline Code

The East Lycoming School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania.

Discipline should, as a minimum, have three objectives in mind:

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

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

A. Offenses

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

Level I

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

Level I offenses shall be handled in the following order:

- The teacher conferences privately with the student, or
- The teacher contacts the parent by phone or email, or
- The teacher sets up a conference with the principal, student, and parents.
- Assigning detention(s) or out-of-school suspension(s)

Level II

- Repeated Level I infractions
- Cheating or lying
- Cutting class
- Truancy / Skipping School (minor)

- Gambling
- Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
- Acting in an insubordinate manner
- Aggressive behavior towards a student
- Failure to complete assigned detention
- Falsification of records, excuses, passes, etc.
- Leaving school grounds without permission
- Obscene language or gestures
- Littering

Level II offenses shall be handled in the following manner:

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

Level III

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

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

- Notification of parents or guardian by administration
- Referral to SAP team for alcohol/controlled substance abuse offense
- Notification of law enforcement officials
- Out-of-school suspension
- \$50.00 fine for possession of tobacco
- Expulsion hearing

B. Detention

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

The following regulations apply:

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

C. Suspension from School

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

- **Note: The Principal has the discretion to assign up to 10 days of suspension for the first offense. See Section "D. Suspension from School"
- **Students who have obtained multiple suspensions may be presented to the Board of Education for an expulsion hearing.
- **Students who have obtained multiple suspensions may be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities including dances, class celebrations and the commencement.

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

- Possession of tobacco products as per the board policy
- Misuse of the internet (loss of internet privileges)
- Profanity stated towards a staff member
- Aggressive behavior towards a staff member
- Aggressive Physical Behavior
- Fighting
- Substantiated threats
- Assault
- Extortion
- Any behavior that becomes chronic, threatens the safety and well being of the members of the school,

or disrupts the educational process.
Theft, Possession, or Sale of stolen property
Sexual Harassment
Indecent exposure

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

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

Alternate Method of Serving Out of School Suspension:

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

D. Bus Misbehavior

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

Suspensions will be issued as follows:

First Offense:	3 to 5 days off.
Second Offense:	5 to 10 days off.
Third Offense:	10 days off to the remainder of the year.
Fourth Offense:	Off the remainder of the year.

Video tapes may be requested for from the bus driver for review by administration.

E. Extracurricular Activity Misbehavior

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

Administrative Authority:

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

Exclusion From School

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

- Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
- Suspensions may be given by the principal or person in

- charge of the public school.
- No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended. When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in 12.8 (c) relating to hearings.
 - Suspensions may not be made to run consecutively beyond the ten-(10) school day period.
 - Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.
 - Expulsion is exclusion from school by the board of education for a period exceeding ten(10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8, relating to hearings.
 - During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his assigned class except as set forth in subsection(d).
 - If it is determined after an informal hearing that a student's presence in her/his assigned class would constitute a threat to the health, safety, morals or welfare of others, or be disruptive to the educational process, and/or it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) days if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.
 - Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided with an education.
 - The initial responsibility for providing the required education rest with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
 - If the parents or guardian are unable to provide for the required education, within thirty (30) days they must submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district's receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision

of such education, the district must make some provision for the student's education or proceed under paragraph three(3) or do both.

- If the approved educational program is not in compliance with the district policy, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA. C. S. 6301-6308), to ensure that the child will receive a proper education, see 12.1 (b), relating to free education and attendance.

Exclusion from classes - S12.8

- Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
- A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire school board is required to expel a student. The following due process requirements are to be observed with regard to the formal hearing:
 - (1) Notification of the charges shall be sent to the student's parent or guardian by certified mail.
 - (2) Sufficient notice of the time and place of the hearing must be given.
- The hearing shall be held in private unless the student requests a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student, and copies of any written statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or are cross-examined.
- The student has the right to testify and present witnesses on her/his own behalf.
- A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- The proceeding must be held with all reasonable speed. Where the student disagrees with the results of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief of the appropriate Federal District Court.
- The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- The informal hearing is meant to encourage the student's parent or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
- The following due process requirements are to be observed in regard to the informal hearing: Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at a hearing.

- A student has the right to speak and produce witnesses on his own behalf
- The district shall offer to hold the informal hearing within the first five(5) days of the suspension.

School Related Information

Assemblies

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

Backpacks / Book Bags

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

Breakfast

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

Bus Transportation

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

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

When a student has been refused bus transportation, it is the parent's responsibility to arrange for transportation to and from the high school.

It was also determined that a student at all times must return home on the bus which brought her/him to school.

BUS POLICY - ADDENDUM

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

EXCEPTIONS MAY BE GRANTED BY SCHOOL ADMINISTRATORS ONLY.

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

Building Usage

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

Cafeteria

A breakfast and luncheon service is provided for students at Hughesville High School. The cost of this service is contingent upon current food and preparation costs, so it may vary from year to year. One should not expect to charge a breakfast or a lunch payment. Assigned periods for you to go to lunch are scheduled. You will report to the cafeteria during the time indicated and under the supervision of your current teacher unless properly excused. You will be expected to remain for the duration of the lunch period. The supervisor or the bell could dismiss you from lunch.

When reporting, you will be directed to a serving line or, if not buying lunch, to a seating area. There will be no cutting-in line during this time. Violators will be held responsible by the supervisors. You are responsible for the cleanliness of the cafeteria. Failure to meet this responsibility may mean that you will serve on clean-up details at the close of the school day. Supervisory staff will direct this responsibility when necessary.

Though this is recognized as a time of relaxation and let down from the more formal time of day, it is not a time for extremes in noise or behavior. **Continued disruption will mean loss of cafeteria privileges.** Students may play non-gambling card games.

Basic Cafeteria Rules:

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

Care of Property

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

You are likewise responsible for the abuse to the desks and/or lockers, which you occupy from class period to class period as well as in homeroom.

Car Registration / Parking Regulations / Car Visits

Juniors and Seniors are permitted to drive to school and park on school property.

Students must park in the designated student parking areas after they have acquired a parking permit. Students are required to register their cars and will be issued a permit that must be displayed on their vehicle. Students are charged \$5.00 for their permit.

Students may not visit their cars during the school day without direct permission from the high school office. Parking privileges may be revoked in instances of poor behaviors.

Any car that is parked on school property may be searched if the administration deems it necessary. Parking permits are the property of the East Lycoming School District and must be turned in at the end of the school year.

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

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

Note:

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

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

Please Refer to ELSD Policy #237 on the District's website, www.eastlycoming.net, for the entire policy.

Classes and Clubs

Your advisor or sponsor is responsible for club or activity funds. Each club or class will have a treasurer who, under advisor's guidance, will take care of all monies. Money should be turned over to the high school secretary as soon as possible for safekeeping. Money should not be left in the homeroom overnight.

All money-raising activities REQUIRE PRIOR APPROVAL by the administration using a REQUEST TO CONDUCT FUNDRAISING ACTIVITY form. This includes dances and sales.

Computer Usage

Please refer to the ELSD's Acceptable Use Policy found at www.eastlycoming.net/aup.

Dances

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

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

Dismissal from Classes / Hallway procedures

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

Distribution of Literature

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

Dress and Appearance (Refer to Board Policy 221 for complete policy)

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

- Undergarments should not be seen.
- No exposed stomach.
- No hats, bandanas, other such head coverings, or sunglasses may be worn in the building during the normal school day.
- No shoes with cleats may be worn in the building.
- Under normal conditions, coats should not be worn in the building.
- Shorts, dresses, and skirts are to be an appropriate length for school.

- Halter-tops, muscle shirts, tank-tops, spaghetti strap shirts, or other such items are not permitted. Shirts/Tops/Dresses may be sleeveless providing 3 inches of material is across the top of the shoulder. The top of the shoulder must be covered.
- Gang-related clothing and/or accessories, and excessive jewelry, chains or accessories are prohibited.
- Clothing that states profanities or advertises drugs or alcohol is prohibited.

Students may be required to wear certain types of clothing while participating in physical education classes, shop classes, extracurricular activities, or other situations where special attire may be required to ensure the health and/or safety of the student(s). The administration will have the final interpretation and enforcement of the dress code. It may establish specific rules as needed.

Eating / Drinking in the School Building

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

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

Emergency School Closings

On days when school must be closed due to inclement weather or other unexpected emergencies, announcements will be made from the following radio stations: OLDIEZ 93, VARIETY .97-WZXR, KISS FM-WRAK, WMYL, WILQ, WHLM-WJMW; and the following T.V. stations; WNEP, WBRE, WYOU. Closings will also be communicated through phone by the District's *One Call Now* system, and will be posted on the district's website and registered parents may receive phone alerts from the district. Announcements will start as soon after 6:00 a.m. as is possible.

Field Trips

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

Fire Drills

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

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

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

Guidance (Counseling Services)

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

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

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

Harassment

(Please Refer to ELSD Policy #248 on the District's website, www.eastlycoming.net, for the entire policy.)

Unlawful harassment will not be tolerated because of its impact on students and the learning environment. Students shall be responsible to respect the rights of their fellow students and ensure an environment free from all forms of harassment. Students may report harassment concerns to teachers, counselors, or administrators.

ID Cards

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

In the Building Before/After School Hours

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

- Students arriving before 7:50am must report to the cafeteria. Students may not be in the halls.
- After School Hours – The library is open until 3:30pm. If students are not in the library, they must wait in the foyer. Students may not be in the halls.

Library Usage

The use of the library is a privilege and should not be abused, however, we encourage students to utilize their library. It is impossible for the library to accommodate all students who may wish to go from a class. A system will be organized so that a sharing of library time will take place. You must plan to return to the study hall from which you came before the end of the period. The library is open after school until 3:30pm.

Locker Keys/Locks and Gym Lockers

No locker keys/locks are issued for homeroom/gym lockers.

The school does not assume responsibility for items of clothing or anything else lost or stolen, but will try to assist in recovering them when and where possible. Proper use of a lock will provide reasonable assurance that your basic possessions are protected. However, items of value such as money, keys, jewelry, etc. should be given to the teacher in charge.

Locker Search

(Refer to Board Policy 226 for complete policy- Copies available at District and High School Offices)

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

Money/Student Debts

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

Missing Classes

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

National Anthem and Pledge of Allegiance

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

Nursing Services

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

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

The East Lycoming School District Board of Education recognizes that parents/guardians have the primary responsibility for the healthcare of their children. The district strongly recommends that medication be given in the home; although, it realizes that the health of some students requires that they receive medication while in school.

Parents/guardians should confer with the child's primary care provider to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed. *Unless guidelines are followed, your child will not receive the prescribed medication.* In accordance with the recommendation of the Pennsylvania Department of Health, the student will be given medication only on the DIRECT WRITTEN ORDER OF A LICENSED PRESCRIBER (physician, physician assistant, nurse practitioner, dentist, etc.). These guidelines include all students K-12. A new order must be obtained each school year as a written order expires at the end of the school year in which the order was written.

The student, parent, guardian, or responsible adult who is acting on behalf of the student should bring the medication and the properly completed form(s) to the nurse's office or the high school office. The school nurse or substitute will give the medication to the student. All medication will be kept in a locked area (i.e. drawer, security box, or cabinet). At the end of the designated time period, which shall be set by the licensed prescriber, all unused medication will be returned or destroyed.

A form must be completed by the health care provider and the parent/guardian **BEFORE ANY** prescription or non-prescription medicine will be administered. The form(s) are available from the nurse's office, high school office, and/or on the web @elsd.org, high school/health office (click on forms & documents). The completed form must contain the following information:

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

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

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

NON-PRESCRIPTION MEDICATION:

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

a. FOR INHALERS:

3. Students requiring inhalers during school hours must follow all guidelines for prescription medications.
4. Only students at the secondary (7-12) level will be permitted to personally carry an inhaler. *The request to carry an inhaler must be specifically written on the prescription order form by the licensed prescriber and the self-administration of medication protocol must be completed.*

a. UNUSED/EXPIRED MEDICATION:

5. Parents/guardians will be requested to pick up unused/expired medication.
6. If the parent/guardian does not pickup unused/expired medication by the last day of school, the school nurse will destroy/discarded any unused/expired

medication. A school district employee will witness this act if the medication to be discarded is a controlled substance.

Any student, who needs to be excused from any school activity, including Physical Education, will be required to have an excuse written by a licensed prescriber, which must be presented to the nurse. Unless the student has been absent or has a written licensed transcriber's excuse, he/she must take Phys. Ed. Alternative activities; walking could be done in many of these cases.

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

IMMUNIZATIONS and SCREENINGS

As of fall, 2010, SEVENTH GRADE STUDENTS attending school in the Commonwealth of Pennsylvania will be required to have 1 dose of tetanus, diphtheria, acellular pertussis (**TdTap**) (if 5 years has elapsed since last tetanus immunization), 1 dose of meningococcal conjugate vaccine (**MCV**), and the 2nd dose of varicella. If your child **DOES NOT** have the required immunizations he/she will be admitted to school on an 8 month provisional basis.

The following information is for screenings and tests given and required by the Commonwealth of Pennsylvania:

1. **7th Grade Students**—The School District conducts a screening program to identify children with a possible lateral curvature of the spine (scoliosis).
Dental exams and hearing tests are also required for 7th Grade Students.
2. **11th Grade Students**—The School Health Law requires medical examinations for 11th Grade Students. We recommend your family health care provider do this examination since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and/or corrections. Private physicals done by your family health care provider cannot be administered any earlier than 1 year prior to the first day of school of the required grade.
Hearing Tests are also required for 11th Grade Students.
3. All students in grade 7 through 12 will have a vision, height, and weight screening. Height and weight will be used to calculate a student's Body Mass Index (BMI). BMI is a measurement that helps determine whether your child is within a normal growth pattern, overweight, at risk of becoming overweight or underweight. A letter informing you of your child's BMI will be sent home after the completion of his/her height/weight screening.

The School offers private physicals and dental exams.

NOTE: The school physical examinations will be done in a private exam room in the school nurse's office. Each physical performed by a qualified licensed prescriber will include a review of previous medical records and a review of the current health history. A physical examination will monitor each student's growth and development, auditory, and skeletal areas. No genital evaluation will be performed. Each student and/or parent/guardian has the right to assume responsibility for this physical to be completed

by his/her own private health care provider. Any parent/guardian may participate in his/her child's evaluation.

The school dental examination consists of a visual inspection of the teeth and gums. Each dental exam will be performed by a licensed dentist.

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

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

PEDICULOSIS (HEAD LICE AND/OR NITS)

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

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

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

RECOMMENDATIONS FROM THE SCHOOL NURSE ON ATTENDANCE

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

Keep your child home from school when:

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

*They vomited the evening/morning before school.

*They have persistent diarrhea or diarrhea not contained.

*They have red eye(s) accompanied with drainage or matting.

*They have been diagnosed with an infection (such as "pink eye", strep throat, MRSA, impetigo). They should be on an antibiotic for at least 24 hours before returning to school.

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

Passes

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

Physical Education Requirements

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

Possession of Tobacco

(Please Refer to ELSD Policy #222 on the District's website, www.eastlycoming.net, for the entire policy.)

Any student, who possesses or uses tobacco in the school building, school buses or on school property owned by, leased by or under the control of a school district commits a summary offense. A pupil who commits an offense under the section may be subjected to a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. A pupil is defined as a person between the ages of 6 to 21 who is enrolled in school. Tobacco is defined as a lighted or unlighted cigarette; cigar, pipe or other lighted smoking product or smokeless tobacco in any form.

Possession of Weapons

(Refer to Board Policy 233 for complete policy –

Copies available at District and High School Offices)

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

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

Security Cameras

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

Special Services/Special Education

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

At the Hughesville Junior/ Senior High School, there are two supplemental learning support classrooms, one class in the junior high and one class in the senior high. There are 5 other itinerant junior/ senior high school learning support teachers. In addition to learning support services, the Junior/Senior High School offers itinerant gifted support services to students meeting the district criteria using a co-teaching model.

The East Lycoming School District provides a wide variety of services to support specific individual student needs. These include increased planning for opportunities for students, from inclusion for socialization experiences through supported vocational exploration before graduation. Other services for students with physical disabilities are provided such as speech/language, physical and occupational therapy, if required for the student to be successful in school. The district has also provided adaptive physical education, computer equipment, specialized transportation and flexible scheduling. To assist students at the high school level, extra counseling services are provided through the Hughesville Jr/Sr High School Guidance Office or a BLaST IU #17 emotional support teacher two half days per week. The district also utilizes agency support through a Student Assistance Program (SAP) team referral.

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

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

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

- 1) First, parents are requested to call their child's classroom teachers at the earliest sign of any adjustment that would be helpful to their student, or at the earliest sign of difficulty. Your communication is the most valuable resource for your child.
- 2) Second, contact the Principal of your building for concerns: Mr. Tom Coburn, Principal at Hughesville Junior High and Mr. Ron Lorson, Principal at Hughesville High School- 584-5111. Guidance counselors can also be helpful: - Mrs. Michele Beck and Mr. Jeremy Eck 584-5113. School nurses are also helpful: Junior/Senior High School - Ms. Carolyn Easton 584-5901.
- 3) Further evaluation: If more information is needed about a child's educational levels or if a parent feels that the student needs more intensive services, the student may be referred for Multidisciplinary Evaluation (MDE) by contacting Mrs. April Paulhamus, Director of Special Education. A Permission to Evaluate (PTE) will be generated and sent home for your signature and input for the multidisciplinary evaluation to proceed. A "Parent's Rights" packet will accompany the evaluation permission form. The parent must receive this

packet and be giving informed consent to the multidisciplinary evaluation. Mrs. Georgia Armstrong, school psychologist completes any evaluation and academic testing. This evaluation and a written report must be completed within 60 days of receiving the parent signature.

- 4) **Written Evaluation Report:** After information in the MDE, or school psychological evaluation is gathered, the MDE process provides for an exchange of information and suggested outcomes for the child. This is in the form of a report (Evaluation Report-ER or Gifted Written Report-GWR) that is shared with the parents, teachers and Principal. The team may revise the report recommendations, but the final report must be completed within 60 school days of receiving parent signature.
- 5) **Meeting and NOREP/NORA:** An IEP or GIEP meeting will follow this report to make a decision about your child’s educational program. The IEP/GIEP meeting must occur within 30 days following the ER/GWR report date. A decision about a student’s educational program is a team decision with the parents being the most important component of the team. When this decision is made, the parent will sign a Notice of Recommended Educational Program (NOREP) or Notice of Recommended Assignment (NORA), which notes if the student is or is not in need of special education services.
- 6) **Confidentiality:** Results of student testing and evaluation are confidential and are not shared unless the district has permission in writing to do so. Parents have the right to all of their students’ records. Each school building office has copies of the Pennsylvania Department of Education regulations for special education programs, which are followed by our district. Copies are available to any parent on request.

Student Assistance Program

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

Student Assistance Emergency Phone Numbers – To Get Help Call:

<i>Any Emergency</i>	<i>911</i>
<i>Helpline</i>	<i>1-800-326-9577</i>
<i>Lycoming County Children Human Services</i>	
<i>Crisis Intervention & Emergency</i>	<i>326-7895</i>
<i>Mental Health & Mental Retardation</i>	<i>1-800-525-7938</i>
<i>YWCA Wise Options (Abuse & Sexual Assaults)</i>	<i>323-8167</i>
<i>Alcohol & Drug 24-hour Helpline</i>	<i>1-800-562-1240</i>
<i>Alcoholics’ Anonymous</i>	<i>327-2860</i>
<i>(Alateen)</i>	<i>1-800-356-9996</i>

Narcotics Anonymous	327-2678
Shepherd of the Streets	322-6538
Diakon Family Life Services	322-7873
Behavioral Health Center	320-7525
Childline (Abuse)	1-800-932-0313
West Branch Drug & Alcohol	323-8543

Visitors

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

Telephone Messages

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

Textbooks

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

Working Papers

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

SCHOOL BOARD POLICIES

Refer to the District's website, www.eastlycoming.net, for all school policies.

222. **TOBACCO USE**

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The Superintendent or designee shall annually notify students, parents/**guardians** and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, **district web site** and other efficient methods.

The Superintendent or designee shall develop **administrative regulations** to implement this policy.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

Penalties

The following penalties have been established for offenses of this policy:

1. **First offense** – five (5) day suspension from school and fine.
2. **Second offense** – ten day suspension from school and fine.

Penalties For Extracurricular/Interscholastic Activities

The following penalties have been established for students participating in extracurricular/interscholastic activities who violate this policy:

1. **First offense** – ten (10) calendar day suspension from participation in athletic contests or extracurricular programs. The student may practice after the school suspension is served.
2. **Second offense** – twenty (20) calendar day suspension from athletic or extracurricular activity. The student may not participate in practice.
3. **Third offense** – suspension for balance of the year from athletic or extracurricular activities.

227. CONTROLLED SUBSTANCES/PARAPHERNALIA

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. For purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. . Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **extracurricular activities** shall mean those activities, including but not limited to, any school-sponsored or related activity scheduled beyond the normal school day, not directly related to the student's academic schedule. For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school- related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the season.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

248. **UNLAWFUL HARASSMENT**

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.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and

third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, **written, graphic** or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or **work** decisions affecting the individual.
3. **Such conduct deprives a student of educational aid, benefits, services or treatment.**
4. Such conduct **is sufficiently severe, persistent or pervasive that it** has the purpose or effect of substantially interfering with **the student's school** performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to **sexual flirtations, advances, touching or propositions**; verbal abuse of a sexual nature; **graphic** or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Business Manager as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he

- may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT
(SAMPLE)

Complainant:
Home Address:
Home Phone:
School Building:
Date of Alleged Incident(s):

Alleged harassment was based on: (circle those that apply)

Race	Color	National Origin
Gender	Age	Disability
Religion	Sexual Orientation	

Name of person you believe violated the district's unlawful harassment policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

When and where incident occurred:

List any witnesses who were present:

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature:
Date:

Received By:
Date:

249. **BULLYING/CYBERBULLYING**

The Board recognizes that the 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 can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

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

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

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

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

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

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

- 4. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.**
- 5. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.**
- 6. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.**

Athletic Complaint Policy

The East Lycoming School District provides a comprehensive interscholastic athletic program for its students. Personnel, supplies, and equipment are provided to ensure the implementation of school district and PIAA policies related to athletics. The Student, parent, or other individual who has an issue is encouraged to discuss the issue with the coach directly to resolve the issue at that level. Anyone still having an issue/complaint regarding an area dealing with the district's athletic program shall utilize the appropriate procedures and forms for registering the complaint.

Complaints shall be filed in a timely manner (within 15 days if related to a specific incident), thus, allowing a thorough comprehensive investigation of the complaint. All complaints shall be in writing, signed, and dated.

Board Members may initiate an issue/complaint in writing on behalf of a constituent. An appropriate degree of confidentiality will be maintained throughout the complaint process.

The following are the levels to be utilized for resolution of complaints. The completed issue/complaint forms shall be submitted to the grade level Principal.

- | | |
|---------|-----------------------|
| Level 1 | Athletic Director |
| Level 2 | Senior High Principal |
| Level 3 | Superintendent |
| Level 4 | Board of Education |

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

The administration reserves the right to intervene immediately into a situation, in their judgment, impacts on the health or safety of children. The complaint form shall be used for all complaints. Additional documentation may be attached to the form. Copies of the policy shall be in the school district Board Policy Manual, district athletic manual, the individual team coaches manual, and the high school student handbook.

Cafeteria Charge Policy

The following policy has been developed regarding meal charges for the East Lycoming School District's Food Service Department:

- No charging will be permitted during breakfast service.
- No snack items, beverages, ala-carte, or extra food items may be charged.
- Students will be permitted to charge two meals only. Meal charges may not exceed \$3.50. After two charges, the student will receive a cheese sandwich on wheat bread and a 1/2-pint of milk. Parents/Guardians will be expected to pay for all meals received.
- Charge notices will be sent home with students a minimum of once a month. All Debts must be paid in full before further charging is permitted. Once ten alternative meals are provided, a mandatory meeting with the building principal will be scheduled and the future status of lunch privileges will be determined.
- Charge notices will reflect charges incurred only up until the date posted on the notice.
- Once charge notices have been sent home with students, full payment will be expected within two weeks.
- Charges incurred while the process of changing free or reduced eligibility status will be the responsibility of the parent/guardian.

Integrated Pest Management Notification Policy #716

The East Lycoming School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pest that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc. From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application. Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing to the individual and address listed below.

If a chemical application must be made to control an emergency pest problem (ex. Stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to the notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and

gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. Each year the district will prepare a new notification registry. If you have any questions, please contact Michael McClain, Supervisor of Building and Grounds/IPM Coordinator at 349 Cemetery Street, Hughesville, PA 17737.

Notification of Rights under FERPA

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The East Lycoming School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Lycoming School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The East Lycoming School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The East Lycoming School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part byED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

NON DISCRIMINATION POLICY

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

TITLE IX SEX DISCRIMINATION

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

Phone Numbers

District Office:	584-2131
High School Office:	584-5111
Attendance Hot Line:	584-2161
Senior High Principal:	584-5111
Junior High Principal:	584-5111
Counseling Office:	584-5113
Business Manager:	584-2131
Athletic Director:	584-6384
School Nurse:	584-5901

East Lycoming School District Website

www.eastlycoming.net

