

***TUNKHANNOCK AREA HIGH SCHOOL  
2009-2010 Student Handbook***

120 West Tioga Street  
Tunkhannock, PA  
(570) 836-8241  
[www.tasd.net](http://www.tasd.net)  
[www.edline.net](http://www.edline.net)

**Mission Statement**

“To maximize the potential of all students to become productive individuals in an ever-changing environment.”

**CENTRAL ADMINISTRATION**

**Superintendent of Schools  
Mr. Michael Healey  
Assistant to the Superintendent  
Dr. Ann Way  
Director of Transportation  
Mrs. Karin DeLancey  
Director of Information Technology  
Mr. Joseph Kormis**

**HIGH SCHOOL  
ADMINISTRATION**

**Principal  
Mr. Gregory Ellsworth  
Assistant Principal**

## **HIGH SCHOOL GUIDANCE**

**Guidance Counselors**

**Mrs. Eliza Comly**

**Mr. Kelly Landon**

**Mrs. Gert Pryor**

## HIGH SCHOOL OFFICE DIRECTORY

### High School Office

#### **High School Principal**

8223 Mr. Gregory Ellsworth 836-

8241 Mrs. Colleen Ell (Administrative Secretary) 836-

#### **Assistant Principal**

8261 Assistant Principal 836-

8202 Mrs. JoAnn Marini (Administrative Secretary) 836-

### High School Services

#### **Activity Accounts**

8203 Mrs. Karen Franklin 836-

#### **Athletics Facilities Usage**

8264 Mr. Morris Jackson 836-

8255 Mrs. Gabrielle Hampsey (Athletic Secretary) 836-

#### **Cafeteria Director**

8268 Mrs. Jacqueline Shaver 836-

#### **Discipline & Attendance Office**

8202 Mrs. JoAnn Marini 836-

#### **Guidance Office**

8214 Mrs. Comly (School Counselor) 836-

8271 Mrs. Pryor (School Counselor) 836-

8240 Mr. Landon (School Counselor) 836-

8273 Guidance Secretary 836-

#### **Graduation Project Information**

8204	Mrs. Patty Bartsch	836-
	<b>Health Office</b>	
8267	Mrs. McCann (School Nurse)	836-
	<b>Library</b>	
8265	Mrs. Staci Jo Wiernusz	836-
	<b>School-Based Probation Office</b>	
8275	Probation Officer	836-
	<b>School-to-Career</b>	
8272	Mr. John Shaffer	836-
	<b>Transition Specialist</b>	
8657	Mr. Anthony Wisnosky	836-
	<b>Fax Numbers</b>	
4719	High School Office Fax	836-
8251	Guidance Office Fax	836-

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**2009-10  
Student Handbook**

**A Message from the Principal...**

The faculty, support staff, and administration of Tunkhannock Area High School are committed to making the 2009-10 school year the best ever at our school. This handbook will assist students in achieving this goal by insuring all students have the essential information and organizational tools necessary for high school success. We issue a handbook to each student free of charge and it is the responsibility of every student to maintain it in good order throughout the school year.

Each handbook contains the basic policies and procedures of the high school most useful to students and parents. Also included is a personal planner allowing students to record important daily, weekly, and monthly responsibilities. A critical component of success at all levels is the degree individuals maintain effective organizational skills. We strongly encourage students to use their personal planners every day.

Our student handbooks contain the passes students need to travel within the building, and also include important directories and academic resources in the areas of writing, spelling, math, science, and geography. They also provide helpful tips in developing the habits essential for maximum performance in all areas of life. A career development section is also included to help with future planning.

Please again note that handbooks are issued by the school to each student and must not be defaced or damaged in any way. Lost or damaged handbooks must be replaced at the cost of \$5.00. Each handbook is a valuable resource – protect it, maintain it, and use it!

I wish all our students an enjoyable, meaningful, and productive 2009-10 school year.

Gregory M. Ellsworth  
Tunkhannock Area High School Assistant Principal

**\*\*IMPORTANT NOTICES\*\***

**The following information is provided to students and parents regarding confidentiality, non discriminatory practices, and the availability of special education services.**

**2009-10 STUDENT/PARENT SIGN-OFF SHEET**

Student Name \_\_\_\_\_ Grade/Homeroom \_\_\_\_/\_\_\_\_

**\*LAW ENFORCEMENT CONTACT**  
I understand that I may file an objection to having my child interviewed by a law enforcement official in a case where the child is a victim or witness. According to procedure, students will not be interviewed on school premises without adult representation. Administration will always make an attempt to reach parents in such cases.

Check here if you give permission for administrative personnel or their designee to be present during interviews with law enforcement if a parent cannot be reached and/or present.

Check here if you object to having your child interviewed by law enforcement officials without parents being present in a case where a child is the victim or a witness.

Parent/Guardian Signature \_\_\_\_\_  
Date \_\_\_\_\_

**\*USE OF STUDENTS' PICTURES AND IMAGES**  
Please see the "Media Release Policy" located on Page 39 for further details on the use of student pictures and images for school purposes.

Check this box if you do not want your child's picture or image used for school publications, activities, recognitions, or press releases.

Parent/Guardian Signature \_\_\_\_\_  
Date \_\_\_\_\_

**\*HANDBOOK RECEIPT SIGN OFF**  
By signing below, students and parents acknowledge they have received a copy of the TAHS Student Handbook for the 2009 – 2010 school year. Parent and student signatures below indicate awareness and acknowledgement of student responsibilities as defined in the student handbook.

Parent/Guardian Signature \_\_\_\_\_  
Date \_\_\_\_\_

Student Signature \_\_\_\_\_  
Date \_\_\_\_\_

This form is valid until September 30<sup>th</sup> of next school year

*Please tear out this form and return to your homeroom teacher*

**TUNKHANNOCK AREA SCHOOL DISTRICT**  
**120 West Tioga Street**  
**Tunkhannock PA 18657**  
**(570) 836-8241**

**INTERNET AND COMPUTER ACCESS PERMISSION FORM**

Student Name \_\_\_\_\_ *(please print)*

Date \_\_\_\_\_

**PARENT SIGN OFF**

I have read and understand The Conditions and Rules for Use of the Internet and Computers mandated by the Tunkhannock Area School District and posted at all user sites. I agree to the conditions and rules as stated. I understand that failure to observe any of the rules and conditions may result in the suspension of privileges to use the internet and/or computers (Computer/Internet Use Policy begins on Page 13.)

I give permission for the above named student to access the Internet and to use school computers. I understand that there cannot be constant monitoring by school authorities. I also understand that while on the internet, it is possible for my child to encounter, purposely or accidentally, material that may be considered by some to be objectionable.

\_\_\_\_\_  
(Signature of Parent/Guardian)

**STUDENT SIGN OFF**

I, the above named student have read and understand the Conditions and Rules for the Use of the Internet and Computers mandated by the Tunkhannock Area School District and posted at all user sites. I agree to the conditions and rules as stated. I understand that failure to observe any of these rules and conditions may result in the suspension of privileges to use the internet and computers, as well as other repercussions.

Student Signature \_\_\_\_\_

Grade/Homeroom \_\_\_\_\_

**Please tear out this form and return to your homeroom teacher**

## **CONFIDENTIALITY**

All information gathered about students is subject to the confidentiality provisions contained in federal and state law. The Tunkhannock Area School District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records you may contact, in writing, the guidance counselor of your child's building, any building principal, or Dr. Ann Way, Assistant Superintendent.

## **SPECIAL EDUCATION AND RELATED SERVICES**

In compliance with state and federal law, notice is hereby given by the Tunkhannock Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the Tunkhannock Area School District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive development disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
6. Mental retardation
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to: the guidance counselor at the building your child attends/would attend if he/she were school age or to Ms. Cheryl Ferris, Director of Special Education at 836-8266 or 836-8213.

In compliance with state and federal law, the Tunkhannock Area School District will provide to each protected handicapped student without discrimination or cost to the student's family, those related

aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

### **EQUAL OPPORTUNITY/DISCRIMINATION**

The Tunkhannock Area School District does not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with state law including the Pennsylvania Human Relations Act and federal law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. For information regarding civil rights grievance procedures, contact the central administrative offices.

## **ACTIVITY PERIOD**

An activity period is made available to students to allow extra curricular clubs and groups to meet during the school day. Activity periods will be scheduled each week according to the Activity Day Schedule. A list of activities will be made available to students at the beginning of the school year. Students are strongly encouraged to join a club or group to enhance their school experience. Students who are not members of clubs or groups that meet during activity periods will remain in their assigned areas. Guidelines for activity period will be made available to students and must be followed for students to remain eligible for membership in school clubs and activities.

## **ATHLETIC PARTICIPATION**

Students are encouraged to participate in the many extra-curricular sports programs available at TAHS. Participation in athletics is a privilege and therefore is subject to the rules and regulations of each individual sport. In addition, all student-athletes must adhere to the school expectations for behavior, attendance, and academic performance. In order to be eligible to participate in interscholastic athletics, all students and parents/guardians must read and sign the **General Athletic/Extra Curricular Rules and Guidelines**. The information below explains some of the most important features of the General Athletic/Extra Curricular Rules and Guidelines as adopted by the school board on March 22, 2007. It is important to note that all student athletes are subject to the Pennsylvania Interscholastic Athletic Association (PIAA) rules and guidelines while participating PIAA Sanctioned Sports. Tunkhannock Area School District complies with all PIAA regulations, guidelines, and procedures.

### **Academic Performance**

Students participating in extra curricular activities will have their grades checked each week. Students must be passing all core classes or they will be ineligible for participation the following week (7-days, Monday through Sunday.) Core classes are defined as any class worth one (1) full credit. Students' grades are to be reported each Friday. Students who have become ineligible for any seven (7) day period will be reinstated after reports indicate they are passing all core subjects. Students who are ineligible at the conclusion of the marking period will be ineligible for twenty (20) school days. Students will be reinstated after the twenty days when weekly checks indicate they are passing all core subjects.

### **Attendance**

Students must maintain regular attendance to be eligible to participate in school-sponsored athletic programs. Students must be in attendance for a full day in order to be eligible to participate in that day's practice, meeting, event, performance, activity, or game. Students who are late to school (prior to 10:33 a.m.) must have a legitimate and legal excuse.

Students arriving after 10:33 a.m. will not be eligible for participation unless substantive proof is submitted to administration regarding a doctor's appointment or other emergency condition.

A pupil who has been absent from school during a semester for a total of ten (10) or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty (60) days following his tenth day of absence. This may be waived by the district committee where there is a consecutive absence of five (5) or more school days due to confining illness, injury, or quarantine. Attendance at summer school does not count toward the sixty (60) days required.

### **Behavior**

Students must maintain appropriate and acceptable behavior while participating in extra-curricular programs at TAHS. Sportsmanship must be exhibited at all times, and respect for coaches, fellow team members, officials, and opposing teams is expected through the duration of sports seasons. Students who do not adhere to these behavior guidelines may be subject to sanctions, discipline, or removal from the team.

- Students who are assigned an out-of-school (OSS) suspension are ineligible to participate in extra curricular activities on the day(s) of their suspension assignment. Students assigned OSS on a Friday are ineligible to participate on the following Saturday and Sunday.
- Students must complete assignments. Failure to do so will result in ineligibility until detention hours are fulfilled.
- Any Level III offense that results in an expulsion of more than ten (10) days will cause the student to miss the remainder of that sports season or extra curricular activity. In the absence of a defined season or time period, the student will again be eligible to participate (90) calendar days after the last day of the suspension or expulsion.

**IMPORTANT: Students are subject to the standards and expectations for behavior set forth in the General Athletic/Extra-Curricular Rules and Regulations of the Tunkhannock Area School District. A signed copy of these rules and regulations must be submitted by every student participating in athletics and extra-curricular activities.**

### **ATTENDANCE**

#### **Overview**

Students between the ages of 8 and 17 are required under Pennsylvania's compulsory laws to attend an approved educational institution, unless legally excused. Student and parents/guardians bear responsibility to ensure regular attendance in school, and that student

absences are both excused and lawful. TASD policy identifies the following reasons for lawful and excused absences:

- 1) illness (limit 10 days without a doctor's note)
- 2) required court appearance
- 3) death in the family or near relative
- 4) approved family/education trips
- 5) religious holiday
- 6) impassable roads
- 7) college/post-secondary visits

The following are examples of situations that would constitute an **unexcused and/or unlawful reason for missing school:**

- 1) employment (unless an approved co-op program)
- 2) unapproved trips or vacations
- 3) hunting or fishing
- 4) oversleeping
- 5) vehicle problems
- 6) failure to complete school assignments
- 7) absences not excused by a medical doctor after 10 days of absence in a school year
- 8) shopping
- 9) visiting relatives
- 10) missing the bus
- 11) preparing for the prom or other social functions
- 12) previous day or evening athletic or activity event

### **Unexcused Absences**

Students who are absent for whole or part of the school day for reasons other than those identified as approved by the TASD will be recorded as "unexcused" and "illegal/unlawful" if under 17 years of age. Parents of students under the age of 17 face legal action in magisterial court in cases of unexcused absences. Students may also face personal legal action for such absences when under 17. Parents and students found guilty of violating attendance laws in Pennsylvania face fines, community service, mandatory counseling, and/or revocation of drivers license. Additionally, students 17 years of age or older face school disciplinary action for unexcused absences. **IMPORTANT NOTICE: ANY STUDENT FOUND TO HAVE COMMITTED AN UNEXCUSED ABSENCE (INCLUDING TRUANCY) WILL NOT RECEIVE CREDIT FOR THE ACADEMIC WORK MISSED ON THE DAY OF SAID UNEXCUSED ABSENCE, NOR WILL THEY BE PERMITTED TO MAKE UP WORK MISSED FOR ANY DAY DEEMED UNEXCUSED, UNLAWFUL, AND/OR TRUANT. STUDENTS WILL BE ELIGIBLE FOR MISSED SCHOOL WORK AND ASSIGNMENTS ONLY AFTER RECEIPT OF A LEGITIMATE EXCUSE WITHIN THE TIME FRAME ESTABLISHED UNDER SCHOOL ATTENDANCE PROCEDURES.**

**STUDENTS AGES 17 AND OLDER, ACCUMULATING FIVE (5) OR MORE UNEXCUSED ABSENCES, MAY BE DROPPED FROM SCHOOL ROLLS.**

NOTE: After three (3) unexcused absences, a certified letter will be sent. This warning letter states that additional unexcused absence may result in the filing of truancy charges with the local magistrate.

**Excuses for Absences**

Immediately following a student's absence from school, a WRITTEN excuse must be submitted to the **Attendance Office**. Students should provide an excuse upon returning to school following a day of absence. Students will be given a 24-hour grace period should they fail to submit an excuse the day they return. Excuses not received within 3 days following a student's absence will be recorded as unexcused/unlawful. Forged excuses – constitute a Level II offense and will result in the appropriate disciplinary assignment.

**Daily Attendance Times**

8:15am to 8:20am	Homeroom period. All students must be in homerooms by 8:15am.
8:15am – 10:33am	Arrival between these times is considered tardy to school
10:30am – 1:30pm	Arrival & Departure between these times Is considered a half-day absence
1:30pm on...	Arrival after this time will be considered a full day of absence

**Doctor or Dentist Excuse**

Students who must attend a medical doctor or dentist appointment during the school day will be excused from school during the time of their visit and the time it takes to travel to and from their visit. Absences for medical doctor/dentist will not count toward a student's total number of days absent in cases of excessive absenteeism. A signed note from the medical doctor/dentist must be received at the attendance office to be credited as such. Students who wish to drive to medical/dental appointments must submit written permission from their parents/guardians.

**Excessive Absenteeism**

Students who are absent from school for a total of 5 days will receive a warning that they have accumulated a large number of excused or unexcused absences.

**Students who reach a total of 10 excused/unexcused absences will be placed on the “Mandatory Doctor’s Required List (MDRL)” and be notified of such in writing. Students placed on the MDRL**

**must provide a doctor's note for any day of non-attendance following their 10<sup>th</sup> day of absence. Failure to do so will constitute a Level II offense.**

**Late to School**

Students who arrive between 8:21 a.m. and 10:33 a.m. will be considered late to school (tardy). Students who are late to school are required to submit an excuse. Penalties for being tardy to school:

First Offense &	
Second Offense . . . . .	Warning by teacher (Level I Offense)
Third Offense . . . . .	90 minutes - Saturday detention (Level I Offense)

Subsequent offenses will be followed by progressive disciplinary procedures.

**Leaving School Early**

Students who must leave early during regular school hours must have permission from their parents. A written excuse is required using the same guidelines as found under "Excuses for Absences" on page 9. All excuses should have a phone number listed so that they may be verified.

**Family Trips**

Any parent or guardian planning to remove their child from school for the purposes of a family/educational trip must secure and complete the appropriate form from the attendance office. Requests for educational trips must be made **at least one week prior to the scheduled trip.** Approval for educational trips as excused absences will be contingent upon the purpose of the trip, the student's attendance record, and the student's academic and behavioral performance. Educational trips are not to exceed five (5) school days within one semester unless authorized for special circumstances. Educational trips taken without administrative approval will be considered unexcused/illegal absences. Students are responsible for completing all academic work missed during approved trip. Family/educational trips will not be approved during scheduled standardized testing days, final examination days, or the conclusion of the school year unless special authorized permission is granted.

**College Visits**

High school students who wish to visit a college, technical school, or make preparations for military service may do so under the following conditions:

- 1) A permission form must be obtained from the attendance office, signed, and approved prior to students using a visitation day.
- 2) Verification from relevant officials must be received upon student's return to school.
- 3) Students will be granted a total of **three (3)** visitation days throughout their high school years.

### **ACTIVITY BUS**

Activity buses are provided each school day unless otherwise notified. These buses are for students who remain after school for organized school activities or for disciplinary assignments. **Students may not utilize activity buses as a means of transportation home for any other reason without special authorization from school officials.** Activity buses will depart from the front of the high school beginning at approximately 5:30 pm. Appropriate, orderly, and courteous behavior is expected at all times when waiting for the activity bus.

### **ADDRESS CHANGE**

Students must inform the Guidance office immediately when they have changed their residency or phone number. Students and their families are expected to provide updated emergency contact information as is necessary. This information is also critical for you to receive alerts through our new phone system. **\* Please make every effort to keep your information current.**

### **CAFETERIA**

Students are expected to maintain appropriate and orderly behavior in the cafeteria. Procedures for obtaining lunches are established by the cafeteria staff and the administration and must be followed at all times. Students are not to share their Personal Identification Number (PIN) for any reason. Students who use and obtain other students' PIN numbers will face suspension and possible referral to law enforcement authorities.

Each student is responsible for making sure his or her lunch area is clean when finished, all waste disposed of properly, and all utensils and trays returned to the appropriate cafeteria window. Students will be dismissed from lunch by the supervising teachers and administrators on duty. **Misconduct in the cafeteria is strictly prohibited. Students who are disorderly will face immediate disciplinary action and potential charges will be filed with local law enforcement officials if warranted.**

### **CAMERAS AND VIDEO RECORDERS**

The use of cameras and video recorders of any kind (including cell phones equipped with same) is prohibited from the time students enter the building until the time they leave unless authorized to do so by administration or their designee. Penalties for misuse of cameras or video recorders will mirror those for the misuse of cell phones.

### **CELL PHONES**

The school recognizes that cell phones offer a degree of safety for parents and students during after school hours. However, the potential for misuse of cell phones during school hours is high and therefore requires tight guidelines. Issues related to privacy, cheating, inappropriate content/communication, and overall distraction to the learning environment are very real problems schools have experienced. For these reasons and others, **students' cell phones must be stored in lockers in the "OFF" position while students are in attendance in school until 3:00p.m. or the official early dismissal time on specified days.** Students excused to leave school early may not use cell phones until they leave the building. Again, student cell phones must be turned off and must be stored in lockers if students wish to bring them for use after school. Cell phones are not to be on students' persons, in their bags or purses, or in any other place other than their lockers (or cars if a student driver) during the school day. Students are to store their cell phones in their locker immediately in the morning before homeroom.

#### **Penalties for the use of cell phones during school hours are as follows:**

1<sup>st</sup> Offense = 90 minute Saturday Detention assigned, cell phone is confiscated & returned at the end of the day.

2<sup>nd</sup> Offense = 3 hour Saturday Detention assigned and cell phone confiscated until retrieved by parent.

3<sup>rd</sup> Offense = One day OSS assigned and student banned from possessing cell phone on school property.

#### **Additional disciplinary actions may result when a cell phone is misused or used as a camera or video device.**

### **CLASS RANK**

Students may obtain information concerning class rank and the determination of valedictorian/salutatorian from the guidance office.

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## **COMPUTER/INTERNET USE**

The following is a copy of Board Policy 815 "Internet Use for students." All features of this policy apply to the use of computers, the school network, and/or the Internet in any form, design, device, or other manner at or associated in any way with Tunkhannock Area High School.

### **815. INTERNET USE FOR STUDENTS**

Internet access is available to students, teachers, and staff of the Tunkhannock Area School District. We are pleased to have this resource available to the Tunkhannock Area School District and believe the Internet offers vast, diverse, and unique resources to the students, teachers, and staff. Our goal in providing this service is to enhance the educational process for a "limited-educational purpose." With the use of a browser, individuals can access thousands of educational sites. These sites include, but are not limited to, federal government, state government, universities, museums, federally funded agencies such as NASA, libraries, and private cooperation. It is now possible to incorporate this vast resource into classroom projects.

#### **Definitions:**

- CIPA - Children's Internet Protection Act (also known as H.R. 4577)
- Computer - The term "computer" includes any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer. (CIPA - 5A)
- Limited-Educational Purpose - This includes "class assignments", "career research", or "high-quality personal research activities".
- Minor - Anyone under 17 years old.
- Obscene - Section 140 of Title 18, U.S. Code
- Child Pornography - Section 2256 of Title 18, U.S. Code

It is impossible to control access to all materials available through the Internet, and an industrious user may discover controversial information. Therefore, students will browse the Internet in supervised settings, and we require parent permission for student World Wide Web access. All computer users must act in a responsible, ethical, and legal manner as they use this resource. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. We provide the guidelines here so that you are aware of the responsibilities you are about to acquire. This requires efficient, ethical, and legal utilization of the network resources. The signatures on the Internet and Computer Access Permission Form is (are) binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **1. Acceptable Use**

The purpose of the Internet is to provide a resource with a "limited educational purpose." The district expects the same behavior on the Internet as what is required in class, in any area in the school, on any school property, or at any school function. This includes but is not limited to:

- a. Use language that is considered appropriate.
- b. Be polite.
- c. Share information beneficial and appropriate to the educational purpose.
- d. Conform to copyright laws.
- e. Use the network in ways that will not interfere with others' use of the net work.

The following are not acceptable nor permitted. Violators may be subject to the Discipline Code, the legal authorities or both. The list is non-inclusive.

- a. Accessing or attempting to access adult sites, hate sites, sites that promote violence, or sites that promote illegal activities.
- b. Chat rooms or any other form of direct electronic communications, (i.e. Instant Message Services) or sites for anything other than an educational purpose (i.e. no games or entertainment.)
- c. Accessing or attempting to access commercial sites, those offering products or services. The user will be held accountable and responsible for any and all costs or damages resulting from unacceptable activities.
- d. Accessing or attempting to access information regarding network or system security.
- e. Plagiarism - Using or attempting to use ideas or words of as your own.
- f. Accessing or attempting to access inappropriate material or material potentially harmful to minors. Inappropriate material includes, but is not limited to:
  1. Criminal speech and speech in the course of committing a crime, terroristic threats, instructions on breaking into computer systems, child pornography, drug dealing, purchase of alcohol, gang activities.

2. Speech that is inappropriate in an educational setting or violates district rules necessary to maintain a quality educational environment.
3. Inappropriate language, including obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; and false or defamatory material about a person or organization.
4. Dangerous information that if acted upon could cause damage or present a danger of disruption.
5. Violations of privacy that reveal personal information about others.
6. Abuse of resources such as chain letters, “spamming,” and inappropriate use of District group distribution lists.
7. Copyright infringement or plagiarism.
8. Violations of personal safety, such as a student revealing personal contact information about self or engaging in communication that could place the student in personal danger. Potentially harmful includes, but is not limited to any picture, image, graphic image file, or other visual depiction that:
  - a.) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or bodily functions.
  - b.) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the body or body parts.
  - c.) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **2. Conduct**

All school policies regarding student conduct extend to student conduct on the Internet. Computer systems and data on the Tunkhannock network and the Internet are the property of others. Attempts to break into other computer systems or unauthorized access is unauthorized use of school property and is subject to disciplinary actions defined in the school handbooks.

### **3. Privilege**

The use of the Internet and computers is a privilege not a right. Inappropriate use, including any violation of these conditions may result in cancellation of the privileges. The administration is delegated the authority to determine appropriate use and may deny or revoke, suspend, or close users' their privilege.

### **4. Monitoring**

The administration and district reserve the right to review any material on all Internet accounts and computer usage.

### **5. Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a.) Be polite. Do not get abusive in your messages to others.
- b.) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law.
- c.) Do not reveal your personal address or phone numbers of other students or colleagues.
- d.) The system providers have access to all mail and the e-mail can be monitored. Messages relating to or in support of illegal activities will be reported to the administration for appropriate disposition and may result in loss of user privileges. Email may be used during the school related projects only. When giving out user names, only first names should be used. Private messaging and the use of private mail accounts for non-school related purposes are prohibited.
- e.) Do use the network in such a way that you would disrupt the use of the network by others.

### **6. No Warranties**

The administration and the district make no warranties of any kind, whether express or implied, for the service it is providing. The administration and the district will not be responsible for any damages a user suffers. It is the user's responsibility to consider the validity of any information they obtain.

### **7. Security**

- a.) Security on any computer system is high priority. Users must never allow others to use their password and it is their

responsibility to protect their password.

- b.) If you see a security problem on the Internet or any computer system, it is the responsibility of the user to report it and not to show or demonstrate it to others.
- c.) Do not use other individual's accounts without written permission.
- d.) Attempts to log on to the Internet as a system administrator will result in cancellation of usage.
- e.) Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet or computers by the administration of the district.

## **8. Vandalism and Harassment**

- a.) Vandalism and harassment may result in cancellation of user privileges.
- b.) Vandalism is defined as any malicious attempt to harm, modify, or destroy data of other users on the Internet , computer system or other peripherals. This includes, but is not limited to, the up loading or creating of computer viruses.
- c.) Students may have privileges revoked if they go into computer systems and change any configurations of the system.
- d ) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, sending of unwanted mail or misuse of user groups on the Internet.

## **9. Procedures for Use**

- a.) Student must always have permission from a member of the faculty before using the Internet or any computer system. They must follow written and oral instructions.
- b.) Students must follow the procedures given to them by the faculty member.

- c.) All users have the same rights to use the equipment. Therefore, users shall not play games or use the computer resources for other nonacademic activities. Users shall not waste or take supplies, such as paper, printer ribbons, diskettes, etc. that are provided by the district.

#### **10. Encounter of Controversial Material**

Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. The district will provide a firewall to try to prevent controversial materials on the Internet. However, on a global network it is impossible to control effectively the content of data. An industrious user may discover controversial material. Any decision by the administration to restrict access to the Internet material shall not be deemed to impose any duty on administration to regulate the content of material on the Internet.

#### **11. Penalties for Improper Use**

Any user violating these rules, applicable state and federal laws or posted classroom and district rules may be subjected to loss of all Internet and computer privileges and any other district and/or legal system/authorities disciplinary options.

#### **Responsibilities of Students in Their Use of Internet Access**

- a.) Students will notify a teacher or a system administrator of any violations of this contract taking place by other Tunkhannock students or outside parties. This may be done anonymously.
- b.) You may not give your password to anyone.
- c.) You may not use or play games via the network unless it is part of a class assignment or project.
- d.) You may not use or alter anyone else's Internet account.
- e.) You may not offer Internet access to any individual
- f.) You may not download or create a computer virus.
- g.) You may not destroy another person's data.
- h.) You may not monopolize the resources of Tunkhannock

Internet. This includes things such as running large jobs during the day, sending massive amounts of e-mail to Tunkhannock users, or using system resources for games.

- i.) You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material.
- j.) Purposefully annoying other Internet users, on or off the Tunkhannock system, is prohibited. This includes things as continuous talk requests.
- k.) Illegal activities may not be conducted via the network.
- l.) All communication and information accessible via the network should be assumed to be private property even though privacy cannot be guaranteed.
- m.) Before any file is downloaded, permission must be obtained from the monitoring teacher. The intent of this policy item is to limit the downloading of music, movies, games, etc.

Computers and access to the internet are provided to enhance the educational process for limited, educational purposes. All school computer users must act in a responsible, ethical, and legal manner as they use this resource. An Internet and Computer Access Permission Form must be completed and submitted to homeroom teachers before students may use the Internet in any high school classroom or computer lab.

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### **DAILY ANNOUNCEMENTS**

Each day will begin with morning announcements via “Tiger Talk” that will include the Pledge of Allegiance and a moment of silence while students are in homeroom. Announcements will include important information students and staff must know to begin the school day. Requests for announcements must be submitted to the main office one day in advance and must be approved by administration. **Students are not permitted to submit information for announcements without authorization from a teacher, coach, or advisor.**

### **DAILY BULLETIN**

A bulletin is produced at the main office and electronically sent to all teachers each day. The daily bulletin is also posted and available at the main office each day. It contains important information related to activities, events, special schedules, and other announcements for

students and school personnel. Students should check the daily bulletin in their classrooms or the office each day.

### **DISCIPLINE – Code of Conduct and Responsibility**

Tunkhannock Area High School is a school that insists appropriate behavior and respect for others be maintained at all times. In order to maintain a safe, orderly, and effective learning environment a set of expectations for behavior are in place that identify penalties and sanctions for misbehavior. This set of expectations shall be known as the **Code of Conduct and Responsibility**. The sole intent for this discipline system is to minimize behaviors that impede the educational process and to deter negative behavior from reoccurring. Each student has a right to a free and appropriate education. Students have a responsibility to not interfere with that right in any way. Students must realize that all school personnel have a responsibility to identify unsafe, dangerous, or disruptive behaviors and take appropriate action within the scope of their professional duties. Teachers are especially responsible for order and control in their classrooms and the areas they supervise. Students must accept that teachers are required to respond to disruptions as part of their professional responsibilities. When a student's behavior exceeds a teacher's ability to deal with a student's behavior, administrative personnel will be engaged to address the situation.

***NOTE: Students who are instructed by school personnel to report to the discipline/attendance office must do so immediately and without disrupting the education environment.***

### **Reporting to the Office**

Students referred to the principal or assistant principal or their designee must do so in a peaceful and orderly fashion. When students are sent to the discipline/attendance office they must remain calm and quiet when waiting to be seen by an administrator. Under no circumstance shall students engage office personnel in a negative or disrespectful manner. Office personnel have the authority to issue instructions to students intended to maintain safe and appropriate conditions in the office.

### **Assigning Disciplinary Sanctions/Penalties**

Students can expect that every effort will be made to evaluate each disciplinary situation thoroughly and fairly. In order to achieve this goal, it is often necessary to conduct investigations into disciplinary matters, which can take a significant amount of time. Students are expected to remain patient throughout this process. The high school principal, assistant principal, or other designated administrator shall have the authority to assign sanctions and penalties to students subject to the rules and procedures of the high school, school district, and the student's right to due process.

## **Saturday Detention Guidelines and Procedures**

Any student that has been issued a detention as a disciplinary action is required to complete that detention on a Saturday morning between the hours of 8:30 AM and 11:30 AM at the High School with a Scheduled Certified Tunkhannock Area Teacher.

Detentions are issued in two time formats, 90 minutes (8:30- 10:00 AM) and 3 hours (8:30- 11:30 AM); this is determined by the level of infraction. Administrative discretion is used in dealing with Special Education Students and special situations, on a case by case basis.

In an effort to minimize scheduling conflicts and gain support of our parents, Students are given two initial opportunities to complete any given Saturday Detention. If a student chooses not to attend either date. The parents are contacted, and the 90 Minute Detention is converted to a 3 hour Detention. The student is then given one more chance to complete it. If a student still refuses to attend, the parent is again contacted and the student is suspended out of school. Students who receive a 3 hour Detention initially are only given two dates to complete their time prior to being suspended. This process is progressive in nature. Any student that continues to skip multiple detentions is subject to an increased number of days suspended.

**Note: Transportation to and from Saturday detention is the responsibility of the parent/student.**

### **Levels of Disciplinary Action for Student Misconduct**

A three-tiered approach will be used to categorize behaviors deemed to be disruptive or unsafe within the school setting. Herein these behaviors will be referred to as misconduct. The following are explanations of the various levels of misconduct:

#### Level I

Misconduct that impedes orderly classroom procedures or interferes with the operation with the school.

#### Level II

Misconduct that through frequency or seriousness disrupts or impedes the educational process to a high degree and that may interfere with the rights of others or be deemed dangerous or unsafe.

#### Level III/Category A and B

Serious misconduct that meets any or all of the following conditions: dangerous behavior that violates the rights of others; actions involving weapons, threats, drugs and alcohol; violent or

reckless actions against persons or property;  
actions that violate federal, state, and local  
laws; and actions that are by their nature so  
serious as to be considered intolerable by the  
school. Level III misconduct is divided into two  
categories for the purpose of distinguishing  
the most serious of offenses (Category B).

### **Administrative Responses to Levels of Misconduct**

#### Level I Administrative Action:

Level I misconduct will result in disciplinary  
action ranging from a warning, to a 3 day out of  
school suspension.

#### Level II Administrative Action:

Level II misconduct will result in a disciplinary  
action ranging from Saturday detention  
to a five (5) day in- or out-of-school suspension.

#### Level III Administrative Action/Category A:

This level of misconduct is a serious situation  
the school must address directly. Penalties  
range from three day out-of school  
suspensions to a ten-day out-of-school  
suspension. All suspensions of more than three  
days will include an informal hearing with the  
principal, assistant principal, or other designated  
administrator. In cases of more than three days,  
students and parents will be notified of the  
charges in writing as well as the time and place  
of the informal hearing. Suspended students will  
receive notice of the procedures and  
responsibilities that apply to suspensions from  
school.

#### Level III Administrative Action/Category B:

This level of misconduct requires the most severe  
disciplinary action(s). Students guilty of this  
category of misconduct will be suspended  
from school for ten days and may be referred to  
the superintendent with the recommendation for  
an expulsion hearing. An expulsion from  
school is an exclusion from the school program  
of more than ten days. In such cases, a formal  
hearing is conducted before the school board  
and may result in a permanent  
expulsion from school. Expelled students who are  
under 17 years of age are still required to  
comply with compulsory school attendance laws.

Students facing expulsion will be notified in writing of their rights, the procedures of the formal hearing, and the time and place of the expulsion hearing. Law enforcement personnel will be called to respond to Level III misconduct as is necessary and required by law.

### **Examples of Levels of Misconduct**

#### Level I Examples

- possession or use of cell phone prior to dismissal
- dress code violations
- unintentional but unsafe behavior
- late to class
- minor classroom disruptions
- public displays of affection (beyond handholding)
- unauthorized eating or drinking in non-designated areas
- failure to report to detention/failing to complete detention
- disrespect to school personnel (minor)
- false or misuse of passes
- skipping class
- littering

#### Level II Examples

- repeated Level I offenses
- skipping detention
- possession/ consumption/distribution of tobacco products (first offense)
- abusive communication to others (written, verbal, or nonverbal)
- disrespect to school personnel
- misuse of computers and/or the internet
- cheating
- plagiarism (academic sanctions also apply)
- threatening others (minor)
- physically harassing others
- false reports to school personnel
- forgery or use of forged documents
- leaving school property without permission
- late to class (third offense and beyond)
- failure to report to detention
- profanity
- harassment involving unwarranted sexual comments
- lewd and inappropriate behavior

#### Level III/Category A Examples

- inappropriate use of cell phones, cameras, video recorders, or similar devices
- possession of material deemed to be profane, violent, obscene, sexually suggestive, and/or promoting hate and/or intolerance
- possession or distribution of obscene or pornographic material
- possession of a lighter on school property
- repeated Level II offenses
- fighting (minor)
- threatening others (major)
- insubordination/defying school officials
- endangering the safety and health of others
- profanity directed toward staff
- possession, consumption, and distribution of tobacco products (second offense and beyond, cumulative from 9<sup>th</sup> grade)
- vandalism (minor)
- stealing/theft (minor)

Level III/Category B Examples

- repeated Level III offenses
- possession, consumption, distribution of controlled substances/alcohol or look-alike substances
- possession of weapons
- causing false fire alarms or other fraudulent emergency situations
- arson
- vandalism (major)
- threatening school personnel
- fighting (major)
- harassment involving unwanted sexual advances and/or touching
- stealing/theft (major)
- endangering others, reckless behavior (major)

*NOTE: The examples given above are intended to represent the types of offenses most common to schools. It is understood they do not represent all possible offenses or violations that may occur. Administrators will have the final discretionary power to determine the level of misconduct and the appropriate disciplinary response. This discretionary power includes but is not limited to restricting student privileges (i.e. attendance at social and school events, school trips, parking/driving privileges, extracurricular activities etc.), assigning lunch detention, completing approved community service and participation in behavioral contracts.*

*Students must realize that the expectations and procedures for appropriate behavior listed within this handbook are in effect in the high school building, on any portion of the school campus or*

*district property, on school busses, at bus stops, or in attendance at home or away activities, competitions, and special events.*

### **DISTRIBUTION OF INFORMATION**

All material intended to be displayed or distributed through or within the school must be approved by the principal or his/her designee. Students should contact the main office to have materials for distribution or display approved.

### **DRESS CODE**

The Board of Education require that students exhibit good taste and use standards of common sense in dress and personal grooming when attending school. Students have the responsibility to keep themselves, their clothes and their hair clean. The intent of the dress code is to create an efficient climate for learning and promote a healthy and safe environment for all students. In an effort to remain free from distractions and safety hazards, the following guidelines shall be enforced:

1. Slacks, pants, and shorts must be secured at the waist and must not drop below the waistline. Excessive baggy clothing that drags on the floor is not permitted.
2. Undergarments (for male or female students) are not to be exposed in any way.
3. All dresses, skirts, and shorts must extend to a length that is at least equal to the arms and hands fully extended at the sides.
4. Tank tops, muscle shirts, or low cut tops (front or back) are not permitted during the school day. All tops must have coverage on the shoulders.
5. All outerwear such as coats and jackets must be placed in lockers upon entry to school. Outerwear is not permitted to be worn in classrooms. Some hooded sweatshirts may be considered outerwear as determined by Administration.
6. Book bags and large purses must be placed in lockers upon arrival at school. Students are not permitted to take these items to classes.
7. If students wish to carry purses to classes, the purses must be small (approx. 7"x10" or smaller).
8. Game-bags for in-season sports must be stored in team rooms at the beginning of the school day.
9. Sunglasses and hats are not to be worn inside the building. Exceptions will be made for medically required headgear and that which is generally accepted to have religious significance.
10. All athletic and extracurricular groups shall follow the dress code guidelines when attending classes during the regular school day.

The following items are **NOT PERMITTED** in the schools:

1. Tee shirts and any other clothing with written and/or pictured references to drugs, alcohol, tobacco, violence, sex, or suicide. This shall include clothing with vulgar language or disrespectful reference to religion, race, ethnic origin or gender. The advertising of any products or companies that imply negative or anti-social messages is also prohibited.
2. Cut-off, cut-up, or any clothing with excessive holes, tears, and/or rips.
3. Excessively baggy clothing, military fatigues, full camouflage, and any other type of clothing that may signify a non-school group or gang that could lead to tensions/problems among students, or that may be used to conceal a weapon or any item, object or substance used to injure or maim students or staff.
4. See-through, spandex, tights, leggings, tube skirts, or other skin tight clothing of any kind unless worn under appropriate dress.
5. Any jewelry that is pointed, spiked or has sharp edges, or is in a location on the body that may cause injury, or any chains which may jeopardize a student's health, safety, and welfare.
6. Inappropriate visible tattoos.

Building administrators or their designees will enforce the dress code policy. Students who violate the dress code policy will be subject to the following disciplinary action:

First Offense: Verbal warning. Correction of dress required immediately. Students may not return to class until in compliance.

Second Offense: Level I Misconduct, Saturday detention assigned, may not return to class until dress has been corrected.

Third Offense: Level II Misconduct, parent conference initiated, student may not return to school until parent conference.

Subsequent Offense: Level III Misconduct, OSS assigned, parent conference initiated, correction of dress required for re-admittance to school. Repeated or frequent violations of dress code regulations will result in more severe disciplinary actions.

***NOTE: When available, the administration may provide alternative articles of clothing to students in violation of the dress code. If***

*dress violations are not correctable, students will not be permitted to return to class.*

### **DRIVING PRIVILEGES**

The TASD provides bus transportation for all students to and from school. Students who have obtained a legal driver's license and possess a properly registered vehicle may apply for a parking permit, which allows them to drive and park their vehicle on school grounds. The evaluation of parking permits begins with the senior class. Primary consideration is given to students who participate in extra curricular activities, have after school jobs, or have other unique circumstances. **Possession of a parking permit is a privilege and as such is dependent on appropriate and safe driving practices at all times. Unsafe driving and speeding in and around the school campus and immediate area will be grounds for revoking driving privileges. Students may also have their driving/parking privileges revoked for behavioral infractions or other violations of the school disciplinary code, particularly offenses or behavior associated with truancy.**

With regard to driving/parking privileges, the following procedures and guidelines must be adhered to:

- 1) Applications for parking permits must be obtained from the discipline/attendance office.
- 2) The posted speed limit of 15 miles per hour must be followed at all times.
- 3) Students must park in assigned areas only and are not to take up more than one parking space.
- 4) Students are not to park in areas designated as faculty parking areas.
- 5) Vehicles in a condition deemed to be unsafe or unlawful will not be permitted to park on school property.
- 6) Parking permits are not transferable to other students.
- 7) Drivers who transport other students must have the driver's and the passenger's parental permission to do so.
- 8) All motor vehicles are subject to search while on school property.

### **DRUG AND ALCOHOL POLICY**

The possession, use, distribution, or consumption in any fashion of illicit drugs and/or alcohol not medically issued are strictly forbidden while students are in attendance at school, at home or away school activities, competitions, or special events. Tunkhannock Area School District defines illicit drugs in board policy # 227 and indicates the following:

- Any dangerous controlled substances prohibited and restricted by law

- All alcoholic beverages
- Any “look-a-drugs” of non-controlled substances which have a stimulant or depressant effect on humans and/or which have a physical appearance substantially similar in size, shape, color, marking or packaging to that of a controlled substance.
- Caffeine or phenylpropanolamine pill, capsule, or tablet or substance or compounds that contain these two substances
- Any prescription or over-the-counter drug.
- Any non-regulated product, in any form, used for the purpose of creating a physical, psychoactive or mood altering effect including but not limited to gases, propellants, solvents, butane, propane, Salvia divinorum, and other inhalable, intravenous, or digestible substances.

**Disciplinary Action**

The following procedure will be followed when students are found to have possessed, consumed, used, or distributed illicit drugs or alcohol according to the definitions stated herein:

- The student(s) will be immediately sent to the principal or their designee.
- Students will be suspended from school for ten (10) schools days.
- Local police will be notified.
- The parents of the student will be notified.
- An informal hearing will be conducted within three days of the suspension to determine if the additional days of suspension are warranted.
- The superintendent will be notified.
- A formal hearing with the school board may be scheduled which may lead to expulsion.
- To be readmitted to school following a suspension/expulsion for violation of the drug and alcohol policy, a meeting must be conducted with the high school principal or his/her designee, the student, and the student’s parent(s) or guardian(s). The meeting will cover conditions that must be met for the student to return to school.
- These conditions include but are not limited to a physician’s verification that a student is physically able to return to school and/or possible referral to outside agencies. Students will be placed on a probationary period of two months following their return to school to monitor compliance with all conditions that result from violations of the drug and alcohol policy.

*All details regarding infractions and violations related to drugs and alcohol are found in Tunkhannock Area School District Policies*

*227, 227.1, 227.2. NOTE: Additional violations of the drug and alcohol policy will result in the same action as indicated above. All offenses in this policy are cumulative for a student's entire high school years, grade 9 – 12.*

### **EDLINE**

Edline is our computer based online communication system allowing parents, students, and teachers to share important school information. At minimum, high school teachers post student grades and progress reports to Edline on a regular basis to enable parents to check their child's progress at any time using their username and password access. Many teachers also include the units, lesson plans, and assignments of their classes on Edline to further improve the communication link with parents. Usernames and passwords are given to parents through the Guidance Office. We highly recommend accessing Edline regularly.

### **ELECTRONIC DEVICES**

Electronic devices such as cell phones, MP3 players, IPODs and portable gaming devices (i.e. PSPs, Nintendo) are not to be turned on and/or operated during the school day. Violation of this directive may result in the device being confiscated and a disciplinary assignment being administered. All items such as those mentioned above should be secured properly or not brought to school at all. The school assumes no responsibility for loss, stolen, or damaged items of this nature.

### **EXTRA-CURRICULAR ACTIVITIES**

Participation in extra curricular activities is a privilege that assumes with it a high standard of academic achievement and good behavior, both in and outside of school.

**General Athletic/Extra Curricular Rules and Regulations of the Tunkhannock Area School District** establish guidelines for academic performance, appropriate behavior, and attendance in order to sustain membership in school extra curricular activities, clubs, and organizations. All students participating in extra curricular activities must sign and submit the signed copy of these rules and regulations for each year of participation in said activities. This policy was updated on March 27, 2007. Highlights of this policy can be found on Page 6 under "Athletic Participation."

### **FIELD TRIPS**

Students are considered "in school" and are subject to all school rules and regulations while on a school sponsored field trip. All students who are participating in the field trip or activity must continue to participate and travel with the group until the field trip or activity is completed, and shall use the designated transportation back to their original location.

### **FINAL EXAMS**

Final examinations are given in all courses that earn a minimum of .5 credit. Examinations are cumulative and, therefore, are designed to assess the knowledge and skills learned throughout an entire course. Teachers have the discretion to exempt students who have achieved an average of 93 or better from final examinations. The final exam schedule will be developed and distributed to faculty and students at the appropriate time.

### **FIRE AND EMERGENCY DRILL REGULATIONS**

When the Fire Alarm Sounds utilize the regulations listed below:

- 1.) Close all windows.
- 2.) Turn off all lights.
- 3.) Students will leave rooms in single file without pushing or running. They will move rapidly to the proper exit, while following the teacher in charge.
- 4.) No talking or noise.
- 5.) Students will move away from building once outside. Each class group will stay together.
- 6.) Teachers will carry roll books and take attendance once outside of the building to be sure all students are outside of the building.
- 7.) The first students who exit the building are to hold doors open until all students are out of the building.
- 8.) Maps showing emergency exit routes will be posted in all classrooms and student areas.

### **FUNDRAISING**

Fundraising for school related activities and programs must be conducted according to the procedures and guidelines set forth by advisors, coaches, and other district-approved personnel. Students who participate in school fundraisers involving the collection of monies and/or sale of items, must see to it that all funds and items for sale are delivered to the appropriate individuals promptly. Under no circumstances should students improperly hold, spend, or use fundraiser monies or items for sale. All fund raising activity must be approved by the high school administration. Fundraising approval forms are available in the main office. NOTE: Because of our district wide wellness policy, candy may not be sold or consumed during school hours.

### **GAMBLING**

Because gambling is an illegal activity unless sanctioned or approved by the appropriate state authority, we cannot allow it to take place on school grounds. Although some teachers may, with permission, use certain games of chance to teach statistics or other math concepts, we

cannot allow students to play these games at other less structured times of the day. For this reason, playing cards and other games of chance will not be permitted during study halls or lunch/activity periods. Students found playing cards or participating in any form of gambling may be subject to disciplinary action.

### **GRADE ADVANCEMENT**

Students move on to the next grade level after successfully completing the number of credits necessary to retain standard high school schedules in each successive year of high school. This standard is based on students earning at least 12 credits by the end of their 10<sup>th</sup> grade year. Each student's grade level status will be evaluated on a case-by-case basis beginning the end of their 9<sup>th</sup> grade year. Information related to credit requirements can be found under "Graduation Requirements."

### **GRADING SYSTEM**

The grading system as described in this section is to be used by all teachers in grades nine through twelve inclusive. Reports cards are issued every nine (9) weeks. Pupils are graded on a numerical system according to the following:

#### **Criteria**

93-100	Excellent
85- 92	Above Average
78- 84	Average
70-77	Below Average
Below 70	Failing

#### **Pass/Fail Codes**

The following codes are used for courses that are rated Pass/Fail:

Medical (PE courses only)  
Pass  
Fail

#### **Computation of Final Grades**

Final grades for full-year courses (1 credit) are computed as follows:

- The sum of four nine-week quarter grades plus the final exam divided by five (5) equals the final grade.

Final grades for semester courses (1 credit) are computed as follows:

- The sum of two times both quarter grades plus the final exam grade divided by 5 equals the final grade.

Final grades for nine-week courses (1/2 credit) are computed as follows:

- The sum of two times the quarter grade plus 1/2 the final exam grade divided by 2.5 equals the final grade.

### **Class Rank**

A student's class rank or class standing is determined at the end of each academic year. Rank is cumulative beginning with grade nine (9) and continuing through grade twelve (12) and is computed from a student numerical average. This is calculated by adding the weighted numerical equivalents of a student's percentage and dividing by the number of credits carried. Students are encouraged to maintain or improve their academic level. Subjects that are not used in compiling class rank are as follows: (1) Physical Education, (2) Health/Family Life, (3) Creative Living, (4) Technology Basics, (5) Music Appreciation.

### **Weighted Grades**

The following applies to the Class of 2009 and beyond...

A new weighting system will be applied to the Class of 2009 and beyond. Under the new system, Honors courses will receive an additional 4% when computing Honor Roll, Class Rank, and GPA. AP courses will be computed with an additional 5%.

### **GRADUATION REQUIREMENTS**

Students need to successfully complete a graduation project and the necessary credits in order to graduate from Tunkhannock Area High School. Credit requirements for graduates is as follows:

<u>Subject</u>	<u>Credits</u>
English	4
Social Studies	3
Math	4
Science	3
Health/Phys.Ed.*	1

Computer Science/ Word Proc.	1
Arts &/or Humanities	2
Electives	8
-----	-----
TOTAL	26

All students will earn .25 credits for each physical education course successfully completed in 9<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grades, and .25 credit for completion of 9<sup>th</sup> and 10<sup>th</sup> grade Family Life and Health.

### **Graduation Projects**

**Satisfactory completion of a graduation project is required as a condition of graduation.** Students will be informed of the procedures and guidelines governing the graduation project beginning in their 9<sup>th</sup> grade year to work with throughout their high school years. The Tunkhannock Area High School Graduation Project is a compilation of work involving Career exploration. The Career Resource Lab will assist students with this requirement.

### **GUIDANCE DEPARTMENT**

The Guidance Department consists of three counselors who are assigned to students based on an alphabetic breakdown of students' last names. Guidance counselors assist students in effectively managing personal and social issues that interfere with academic performance, the development of schedules, and preparing for post secondary experiences. Students are strongly encouraged to maintain regular contact with their assigned counselors and to utilize the many resources that are available.

### **Career Planning**

Career planning is an ongoing process that students must be actively engaged in throughout their high school years. Programs are sponsored by guidance personnel that expose students to career and education opportunities. A quarterly newsletter will be published and distributed to students and parents that outlines important deadlines, procedures, and programs. Effective post secondary planning requires active participation and initiative on the part of students and their families. The counseling staff is available to assist students, parents and teachers between the hours of 8:00 a.m. and 3:20 p.m. Parents are encouraged to confer frequently with counselors and can be reached by telephone at 836-8273 or via email which is available on the school website: [www.tasd.net](http://www.tasd.net).

*Note: The Career Resource Lab has excellent materials designed to assist students in formulating a career objective. Students wishing*

*to use the Career Resource Lab should contact the guidance office for further assistance.*

### **Schedule Changes**

The procedures governing schedule changes are outlined in the Curriculum Guide. A limited time frame will be reserved for student requests for schedule changes. All guidelines and standards for altering student schedules must be maintained to ensure equity and fairness for students. Please review the Curriculum Guide carefully when considering schedule changes. Curriculum Guides are available in the high school guidance office.

### **HALLWAYS**

It is expected that students will exercise respect for others, themselves, and for school property at all times. This is especially important while students are in hallways during the school day. Students are expected to travel through hallways in an orderly fashion and refrain from any behavior that may disrupt, injure, threaten, or intimidate other students or school personnel in any way. School property must be protected from misuse or damage while students are in hallways, and every effort must be made to ensure lockers, displays, and approved posted materials are not altered or defaced in any way.

### **HALL PASSES**

Students are not permitted in the halls during class periods, unless they are accompanied by a teacher or have their hall pass signed by a teacher. Students are to utilize the "Hallway Passport" in the back of their planners for passes. Teachers may issue their own pass when asking students to assist with an errand or project. Students who regularly abuse their hall pass privileges will be placed on a Hall Restriction list, which will be distributed to the faculty by the administration on a regular basis. Students wishing to do classroom work under the supervision of another teacher must obtain a prearranged pass prior to requesting permission from the regularly scheduled teacher. Upon approval, the regularly scheduled teacher will utilize the agenda's Hallway Passport to dismiss the student.

### **HAZING/ BULLYING**

The Tunkhannock Area School District is committed to providing all students with the right to a safe and civil education environment, free from harassment or bullying. The school district recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.

**Hazing** activities of any type are inconsistent with the educational goals of the school and district and are prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of

initiation, membership, or affiliation of any kind. The school board directs that no administrator, teacher, coach, student, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

**Bullying** shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying :

1. **Physical** – the most commonly known form includes hitting, kicking, spitting, pushing and taking personal belongings.
2. **Verbal** – includes taunting, malicious teasing, name-calling, and making threats.
3. **Psychological or Relational** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
4. **Cyber-Bullying** – forms of verbal and psychological bullying may also occur on the Internet through email, instant messaging, or personal profile websites such as MySpace or FaceBook. Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website posting (including blogs). All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive to the educational process of the district, offenders shall be the subject of appropriate discipline.

It shall be a violation of this policy for any student to bully another student on district grounds, at any school activity, or on the way to or from school.

#### Investigation Procedures

1. A student shall report a complaint of bullying or cyber-bullying, orally or in writing, to the teachers, building administrators, or counselor.
2. The building administrator will investigate the alleged conduct that occurred.
3. The building administrator may ask assistance from other district employees in the investigation process.

4. After the investigation, the building principal or designee shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

#### Consequences/Intervention

Consequences for students who bully others will be subject to disciplinary options that may include counseling, a parent/guardian conference, detention, suspension or other consequences as provided in the Code of Student Conduct.

#### Reprisal

Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

*Students should immediately report incidents of hazing and/or bullying to school personnel. School district administrators will investigate all reports of hazing and/or bullying and will issue appropriate discipline to any individual who violates this policy. School administrators shall inform all parties of administrative actions.*

#### **HEALTH SERVICES**

A registered nurse is on duty at Tunkhannock Area High School during each school day. Her regular duties include first aid and other limited treatments. Special medical treatments may be administered under limited circumstances with written permission from a family doctor. The high school nurse and the school administrators are responsible for developing the procedures and rules of the health office. These procedures are intended to enhance the services offered to students and so must be followed closely.

#### **Injuries:**

Pupils who are injured being transported to and from school during the school day in any school activity or on school trips sponsored by the district (no matter how minor the injury may be) should notify the responsible teacher, the nurse, or their homeroom teacher at once. Every teacher or homeroom teacher is responsible for submitting to the principal and the school nurse a report of injury that has occurred to any pupil under his direction or supervision.

#### **Medication:**

The Tunkhannock Area High School Administration realizes that there are circumstances that require students to continue the use of prescription medication during the regular school day. Students and parents must adhere to the following procedures if the need arises to administer prescriptions or medications. Aspirin, aspirin products, and

over-the-counter medications are involved in these procedures and regulations.

1. All medication must be brought to school by parent/guardian in a container or package appropriately labeled by the physician or pharmacy and delivered to the school nurse.
2. All written documentation by the physician and the parent/guardian shall be kept on file in the health office.
3. Parent(s) must annually send written permission signed, for the school nurse to administer non-prescription medications.
4. Medication no longer needed to be administered at the school shall be picked up by the parent/guardian. Medications left at school will be discarded. Medications will not be kept over the summer.
5. Students with life-threatening disorders will be allowed to carry their inhalers and/or epi-pen with written documentation from the family physician given to the school nurse annually. All documentation will be kept on file in the health office.
6. Since medication will not be given back to the student, parents/guardians must use judgment when considering the length of the prescription. If the prescription is to continue when the student is at home it may be necessary to divide the prescription appropriately keeping in mind that the school must have the prescription's original container. Any remaining medication must be secured by a parent/guardian or it will be destroyed.

Any student who is in possession of prescription medication while on TASD property is in violation of TASD Policy #227, the violation is a Level III offense which carries a consequence of up to a ten-day suspension and possibly expulsion from the Tunkhannock Area School District. If a student is inadvertently in possession of any prescription or "over-the-counter" drug, the drug should be brought to the high school principal or assistant principal immediately. This course of action will not necessarily exonerate the student from disciplinary action but would demonstrate that the student is not attempting to conceal the drug. Administration will determine the appropriate course of action in such circumstances.

### **HOMEWORK**

Homework is a necessary part of a student's academic life; therefore, sufficient time should be reserved each day to complete it. Homework is assigned to reinforce class content and skills, and plays a significant role in determining student achievement. Students are expected to complete homework assignments in the time specified by their teachers. Students who are absent (whether for illness, activities, or trips) must follow their teachers' instructions for obtaining and completing assignments. Parents may contact the guidance office to gather homework assignments when students have been absent for more than two days because of illness.

### **INCLEMENT WEATHER**

In the event that school will close because of weather conditions, announcements to this effect will be made over WARM-590 AM, WEJL-63 AM & 107 FM, WEMR-1460 AM, WGBI-910 AM & 101.3 FM, KWRZ-98.5 FM, WBRE TV Channel 28, WNEP TV Channel 16, and WYOU TV Channel 22.

Tunkhannock Area School District has also invested in a phone alert system that will call you in the event of early dismissals or school wide emergencies. \* **Please make every effort to keep your personal contact information accurate and up to date.**

### **INSURANCE**

School insurance forms are normally distributed to all students during homeroom period or within the first week of school. Students are to consult with parent/guardian concerning the need for school insurance coverage. Our school liability insurance will not allow reimbursement for lost or stolen personal items. Please be sure that your own insurance covers any personal property before bringing them to school.

### **LIBRARY**

The library is a place for research, study, academic enrichment, and the acquisition of reading materials on loan. The school librarian is responsible for all library operations and procedures and students are expected to follow the rules and regulations of the library at all times. It is expected that students will keep all borrowed materials in good condition and return them on the required date. All late fees must be paid and all lost library materials replaced or compensated for by students in order for the school to process student records such as grades, schedules, transcripts, and diplomas. Students with outstanding library obligations will not be permitted to use library services until all obligations are satisfied. Other sanctions may be issued for failure to resolve library debts and obligations.

### **LOCKERS**

Each student in the high school building will be assigned a locker. All school lockers are and shall remain the property of the school district and are provided to students for their use during the school year. Lockers must be kept clean and orderly and must not be defaced in any way on the interior or exterior surfaces. Visits to lockers during the school day must not interfere with being on time for class or meeting the responsibility of their schedule. Students should secure their lockers by shutting them completely after each use and/or utilizing a school-issued combination lock if deemed necessary. Only school-issued combination locks may be used on school lockers. **It is not permitted to share lockers and/or locker combinations.**

***IMPORTANT - Lockers may be searched at any time by school officials when warranted. Locker searches are conducted when reasonable suspicion exists that a student's locker may contain items that are illegal, dangerous, constitute improper use, or otherwise violate school rules and policies.***

#### **MEDIA RELEASE POLICY**

During the current school year, your child's image/photograph, performance, or other work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a demonstration project/activity in education workshops/classes/conferences
- Used as a sample project/activity on CD's created by Tunkhannock Area School District for use in education workshops and student classrooms
- Posted on the school website or other appropriate Internet source (No last names or addresses will be included with your child's picture on the web.)
- Submitted as samples to program publishers or as contest entries to sponsors
- Appear on videotape made during a student presentation of their project, or in broadcasts or videotapes demonstrating computer multimedia in general
- Videotaped to appear in a school related program to be used by a local news organization
- Used in a printed publication such as a newspaper or magazine

Please note, the Tunkhannock Area School District does not provide monetary compensation for the use of student work. ***Parents should check off the appropriate area of the sign off sheet located on Page 4 if they do not wish their child's school picture, work or image to be used as described above.***

#### **MILITARY RECRUITER ACCESS TO STUDENT RECORDS**

School districts are required under federal statute to provide armed forces recruiters with the same access to lists of senior students as the guidance office makes available to colleges and trade schools. **Junior students who wish to be excluded from this list must respond in writing to their guidance counselor prior to the close of school of their sophomore year.**

#### **NATIONAL HONOR SOCIETY**

Tunkhannock Area High School sponsors a local Chapter of the National Honor Society (NHS). The Tunkhannock Area High School National Honor Society mirrors the goals of the NHS by recognizing high achievement in the four categories of Scholarship, Leadership, Service, and Character. The criteria for selection and membership is articulated in the Chapter Bylaws and can be found under the high

school link on the school website, in the guidance office, and from the NHS Advisor.

### **NEWSPAPERS, LITERATURE, LEAFLETS**

Student-run newspapers and other student-run publications published with school equipment shall be free of obscene or libelous material as well as material that would cause a substantial disruption or interference with school activities. To accomplish this end, all materials for publications in student-run newspapers and other student-run publications published with school equipment shall be submitted for review by the principal or a designee no later than three (3) days prior to the planned date of submission to the printer or for typing on duplicating materials. School officials may not censor or restrict material simply because it is critical of the school or its administration. If the prescribed time for approval elapses without a decision, the literature shall be considered as authorized for printing and distribution. Students who are not members of the newspaper staff and other members of the school community who wish to have articles published shall submit their articles to the newspaper/publication editor for consideration of publication. All such materials shall be processed in the same manner as for those of the regular newspaper/publication staff as described in Section 12.9 (c) (3) of the Student Bill of Rights and Responsibilities. All literature, leaflets, newspapers and other printed material which is to be distributed must be submitted no less than two (2) days prior to distribution to the principal or a designee to determine if such distribution would result in substantial disruption of, or interference with school activities. Items described in Section 12.9 (e) (2) may be distributed at the exit doors at dismissal time after the principal or assistant principal has reviewed them. If the principal or a designee has not responded to the student(s) who submitted the material for approval within the two-day prescribed time, the items shall be considered as authorized for distribution. The individual student(s) or the organization responsible for distribution or printed materials shall be responsible for the clean up of all litter resulting from said distribution. All printed matter and petitions distributed on school property shall bear the name of the sponsoring organization and the name of the president or chairperson of the organization.

### **OFFICE PROCEDURES**

The high school offices have been divided into two separate areas: the high school main office and the discipline/attendance office. The main office is the point of entry into the high school after the official start of the school day. Parents or guardians of students will sign out students from the main office, and all business requiring the attention of the high school principal or the main office administrative assistant should be referred here.

The discipline/attendance office is the location for all matters related to student absenteeism and issues related to student conduct. The discipline/attendance office can be accessed through the service

window and/or the office entrance which are located in the main front hallway of the high school.

**IMPORTANT – Students are to conduct themselves appropriately at all times when entering the main office and discipline/attendance office.**

### **PHOTOGRAPHS**

The Tunkhannock Area School District will contract a firm to take student pictures during the fall semester (grades 9 through 11). Senior pictures are taken each year prior to the opening of school for the purpose of providing pictures for senior yearbooks. Service will be provided to take pictures of the athletic groups, organizations, teachers, and staff during the fall semester for the yearbook.

### **POOL RULES AND REGULATIONS**

1. All persons not in swim attire must enter the spectator area and remain there at all times. The spectator area is the hallway alongside the pool.
2. No one will be allowed on the pool deck in street clothes.
3. Anyone entering the pool area must take a shower before entering the water.
4. Running or horseplay of any nature in any part of the pool area will result in immediate ejection from the area and the suspension of further activities.
5. Artificial aids for swimming are prohibited.
6. Glass articles or sharp objects of any kind are prohibited in the pool area and locker rooms.
7. All bathers must wear bathing caps at the discretion of the director or lifeguard in charge. Any breach of this rule will result in the suspension of pool privileges.
8. The staff member in charge may ask anyone to leave the pool area for violation of pool rules.
9. All paid personnel will be provided by the Tunkhannock Area School District.
10. A date for pool rentals will be reserved only after the receipt of the appropriate form. Confirmation of the date will be sent upon receipt of said form.
11. Groups will conform to all rules and regulations as established by the Tunkhannock Area School District.
12. All requests to use the high school pool must be made through the Athletic Director's Office (836-8264.)

### **RESIDENCY**

All students attending Tunkhannock Area High School must live in a primary residence within the school district. Those students who live outside the boundaries of the Tunkhannock Area School District and would like to attend must make tuition payment arrangements with the central administrative offices. Any student not residing with a parent or

legal guardian of this district must file a Non-resident Affidavit (Form 1302) with the guidance department. Appropriate forms can be obtained in the Tunkhannock High School Guidance Office.

### **SECURITY AND SAFETY**

It is the responsibility of all students to respect and follow the rules and regulations of the school pertaining to safety and security at all times. Any behavior that jeopardizes the health, safety, or security of students, guests, school employees, or any other person affiliated with school will be considered a serious breach of the Code of Conduct and Responsibility. Threatening, abusive, violent, or reckless behaviors and/or Communications will not be tolerated.

It is especially important for students to report dangerous or threatening activity of any nature, and to maintain the security of all entrances and exits during the school day. Doors must never be propped open, and visitors to the school must report to the main office, before having access to any area of the building.

It is important for all persons associated with Tunkhannock Area High School to assume an active and conscious awareness of safety at all times.

### **SCHOOL DANCE REGULATIONS**

The following is a list of guidelines for dances that are conducted at the Tunkhannock Area High School:

1. Attendance at dances will be restricted to the students at Tunkhannock Area High School and their escorts. Special Note: If the escort is a student from another school, he/she must obtain and submit a dance visitor form to the Assistant Principal's office prior to the dance.
2. Any student who is in possession of or under the influence of a controlled substance will not be permitted to attend the dance and may be referred to the local authorities.
3. In the event of a problem during the dance, the chaperones should seek out the policeman who is on duty to resolve the problem (any act that is unlawful may result in that person(s) being removed from the dance and/or possible prosecution, security will handle prosecution).
4. No one is permitted to leave the dance. If a student decides to leave, he will not be allowed reentrance (mitigating circumstances left to chaperone's discretion).
5. There will be no loitering in the parking lot or in the cars before, during, or after the dance (security people will handle this)
6. The Tobacco Policy is in effect for all school activities.
7. Students are not permitted to enter the dance when they arrive unusually late (discretion of chaperone).

8. Chaperones should include at least one male and one female for supervision purposes. This does not mean that the number of chaperones should be limited to two people.
9. Individuals over the age of 21 are not permitted at school dances. Exception may be considered for the prom on a case by case basis.
10. The administration or their designee reserves the right to deny individuals or students admission to school events based on the best interests and safety of the school.

### **SEARCH AND SEIZURE**

The district school board has authorized school administrators to inspect and/or search students' lockers, their person, their possessions, or their vehicles. Such a search will be conducted only when reasonable suspicion exists that dangerous, illegal, or potentially disruptive contraband or objects are present in the places to be searched. Such searches may include the use of drug dogs as arranged with law enforcement authorities. In the event a search is ordered, the person whose locker, possessions, or vehicle is about to be searched will be notified and allowed to be present for such a search. Such notification and presence will only be permitted when doing so does not jeopardize the safety and well being of students and staff, or the effectiveness of the search. All objects, contraband, or other items confiscated during searches will be secured and delivered to the proper authorities in a timely fashion. Items confiscated during searches may be used as evidence in disciplinary proceedings.

*Note: Student rights and due process procedures will be strictly maintained throughout the search and seizure process.*

### **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated. Any complaints should be brought to the attention of the high school principal. Once notified, the high school principal will investigate the complaint, take action where necessary, and document the incident according to Board Policy #248, "Sexual Harassment."

### **STUDENT ASSISTANCE PROGRAM (SAP)**

Tunkhannock Area High School has a Student Assistance Program (SAP). SAP is an intervention program staffed by teachers, guidance counselors, the school nurse, administration, and appropriate agencies from the community. The SAP team is trained to identify and refer in need students for appropriate treatment by outside agencies. Referrals are made to the SAP team for students experiencing social, emotional, psychological, or family problems. Students may be referred to the SAP team by any school employee, a parent/guardian, or a student. Students will be given additional information about the referral process by guidance personnel. The SAP Team maintains strict confidentiality in all operations.

## **STUDENT COUNCIL**

Student council has been organized to develop attitudes of and practice in good citizenship, promote harmonious relations throughout the school, improve student/teacher relationships, improve school morale, and provide a forum for student sessions regarding the welfare of the school. Officers are elected in the spring for the next school year. The council consists of elected officers plus representatives elected by each individual class. New members will petition each spring for membership for the following school year. The student council will conduct a school wide election to elect the new membership and officers for the next school term. An additional student council representative will be designated in each homeroom. These designated representatives will remain in their respective homerooms and will report only when a student council meeting is scheduled.

## **STUDY HALL**

Study halls are organized to provide an opportunity to do school work under the supervision of a teacher. Students are required to bring appropriate educational materials to study halls and utilize them during the time allotted. A student may request permission to go to the library either for reference purposes or pleasure reading. Students must sign out and follow all other procedures as directed by their study hall teacher(s). If a student wishes to leave study hall to do work for a teacher, it is the student's responsibility to acquire a prearranged pass from that teacher requesting that he be excused from study hall. This pass must be acquired prior to the beginning of the study hall session. Study halls are to remain quiet. Sleeping and inactivity are not permitted in study hall.

## **SUSPENSIONS**

Students may be suspended from participation in the regular school day when found to have committed certain types of misconduct. The following rules apply regarding suspensions:

### **Out-of-School Suspension (OSS)**

Out-of-school suspensions are exclusions from the school day whereby a student is not permitted on school grounds for the specified time of suspension. The following definitions clarify the various types of out of school suspensions:

1. Exclusion from school may be effected by temporary suspension, full suspension, or expulsion.
  - A. "TEMPORARY SUSPENSION" shall mean exclusion from a regular school program for an offense for a period of up to three (3) school days.
  - B. "FULL SUSPENSION" shall mean exclusion from a regular school program for an offense for a period

of up to ten (10) school days (except as provided in paragraph three hereafter), after an informal hearing is offered to the student and the student's parents.

- C. "EXPULSION" shall mean exclusion from school for an offense for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls, when decided by the board of school directors after a proper hearing.

Students shall be permitted to make up assignments and assessments missed during the time of their suspension(s). It is the suspended student's responsibility to contact their teachers and make arrangements for this make up work upon their return to school. Students who have received an out-of-school suspension (OSS) are not permitted onto school district property for any reason without specific approval by administration throughout the duration of their suspension. Violation of this rule may result in charges of trespass. A complete list of the rules governing out of school suspension will be given to students at the time they are issued their suspension.

*Note: Students may not participate in extra curricular activities on the day(s) of their suspension assignment. If a student is assigned OSS on a Friday, they are ineligible to participate on the following Saturday or Sunday.*

#### **TELEPHONE USE**

Students are permitted to use the main office phone **FOR URGENT SCHOOL-RELATED BUSINESS ONLY. STUDENTS ARE NOT PERMITTED TO USE SCHOOL PHONES FOR PERSONAL MATTERS.** Students intending to use the school phone must sign a phone log book at the main office citing the time and nature of their call. Incoming emergency and urgent phone calls regarding students will be accepted at the main office. Messages of an urgent nature from a parent or guardian will be conveyed to students. **All students requesting to use the phone must obtain a pass from their supervising teacher and report to the main office for such phone calls. Students are not to use cell phones at any time during school hours.**

#### **TOBACCO POLICY**

Any student found possessing or using tobacco on school premises or at any school activity will be subject to the following penalties and/or educational clinic:

- 1) The first offense shall be punished by a 2-day OSS, parent conference, and attendance at the next smoking clinic. The administration will refer the offense to the magistrate who may impose a fine consistent with Pennsylvania Law. (Goal: involve the parent(s), guardian(s) in resolving the problem.)

At the informal hearing, the student shall be scheduled for the next smoking clinic.\*

- 2) The second offense shall be punished by a 3 day OSS, parent conference, and attendance at the next smoking clinic. The administration will refer the offense to the magistrate who may impose a fine consistent with Pennsylvania Law.
- 3) Punishment of the third offense shall consist of an informal hearing with ten-day external suspension at the discretion of the administrator. The offense will be referred to the magistrate who may impose a fine consistent with Pennsylvania Law. The third offense should also be referred to the

Superintendent of the District, who may hearing with the Tunkhannock School Directors. Tunkhannock Area School recommend a formal Area Board of School Directors.

PA law calls for a summary offense and a fine plus courts cost for those students charged with violating the school's tobacco policy.  
\*Clinic - refers to an educational program designed to assist the student in becoming aware of the health hazards involved with smoking.

ALL OFFENSES IN THIS POLICY WILL BE CUMULATIVE BEGINNING AT THE NINTH GRADE LEVEL.

### **TRANSPORTATION**

#### **Arrival/Departures:**

All buses load and unload from the parking area located in front of the high office area. Students are to depart from their buses and immediately enter the school upon arrival. At dismissal, students are to wait behind the yellow safety lines on the front sidewalks until their bus arrives and comes to a complete stop at their pick up point. Students are to enter buses safely and follow bus driver instructions at all times. All students are to depart from the school at dismissal unless participating in extra curricular activities, serving disciplinary assignments, or other authorized activities. **Students who are dropped off in the morning and/or picked up at the close of the school day are to do so in the south parking lot areas.** The front office parking lot area is reserved for bus traffic only at dismissal.

*NOTE: All school rules are in effect while students are in transit to and from school.*

#### **Late Bus Run:**

See "Activity Bus" on page 11.

#### **Bus Transportation Rules:**

Riding a school bus is a privilege provided by the Tunkhannock Area School District.. **When, however, the behavior of a student affects the welfare and safety of the other students, the privilege may be curtailed or taken away.** The following rules and safety regulations are for each student's well-being. A student should:

- Respect the driver's authority and observe requests made by the bus driver.
- Wait quietly at the bus stop, out of the road and away from the traffic.
- Line up in an orderly fashion to board the bus when it arrives.
- Go directly to a seat and sit down and make a place for others to sit.
- Keep arms and legs out of the aisle.
- Keep hands, head and books and bundles inside the bus. Do not eat, drink, or smoke on the bus.
- Talk quietly. Quiet on the bus is necessary for the driver to be able to hear horns and other traffic sounds.
- Refrain from talking at all when the bus is at a railroad crossing.
- Get permission before opening windows.
- Stay seated at all times. Don't stand until the bus comes to a full stop.
- Always use the handrail getting on or off the bus.
- Look carefully both ways to cross the road after leaving the bus.
- Refrain from willfully destroying or marking up any part of the bus.
- Refrain from fighting, unnecessary fooling or annoying other students.
- Refrain from using profane or obscene language.

Any student requesting to ride a bus temporarily must have a signed note from the parent/guardian requesting permission that will be presented to the bus driver. The note should be brought to the main office to be approved by the high school administration. The note can then be presented to the driver. If any student will be boarding a bus

for the morning run, advanced planning will be necessary so that the notes requesting permission has all the necessary signatures.

### **Videotaping of Students on Buses:**

TASD policy 810.2 allows the district to use audio/video taping on district buses. Video taping acts as a deterrent to misbehavior and can be used to determine appropriate/inappropriate behaviors with regard to bus discipline issues.

### **VISITORS**

During regular school hours, visitors are not permitted to move about the building without a staff escort. All visitors must register at the main office upon entering the high school. Individuals will receive a Visitor's Pass and will be escorted to their destination by an adult aide. The individual/group being visited will then contact the main office to secure an escort prior to leaving the building. As a general rule, the school does not allow students from other schools or other individuals to visit with students during the school day. Requests to visit specific teachers will be arranged through the main office and should occur during that teacher's prep period.

### **WEBSITE**

The Tunkhannock Area School District maintains its own website and is responsible for the content posted on it. The high school Website Design classes edit content, design layout, formulate new ideas, and in general maintain the website through a cooperative arrangement with the district technology department. The TASD Website includes many essential features and important information students and parents will find useful. It is recommended students and parents save website to their desktop and add it to 'favorites' for easy reference. Administrative approval is required for any information to be posted on the website.

### **WITHDRAWAL FROM SCHOOL**

When the student moves from the district or leaves school for any reason, he should report to the guidance counselor's office at least one (1) day or more in advance of the last day of attendance with a note from his parents. The note should state the reason for leaving the school and the address of the new residence. It will be necessary for the student to complete all of his school obligations such as the return of all books, repayment of fines, and cleaning out of lockers. It is also necessary to complete office records and to prepare transfer and permissions for the release of records that will accompany the student. A transcript will be forwarded to the new school district upon request from that school.

***NOTE: Students expressing a desire to withdraw from school must have a meeting with the high school principal before the process of withdrawing can be completed.***

**WORKING PAPERS**

Before a student can obtain working papers for summer employment he must be at least 14 years of age. However, the entire employment procedure is governed by the state, and at age 14 the number of employment opportunities are limited. In accordance with law, a student must be 16 years of age in order to secure permanent working papers and leave school. Prior to the preparation of working papers, a parent/principal or assistant principal conference may be held to insure that the parents are in agreement and fully understand this new situation. Further information and applications for working papers can be obtained at the high school guidance office.

BEFORE WORKING PAPERS CAN BE ISSUED, A PARENT MUST APPEAR IN PERSON TO SIGN THE APPLICATION. (THIS IS A LEGAL REQUIREMENT OF THE STATE OF PENNSYLVANIA).

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If you have any questions about this publication, or for additional copies of the student handbook contact the Administration Offices at Tunkhannock Area High School at 120 West Tioga Street, Tunkhannock, PA 18657 or telephone (570) 836-8241.

**\*\*\* IMPORTANT NOTICE \*\*\***

This handbook describes the procedures and policies necessary to run an effective educational program. Should there be a need to alter or adjust the rules, guidelines, and/or procedures expressed in this publication, students and parents will be notified of those changes in a timely manner.

<b>2009/10 Regular Schedule</b>		
<b><u>Pd.</u></b>	<b><u>Start</u></b>	<b><u>Stop</u></b>
<b>HR</b>	<b>8:10</b>	<b>8:20</b>
<b>A</b>	<b>8:23</b>	<b>9:05</b>
<b>B</b>	<b>9:09</b>	<b>9:49</b>
<b>C</b>	<b>9:53</b>	<b>10:33</b>
<b>*D</b>	<b>10:37</b>	<b>11:17</b>
<b>*E</b>	<b>11:21</b>	<b>12:01</b>
<b>*F</b>	<b>12:05</b>	<b>12:45</b>
<b>*G</b>	<b>12:49</b>	<b>1:29</b>
<b>H</b>	<b>1:33</b>	<b>2:13</b>
<b>I</b>	<b>2:17</b>	<b>3:00</b>

**\*Lunch Period**

**2009/10  
Activity Schedule**

<u>Pd.</u>	<u>Start</u>	<u>Stop</u>
HR	8:10	8:20
Act Pd	8:23	9:06
A	9:10	9:45
B	9:49	10:24
C	10:28	11:03
*D	11:07	11:42
*E	11:46	12:21
*F	12:25	1:00
*G	1:04	1:39
H	1:43	2:18
I	2:22	3:00

\*Lunch Period

**2009/10  
1:00 PM Dismissal Schedule**

<u>Pd.</u>	<u>Start</u>	<u>Stop</u>
HR	8:10	8:20
A	8:23	8:49
B	8:53	9:17
H	9:21	9:45
I	9:49	10:13
C	10:17	10:41
*D	10:45	11:15
*E	11:19	11:49
*F	11:53	12:23
*G	12:27	1:00

\*Lunch Period

HR	9:10	9:20
A	9:23	9:58
B	10:02	10:35
C	10:39	11:12
*D	11:16	11:50
*E	11:54	12:28
*F	12:32	1:06
*G	1:10	1:44
H	1:48	2:21
I	2:25	3:00

\*Lunch Period

**2009/10  
Two Hour Delay Schedule**