

# **Tunkhannock Area STEM Academy**

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Tunkhannock, PA 18657  
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## **2020 – 2021**

# **PARENT/TEACHER/STUDENT HANDBOOK**

**“TO MAXIMIZE THE POTENTIAL  
OF ALL STUDENTS THROUGH  
MOTIVATION, GUIDANCE  
AND EDUCATION.”**

*Tunkhannock Area School District  
Mission Statement*

This handbook may be viewed on the district website: [www.tasd.net](http://www.tasd.net)

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September 2020

Dear Families and Students:

This handbook will provide you with some necessary information concerning procedures and guidelines utilized in the district's STEM Academy. It has been compiled to provide you with some initial information; however, there are areas that may need further clarification by school personnel. Please request assistance at any time.

Parents and guardians, we strongly urge you to sit down with your child and discuss the contents of this booklet and what is expected of your child. Your child's teacher discussed the booklet with all students prior to bringing it home to you. We ask that you specifically review the sections on academic and behavioral expectations, attendance, and school and bus safety.

Continuing our concerns with safety we again ask that you specifically review the medication procedures in the handbook. PLEASE NOTE THAT ANY AND ALL MEDICATION **MUST** BE TRANSPORTED TO AND FROM SCHOOL BY THE PARENT, GUARDIAN OR A DESIGNATED ADULT. STUDENTS MAY NOT CARRY MEDICATION TO AND FROM SCHOOL.

Periodically throughout the year, students are photographed or videotaped in school as part of a school project or activity. Pictures/videotaping will be for educational use only. Please notify the school in writing if you do not want your child included in pictures/videotapes. Additionally, if you are posting pictures of school events/activities that include children other than your own, please check with the building secretary.

We hope the information contained in this handbook will foster communication between school and home, ultimately increasing student achievement.

Parents are also reminded that they may utilize Parent Portal to monitor the academic progress of your child/children.

Please be sure to refer to the school calendar for important dates for the 2020-2021 school year. We are looking forward to a successful year!

Sincerely,

Mary Gene Eagen  
Assistant Superintendent  
STEM Academy Principal

# ACADEMIC EXPECTATIONS

## COMPLETION OF SCHOOL WORK ON TIME

It is each student's responsibility to fully complete classroom work and homework and return it to the teacher on the date and time designated.

## GRADING

The grading system as described in this section is to be used by all teachers in 7<sup>th</sup> Grade. Report cards are issued every nine (9) weeks. Students are graded on a numerical system according to the following:

<b>Criteria</b>	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**

*The Honor Roll will be announced and published after each marking period.*

### **Honors:**

- Calculated quarterly
- 90 or above cumulative quarterly average
- No grades below 85
- No failing or incomplete grades

## PROMOTION / RETENTION

(School Board Policy #215)

Failure of one or more academic subjects will result in a meeting with parents, teachers, school counselors and the principal to discuss academic achievement and possible retention.

Decision on retention of individual students will be made according to Board Policy #215 - Promotion and Retention.

## TESTING / EVALUATION

STEM Academy students will receive the following assessments during the school year:

Grade 7:

- Pennsylvania System State Assessment
- CDT (Classroom Diagnostic Tools)

Results will be shared with parents when available. Other assessments may occur with parental permission and/or notification.

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 or 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 extracurricular 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, which 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.

Any initial questions should be directed to the building administrators.

## **PROBLEM SOLVING TEAM (PST)**

The Problem Solving Team (PST) is organized by the school counselor(s) and the principal. It provides academic/behavioral support for students in need and their teachers when classroom interventions are not having a positive effect on a student's progress. Students are recommended for assistance by the teacher and/or their parents. The team recommends appropriate interventions for students, and these changes are then monitored to determine their success. The PST team reconvenes to determine the amount of progress the student has made and will make further recommendations when necessary. **Any student may be recommended for the Problem Solving process if academic or behavioral concerns arise.**

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

The Student Assistance Program (SAP), which operates in all 500 school districts throughout the Commonwealth, is designed to identify and intervene with students in the early stages of substance abuse, mental health and other problem behaviors, which affect the students health and academic performance. Core teams composed of school personnel and community professionals from the fields of drug and alcohol and mental health, serve as the point of contacts to provide consultations for students and their families' and determine if an assessment is warranted to further evaluate the need for school and community based treatment and support services. When a student is referred for assessment to an approved SAP provider and findings indicate that the student is experiencing a mental health or substance abuse problem, a referral is made to get appropriate treatment and support services for the student. Core teams continue to monitor students' behavior and progress, through teacher reports and parent involvement and provide subsequent interventions accordingly. SAP referral forms are available on the district website [www.tasd.net](http://www.tasd.net).

## **DISCIPLINE / BEHAVIOR EXPECTATIONS**

### **EXPECTED STUDENT BEHAVIOR PHILOSOPHY**

It is the philosophy of the Tunkhannock Area STEM Academy that positive student behavior is best accomplished by positive disciplinary procedures. The ultimate goal of this or any discipline policy is self-discipline that is best fostered in an atmosphere that is conducive to living, teaching and learning. It is recognized that it is the responsibility of the total school community to exemplify self-discipline and to provide positive role models for students in their charge.

Everyone has the right to expect that the environment shall be safe, pleasant, and well organized. The climate should produce security and consistency through the establishment of reasonable rules and guidelines that are based upon mutual respect, cooperation and courtesy.

## **SEARCH AND SEIZURE**

The District School Board has authorized school administrators to inspect and/or search students' lockers, their person, or their possessions. 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, or possessions is about to be searched will be notified and allowed to be present during 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.

## **FIELD / CLASS TRIP**

The Board recognizes the value of student social events and class trips enhancing and enriching the school experience for children of this school district. As participants in school social events and class trips, students shall be held responsible for compliance with rules set forth in advance for their conduct, and infractions of these rules will be subject to the same disciplinary measures as are applied during the regular school program. The class trips are of substantial impact for the total growth of the student. When a child demonstrates inappropriate behavior on such trips, the respective teacher will facilitate notification to the building principal and appropriate guidance and recommendations will be provided to manage and modify such behaviors considered unacceptable.

**\* Students may be deemed ineligible for class trips based on chronic or severe infractions of school rules.**

## **SCHOOL WIDE POSITIVE BEHAVIOR PLAN**

The district has chosen to use the School Wide Positive Behavior Support Model which is a collaborative, assessment based approach to developing effective interventions for problems schoolwide. The emphasis is on pro-active, educative, and reinforcement based strategies to achieve meaningful and resilient behavior and lifestyle outcomes.

- Proactive: Attempting to prevent inappropriate behaviors by putting procedures in place and if needed changing the environment.
- Education: Teaching the students school rules and what we expect of them while at school.
- Reinforcement Based: Giving students rewards when they follow the school's expectations, which includes the following 3 Tiger Pride principles:

**RESPECT- Treating others the way you want to be treated**

**RESPONSIBILITY – Making good choices and following the rules**

**SAFETY – Ensuring safety comes first**

Students are encouraged to embody all three Tiger Pride principles, and are rewarded when caught demonstrating any of the three principles during the school day. If caught doing something that illustrates respect, responsibility and/or safety students can receive a Tiger Paw that is then placed into a Tiger Pride

Box for a monthly drawing. Any faculty or staff member can reward students with a Tiger Paw at any time. Students who go above and beyond to demonstrate our Tiger Pride Principles can also receive a Positive Referral which is submitted to the principal who then meets with the student and notifies the student's family of the positive behavior.

On a monthly basis, the guidance counselors will randomly draw 10 Tiger Paws from the box and all 10 students will receive a prize. Nine students will receive a \$5.00 gift card, while one student will receive a larger prize that is subject to change throughout the year.

We have found this program to be a huge success in assisting us with providing a positive school climate. We appreciate your support of our programs and would welcome reinforcement of the above stated principles at home. **The 3 Tiger Pride Principles are closely related to the school and bus behavior expectations.**

**GENERAL CLASSROOM EXPECTATIONS:**

1. Use Accountable Talk
2. Bring materials to class
3. Respect Materials and Resources
4. Keep hands, feet and items to yourself
5. Clean up after ourself

**COLLABORATION SPACE EXPECTATIONS:**

1. Utilize Group Roles
2. Stay on TASK
3. Use Accountable Talk
4. Respect materials and resources
5. Keep collaboration space clean

**CAFETERIA EXPECTATIONS:**

1. Sit at table at all times
2. Respect others
3. Walk
4. Respect school property
5. Clean up

**HALLWAY EXPECTATIONS:**

1. Follow teacher's directions
2. Face front
3. Quiet
4. Hands and feet to self
5. Walk

**BUS EXPECTATIONS:**

1. Follow directions of bus driver
2. Remain seated
3. Talk quietly
4. Keep hands and feet to self
5. Respect school property

**RESTROOM EXPECTATIONS:**

1. Allow privacy
2. Walk quietly to and from
3. Use and flush toilet
4. Wash your hands
5. Clean up

## DISCIPLINARY PROCEDURES

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board may, after a proper hearing, suspend a child for such time, as it deems necessary or may permanently expel him/her.

### **LEVELS OF MISCONDUCT**

**Level I** – Misbehavior on the part of the student, which impedes orderly classroom procedures, interferes with the orderly operation of the school, rights of others, the smooth operation of the educational process, and school safety. Examples of this type of misbehavior include, but are not limited to:

- a. **Failure to follow clear school and classroom rules**
- b. **Disrespectful speech or action**
- c. **Defiance of authority**
- d. **Inappropriate language**
- e. **Defacing school property**
- f. **Horseplay or pushing**
- g. **Running or wandering in the hall**
- h. **Wearing head coverings in the building**
- i. **Agitating or teasing classmates**
- j. **Public displays of affection**

### **Consequences/Expectations for Level I Misconduct:**

1<sup>st</sup> Step – verbal warning

2<sup>nd</sup> Step – Loss of recess time and/or other teacher specific consequence

3<sup>rd</sup> Step – Referral to Dean of Students/Principal to complete Think About It sheet, conference with student, buddy classroom, sensory break, etc. Parent contacted

4<sup>th</sup> Step – Retraining with Principal, Dean of Students, and/or School Counselor

**Level II** – Misbehavior/Misconduct which may be disruptive of the educational process or which involve acts that are so serious that they may represent a direct and immediate threat to the welfare of others – furthermore these acts may also violate state penal laws. Examples of this type of misbehavior include, but are not limited to:

- a. **Repeated misconduct of a Level I nature**
- b. **Fighting**
- c. **Physical aggression**
- d. **Theft**
- e. **Defacing/destruction of school property**
- f. **Leaving the school building without permission at any time during the school day**
- g. **Obscene conduct or language**
- h. **Indecent exposure**
- i. **Returning to any school property without permission while on suspension**
- j. **Truancy**
- k. **Possession or use of knives, firearms, fire crackers, cherry bombs, smoke bombs, or other weapons**
- l. **Terroristic threats (Policy #218.2)**
- m. **Violation – student use and/or distribution of any drug (penalties are provided under Policy #227 approved by the Tunkhannock Area Board of Directors)**
- n. **Violation of the school tobacco policy (penalties are provided in school tobacco policy approved by the Tunkhannock Area Board of School Directors)**
- o. **Possession and/or use cellular phones within the school.**
- o. **Indecent exposure**
- p. **Repeated misconduct of any items listed above**

**Consequences/Expectations for Level II Misconduct:** Parent notified, administrative action taken. *All disciplinary actions are subject to administrative discretion at both levels. Previous discipline will be taken into consideration.*

### **ITEMS THAT STUDENTS ARE NOT TO BRING TO SCHOOL**

Our schools support a safe and effective teaching/learning environment. Items of monetary or sentimental value are discouraged from coming into school. The following items are **NOT** to be brought to school by students:

- noxious glue, etc.
- squirt guns
- items that any organizations have for sale (all selling of items, including PTA/PTO shall be completed outside of school)
- radios, musical devices, cell phones, hand held computer games
- knives or any weapons or look like a weapon (subject to disciplinary action)
- toys (teacher permission only)
- scooters, skateboards, roller skates

Items that do not belong in school and disrupt the educational process will be confiscated by the teacher. Parents may make arrangements to pick up these items with the teacher. Any item not picked up will be discarded at the end of the school year.

## **“Bullying/Cyberbullying” PROGRAM**

(See School Board Policy #249)

The Tunkhannock Area School District will be taking a firm approach to all bullying behaviors.

Bullying is defined as a **pattern of repeated harmful behavior(s)** 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:

### **Physical Bullying (Direct Bullying)**

Physical Bullying includes but is not limited to the following:

- Punching/slapping/elbowing/shouldering (slamming)
- Pushing/shoving
- Kicking
- Stealing, damaging or defacing belongings/property
- Restraining
- Pinching
- Flushing someone’s head in the toilet
- Forcing someone into his/her locker
- Attacking with spit wads
- Sexual harassment
- Pulling clothes down or off

### **Verbal Bullying (Direct Bullying)**

Verbal Bullying includes but is not limited to the following:

- Name-calling
- Insulting remarks and put-downs
- Repeated teasing
- Racist remarks/harassment
- Sexual comments and sexual harassment
- Threats and intimidation
- Whispering about someone behind his/her back

### **Indirect Bullying Behaviors (Social/Relational)**

Indirect Bullying includes but is not limited to the following:

- Destroying and manipulating relationships (turning someone’s best friend against him/her, etc.)
- Destroying reputations (gossiping, spreading nasty and malicious rumors and lying about someone)
- Making someone look foolish (public humiliation)
- Intimidation
- Hurtful graffiti
- Excluding someone from a group (social rejection/isolation)
- Negative body language (facial expressions, glares and dirty looks, turning your back to someone)
- Nasty jokes and notes passed around
- Hate petitions (promising to hate someone)

**Consequences for Bullying:** Consequences for students who bully others shall 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.*

### **Temporary Suspension**

Under certain circumstances, as determined by the principal, the student may be suspended for a period of time up to three days with notice of the reason for which he/she is suspended provided to parent/guardian. A meeting with parent(s) may be held.

A student may be suspended for a period of time up to three days, for Level I or Level II violations, in external suspension. A Level II violation will require the guardian to meet with the school administrator before the student is readmitted.

A student may be suspended up to ten school days by the principal. The student and his/her parent(s) shall be required to attend an informal hearing during the first three days of temporary suspension.

### **Expulsion**

The Board may permanently expel from the rolls of this district any student whose misconduct and disobedience is such as to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing.

A student under 17 years of age who is expelled has forfeited his/her right to an education in the schools of this district, but has not been excused from compliance with the compulsory attendance statutes.

### **Formal Hearing (Refer to P.G. 219)**

Students suspended for a period of time longer than a temporary suspension shall be afforded a formal hearing which shall take place within three weeks after the suspension occurs, but delay of such hearing shall not operate to delay return to school.

The formal hearing shall observe the due process requirements of notification of the charges in writing to the student and his/her parent(s).

The Superintendent shall develop rules and regulations to implement this policy which shall include the publication of standards of behavior to all students in accordance with Board policy on student discipline and procedures that insure due process in the deprivation of a student's right to attend school and comport with this policy.

1. Exclusion from school may be affected by temporary suspension, full suspension, or expulsion.
  - a. "TEMPORARY SUSPENSION" shall mean exclusion from school for an offense for a period of up to three school days, by the administrator, without a hearing
  - b. "FULL SUSPENSION" shall mean exclusion from school for an offense for a period of up to ten school days (except as provided in paragraph 3 hereafter), after an informal hearing is held with the student and the student's parent(s).

- c. "EXPULSION" shall mean exclusion from school for an offense for a period exceeding ten school days and may be a permanent expulsion from the school rolls, when decided by the Board of School Directors after a proper hearing.
2. Students shall be permitted to make up, without penalty, exams and work missed, while being disciplined by temporary or full suspension.
3. If, when expulsion proceedings are initiated, it is determined, after an informal hearing, that a student's presence in his or her normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the periods of "FULL SUSPENSION", the student may be excluded from school for more than ten school days, provided the formal hearing is not unreasonably delayed.
4. The Board may authorize its school solicitor to serve as hearing officer on its behalf in student discipline cases where expulsion from school is not expected to be recommended by the administration. The officer's recommendation shall be ratified at the next scheduled Board meeting following the hearing.

## **SCHOOL BUS BEHAVIOR**

Safety and the proper attitude in bus transportation as well as in all phases of the school program are a prime concern to all people associated with the Tunkhannock Area School District.

According to the School Laws of Pennsylvania, the Board of School Directors may provide free transportation for resident pupils. Transportation for students on a school bus is considered a privilege, which may be revoked. Any behavior by a student or a group of students which infringes upon the rights of other individuals who might be riding on the bus or which endangers the safety of all passengers by interfering with a bus driver's ability to maintain control of the vehicle will not be tolerated.

The safety of all who utilize school bus transportation in the Tunkhannock Area School District is imperative. Only through the cooperation of parents, students, teachers, school bus drivers and administrators of the school district can this aim be achieved.

### Parent Responsibilities:

1. Have children ready to board the school bus at the designated time.
2. Impress upon children the importance of safety when approaching a school bus stop, while waiting for the bus to arrive, and while boarding the bus.
3. Parents are asked to familiarize their children with the obligations and courtesies of public transportation. Parents should understand the student's responsibilities and penalties for misbehavior.
4. Parents who witness an alleged violation of the Pennsylvania Motor Vehicle Code should report the incident to the Director of Transportation and the respective police department.
5. Students suspended from riding their respective bus will be considered truant if parents do not provide alternative transportation.

### Student Responsibilities:

1. Wait at the bus stop in an orderly fashion, off the road, and away from the traffic. Parents are responsible for the behavior of their child while waiting at the bus stop.
2. Wait in an orderly fashion to board the bus when it arrives. Do not walk toward the door until the bus stops and the door is opened. (For example, no pushing.)
3. Go directly to a seat and remain seated. Don't stand until the bus comes to a full stop.
4. Keep your arms, legs and belongings out of the aisle and inside of the bus.
5. Do not eat, drink, smoke or litter on the bus.
6. Talk quietly. Order on the bus is necessary for the driver to be able to hear horns and other traffic sounds.
7. Before leaving or entering the bus, look carefully both ways if you cross the road. Walk at least ten (10) feet in front of the bus.
8. Refrain from willfully destroying or marking any part of the bus.
9. Refrain from fighting, fooling around, or annoying other students. Throwing objects on the bus or out of the windows will not be permitted.
10. Refrain from using profane or obscene language.
11. Respect the driver's authority and observe requests made by the bus driver.

### Disciplinary Regulations:

If any rules are disobeyed, the following disciplinary action will be taken:

First Offense—A warning will be given to the student by the driver. If the infraction is of a serious nature, the driver may choose to report the student to the building administrator on the first offense.

Second Offense—The driver will contact the administrator regarding the incident. **The administrator will contact the parent and conference with the student.**

Third Offense—Bus conduct report will be filled out and a conference will be held with the building administrator, student, parent, and driver if possible. **An infraction letter will be sent home to parents, and based on the seriousness of the infraction, suspension of riding privileges could occur and be anywhere from one (1) to ten (10) consecutive school days.** During the time a student is suspended from riding a bus, he may not ride any other bus in the district.

Fourth Offense—Bus conduct report will be submitted to the building administrator. A conference will be held with the building administrator, student, parent and driver if possible. Based on the seriousness of the infraction, **suspension of riding privileges could be over ten (10) consecutive school days** if approved by the Superintendent of Schools based on the recommendation of the Transportation Committee.

Special Violations—Any infraction of the bus rules and regulations can be serious enough to warrant immediate suspension from riding the school bus. The length of suspension in special situations will be determined by the Transportation Committee and may be approved by the Superintendent of Schools after his/her review. The suspension could range from beyond ten (10) consecutive school days to the entire school year. Prior to meeting with the Transportation Committee, a student may be suspended by the administrator if safety and welfare are of concern.

*Administrative discretion may be used when determining the level of misbehavior of specific incidents. All disciplinary actions are subject to administrative discretion.*

Some examples of special violations are:

- Unsafe behavior – out of seat, hands and feet not kept to self, physical aggression, fighting, etc.

- Intentionally damaging a bus.
- Threats to drivers.
- Possession of any item that may distract or cause immediate harm to students and/or bus driver.
- Throwing objects or squirting water on the bus. Use of controlled substance, alcohol, tobacco, or other stimulants while riding the bus, and possession of a controlled substance or alcohol.
- Failure to comply with bus driver requests.

Board of Education Policy (810.2) now allows the district to use audio/video taping on district buses. This taping would be used to determine appropriate/inappropriate behaviors with regard to bus discipline issues.

## **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 STEM Academy.

### **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 and 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 network.

The following are neither 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:
  - i. 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.
  - ii. Speech that is inappropriate in an educational setting or violates district rules necessary to maintain a quality educational environment.
  - iii. 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.
  - iv. Dangerous information that if acted upon could cause damage or present a danger of disruption.
  - v. Violations of privacy that reveal personal information about others.
  - vi. Abuse of resources such as chain letters, "spamming," and inappropriate use of District group distribution lists.
  - vii. Copyright infringement or plagiarism.

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 Area School District 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 privilege. The administration is delegated the authority to determine appropriate use and may deny or revoke, suspend, or close users' 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.
    - d. The system providers have access to all e-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 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 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 uploading 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 e-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's 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.
  - i. 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 STEM Academy classroom or computer lab.

## **ATTENDANCE / ABSENCES / TARDINESS**

### **ATTENDANCE / ABSENCES POLICY (See School Board Policy #204 in appendix)**

**Regulations governing school attendance have been established by the Commonwealth of Pennsylvania. Please note that Public School Code states attendance is compulsory from the date that students are enrolled in school, to age 17.**

<u>Student school hours:</u>	7:35 a.m. - Doors Open/breakfast 8:10 a.m. - School Day begins 2:55 p.m. – Dismissal
<u>Staff Hours:</u>	7:35 am - Arrival 3:05 pm – Dismissal

### **TARDINESS**

Students who arrive after the designated starting time for school will be considered tardy. Students late due to busing problems will not be tardy. A written excuse for half and full days of absence is, of course, required.

Tunkhannock Area STEM Academy

Tardy:	Arrival after 8:10 A.M. but prior to 10:20 A.M.
½ Day Absence:	Arrival after 10:20 A.M. Departure prior to 10:50 A.M.

Students chronically late to school, **will be referred to Wyoming County Children and Youth and/or local magistrate for failure to comply with the attendance policy.** Excessive tardiness minutes can be accumulated and be considered as illegal absences.

## **LAWFUL / EXCUSED ABSENCES**

TASD Board Policy identifies the following reasons for an excused absences:

1. Illness (limit 10 days without a doctor's note). A letter of notification that ten (10) days have been accumulated and that a doctor's excuse is necessary will be sent to the parent/guardian.
  - a. ***Excuses for illness are to be sent to the student's homeroom teacher upon the student's return. If a student is absent for 3 consecutive days, a physician's excuse may be required.***
  - b. ***The excuse must include:***
    - i. student's first and last name
    - ii. dates of absence
    - iii. reason for absence
    - iv. signature of the parent or signature of the physician
2. Required court appearance
3. Death in the family or near relative
4. Approved family/educational trips
5. Religious holiday
6. Impassable roads
7. College/post-secondary visits

## **UNLAWFUL / UNEXCUSED ABSENCES**

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

1. Employment
2. Unapproved trips or vacations
3. Hunting or fishing
4. Oversleeping
5. Vehicle problems
6. Failure to complete 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 a social function
12. Previous day or evening athletic or activity event

### **First and Second Unlawful Absence**

Student is absent (absence is considered unlawful until Tunkhannock Area School District receives a written excuse). Parent is notified by TASD of unlawful absence three (3) days of absence, otherwise the excuse will be considered unlawful. Board policy requires excuses to be returned within



### **Third Unlawful Absence**

Parent is sent (via US Mail) third notice by T ASD of unlawful absence. T ASD coordinates a School Attendance Improvement Plan (SAIP) conference. The purpose of the SAIP meeting is to identify and resolve attendance issues and to offer appropriate supports. A referral is made to Wyoming County Children and Youth Agency. If there are no subsequent unlawful absences, no further action is needed.



### **Subsequent Unlawful Absences**

If there are subsequent unlawful absences after a SAIP has been implemented, regardless of parent participation in the SAIP meeting, an additional referral will be made to Wyoming County Children and Youth Agency and a citation will be filed with the magisterial district judge. If a child continues to be unlawfully absent, T ASD will file citations with the magisterial district judge and submit referrals to Wyoming County Children and Youth on a weekly basis.



### **Tardiness**

Excessive tardiness minutes will be accumulated and considered as unlawful absences. Students chronically late to school will be referred to Wyoming County Children and Youth and the local magistrate for failure to comply with the attendance policy.



### **10+ Absences**

A maximum of ten days of cumulative lawful absences verified by parental/medical excuse may be permitted during a school year. For all absences beyond ten days, regardless of reason, T ASD requires an excuse from a physician.

## **TRIPS DURING THE SCHOOL YEAR**

Parents/guardians may apply to the principal to have their child released from school for trips and vacations. The following shall be met to permit a trip to occur:

- The parents/guardians must, ***in writing***, notify the classroom teacher and the STEM Academy Principal of the dates and destination of the trip. This notice must be given to the Principal ***at least five (5) days prior to the departure date of the trip.***
- A trip (vacation) may not exceed ***5 cumulative days per school year.*** (Board Policy 204)
- School assignments missed must be completed by the student within the same number of days of absence. An advanced notice of 5 days will allow teachers to prepare for missed assignments.
- Teachers will determine what work will be sent with the student for him/her to complete during the trip.
- The STEM Academy Principal, at his/her discretion, may in special circumstances waive these guidelines.

## **REQUESTING ASSIGNMENTS FOR ABSENT STUDENTS**

Parents are expected to make the following arrangements when their child is absent from school: Parents/guardians must call the school **PRIOR** to 9:00 a.m. on the day a student is absent to receive assignments for that same day. These assignments may be picked up at the school office no earlier than 3:00 p.m. This process will allow the staff members' time to organize the assignments for

absent students. Some assignments may need teacher direction prior to assigning them; therefore, these materials will be presented to the student upon return to school.

### **LEAVING SCHOOL EARLY**

Students may leave school early (prior to regular dismissal) for doctor's appointments and family emergencies, only. Leaving early for other reasons is strongly discouraged. If leaving early becomes excessive or flagrant, parents/guardians will be contacted. Illegal days for non-acceptable absences will be issued to parents when excessive/flagrant days of absence occur.

#### **Requests to leave school early:**

If a child will be picked up by a parent/guardian at the end of the day, **please send a note to the child's teacher in the morning stating that you will pick up the student.** All visitors *must* report to the office.

Any emergency request for early dismissal by phone must be received 30 minutes before the official dismissal time to ensure arrangements can be made by school staff. School officials cannot guarantee that requests after that time can be fulfilled.

#### **Appointments:**

Parents are urged to leave their children in school all day. Every effort should be made to schedule doctor or other appointments after school hours, on regularly scheduled early dismissals, and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating the time and reason. Parents must sign the child out in the school office. A PreArranged Appointment slip will be provided for the doctor to sign/stamp, which the student returns to his/her teacher the next morning.

### **DELAYED START / EARLY DISMISSALS**

The Tunkhannock Area School District is using Blackboard Connect Call/Alert system to alert parents of district announcements, school delays/closings, emergencies, etc. **Please notify the office of any phone number changes so that our system can be current at all times.**

When weather or another emergency forces school to close, another source of information will be local TV and radio stations. Parents are expected to make arrangements for the supervision of their child in the event of cancellation, early dismissal or late start. **PLEASE DO NOT CALL THE SCHOOL.** It is important the school telephone lines be kept open for directions and/or emergency information from Central Office Staff. Our district Hotline number will provide the most current information at 836-2466, or you may check our website at [www.tasd.net](http://www.tasd.net). Please note students will be expected to be in attendance when bus transportation is provided by the district.

### **HEALTH / WELLNESS / NURSING**

The Tunkhannock Area School District Wellness Policy #246 is available for viewing on the district website at [www.tasd.net](http://www.tasd.net).

#### **SCHOOL NURSE RESPONSIBILITIES**

For the safety of all students, faculty and staff it is recommended that all open cuts be covered with Band Aids or bandages. Because of the large population of students it is recommended that all bandage changes take place at home. The school nurse will cover any new wounds which occur at school.

### **MEDICATION**

When it is necessary for children to receive medication at school, a **Medication Consent Form** must be signed by parent/guardian, and the **Medication Order** must be signed by a licensed prescriber.

All medications, prescription and over the counter medicines, must be delivered by a parent/guardian or responsible adult in an original **pharmacy labeled container**. We may accept up to a thirty-day supply of medicine.

The only medications which will be supplied and administered by the school nurse as per the school doctor standing orders are:

- Benadryl; only **to be administered in the event of an acute allergic reaction**.
- Epi Pen; only **to be administered for suspected anaphylaxis**
- Narcan; only **to be administered for suspected Opioid overdose**

Please obtain the “**Medication Administration Consent/Licensed Prescriber’s Order**” form if medication is to be administered at school. Forms may be obtained in the school health office and on the district website: <https://www.tasd.net/information/medicalforms/>.

### **COMMUNICABLE INFECTIONS**

#### School Nurse Responsibilities

Students who contract or are suspected of having the communicable diseases of head lice, scabies or pink eye are excluded from school according to Department of Health and Pennsylvania School Laws (See Board Policy #209, and #203.2)

When the student returns to school, the following procedures are to be carried out:

1. Parents have the option of taking their child(ren) to their own family physician. A note from the physician may be submitted to the school indicating the problem has been treated and they may re-entered school.
2. If the parent used an over-the counter medication, the student must be examined upon reentry to school by school personnel.
3. When students are treated at home, they are to be transported back to school by the parents who must remain at the school until the student is re-examined and it is determined the student is cleared of the infection.
4. School personnel will keep a file on these students and will re-examine the student again in seven (7) days. It will be the responsibility of the school personnel assigned to the building to make the 7-day check.

### **CAFETERIA AND MENUS**

Menus are distributed monthly. Menus may be viewed on the district web site.

Parents may deposit money into an account in their child's name. When there is a purchase the account will be debited. Please make every effort to keep your account(s) up to date. We do not like to contact parents inquiring about delinquent accounts. Families may apply for free and reduced meals at any time during the year. Parents are responsible for all costs until they receive confidential approval. Applications are sent home each year. To promote healthy eating, salads are available. Ice cream will no longer be served on our school lunch menu.

## MUSIC PROGRAM

Chorus and Band are available for all 7<sup>th</sup> grade students. Each grade level has a chorus performance group and band. Rehearsals are held during the school day and concerts are presented in both the winter and spring.

**Vocal Music:** As a member of the chorus, students learn correct vocal techniques and perform music from many time periods. Students have the opportunity to perform with the chorus in area nursing homes and elementary schools. In addition, our choruses are asked to present programs at various community activities.

**Concert Attire:** All band, chorus and string students are required to wear appropriate attire, which is in accordance with the school's dress code policy, for each performance. If students are not appropriately dressed, they will not be able to perform on stage and the student's grade will be lowered for lack of participation.

**Girls:** White blouse and black pants or skirt

**Boys:** White dress shirt with collar, long tie and black pants

**Concert Attendance:** All performances are mandatory for all students enrolled in band, jazz band, chorus, select chorus, and strings. Failure to attend the concert will result in the reduction in their grade by 10 percentage points. If extenuating circumstances require that a student miss a performance, the request must be accompanied by a written note 5 days in advance. In this instance, an assignment will be offered so that the student can make up the points. In addition, students who do not attend concerts/performances, unless excused will not be permitted to go on the trip at the end of the year.

**Instrumental Music:** Our Instrumental Program is open to all students who choose to play a band instrument. Parent permission is necessary. Common band instruments used in our program are flute, oboe, clarinet, alto saxophone, tenor saxophone, trumpet, trombone, French horn, baritone horn and percussion. Several students in the upper grades play bass clarinet, baritone saxophone and tuba. Percussion class is limited to eight (8) students and requires an audition. Lessons are offered free of charge during the school day, and our band rehearsals are held by grade level twice each week. Band students must be prepared for lessons and band class – each time a student does not have their instrument/music, their grade may be reduced. On the third time per quarter that a student does not have their instrument/music, a parent will be notified by the Music teacher. Subsequent incidents per quarter will be addressed with detention.

**Instrumental Handbook:** All instrumental students will be required to review and follow the policies and procedures that are listed in the Tunkhannock Area School District Instrumental Music Handbook.

### **MUSIC - Drop/Add Policy:**

**Chorus:** Each year, students are able to join chorus at the beginning of the year in September and at the semester change in January. Any new students to the district may join during these two times or will have to wait until the next school year. Students will have two (2) weeks at the beginning of the school year to withdraw from Chorus. Students may withdraw from Chorus at the end of the marking period with a written

note from a parent/guardian presented two (2) weeks before the end of the quarter. Students may be immediately dismissed at the discretion of the director and administration due to nonparticipation, behavior or failure to comply with curriculum guidelines.

**Band/Strings:** All students in 5<sup>th</sup> grade are offered the opportunity to join Band. After 5<sup>th</sup> grade, students will only be permitted to join Band if they demonstrate grade level proficiency on their instruments to directors. Students will have two (2) weeks at the beginning of the school year to withdraw from Band. Students may withdraw from Band at the end of the marking period with a written note from the parent/guardian presented two (2) weeks before the end of the quarter. Students may be immediately dismissed at the discretion of the director and administration due to non-participation, lack of practice, behavior or failure to comply with curriculum guidelines.

## LOCKS / LOCKERS

Students may be issued a lock and locker at the beginning of the school year. Students are responsible to insure that the lockers are maintained in a clean manner. Locker rules are as follows:

1. All school lockers are and shall remain the property of the school district.
2. Students may visit their lockers in the morning before first period class and at the end of the day.
3. Each student must keep his/her locker neat and clean.
4. Magnetically fastened signs or posters are not permitted on the inside or outside of the lockers. Decals of any type are forbidden. Mirrors made of glass are prohibited.
5. School issued locks must be placed on student lockers, in the locked position, at all times. Personal locks are allowed with the approval of the principal.
6. Replacement cost of damaged locks is \$5.00. Student must always have a lock on locker.
7. It is not permitted for students 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. If personal locks are on a locker, the district reserves the right to cut the lock if necessary during a search.*

## SCHOOL TELEPHONE / CELL PHONES

The school phone is to be used before and after school and only after the office has granted permission. The phone is to be used for calls pertaining to school business only. Students may not be called to the phone during class time. Important messages will be delivered to the students. STEM Academy School Office Phone 570-836-3111 ext. 1010.

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/communications, and overall distraction to the learning environment are very real problems schools have experienced. For these reasons and others, **students’ cell phones must be in the “off” position from the moment students enter the building until leaving the building. Students may have their cell phones in their possession as long as the cell phones are not seen and in the off position. The school district will not be responsible for lost or stolen cell phones.**

## SCHOOL SAFETY

Your child's safety from the time you send them off to school each morning until they return home in the afternoon is our number one concern. To achieve this outcome we have put procedures in place to ensure safety at all times. We appreciate your understanding and cooperation as we work to maintain the security of our building and safety of our students and staff.

### **Security/Safety Measures for Visitors:**

- Visitors are to enter the school through the main entrance.
- All visitors must use the buzzer at the front entrance.
- Visitors are to report directly to the main office. All visitors will be required to show a valid driver license to be scanned in Raptor and receive a paper badge.
- The building secretary will release the lock on the door once she has been able to identify the person and determine the reason for the visit.
- Visitors are required to sign in at the front office if entering the building.
- Visitors are required to sign out and turn in the paper badge when leaving the building.

### **Security/Safety Measures for Students:**

- During the first week of school all students will be instructed on procedures for evacuation, lockdown, shelter-in place and severe weather warnings.
- All employees are required to wear a T.A.S.D. identification badge.
- Security cameras are in place at all entrances to the buildings and various locations throughout the interior and exterior of each building.
- Emergency drills will be held minimally once per month.
- All emergency procedures are reviewed with staff at beginning of each school year.
- Each school has a plan in place should students need to be relocated. Please read the information regarding reunification plans from your child's school.

### **BOARD OF EDUCATION POLICY #218.1: WEAPONS POLICY**

Possession of weapons, explosives, and noxious or irritating gases are forbidden on district property or school buses. Students are liable for disciplinary and/or legal action for assisting with, aiding or possessing items listed in this policy.

## TOBACCO POLICY

### **BOARD OF EDUCATION POLICY #222: NO SMOKING POLICY**

The Tunkhannock Area School District maintains a NO SMOKING policy both in buildings and on school grounds. This policy is in effect at all times. Any student found possessing or using tobacco or nicotine delivery systems (to include orbs, sticks, strips, electronic cigarettes, vaping devices, etc.) 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 tobacco cessation 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 tobacco cessation clinic.\*

2. The second offense shall be punished by a 3 day OSS, parent conference, and attendance at the next tobacco cessation 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 up to a 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 Tunkhannock Area School District, who may recommend a formal hearing with the Tunkhannock Area Board of School Directors.

## **DRESS CODE**

The Board of Education requires 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 all cases, the decision as to the appropriateness of a student's apparel will be made at the sole discretion of School District Administration. Classroom teachers may dictate specific requirements pertinent to their lessons. **In order to provide as nearly an ideal environment for learning as possible, the following guidelines are established:**

### **Footwear**

For safety, shoes must fit properly, be secured at the heel. Shoes must be worn at all times. Footwear with a solid sole is required. Flip-flops, sandals, shoes without back fastening shoe to the foot, and shoes with heels above 1 1/2" are dangerous in the stairwells. All laces on shoes must be securely tied.

### **Pants/Shorts/Skirts/Dresses**

Pants, shorts and skirts shall be secured no lower than the top of the pelvis. Skirts, dresses, and shorts shall be no shorter than two inches above the top of the knee cap when the student is standing.

### **The following items are prohibited:**

- a. Cut off, cut up or any clothing with holes that creates immodesty. Any hole, tear and/or cut out must comply with standards set forth above (see #2). No skin shall be exposed between the shirt and the top of any pants, shorts or skirt regardless of body position, reaching, standing, sitting, etc.
- b. Tights, leggings tube skirts/dresses, yoga style pants, skin tight or see through clothing unless worn with appropriate dress which complies with guidelines set forth above (see #2).

### **Shirts**

Shirts shall have sleeves that extend at least two inches below the shoulder.

### **The following items are prohibited:**

T-shirts and any 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. Advertising of any products or companies that imply negative or antisocial message.

### **Outerwear**

All outerwear such as coats and jackets must be placed in a locker upon entering the school. Outerwear is not permitted to be worn in the classroom.

**The following items are prohibited:**

“Excessively baggy clothing, full military fatigues, full camouflage, and any other type of clothing that may signify a non-school group or gang, or clothing that may be used to conceal a weapon or any item, object or substance used to injure or maim students or staff.

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

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 safety or welfare.

No aerosol cans or pump sprays (hairspray, perfume, etc.) are permitted in the building due to allergies.

**LOST AND FOUND**

The STEM Academy has a designated spot for lost and found items. Students may come to the office and inquire about lost items or may add found items to the trove. Students should only check during non-instructional times. Please note schools and/or school personnel cannot be held responsible for finding and returning lost items.

**NOTICE TO PARENTS**

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.

**Confidentiality: All information gathered about your child 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 the Assistant Superintendent.

School Records: Parents/legal guardians may inspect information contained in the permanent record for their child. These files are located in each school office.

A recent state law mandates that every district develop an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. IPM mandates a least toxic approach to addressing any pest management issue. The Tunkhannock Area School district will comply with all requirements of this IPM law including using chemicals only as a last resort and only when students are not in the building. Also postings would be done as required and you may receive personal notification if you so desire. Send your name, address and phone number or e-mail address to: Assistant Superintendent - IPM Coordinator, 41 Philadelphia Avenue, Tunkhannock, PA 18657.

**UPDATED INFORMATION/EMERGENCY PHONE NUMBERS**

- **Please notify the office of any personal information changes (address, phone number, etc.) so that our computer data can be updated and current at all times.**
- **It is imperative that we have correct phone numbers for custodial parents AT ALL TIMES; we must also have emergency phone numbers for crisis situations.**
- **Copies of all court-ordered decrees and custody papers should be current so that they may be included in applicable student’s cumulative records.**

**HOMELESS – MCKINNEY/VENTO LAW**  
(Board Policy #251)

The Tunkhannock Area School District along with the Pennsylvania’s Education for Children and Youth Experiencing Homelessness (ECYEH) have the following in place to help identify and provide services for students who are in homeless situations:

District Homeless Liaison – Karin DeLancey: 570-836-3111 x1009

Homeless / Foster Resources are listed on the district website [tasd.net](http://tasd.net)

**GUARDIANS / PARENTS / STUDENT RESPONSIBILITY FOR LIBRARY/TEXTBOOKS**

Students are expected to maintain the textbooks issued to them in good condition, to return the books when requested and to pay for them if damaged or lost. Parents, as legal guardians, are responsible for the school materials given to their child.

**VOLUNTEERS / PARENTAL INVOLVEMENT**

**STUDENT CONFIDENTIALITY VOLUNTEER FORM**

As per the Tunkhannock Area School District Board Policy 916: Community volunteers: “the Superintendent or designee shall promulgate any further rules, forms, procedures etc., to fully implement this policy that will provide for the safety and security of each student, teacher or supervisor overseeing the volunteers.”

In an effort to uphold this policy, all volunteers in the STEM Academy are required to read and sign a student confidentiality form on an annual basis. Forms may be obtained from the building secretary.

**GUIDELINES AND REQUIREMENTS FOR VOLUNTEERS**

The following is a list of guidelines and/or requirements for district volunteers:

- Required Clearances: Act 151 (Child Abuse), Act 114 (FBI Fingerprint), Act 34 (Criminal Check), Act 24 (Arrest/Conviction Report and Certification Form), Acknowledgement of Volunteer Obligations Form and TB Test must be obtained by the volunteer.
- Clearances are required of all volunteers on overnight field trips.
- All clearances need to be submitted prior to using the volunteers – even though the volunteer may have been conditionally approved.
- Administration will compile and forward upon request to each building an updated list of approved volunteers.

- Any question about a volunteer status should first be referred to the building principal. Only the principal can make a decision at the building level regarding a volunteer's status.
- **The district "Volunteer Cover Sheet" must be completed and signed by the building principal and accompany the volunteer's clearances.**
- Volunteers must be Board approved.

**All necessary paper work i.e. Child Abuse (Act 151), Criminal Check (Act 34), Act 114 (Fingerprint), Act 24 (Arrest/Conviction Report and Certification Form) can be found on the school district website.**

### **CLASSROOM VISITATION**

Parents and guardians are permitted to observe actual classes using the following guidelines:

- a two day notice is expected to the teacher
- the length of visitation will not exceed one hour
- young children may not accompany the parent/guardian
- observations should start at the beginning of a period or activity

A notice regarding visitation during American Education Week will be sent home from the individual buildings.

Students may not bring younger brothers, sisters, relatives or friends to school for the purpose of visiting.

## QUESTIONS / CONCERNS – WHO TO CONTACT

### PARENTS QUESTIONS / CONCERNS FOR SCHOOL PERSONNEL

In order to facilitate positive school efforts, parents/guardians are requested to direct questions or concerns to the following personnel for initial contact:

School-Level Question / Concern	School Personnel	Phone Number: 570-836-3111
Building Principal	Mary Gene Eagen	Ext. 1001
School Counselor	Megan Georgia	Ext. 1010
Main Office	Kimberly Roote	Ext. 1010
Medical/Medicine	Nadia Zukosky	Ext. 1104
District-Level Question / Concern	District Personnel	Phone Number: 570-836-3111
Superintendent	Heather McPherson	Ext. 1000
Assistant to the Superintendent	Mary Gene Eagen	Ext. 1001
Director of Special Education	Mary Beatty	Ext. 1011
Director of Transportation/ Student Enrollment	Karin DeLancey	Ext. 1009
Chief Operations Officer	Shane Powers	Ext. 1022
Director of Technology	Joe Kormis	Ext. 1020
Athletic Director	Kenny Janiszewski	Ext. 1204
Director of Food Services	Jackie Shaver	Ext. 1208