

REDSKIN HANDBOOK

2011 - 2012

High School Principal: Dayton Handrick

Assistant HS Principal: Daniel Polinski

HANDBOOK STATEMENT

This *Redskin Handbook* is a guide for Sayre Area Junior-Senior High School students and their parents. It has been created to provide information on our school and to help increase your knowledge of frequently used school district and high school policies and procedures.

Every student has been provided with a copy of this handbook. This handbook is the property of the school district and is designed to be effectively used by our students as an organizational tool and full school year movement pass. Therefore, no pages are to be removed from this handbook! Its critical contents will be reviewed with the students at the beginning of the school year.

This handbook and major changes in it are reviewed and approved by the Sayre Area School Board. Supplements to the handbook will be issued as necessary. It is designed to highlight policies, procedures and issues of interest for SHS students. **This handbook is not the Sayre Area School District Policy Book and should not be mistaken as such.** The SASD Policy Book is available for public review in the District Administrative Office and the High School Main Office. Copies of any policies of particular interest to parents/students can be found there and will be duplicated upon request.

TABLE OF CONTENTS

Absences for Appointments.....21	Activities.....23
Academic Progress Report	Administration/Staff5
Mark Pd & Report Dates.10	Alma Mater.....3
Academic Progress Reports....10	Attendance Policy20

Bell Schedule.....	7	Important HS Phone Numbers...5	
Board of Education	4	Late to Class Procedures.....22	
Bullying.....	14	Late to School Procedures	22
Cafeteria.....	19	Lavatory Use.....	23
Cars and Parking.....	24	Library.....	19
Cell Phones.....	23	Lockers	19
Classroom Rules	9	Marking System.....	11
Complaint Process-Student... 22		Mission Statement.....	4
Computer Use Violations	35	MLA Style Guide.....	36
Corporal Punishment.....	32	National Honor Society.....	13
Course Selection Guides	17	Parent-Teacher Conferences...10	
Disciplinary Declarations.....	26	Phone Numbers-Dist & HS.....5	
Discipline Policy.....	27	Pledge of Allegiance.....	3
Discipline- Part 1	27	Promote/Grad Requirements...12	
Discipline- Part 2.....	27	QPA / Class Rank	11
Discipline- Part 3	29	Report Cards	10
Discipline- Part 4.....	30	RPH / Guthrie Policy.....	25
Discipline- Part 5- Bus.....	31	School Calendar	8
Discipline- Part 6- Bus.....	32	School Colors / Mascot.....	3
Dismissal from School.....	18	School Security	8
Dress Code.....	25	Special Staff.....	5
Drugs, Alcohol, Tobacco.....	33	Student Complaint Process....22	
Educational Trips.....	18	Table of Contents.....	2
Equal Opportunity	2	Teacher Phone Extensions.....5	
Examinations	11	Telephone Use.....	22
Fire Drill Procedures.....	24	Trespassing	35
Goal of Quality Education.....	4	Academic Enhancement	
Grade Point Average.....	11	Period.....	35
Guidance Department	15	Valuables/ Money	20
Handbook Statement.....	1	Visitors.....	8
Handbook Use.....	7	Weapons	33
Harassment.....	14	Weather/Emergency Closings...9	
Health Services.....	17	Welcome	4
Homework Policy	13		
How to Get Help.....	15		

EQUAL OPPORTUNITY POLICY

The Sayre Area School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, age, and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

Sayre Area School District

School Colors Red and Blue
School Mascot Redskin

ALMA MATER

In the Susquehanna Valley,
Land of rippling streams and rills,
Is a busy little city
Nestling midst the Blue Ridge Hills;
And 'tis there our Alma Mater
May her praises never die,
Lifts her stately tow'r toward Heaven,
Dear beloved Old Sayre High.

Hail to thee, our Alma Mater,
Hail to thee, our High School dear,
May thy sons to thee be loyal,
Sing thy praises loud and clear;
May thy daughters ever praise thee,
As thru life they wend their way
May our love for Alma Mater
Grow increasing day by day.

For we're all staunch and loyal
And we're each the other's friend,
We will stick by our colors
Until this life shall end.
So while we're together
Let us give a ringing cheer,
For the praise of Alma Mater,
For our Sayre High School so dear.

When the National Anthem and the School's Alma Mater are played or sung, all students, parents and alumni should rise, remove any headgear and stand at attention. During the National Anthem, right hand should be placed over the heart.

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America
and to the Republic for which it stands, One Nation under God,
Indivisible, with Liberty and Justice for all.

WELCOME

It is a pleasure to welcome you to the Sayre Area High School. We take great pride in our school and hope that you will too. As a member of our school community, you are expected to be a "good citizen" and always conduct yourself in an appropriate manner. The rules of this school have been established for the health, safety and welfare of all members of the school community. Following the rules allows everyone

the opportunity to have a more enjoyable learning experience in a safe and orderly educational environment.

If you have ideas as to how we might improve our school or learning environment, please feel free to direct your suggestions to Mr. Handrick or the assistant principal.

SAYRE AREA SCHOOL DISTRICT MISSION STATEMENT

The mission of the Sayre Area School District, in partnership with its community, is to develop responsible citizens by providing excellence in education now and into the future.

SAYRE AREA JR-SR HIGH SCHOOL MISSION STATEMENT

Every day, in every class, each child is to be provided with the opportunity to touch the cloak of excellence.

GOAL OF QUALITY EDUCATION

Quality education prepares students to assume responsible adult roles as citizens, family members, workers and lifelong learners, by attending to their intellectual and developmental needs. The overriding mission of public education, in conjunction with families and other community institutions, is to elevate all children to the highest level of academic achievement.

BOARD OF EDUCATION

- | | |
|--|----------------------|
| James Osborn...President | Ronald Cole |
| Donald Skerpon...Vice President | Kay Husick |
| Debra Agnew | David Jarrett |
| Kevin Brown | Erin Wayman |
| Charles Carver | |

ADMINISTRATION

- Dean Hosterman..... District Superintendent
- Dayton Handrick Principal
- Daniel Polinski Assistant Principal
- Debra Reno-MooreDistrict Psychologist
- Samuel Moore District Business Manager
- Sue Port..... District Food Service Director

Tracy WrightSpecial Ed. Coordinator
Michael BarryDistrict Buildings & Grounds Supervisor

SUPPORT STAFF

Judy SchraderSchool Nurse
Dana Twigg Athletic Director
Stacy Richmond Guidance Counselor
Debra Brandt Guidance Secretary
Michelle Bennett Main Office Secretary
Michelle Bruer Main Office Secretary
Diane NoblesMain Office Secretary

Important District Telephone Numbers

Superintendent's Office 888-7615	Business (Transportation).....888-6121
School Psychologist 888-4892	Maintenance.....888-7012

Important High School Telephone Numbers

Main HS Office 888-6622	Athletic/Recreation Office888-2322
Guidance Office888-2190	Cafeteria888-8257
Health Office888-6622 ext 2329	HS FAX Number882-9385

SHS Teachers by Department

English Department

Mr. Frantz
Mrs. Wagaman
Ms. Jennings

Mrs. Jenkins
Mrs. Shoemaker
Mrs. Botterbusch

Humanities

Mr. Guarino
Mrs. Johnston
Mrs. Vaughn

Mr. Trump
Mr. Twigg

Learning Support

Mrs. Arena
Ms. Grunza
Mr. Kinsley

Mrs. Leonard
Mrs. Wilbur

Math Department

Ms. Barrett
Mr. Noldy
Mr. Salmon

Mr. Selleck
Mr. Sikora

Physical Education/Health Department

Mr. Ault
Mr. Romanauski

Ms. Streit

Science Department

Mr. Krall
Mrs. Ludwig
Mrs. Schwab

Mrs. Pettitt
Mrs. Tracy

Social Studies Department

Mr. Felt
Mr. Johnston
Mr. Templeton

Mr. Maximiek
Mr. Pipher

Business & Practical Arts Department

Mr. Bezotte

Ms. Davis

Mrs. Cole

SCHOOL WEBSITE ADDRESS: WWW.SAYRESD.ORG

FACULTY/STAFF EMAIL ADDRESS: FIRST NAME INITIAL LAST NAME @ SAYRESD.ORG

HANDBOOK USE

This **2011-2012 Redskin Handbook** has been designed to be an easy-to-carry planning and organizing guide, as well as a reference source for information that is important to SHS students and their parents. **This handbook also serves as a reusable student hallway pass for the entire academic year. It is, therefore, extremely important that students keep this book with them at all times, keep it in good condition, and not remove any pages.** Students must have their handbook signed in the correct date box by the supervising adult before leaving one room to go to another. This includes, but is not limited to, travel to locker, lavatory, library, Nurse's Office, Main Office, telephone (when allowed) and pre-signed for any other teacher's room.

BELL SCHEDULE 2011 - 2012

7:55	DOORS OPEN
8:05	TARDY BELL
8:05-8:10	MORNING ANNOUNCEMENTS
8:10 - 8:52	PERIOD 1
8:56 - 9:38	PERIOD 2
9:42 - 10:24	PERIOD 3
10:28 - 11:10	PERIOD 4

<u>"A" LUNCH</u>		<u>"B" LUNCH</u>		<u>"C" LUNCH</u>	
11:10 - 11:40	LUNCH	11:14 - 11:56	PD 5	11:14 - 11:56	PD 5
11:44 - 12:26	PD 5	11:56 - 12:26	LUNCH	12:00 - 12:42	PD 6
12:30 - 1:12	PD 6	12:30 - 1:12	PD 6	12:42 - 1:12	LUNCH
1:16 - 1:58		PERIOD 7			
2:02 - 2:44		PERIOD 8			
2:48 - 3:18		ACADEMIC ENHANCEMENT PERIOD			

SAYRE AREA SCHOOL DISTRICT 2011-12 SCHOOL CALENDAR

School Closings:

Sept. 5.....	Labor Day
Nov. 23(1/2 day), 24, 25.....	Thanksgiving
Nov. 28.....	Buck Day
Dec. 23-30, Jan 2.....	Winter Break
Feb 21.....	Presidents' Day
Apr 8.....	Easter/Spring Break
May 28.....	Memorial Day

Give Back/Snow and Emergency Days:

December 22	April 5
January 16	April 11
February 17 ...	April 10
February 20.....	April 9
March 16	May 25

**Give Back/Snow and Emergency Days are scheduled days of school which automatically become vacation days if school was NOT closed for snow or other emergencies preceding that Give Back/Snow and Emergency Day. If school is closed for snow or another emergency, then school remains in session that day.*

Parent-Teacher Conferences/

School Visitations:

Secondary:	Nov. 11 (Daytime)
	Nov. 15 (Evening)
	Feb. 2 (Evening)
Elementary:	Nov. 10 (Evening)
	Nov. 11 (Daytime)
	Jan. 26 (Evening)

Act 80 Days:

October 10 and November 11 – full days

Student Early Dismissals:

Sept. 26 and Jan 23

Marking Periods:

First:	Aug 30 – Nov 1
Second:	Nov 2 – Jan 19
Third:	Jan 20 – Mar 28
Fourth:	Mar 29 – Jun 8

Graduation:

JUNE 8, 2012

SCHOOL SECURITY

Sayre Area Junior-Senior High School has a controlled access security program. All doors are locked before and during the instructional day. The Brock Street door is unlocked at 7:40 and other entrances at 7:55 am. Five minutes after the beginning of the school day (approximately 8:10), all visitor traffic in and out of the building is restricted to the controlled Lockhart or Brock Street entrances. We regret any inconvenience the controlled access program may cause to students, parents and visitors to our school, but we are certain that the effort toward a safe school environment outweighs the inconvenience.

VISITORS

Sayre Area Junior-Senior High School is pleased to welcome visitors to our educational campus. **All visitors are asked to report to the Main Office and obtain a “Redskin Pass”.** This pass is to be prominently displayed during the visit and should be shown to any staff member who requests visitor identification. At the end of their stay visitors should return to the Main Office, turn in their “Redskin Pass” and immediately exit the building.

WEATHER / EMERGENCY CLOSINGS

In the event of inclement weather or other emergency situations, the school district may need to close schools, have a delayed start, and/or be forced to dismiss early for safety reasons.

Any change in the normal operations of the school, as noted above, will usually result in announcements being made over the local radio stations such as: **WATS (960AM), WAVR (102FM), WNBF (1290AM), WTTC (95.3FM), WELM (1410AM), WHGL (Wiggle 100FM), WNEP TV16, WYOU TV22**, as well a possible contact through our District Parent Link phone system. If you receive a call, please be sure to listen to the entire message.

PLEASE DO NOT CALL THE SCHOOL, THE RADIO OR TELEVISION STATIONS FOR THIS INFORMATION!

If, for some reason, there is an unavoidable last-minute change in the pre-arranged plan, the high school staff will make every effort to assist you in communicating the change with your child/children.

Please remember:

Unless otherwise announced, all extra-curricular and/or after-school activities will be canceled if the school is closed or there is an early dismissal due to inclement weather or an emergency.

CLASSROOM RULES

Each teacher at Sayre Area Junior-Senior High School has a list of class rules for his/her classroom. These rules provide the student with direct guidance on the behavioral and procedural expectations of each teacher. *While specific classroom rules vary with each teacher, there are several rules that are uniform in every classroom. Those rules are:*

- 1. Education is the number one priority in this classroom!**
- 2. All students and adults in this classroom are to be treated with respect.**
- 3. All behavior must be appropriate for and conducive to an educational setting.**
- 4. No eating or drinking is allowed in the classroom unless specific permission has been granted. (Teacher directed, special classroom events may be granted administrative permission for food and drink.)**
- 5. No sitting on desktops, tables, windowsills, heating and cooling devices and/or any other pieces of equipment.**

ACADEMIC PROGRESS REPORTS & REPORT CARDS

Academic Progress Reports will be issued for all students at the midway point of each marking period. Report cards are issued quarterly. Tentative issue dates for both are listed below.

ACADEMIC PROGRESS REPORT, TENTATIVE MARKING PERIOD & REPORT CARD DATES

FIRST MARKING PERIOD:

Academic Progress Reports.....September 30
First marking Period Ends.....November 1
Report Cards Issued.....November 7

SECOND MARKING PERIOD:

Academic Progress Reports.....December 9
Second marking Period Ends.....January 19
Report Cards Issued.....January 27

THIRD MARKING PERIOD:

Academic Progress Reports.....February 24
Third marking Period Ends.....March 28
Report Cards Issued.....April 4

FOURTH MARKING PERIOD:

Academic Progress Reports.....May 4
Fourth marking Period Ends.....June 8
Report Cards IssuedJune 13

PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be arranged any time that is deemed necessary by the parent/guardian or the teacher. *Simply call the school at 888-6622 and ask for the desired teacher. Teachers may also be contacted through email, using their first name initial and last name. For example Mr. John Smith's email would be jsmith@sayresd.org* Additionally; there are scheduled parent-teacher conferences occurring on the dates listed on page 8.

Marking System

A student's grades reflect his/her educational commitment, accomplishments, and endeavors. They become part of a student's permanent record, which is retained throughout his/her life. Colleges, trade schools, the military, and prospective employers are just a few of the individuals and institutions that may be reviewing the grades. ***The school district only records the grades, the student earns them!*** The passing grade at Sayre Area Junior-Senior High School is 70%.

EXAMINATIONS

At their discretion, teachers may administer tests at any time in their classes during the school year. A *definite* date and time are provided for mid-term and final examinations. Eligible students who fail to take these examinations without an appropriate excuse, doctor's excuse (if required) or prior approval of the administration will receive either a zero or no credit for the examination. **Mid-term and final exams are important because they are calculated into each student's final grade. The mid-term and final examinations will each be ten percent of the student's final grade.** Final exams will not be returned but may be examined at the request of a parent/guardian.

GRADE POINT AVERAGE

The student's grade point average is calculated by multiplying the grade by the course credit value and then dividing by the total number of credits.

QUALITY POINT AVERAGE/CLASS RANK

The Sayre Area School District authorizes (SASD Policy # 214) a system of class ranking, by grade point average, for students in grades 9 through 12. The official class rank will be computed by the final grades in all subjects.

The procedure that follows will be used for computation of grade point average and assignment of rank in class for each current school year.

All courses, except those utilizing a pass/fail grade as an indication of achievement, will be included in establishing the class rank. Final grades in eligible courses will be converted to a grade point value as indicated:

Grade	Grade Point Value	Course Value		
		Honors AP	College Prep	Regular
97-100	4.0	1.24	1.12	1.0
93-96	3.67	1.24	1.12	1.0
89-92	3.33	1.24	1.12	1.0
86-88	3.00	1.24	1.12	1.0
82-85	2.67	1.24	1.12	1.0
78-81	2.33	1.24	1.12	1.0
74-77	2.00	1.24	1.12	1.0
70-73	1.00	1.24	1.12	1.0
69 or below	0.00	0.00	0.00	0.00

To calculate the number of quality points awarded, the grade point value, as indicated above, will be multiplied by the credit value for the course.

The class rank grade will then be calculated by adding all quality points earned in grades 9 through 12, and dividing the sum by the total number of credits.

PROMOTION AND GRADUATION REQUIREMENTS

In grades 7 and 8, any student who fails two or more units will repeat the grade for the following year or attend summer school to make up the failed class(es).

School administration officials will make the final determination on questions involving 7th and 8th grade promotions.

Ninth grade is the beginning of credit accumulation toward graduation. To be promoted to grades 10, 11 and 12, students must earn credits as indicated:

Grade Promotion	Credits	Credit Total
9 to 10	6	6
10 to 11	6	12
11 to 12	6	18
Graduation		24.25

NATIONAL HONOR SOCIETY

Induction into the national honor society is available to students in their junior and senior years. Membership is awarded to students who excel in **scholarship, leadership, community service, and character**. To be considered for induction, a student must:

- Maintain a cumulative grade point average of 3.5 or higher on the weighted scale for classes taken for graduation credit.
- Complete an application form indicating evidence of school and community involvement and leadership.
- Be of good moral character.

Final selection will be made by a committee consisting of high school faculty members who will consider the eligibility criteria plus a rating sheet that will be filled out by teachers of the nominated students.

For additional information see the NHS advisor or high school principal.

HOMEWORK POLICY

The completion of homework assignments is an integral part of the learning process and is expected of all students. Individual teachers determine their own homework policy regarding grading,

incompletes, and penalties. Repeated failure to adhere to the homework policy may result in disciplinary action.

In periods of extended absence from school, arrangements can be made through the Guidance Office to have assignments sent home. It is the responsibility of the student or parent to initiate this procedure.

SHS Homework Philosophy:

1. Assigning homework is an essential part of the total education of the student. It provides the opportunity to:
 - A. Practice, apply, integrate, or extend school learning.
 - B. Reinforce independent work-study skills.
 - C. Use school and community resources.
 - D. Develop self-discipline.
2. Homework should be based on student needs, capabilities, or interests.
3. Each teacher, student, and parent has a responsibility for insuring the success of homework assignments:
 - A. The teacher for following district and departmental guidelines assigning homework.
 - B. The student for completing the assignments according to the criteria established by or with the teacher.
 - C. The parent for providing the work area, time and conditions necessary for the student to complete the assignments.

UNLAWFUL HARASSMENT

The Sayre Area School District (SASD) strives to provide a safe, positive educational climate where all students can learn and grow. The SASD Policy # 248, "Unlawful Harassment", is designed to maintain an educational environment in which harassment, in any form, is absolutely not tolerated! Students should **immediately** report any form of harassment to their teacher, counselor, or administrator.

Bullying

The Board of the SASD considers bullying to be a type of unlawful harassment. Therefore, the Board prohibits all forms of bullying by all district students and staff members, contracted individuals, vendors, volunteers and third parties in the schools. The Board also directs that all complaints of bullying shall be investigated promptly and corrective action be taken when allegations are substantiated.

By definition **bullying** shall consist of inappropriate mistreatment of others by intentional behaviors which are persistent, offensive, aggressive, abusive, hurtful, intimidating, manipulative or insulting and result in making the recipient of such behaviors feel upset, threatened, uncomfortable, humiliated or vulnerable. The negative exposure to bullying may be verbal, physical or emotional, done either directly or indirectly.

If the investigation of a bullying complaint results in a finding that the complaint is factual, the district shall take prompt, corrective action to ensure that such conduct ceases and does not recur. Such action shall move rapidly through a series of progressively intense steps. A "first offense" verbal warning will be annotated in the student's disciplinary record. The next substantiated complaint will result in an extended in-school suspension placement. Any additional substantiated offenses will result in an out of school suspension, during which the student's status will be changed to "Alternative Education Student." The change of status will allow school administrators to place the student in the SHS Alternative Education Program. The program involves placement out of the normal classroom environment for a period of time extending up to the remainder of the school year. Building administrators retain the right to impose more severe disciplinary measures in earlier offenses based on the seriousness of the substantiated transgression.

HOW TO GET HELP

Students or parents of students who need assistance or would like to ask someone detailed questions about such issues as peer pressure, harassment, substance abuse, or suicide may approach the guidance counselor or any administrator, staff, or faculty member with whom the student or parent feels comfortable. Those individuals are listed on pages 5 and 6 of this handbook. Any of those individuals can, if necessary, put a student or parent in contact with the **Student Assistance Program (SAP)**. This program is composed of a core group of specially trained school personnel who confidentially work with students in crisis.

A member of the **Student Assistance Program** may also be contacted by telephone through the **Guidance Office (888-2190)** or the **Main Office (888-6622)**. If a student or parent has a concern about the health, safety or welfare of any Sayre student, they are urged to contact the SAP Team through one of those numbers.

Additionally, any student who needs help or wants to assist a friend in getting help may pick up a **SAP Referral Form** from the Guidance

Office. The completed confidential form may then be deposited in the locked SAP mailbox in the Guidance Office.

GUIDANCE DEPARTMENT

The Sayre Area Junior-Senior High School Guidance Office is located in **Room #115**, which is the first door on the main hallway near the Lockhart Street entrance to the school.

The Guidance Department seeks to provide individual attention to each student in order that the student may be assisted in attaining the highest possible level of achievement. The information used in providing this assistance is obtained from many sources, including documents, teachers, parents and the students themselves.

Students, as well as their parents, are encouraged to utilize the various types of assistance available through the Guidance Office. If a student wishes to schedule an appointment with the counselor, he/she should go to the guidance office and schedule a time for the appointment. Parents are encouraged to call in advance to make an appointment.

Services available from the Guidance Department are:

- ◆ Providing a sound academic schedule for each student that is in line with his/her interests and abilities.
- ◆ Meeting with students on an individual basis during the school year.
- ◆ Certifying that state and local credit requirements for all students are met.
- ◆ Coordinating student/teacher relations if academic and/or personality problems arise.
- ◆ Compiling student transcripts and records for transmission to colleges and other institutions of higher learning.
- ◆ Updating and maintaining student academic records.
- ◆ Providing counseling and intervention services for students in crisis and assisting the Redskin Assistance Program, as necessary.
- ◆ Providing career/occupational information.
- ◆ Coordinating accessible times for students to meet with post secondary institution representatives.
- ◆ Providing information on higher education offerings and program availability.
- ◆ Conducting a Financial Aid Seminar for all juniors and seniors considering higher education.
- ◆ Scheduling Armed Forces testing programs (ASVAB) and military career representative conferences for students.

- ◆ Implementing the district, state and college placement testing programs for junior and senior high school.
- ◆ Providing an orientation program for incoming seventh grade and new students in the district.
- ◆ Providing a Northern Tier Career Center Orientation, followed by a site visit, for tenth grade students.
- ◆ Coordinating a visitation to a College Information Day for juniors.

COURSE SELECTION GUIDES

Course requirements for all students are outlined in the "Course Selection Guide", which is created by the Guidance Office. The guide is issued to senior high students in late winter. It explains graduation requirements, course offerings and descriptions of programs of study at our school. Although the guide is created to be self-explanatory, questions may be directed to the Guidance Office.

HEALTH SERVICES

The Sayre Junior-Senior High School Health Office (**Nurse's Office - Room 127**) is available to provide immediate, temporary care in case of illness or accidental injury. ***The procedure for students in need of Health Office services is as follows:***

- ✓ **Have your classroom teacher sign your handbook pass.**
- ✓ **Report to the Nurse in the Health Office.**
- ✓ **Students who are ill should *not* get a pass to, or go to, the lavatory. *All ill students must report to the Nurse!***
- ✓ **If necessary, the Nurse and a building administrator will go the classroom to assist an ill/injured student.**
- ✓ **When necessary, the parent/guardian will be contacted by the Nurse.**

Following the examination, the school Nurse will:

- Notify the parent/guardian and send the student home. The parent/guardian must come to pick up the student at the school, unless other special arrangements have been made, or
- Return the student to class with a signed handbook.

If the Nurse is not in the Health Office when a student reports there, the student is to report immediately to the Main Office for assistance

NOTE: ALL MEDICATION MUST BE KEPT IN THE HEALTH OFFICE. STUDENTS ARE NOT PERMITTED TO KEEP MEDICATION, INCLUDING OVER THE COUNTER PAIN RELIEVERS, IN THEIR POSSESSION OR IN THEIR LOCKER!

DISMISSAL OF STUDENTS FROM SCHOOL

No grade or class may be dismissed from school before the regular dismissal time except with the approval of the Building Principal.

No pupil will be permitted to leave the school during school hours except upon the personal request of the parent/guardian, or when participating in a school-sponsored program with the permission of the parent/guardian. **NOTE: Parental request for dismissal does not automatically mean that the missed class time and work is excused!**

Since the school is responsible for the child during the time that he/she is in school, the following rules apply:

- Students will be released from school only to their parent/guardian or to person(s) specifically authorized by their parent/guardian.
- Written permission from the parent/guardian is required for the student to be dismissed to any destination other than home.
- If a student becomes ill or is injured during the school day, he/she *must report to the School Nurse*, who will then contact the student's parent/guardian if a dismissal is required.
- Injured or ill students should *not* call home without first reporting to the School Nurse. **Parents are requested to make certain that their child has followed the proper procedures before they agree to come to the school to pick up the child.**
- All dental or medical appointments should be made during non-school hours. **If such an appointment must be made during school hours, the parent/guardian should request their child's release in writing.**
- A confirmation of the appointment on medical office stationary must be turned in to the Main Office immediately upon the student's return to school or the absence will not be excused.
- If any police, court or social service official requests the dismissal of a student during school hours, the parent/guardian will be notified.

EDUCATIONAL TRIPS

A student will be permitted to take **one** excused educational trip per school year provided the parents/guardians comply with the following guidelines:

1. When an educational trip requiring a student to be absent from school is planned, a request in writing should be completed and sent to the Main Office **at least one week prior to the trip.** To assist parents, the Student Education Trip Request form is available at the Office and on the district website.)
2. The written request, or properly filled out form, must include an itinerary of the trip and the educational value to the student.
3. The **student is responsible** for making the necessary arrangements with his/her teachers, **prior to the trip**, to make up all work necessary to meet course requirements.
4. Neglecting to gain prior approval and/or the student's failure to get assignments will result in the days missed being recorded as unexcused.
5. Upon the student's return to school, **an educational trip log** must be presented to the Main Office detailing the events and educational value of the trip. **The trip will not be listed as "excused" unless this documentation is turned in and approved within three school days of the student's return.**

LIBRARY

Our library is a spacious, air-conditioned facility with over 14,000 titles. With its technology tables, computer lab, and presentation equipment, the facility is state-of-the-art. **The library is the classroom of the librarian. Use of this facility must comply with the librarian's classroom rules and/or the teacher in charge.**

CAFETERIA

The school cafeteria provides an opportunity for all students to enjoy a tasty, nutritious meal in pleasant and clean surroundings. Whether or not they buy their lunch or bring one from home, all students are expected to eat and drink in the cafeteria. **Students are not permitted to eat or drink in any other section of the school building without first obtaining administrative approval!**

Students are expected to conduct themselves in a safe and orderly manner while in the cafeteria. Inappropriate behavior that causes a disruption of the proper cafeteria environment will be handled as a disciplinary infraction.

LOCKERS

Each student is assigned a locker for the storage of books and personal belongings. **All lockers are the property of Sayre High School and student locker use is a privilege!** Courts have held that

there is *no reasonable expectation of privacy in school lockers*.
Therefore, lockers may be searched and inappropriate materials/contraband items may be removed without student permission!

It is the student's responsibility to see that his/her locker is kept orderly, locked and operating properly at all times! Any locker problems should be reported to the Main Office immediately.

Money, rings, watches or any other items of high value should **never** be kept in a student locker. Items lost from an unlocked locker are the responsibility of the student. **Also, students are to put belongings only in their own locked locker – never put anything in a friend's locker or an unassigned locker!** Inappropriate materials and/or contraband items found in a locker will be deemed the property of the student to whom the locker has been assigned.

Students who are issued the older style lockers without the built-in combination locks may lock their lockers with a padlock. If they use their own locks, the students must supply the Main Office with either an extra key or the combination (if a padlock). The Main Office has padlocks available for students who wish to secure their lockers.

VALUABLES / MONEY

Students are specifically instructed not to bring large sums of money or items of high value to school. If, for some reason, it is essential to bring such a sum or item to school for a day, it should be given to a staff member in the Main Office for safekeeping.

Students should bring a lock to Physical Education class and make certain that their PE lockers are locked at all times when not in direct use. During PE classes, students are never to leave anything of value or clothing outside of locked lockers. PE instructors are not responsible for money or valuables brought to PE class.

The responsibility for all items, such as valuables, clothing, textbooks, jackets, or money rests with the student. If a student loses an item assigned to him/her by the school, the student will be expected to reimburse the school for the value of that item.

ATTENDANCE POLICY

Regular school attendance is essential for success in school and is required by law. School districts are mandated to enforce the compulsory school attendance provisions of the school code because establishing a pattern of regular attendance is crucial to

becoming a productive member of the work force and a fully contributing member of society. SHS administrative personnel will bring students and parents in violation of the law before the local magistrate, as well as take appropriate school disciplinary measures. They will also make certain that school district policy (**SASD Policy # 204 and Addendum, as revised on 01/15/01**) regarding all student attendance and tardiness issues will be strictly enforced. Briefly, that policy states the following:

- The following major reasons for excused absences from school are listed in the Pennsylvania School Code and State Board Regulations:
 - (1) Personal illness
 - (2) Recovery from accident
 - (3) Required Court Attendance
 - (4) Death in the immediate family
 - (5) Religious Holidays and education
 - (6) Approved (following procedure) educational trips
 - (7) Other urgent conditions which are unavoidable and directly affect the pupil's ability to attend school.
- There are **no** other acceptable reasons for absenteeism.
- In order to be legally excused you must bring in a properly signed excuse to the Main Office within **three days (parent written)** or within **10 days (doctor written)** of the absence.
- All notes must specify the exact dates of the absences.
- SHS administrators will determine if a parental excuse is valid.
- Excessive absenteeism, **over ten days** (except for specific medical reasons) will result in the student being required to bring in a **doctor's note** for **all** other absences.
- After the first two illegal absences, a "warning letter" will be sent home.
- After the third illegal absence, a Truancy Elimination Meeting will be scheduled for the student and his/her parents at which time a plan will be developed to correct the attendance problem.
- Any subsequent illegal absences will result in the filing of a **citation** with the local magistrate for students under 17 years of age and the assignment of make-up time (**six hours for each day missed**) for those 17 and older.
- PA law (Act 29/Special Session #1/1995) sets fines for parents for these violations at **up to \$300 per offense**, plus court costs.
- Being **tardy** (late) to school without an excuse three times is the same as being unexcused (illegally) **absent** for **one** full school day.
- Students of any age who are **absent** as a result of truancy (done without knowledge or consent of the parent) must make up the missed time in detention, as directed by SHS administrators.
- **For district policy purposes, the AM session ends and the PM session begins at 11:10 AM.**

ABSENCES FOR APPOINTMENTS

Absences from school due to scheduled appointments require a parent written note delivered to the Main Office the morning of the appointment. The note will be exchanged for a pass, which allows the

student to leave the building directly from the classroom at the scheduled time. The student will show the pass to the teacher at the time of the dismissal and can leave the building directly from the classroom. **Upon returning to school, the student is to submit a written confirmation of the appointment on professional letterhead, signed and dated the day of the appointment.** Telephone call confirmations are not acceptable. Along with the confirmation note, the student should also retain the pass that was issued by the Main Office. This will be signed a second time before the student returns to class.

LATE TO SCHOOL - PROCEDURES

Each student is responsible for being in his/her first period class by 8:05 A.M., the start of the school day. If a student is late, the following procedure is to be followed:

- Report to the Main Office when entering the building.
- Sign in on the "Late Log", making sure you list the time of arrival (from the Office bell clock) and the reason why you are late.
- Get your handbook signed from the school representative and go promptly to your scheduled class.
- Directly upon entering the room, show your classroom teacher the late to school annotation in your handbook.

Late To Class - Procedures

Each student is responsible for being in his/her classroom on time at the start of each period. (**On time is defined as in the classroom by the ringing of the tardy bell.**) If a student is late, the classroom teacher will check to see if there is a handbook annotation from the last teacher. If there is none, the classroom teacher will document the tardiness. **The teacher will submit a "LATE SLIP" form to the Assistant Principal on the third such offense and every offense thereafter.** The student will then be required to serve detention time for the third late and each one thereafter.

STUDENT COMPLAINT PROCESS

A student complaint is any complaint that arises out of a policy violation or actions that directly affect the student's participation in an approved educational program or activity. These complaints may include incidences of bullying, harassment, or sexual harassment.

Ideally, the student should first make the complaint known to the teacher or staff member in charge of the program or activity. **Remember, problems are best solved close to the original problem!** If the student does not feel comfortable at that level, he/she should contact any teacher, staff member, guidance counselor, or administrator with whom there is a higher comfort level. Information on

the incident **should** also be shared with the student's parent/guardian, who may wish to directly contact school administrative personnel.

Every effort will be made to expeditiously address the complaint and resolve the issues/concerns directly. **The right of confidentiality will be respected consistent with the school district's legal obligations.**

LAVATORY USE

The use of lavatories by students is allowed during any period, but students are encouraged to limit time away from academic classes. (Teachers may require students using the lavatory during critical academic time to make up the lost academic time during tutorial period.) Each student wishing to use the lavatory must get his/her handbook signed by the teacher and also sign out on the classroom sign-out sheet prior to leaving the classroom.

No student is allowed in the lavatory during a class period without a handbook pass from a teacher! Students should only use the lavatory between classes if the lavatory use will **not** cause the student to be late to his/her next class.

Cell Phones

Cell phones may not be used without authorization in the school building anytime during school hours, which are 8:05 A.M. to 3:18 P.M. Any violations of this will result in the cell phone being confiscated and brought to the office. Any student who has their cell phone or electronic equipment confiscated because of unauthorized use will be required to serve one after school detention for each unauthorized use. The assigned detention must be served before the cellphone or electronic equipment will be returned to the student. The cellphone will remain in the school's custody until the student has served the required detention. Subsequent violations will lead to the phone remaining in the office for one additional day for each violation. **If you need to contact your child during school hours, please call the main office to avoid interrupting classes.**

ACTIVITIES - SCHOOL RELATED/SPONSORED

The Sayre Area School District offers to all of its students a full range of extracurricular activities, including athletics. It is the intent of the activities program to give students an opportunity to develop their mental, musical, and physical abilities in addition to their social and emotional needs.

It is the belief of this school district that the foundation of an adequate, well-balanced athletic program is **not** based on the concept of winning as an end in itself. In the Sayre Area School District, athletics are founded on the ideals of good sportsmanship, teamwork, character growth, emotional control, responsibility to the group, and ambassadorship to the school.

Students involved in extracurricular activities elect to assume responsibilities above that of a regular student. Because of their decision to represent the Sayre Area School District, they are expected to exemplify, at all times, the highest personal and social standards. As activity or athletic participants, they are ambassadors for Sayre Area Junior-Senior High School and our district communities. Rules, regulations and procedures for participation in activities and athletics are set forth in the "Athletic Handbook".

CARS AND PARKING

Limited student parking facilities are provided in the Brock Street parking lot for students who are properly licensed and insured. Parking permits are issued at the Main Office for a minimal fee. Proof of valid license, registration, and insurance must be provided. Students must not, at any time, exceed the speed limit of 5 miles per hour on school property. They must also promptly exit their cars once the vehicle is parked. Parking privileges may be revoked at any time for just cause, especially a poor driving record.

FIRE DRILL PROCEDURES

Fire drills are an important safety precaution. They are required by law and must be held at regular intervals. An evacuation plan is posted in each room and students should become familiar with them.

It is essential that when the first signal is heard, everyone obeys orders promptly and clears the building as rapidly as possible by the prescribed route. The teacher in each classroom will give the students instructions. The objective of fire drills is to train students to be able to vacate the school in a safe, fast and orderly manner.

- When the alarm sounds, students should walk rapidly and orderly to designated exits. ***Do not run!***
- Those students who have been appointed by the teacher to close the windows in the room should do so as quickly as possible. In each room, the door and all windows are to be closed in order to limit smoke as well as to provide a temporary fire barrier.
- A staff member will accompany each group of students from the school. Groups are to remain quietly together while outside.

- If a regular exit is blocked, students should go to the nearest open, passable exit.
- If a fire alarm sounds and students are not in a classroom, they are to leave the building by the nearest exit. This situation may occur during change of classes, lunch period, or during activities after school hours.
- Upon notification from the office or a school administrator, students are to re-enter the building in an orderly manner.

RPH/GUTHRIE “GOOD NEIGHBOR” POLICY

Students are reminded that the road that connects Brock Street to South Wilbur Avenue, through the RPH/Guthrie Campus, is a ***private driveway!*** The individuals in charge of RPH/Guthrie Security have been kind enough to allow our students passage through their ***private property*** as a part of our mutual "Good Neighbor Policy".

In order for that policy to remain in effect, SHS students must obey these rules:

1. Walk only on the sidewalk, and where no sidewalk is available, walk only on the *side* of the road.
2. Allow room for adults to pass, in either direction, while on the sidewalk or the side of the road.
3. Show respect to all adults.
4. Do *not* use foul or abusive language.
5. *No smoking* anywhere on the RPH/Guthrie Campus.
6. Do *not* enter RPH/Guthrie buildings.
7. Listen to and follow the directives of RPH/Guthrie employees and Security Patrol members.

Failure to follow these rules may result in disciplinary action for the student(s) involved.

DRESS CODE

A student may dress himself or herself according to the dictates of what is clearly appropriate and in accordance with the standards of school and community. Basically, what a student wears and how he/she is groomed is the responsibility of the student and his/her parents/ guardians. If a student does not meet the appropriate norms of modesty, the student will be required by a school administrator to correct the appearance.

The following guidelines are offered to provide some clarity to present social conventions that the school accepts regarding dress:

All apparel should be neat and clean. Slacks of all kinds, including denim jeans, are acceptable, except as noted below. Dresses, skirts, and shorts of reasonable length are also acceptable. Shirts and blouses that provide adequate coverage are acceptable. The school suggests that adequate coverage be interpreted, for the most part, as full coverage. No hats or sunglasses are to be worn in school, except in special situations as noted below.

The following dress regulations will be enforced for health and safety reasons or to minimize disruption to the educational process:

- Appropriate footwear shall be worn at all times. No bare feet or stocking-only feet are permitted.
- Hair length and style shall not constitute a health or safety hazard as recommended by the Attorney General.
- Clothing with ambiguous, suggestive, or vulgar sayings (e.g. Co-Ed Naked) is not allowed. Clothing which specifically promotes, pictures and/or advocates the use of drugs, alcohol, or tobacco is not permitted.
- Revealing garments that are or have the potential to be suggestive or expose others to unsanitary conditions (e.g. tank tops, tube tops, string tops, low cuts, bare midriffs, laced shirts, mesh garments, and spandex) are not acceptable.

Specialized classroom teachers (wood shop, metal shop, chemistry, swimming, etc.) may require students to wear more protective apparel such as shoes that cover the entire foot, bathing caps, or other headwear (caps/hardhats) while in that class. **Such requirements are necessary for health and safety reasons and will be enforced.**

It is also likely that the school may from time to time schedule special events or activities (such as “School Spirit Day”) which will make it necessary to temporarily alter dress requirements. They will, however, remain within acceptable norms.

Determination of appropriateness or lack of appropriateness of dress will reside with SHS administrators who will attempt, with the support of staff, students, and the community, to uphold the purposes of this document as expressed in the first paragraph.

SAYRE AREA JUNIOR-SENIOR HIGH SCHOOL DISCIPLINARY DECLARATIONS

1. Every member of the Sayre Area Junior-Senior High School Community deserves a safe and orderly environment in which to learn and grow.

2. Every member of our school community deserves to be treated with respect and is expected to treat others in a like manner.
3. No student has the right to interfere with the education, health, safety, or welfare of another student by acting in a dangerous and/or disruptive manner.
4. No student has the right to degrade or destroy, in any manner, the possessions and/or property of fellow students, teachers, the School District, or the citizens of the Sayre community whose property locations make them neighbors of the District.
5. It is the responsibility of the administration and staff of the Sayre Area School District to assure the enforcement of SASD Policies and district building policies and procedures, including the discipline policy. All policies will be enforced in a fair, firm and consistent manner.

DISCIPLINE POLICY

PART ONE - STUDENT RESPONSIBILITIES

TO OTHER STUDENTS: Students will respect the rights of other students, regardless of grade level. No student has the right to interfere with the education, health, safety, or welfare of another student by acting in a disruptive manner.

TO ADULTS: Students are to treat all adults in the school community with respect. Accordingly, if a student is corrected by an administrator, teacher, teacher's aide, any staff member, coach, or guest to the school at a school event or in the school, that adult's position of authority is to be recognized.

IN CARING FOR EQUIPMENT AND TRANSPORTATION

ASSETS: Students must care for all school property to insure its continuing value for the school community. School property includes, but is not limited to, books, desks, computers, lockers, and school buses. Any broken, lost, or vandalized items become the financial responsibility of the student and/or parents/guardians, and must be repaired or, if necessary, replaced.

PART TWO - GENERAL EXPECTATIONS FOR STUDENT CONDUCT

- 1) Students must be aware of all rules and regulations for student behavior and act accordingly. Students must assume that every rule is in effect until it is waived, altered, or repealed in writing.
- 2) Students must obey the laws of the Commonwealth of Pennsylvania as well as local laws which are in effect on school property at all times.
- 3) Students must attend school daily and be on time for all classes and school functions. When an absence is unavoidable, students are expected to bring in the proper excuse within three days and make up missed work in a timely fashion.
- 4) Students must dress and groom themselves to meet fair standards of health, safety, and welfare. The manner of dress must not be offensive and cause disruption of the educational process.
- 5) Students must pursue and attempt to successfully complete the courses of study prescribed by the Commonwealth of Pennsylvania and local school authorities.
- 6) Students must express their ideas and opinions in a respectful manner, both in the spoken and written word. This applies everywhere in the school community, in schoolwork, and in all student publications.
- 7) Students must assist the staff in operating a safe school for all students and adults. This includes volunteering information about matters that relate to the health, safety, and welfare of others and the protection of school, staff, and student property.
- 8) Students attending field or class trips will be governed by the same rules that cover their conduct while on school property. Students whose behavior demonstrates a consistent lack of discipline, failure to follow instructions and rules, or jeopardizes the health, safety, and welfare of others will not be permitted to participate in field or class trips.
- 9) Students attending field trips or class trips will be accompanied by an adult Sayre school representative at all times. If their conduct is inappropriate, the adult representative will take corrective action. Students must follow the directives of the adult representative.
- 10) Students who participate in sports are expected to display good sportsmanship. They represent our school and are ambassadors for our community. As such, they are expected to represent us in an appropriate manner. Unsportsmanlike conduct (including acts,

language, or gestures), as determined by Coaches and/or PIAA Officials, will result in loss of playing privileges.

- 11) Students participating in any extra-curricular activity are expected, at all times, to display behavior that is appropriate for an educational setting. Extra-curricular participants also represent our school and are ambassadors for our community. Therefore, proper behavior is always expected.
- 12) Students of the Sayre Area School District come from communities that are comprised of citizens who work hard to equip our schools with everything needed in order for growth and learning to take place. Sayre Area students owe these citizens thanks and respect.

PART THREE – DISCIPLINE POLICY STATEMENT

The Sayre Area High School Discipline Code is progressive in nature. **This means that violations of policy at increasing levels as well as recurrent violations will be met with consequences of increasing severity. It should be noted that it is possible for a student to be placed at a higher disciplinary level without going through the preceding lower levels for more severe disciplinary infractions.**

Our Discipline Code consequences have three purposes:

- ◆ The first is to ensure the opportunity for all students to have an orderly educational environment in which they may learn and grow.
- ◆ The second is to hold the student accountable for his/her inappropriate words or actions.
- ◆ The third, and most important purpose, is to encourage the student to improve his/her behavior. Failure to improve behavior will cause a student to progress quickly through the discipline procedures to loss of educational opportunity.

It is important for students to understand that recurring offenses at any level will yield increasingly severe consequences including after school detention(s), Saturday detention(s), In-School Behavior Modification, Out of School Suspensions, and ultimately, expulsion from school.

The administration also reserves the right to place a student in a district Alternative Program or the off-site educational services of the Intermediate Unit #17's Alternative Education Program.

All disciplinary responses, except Level 1, involve parental notification in writing, by telephone, or in conference. All behavior(s) that are criminal in nature will be reported to law enforcement officials for investigation and prosecution.

PART FOUR-DISCIPLINARY LEVELS

DISCIPLINARY LEVEL I

Misbehavior on the part of the student that is in violation of the classroom procedures established by the school and teacher.

Examples include: Classroom disruptions, disturbance or disobedience, excessive or inappropriate talking, failure to dress properly, misuse of computer during class time, cheating, unprepared for class, public display of affection, tardiness, running in the room/hallway.

DISCIPLINARY RESPONSE: Managed by the staff, with support from the Administration, in a manner consistent with classroom rules and the behavior of the student.

DISCIPLINARY LEVEL II

Any behavior which significantly disrupts the orderly operation and educational climate of the school and/or school sponsored activities.

Examples include: Failure to cooperate with teacher/staff, cafeteria disruption, skipping class, skipping teacher assigned detention, truancy, leaving school without permission, use of disrespectful or obscene language or gestures to students or adults, continuation of Level I offenses, failure to follow teacher directions, defiance of school authority.

DISCIPLINARY RESPONSE: Parent notification, after school detention and/or Saturday Detention and/or In-School BMR time, consistent with the behavior and the frequency of occurrence.

DISCIPLINARY LEVEL III

Intimidation and acts against persons or property that may endanger the health, safety or welfare of individuals in school or at school related events, continuation of Level II behaviors

disregarding consequences of Level II, including skipping detention.

Examples include: Harassment, threatening students or adults, fighting, reckless driving on school grounds, trespassing, vandalism, sexual harassment and/or sexual abuse, creation of and/or showing other students a “hit list”, continued defiance of school authority.

DISCIPLINARY RESPONSE: Parent notification and/or conference with In-School BMR time and/or Saturday Detention consistent with the behavior and the frequency of occurrence. Out-of-School Suspension is also an available option.

DISCIPLINARY LEVEL IV

Acts which are clearly criminal in nature and/or are continuations of Level III violations disregarding consequences for Level III violations.

Examples include: Arson, bomb threats, false fire alarm, fighting, assault, possession/use of a weapon, major vandalism, terrorist threats, theft, hate crimes.

DISCIPLINARY RESPONSE: Contacting of local/state police, informal hearing, out of school suspension, formal hearing, criminal prosecution. Possible recommendation to the Board of Education for expulsion from school.

PART FIVE-BUS CONDUCT EXPECTATIONS

- 1) Bus riding is a privilege, therefore all Sayre Area School District Policies apply to student transportation. Video cameras may be used to monitor student behavior.
- 2) Students transported in a school bus will be under the authority of and be responsible to the driver of the bus.
- 3) Students will ride only the bus to which they have been assigned. Should a need arise to ride a different bus, the student must obtain permission in writing from the office. If the change is a parental request, the student must also have that request in writing.
- 4) Students will board and exit the bus in a safe, orderly fashion. While on board, students will be seated and remain seated until the bus comes to a complete stop.
- 5) Talking must be kept to a conversational level to allow the bus driver to safely operate the bus. Use of profanity is prohibited.

- 6) Causing any commotion or distraction for the driver, at any time, is prohibited. No animals, birds or reptiles are allowed on buses.
- 7) Eating or drinking, spitting or throwing objects on or out of the bus is not allowed.
- 8) Tripping, pushing or fighting on the bus is not allowed.
- 9) Any student cited for disciplinary infractions or for not abiding by bus safety regulations will be subject to disciplinary actions.
- 10) The response to misconduct will be according to District Policy and includes such options as removal of transportation privileges, suspension, and /or payment for damaged property.
- 11) Suspension of bus privileges does not relieve the parent/guardian of his/her responsibility regarding state compulsory attendance laws.
- 12) Absences from school resulting from suspension of the bus riding privilege will be considered unexcused absences.

PART SIX–BUS CONDUCT DISCIPLINARY MEASURES

1. **FIRST OFFENSE:** Written warning.
2. **SECOND OFFENSE:** One week removal of bus privileges.
3. **THIRD OFFENSE:** One month removal of bus privileges.
4. **FOURTH OFFENSE:** Removal of bus privileges for the remainder of the current school year.

CORPORAL PUNISHMENT - PHYSICAL RESTRAINT

Teachers and school officials in the Sayre Area School District may **not** administer corporal punishment, that is, physically punish a student for an offense. Physical restraint, however, **may be used** by school staff members in accordance with the policies and guidelines established by the District School Board.

Under the *in loco parentis doctrine*, teachers and school officials may administer reasonable and necessary physical restraint to eliminate activities disruptive to the learning process and normal function and operation of the school. They may administer reasonable and necessary force:

- to quell a disturbance
- to obtain possession of weapons and/or other dangerous objects
- to provide adequate self-defense
- to protect persons or property

Parental cooperation is critical in the support of reasonable behavior. To this end, school authorities will make every effort to both notify parents and involve parents in discipline concerns and problems.

WEAPONS

Sayre Area School District Policy # 816 addresses the issue of weapons, firearms, and/or replicas of weapons and/or firearms. The District has a "**Zero Tolerance**" for any student who would violate the weapons policy. The Superintendent is authorized to recommend for expulsion, for a period of one hundred eighty days, any student who possesses such a device or assists in possession of such a device.

DRUG / ALCOHOL / TOBACCO POLICY

The Sayre Area School District Drug Awareness and Substance Abuse Policy (#227) is an intensely comprehensive recognition of the fact that misuse of drugs, including alcohol, at any time, is a serious problem. That problem has legal, physical, psychological, and socioeconomic implications for members of our entire school community and the district community at large. Most specifically, the Board recognizes that the misuse of drugs, including alcohol, at any time, interferes with the developmental processes of our students and can create an unsafe and unhealthy educational environment.

This awareness of the problem has resulted in the passage of a "**Zero Tolerance**" Drug Policy in the Sayre Area School District. The comprehensive nature of the policy charges the District Superintendent with the leadership role of instituting a three-pronged effort to deal with the drug menace.

The first portion of the effort is the **education** of all Sayre Area School District students to recognize the threat of, and to discourage drug abuse. The second part is the establishment of **vigorous procedures** dealing with suspected possession, use, or distribution of drugs by students in our school. The final portion of this immensely important undertaking is the District's attempt at **rehabilitation** of any student drug abusers.

It must be noted that the Board has set this guideline for all cases involving students and drugs: **the school district's attempt(s) to rehabilitate the abusers shall not outweigh the need to protect the school community from undue harm and exposure to drugs.**

The District's Drug Awareness and Substance Abuse Policy can be read, in its complete form, in the District Policy Book available in the High School Main Office or in the District Office. Also, important portions of the policy, as it relates to extra curricular and athletic activities, can be found in the individual handbooks and handouts supplied by the coaches/supervisors of those activities.

Critical points of the Policy:

- Definition of "**drugs**": All dangerous, controlled substances prohibited by law, all "look alike" drugs, all alcoholic beverages, tobacco and tobacco products, and any prescription or patent drug, except those for which permission to use in school has been granted.
- The possession, sale, distribution and/or use of drugs is strictly forbidden by the Board of Education.
- Any student who sells, uses, possesses, distributes, is under the influence of, and/or aids in the procurement of drugs, while on school grounds or anywhere during a school activity or while utilizing school transportation, shall be subject to disciplinary and/or legal action.
- Authorization of Searches: Investigations conducted by school personnel or legal authorities, seeking to discover contraband, may be made based on reasonable suspicion. The individualized and/or generalized searches may include locker searches, automobile searches, and canine searches.
- Automobiles parked on school property with a parking privilege permit may be searched if there is probable cause to believe that the drug policy is being violated.
- The Student Assistance Program will provide the District with a mechanism to identify and intervene with high risk teenagers who are having or have the potential to have school-related problems because of drug/alcohol use.
- Student participation in school-related/sponsored activities is a privilege rather than a right. This privilege may be denied to students whose behavior and conduct are unacceptable for participation. Abuse of drugs (including alcohol and tobacco) by a student, on or off campus, whether or not during normal or extended school hours, is considered unacceptable conduct.
- The principal will have the responsibility and authority to order the suspension of students from participating in school-related/sponsored activities as a result of drug use / abuse and a refusal of the student and / or parent to cooperate with District intervention efforts.
- If there is strong reason to believe that a student is using drugs, but the student denies such use, the student's family will be advised that a drug assessment must be completed before the student is permitted to continue participation in the school-related/sponsored activity.
- Any student who is expelled from school because of a violation of the drug policy may be readmitted only by a Board vote upon the recommendation of the Superintendent. Such a recommendation may occur only after the student has

cooperated with and met the five specific re-admittance points noted in the policy (Policy - page 12).

- The Sayre Area School District Drug Awareness and Substance Abuse Policy recognizes the Pennsylvania Safety Zone Law. That law provides a drug free school zone one thousand (1,000) feet from the school's real property.

COMPUTER USE VIOLATIONS

The use of Sayre computers, the computer network, and outside networks (e.g., the Internet) is a *privilege and a service, not a right*. Inappropriate use can result in a cancellation of those privileges for all involved parties.

Based upon the unacceptable use of the system, the administrators may suspend or terminate usage. In the case of Level I and Level II offenses, students currently enrolled in classes that involve use of the computers during class would retain privileges during the class period only. All other use would be suspended.

In serious ethical violations, all access may be suspended even if course work is jeopardized. In these cases, future enrollment in computer courses could be evaluated and possibly restricted. Furthermore, students and their parents/guardians are liable for any expenses incurred in the school district's efforts to uncover or repair computer or software damages.

TRESPASSING

Anyone in school **buildings** without permission is considered to be trespassing. This includes high school students in any of the elementary schools and vice versa. Anyone caught trespassing on restricted school **property** will be prosecuted to the full extent of the law. **Students who are out of school suspended (OSS) are not permitted on school property during the course of their suspension unless special permission is granted.** Students serving OSS will be cited for "defiant trespass" if caught on school property anytime during their OSS.

Academic Enhancement Period

In addition to our regular eight period schedule, there is a school-wide academic enhancement period each day from 2:48 until 3:18. This period serves three purposes:

- Provide time for students to complete necessary course work to successfully master course requirements.
- Teachers may issue a pass to students to come to their classroom to make up back work, missed tests or assignments or who need extra help during AE.
- A student who requests extra help in any subject area will also be accommodated during the AE period. Such help is not mandatory and it is the responsibility of the student or parent to make the request. Teachers will issue a pre-signed pass that will allow the student to come to their classroom.

MLA Guide

A Brief Guide for the “Works Cited” page.

The Sayre Area School District uses the **MLA (Modern Language Association)** rules for citing the resources used for research papers. **All sources** of information must be cited for any statements made. The exception to this rule is when you assume that the source is common knowledge. Some resources may be: books, magazines, personal interviews, videos, DVDs, CDs, online magazines, and internet sources.

❖ **READ THIS FOR HELPFUL HINTS:**

- ✓ Arrange your list alphabetically by author or if no author is provided by Title.
- ✓ Double-space all lines.
- ✓ Indent the second line, and following lines, five spaces.
- ✓ The Online Writing Lab (OWL) at Purdue University has writing resources at: <http://owl.english.purdue.edu/owl/>.
- ✓ Text must appear in Times New Roman with font size at 12 pt.
- ✓ Italicizing the source of publication.

Examples:

A Citation for a Journal or Magazine:

Author(s). “Title of article.” *Name of magazine* (date): pages.

Carter, Barbara. “Dropping the H Bomb.” *Time* (23 Sept 2004): 61-66.

A Citation for a Newspaper:

Author. "Title of article." *Name of newspaper* (date): Section

Lumpkin, Nancy. "Oil markets jittery after Saudi attacks." *USA Today*
(17 Sept 2003) : D5.

A Citation for a Book:

Author. *Title.* Place of publication: Publisher, year.

Carter, Alden. Bull Catcher. New York: Scholastic Press, 2002.

A Citation for an Encyclopedia:

Author, "Title of entry." *Name of Encyclopedia.* Date.

Milliard, Hugh. "Nova Scotia." *World Book.* 2004.

A Citation for Electronic Sources (Web Publications)

Important Note on the Use of URLs in MLA

MLA no longer requires the use of URLs in MLA citations. Because Web addresses are not static (i.e. they change often) and because documents sometimes appear in multiple places on the Web (e.g. on multiple databases), MLA explains that most readers can find electronic sources via title or author searches in Internet Search Engines.

For instructors or editors that still wish to require the use of URLs, MLA suggests that the URL appear in angle brackets after the date of access. Break URLs only after slashes.

Basic Style for Citations of Electronic Sources
(Including Online Databases)

Here are some common features you should try and find before citing electronic sources in MLA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly

different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].

- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Date you accessed the material.
- URL (if required, or for your own personal reference).

Aristotle. *Poetics*. Trans. S. H. Butcher. *The Internet Classics Archive*.

Web Atomic and Massachusetts Institute of Technology, 13 Sept.

2007. Web. 4 Nov. 2008. <<http://classics.mit.edu/>>.

Parenthetical Documentation

Sometimes called an author-page citation or a parenthetical reference, this is information inserted into your paper in parentheses that tells exactly where you found a specific fact. It includes the last name of the author (use the title if the source has no author) and the page number of the information.

When will you use this?

- **When you are quoting exactly.**

“English usage questions test your ability to identify errors” (Covino 9) (note: There is no comma after the author and page #.)

- **When the ideas or fact are not yours, and is not common knowledge (you did not find the information in several sources).**
- **When you have used an author’s opinion.**

Sharpe believes that Shakespeare was the greatest writer of the Western World (14).

- **When you have statistics or numbers, even if the rest of the sentence is in your own words.**

SAMPLE MLA FIRST TEXT PAGE (TITLE PAGE)

(ONE-HALF INCH DOWN FROM TOP)

Smith 1

(ONE INCH DOWN FROM TOP)

Roger Smith

(DOUBLE SPACE)

Teacher's Name

Sociology 12

9 September 2010

(CENTER THE TEXT TITLE) **Workfare Programs in Three States**

(DOUBLE SPACE)

President Clinton pledged an "end to welfare as we know it" as
←----- (ONE INCH MARGIN ON EACH SIDE) -----→
part of the 1992 election campaign (Kellam 793). However, the Clinton
(AUTHOR-PAGE)
administration has been unable to get the Congress to act on the
suggested reforms and, as a result, the states have proposed a wide range
of experimental initiatives (Kellam 795). Several are based on the concept
of workfare, a popular idea with both Republicans and Democrats.

When Congress passed the Jobs Opportunities and Basic Skills
Program (JOBS) in 1988; it gave states matching funds to develop
programs. Wisconsin, Delaware, and California are among the states that
have begun workfare program (Kellam 796). However, the picture is not
all together sanguine. Some critics of the workfare concept, including
Congressman Richard Gilbert, a Democrat from Michigan and Chairman of
the House Appropriations Committee, claim that workfare will ultimately
increase welfare costs and simultaneously increase the number of
homeless persons (Gilbert 14). There are arguments that despite the faults
in the old welfare reform system, fifty people are off welfare within two
years (Gilbert 26). Others state that a lack of funds for job

(ONE INCH UP FROM BOTTOM)