

# REDSKIN HANDBOOK

## 2019 - 2020

High School Principal: Dayton Handrick  
Assistant HS Principal: James Howey

### 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. **This handbook and any updates to it are also available on the Sayre Area School District Website ([www.sayresd.org](http://www.sayresd.org))** and is designed to highlight policies, procedures and issues of interest for SHS students. **It 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.

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## 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, or 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,  
Lies 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.

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.**

## WELCOME

Dear Students, Parents, and Guardians:

Welcome to Sayre High School, home of the Redskins! Our mission is to develop a community of learners who are prepared for tomorrow's world—their future! With your help, we can achieve this mission and we are excited and prepared to help you on your journey. I ask that you come to school every day prepared to learn. If you take responsibility for your education, work hard, and are nice to others I know you will be successful this year. After all, your success this year is the first step in making your life story one that will be extraordinary. In addition to academics, we offer extracurricular programs, including music, athletics, and various clubs. Students, get involved in your school! This will look good on your college applications and resumes as well as make you a more rounded individual with a wealth of experiences. Being connected to school makes it more likely that you will care about your education now and in the future.

SHS provides timely feedback to parents and students utilizing the Skyward portal, which is accessible from our website. Parents can also communicate with their child's teachers via email. I would like students and parents to take advantage of these opportunities so that everyone is well informed regarding student performance, particularly grades and missing assignments.

The rules and regulations contained in this booklet are in effect and govern the behavior of students while on school grounds during school hours, off campus during school hours, at school sponsored functions, or while being transported to or from school activities. Please take some time to read this valuable information and familiarize yourself and your child with the information. Finally, if you are bullied, tell an adult at school or at home. Keep telling until you are heard. If you see someone being bullied, be a friend and tell an adult as well.

Again, welcome to SHS. I look forward to seeing you over the course of what is sure to be another great year.

Sincerely,

Dayton Handrick  
Principal

### **SAYRE AREA SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Sayre Area School District is to educate today's students for tomorrow's world.

### **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

**Peter Quattrini...President**

**Ron Cole...Vice President**

**Debra Agnew  
Andrew Hickey**

**James Shaw  
Donald Skerpon  
Erin Wayman**

### ADMINISTRATION

Dr. Jill Daloisio, ..... District Superintendent  
James Howey..... Assistant Principal  
Barry Claypool..... District Business Manager  
Alice Bennett. .... District Food Service Director  
Ray Bunker..... District Buildings & Grounds Supervisor  
Dr. Tricia Tietjen..... Special Education Coordinator

### SUPPORT STAFF

Judy Schrader..... School Nurse  
Stacy Richmond..... Guidance Counselor  
Debra Brandt..... Guidance Secretary  
Randy Felt..... Athletic Director  
Michelle Bruer ..... Main Office Secretary  
Naomi Abbey..... Main Office/Athletic Secretary  
Kelly Schweiger ..... Brock Street Office Secretary

### Important District Telephone Numbers

Superintendent's Office .....	888-7615	Business (Transportation).....	888-6121
School Psychologist.....	888-7742	Maintenance.....	888-7012
Technology Help Desk...888-6622			
Ext. 1361			

## Important High School Telephone Numbers

Main HS Office.....888-6622	Athletic/Recreation Office.....888-2322
Guidance Office.....888-2190	Cafeteria.....888-8257
Health Office.....888-6622 ext 2329	HS FAX Number.....882-9385

**District Web Site:** [www.sayresd.org](http://www.sayresd.org)

### SHS Teachers by Department

#### English Department

Mrs. J. Allen	Mrs. A. Jenkins	Ms. M. Jennings
Mr. M. Frantz	Mrs. R. Powers	Mrs. A. Wagaman

#### Humanities

Mr. M. Guarino	Ms. A. Koopmann	Mrs. A. Gillette
Mrs. K. Vaughn		

#### Learning Support

Mrs. C. Arena	Mrs. M. Jarvis	Mrs. H. Leonard
Mrs. C. Grunza	Mr. D. Kinsley	

#### Math Department

Mrs. K. Bocko	Mr. M. Noldy
Ms. K. Cochi	Mr. D. Selleck

#### Physical Education/Health Department

Mr. D. Ault	Mr. K. Romanuski	Ms. M. Streit
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#### Science Department

Ms. A. Benfield	Mr. R. Krall	Mrs. M. Pettitt
Mr. A. Roy	Ms. R. Tracy	

#### Social Studies Department

Mr. R. Felt	Mr. J. Maximiek	Mr. L. Templeton
Mr. W. Trump	Mr. S. Hakes (SOLA)	

## Business & Practical Arts Department

Mrs. M. Cole

Mr. J. Brander

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

### **HANDBOOK USE**

This **2019-2020 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. If a student loses his/her handbook, he/she will be required to purchase a replacement for \$5.00. 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, restroom, library, Nurse's Office, Main Office, and pre-signed pass for any other teacher's room.

### **BELL SCHEDULE 2019- 2020**

7:40-7:55	Breakfast	
7:55	Students released from cafeteria	
7:55-8:03	Students report to lockers and first period	
8:03-8:05	AM Announcements	
8:05-8:48	<b>Period 1</b>	
8:52-9:35	<b>Period 2</b>	
9:39-10:22	<b>Period 3</b>	
10:26-11:09	<b>Period 4</b>	
<b>A LUNCH</b>	11:13-11:56	11:13-11:56
11:09-11:39	<b>Period 5</b>	<b>Period 5</b>
11:43-12:26	<b>B LUNCH</b>	12:00-12:43
<b>Period 5</b>	11:56-12:26	Period 6
12:30-1:13	12:30-1:13	<b>C LUNCH</b>
<b>Period 6</b>	<b>Period 6</b>	12:43-1:13
1:17-2:00	<b>Period 7</b>	
2:04-2:47	<b>Period 8</b>	
2:51-3:21	<b>FLEX</b>	
3:30	Staff Dismissal	

# SAYRE AREA SCHOOL DISTRICT 2019-20 SCHOOL CALENDAR

## School Closings:

Aug 30, Sept. 2.....Labor Day  
Nov. 27 (1/2), 28, 29.....Thanksgiving  
Dec. 2.....Buck Day  
Dec. 19 (1/2) 23-31, Jan 1 ..... Winter Break  
Feb 17.....Presidents' Day  
April 10.....Easter/Spring Break  
May 25 .....Memorial Day

## Give Back/Snow and Emergency Days:

December 20.....April 14  
February 14.....April 15  
March 13.....May 22  
April 13

*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. 8 (Daytime)  
Nov. 12 (Evening)  
*Elementary:* Nov. 7 (Evening)  
Nov. 8 (Daytime)

### Act 80 Days:

October 21 and November 8– full days

### Student Early Dismissals:

Sept. 30 and June 5

### Marking Periods:

First: Aug. 26 – Oct. 30  
Second: Oct. 31 – Jan. 17  
Third: Jan. 18 – Mar. 26  
Fourth: Mar. 27 – June 5

### Graduation:

JUNE 5, 2020

## 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 Brock Street Lot entrance. 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 *must* report to the Brock Street Lot Office and obtain a "Visitor Badge".** This Badge is to be prominently displayed during the visit and should be visible to any staff member who requests visitor identification. At the end of their stay visitors should return to the Brock Street Office, turn in their "Visitor Badge" 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 an **automated telephone call being made through our District automated call system (Skylert)** as well as notices on the local radio and television stations such as: **WATS (960AM), WAVR (102FM), WNBK (1290AM), WELM (1410AM), WHGL (Wiggle 100FM), WNEP TV16, WBNG TV12.**

**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 cancelled 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 is allowed in the classroom unless specific permission has been granted. Students are allowed to drink water from clear water containers only. No energy drinks, colored drinks, or colored containers are allowed. (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.**

## REPORT CARDS

Report cards are issued quarterly. Tentative issue dates are listed below.

In compliance with our “Redskins Go Green” initiative, all reports will be issued electronically if the parent/guardian has a computer and email access. Paper copies of report cards are distributed to every student at the end of marking periods 1, 2, and 3. Report cards are mailed home to all students at the end of marking period 4.

Additionally, the SASD Skyward’s Family Access program allows participants to log in to see their child’s grades, academic history and even lunch account balances and purchases at any time. Using Family Access, we hope to eliminate nearly all paper communications, thus dramatically reducing costs to the school district. **Please visit our website at [www.sayresd.org](http://www.sayresd.org) and click on the “Skyward” link on the left-hand side of the page for more information or to set up your Family Access account.**

Parents/Guardians without computers or email access may continue to receive paper copies of their child’s reports by contacting the Guidance Office at 570-888-2190.

### **TENTATIVE MARKING PERIOD & REPORT CARD DATES**

#### **FIRST MARKING PERIOD:**

First marking Period Ends ..... October 30  
Report Cards Issued ..... November 5

#### **SECOND MARKING PERIOD:**

Second marking Period Ends ..... January 16  
Report Cards Issued ..... January 23

#### **THIRD MARKING PERIOD:**

Third marking Period Ends ..... March 27  
Report Cards Issued ..... April 2

#### **FOURTH MARKING PERIOD:**

Fourth marking Period Ends ..... June 7  
Report Cards Issued ..... June 8

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be arranged any time that is deemed necessary by the parent/guardian or the teacher. *Teachers may be most easily contacted through email, using their first name initial and last name. For example Mr. John Smith's email would be [jsmith@sayresd.org](mailto:jsmith@sayresd.org). You will also be able to contact your child's teacher by logging into your child's Skyward Account under the Gradebook section. Simply click on the teacher's name and an email screen will open. Then you can put in your message and hit "send."* Additionally, there are scheduled parent-teacher conference opportunities. Those dates are listed in the School Calendar of this handbook. *Adults without internet capability may call the school at 570-888-6622 and ask for the desired teacher's voicemail box to leave a message about a desired meeting.*

## 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!*** Parents may assist in this effort by monitoring their child's academic efforts at home and frequently checking their child's Skyward Account. 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 may receive either a zero or no credit for the examination. **Final exams are important because they are calculated into each student's final grade. The final examinations will be ten percent of the student's final grade in each course.** 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. To calculate the Rotary Top Ten, grades at the end of the 11<sup>th</sup> grade year will be used. Final Top Ten will be determined based on grades at the conclusion of the 4<sup>th</sup> marking period.

## 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	Credits	Credit Total
Promotion		
9 to 10	6	6
10 to 11	6	12
11 to 12	6	18
Graduation		24

## HONOR ROLLS

In order to publicly recognize individual student's academic achievement when reporting student progress, the Board of Education authorizes the establishment of an honor roll system based on weighted averages and a 9-week GPA with the following criteria:

**Principal's Honor Roll**—weighted average equal to or above 3.72 9-week GPA with no failing grades;

**Honor Roll**—weighted average equal to 3.52 9-week GPA but less than 3.72 9-week GPA with no failing grades;

**Honorable Mention**—weighted average equal to 3.4 9-week GPA with no failing grades.

## NATIONAL HONOR SOCIETY

Induction into the National Honor Society (NHS) 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**

**Homework** is any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

Each student shall be responsible for completing homework assignments as directed. The homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time.

The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.

The purpose of homework assignments should be to:

1. Promote good study habits.
2. Develop self-direction and responsibility for working independently.
3. Aid in mastery of a skill.
4. Provide creativeness.
5. Act as a stimulant towards new learning.
6. Reinforce knowledge.
7. Inform the parents/guardians of the work going on in the classroom and provide a bond of cooperation between the home and school.

## **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 an administrator. All harassment reports will be factually investigated. Harassment offenses will result in actions which 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 appropriately severe disciplinary response.

## **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 in school and at school related events. The Board also directs that all complaints of bullying shall be investigated promptly and corrective action be taken when allegations are substantiated.

### **Urgent complaints should be immediately reported to the Main Office.**

By policy definition, **bullying** means any “**intentional electronic, written, verbal or physical act or series of acts directed at another student**” that are “**severe, persistent or pervasive**” and cause:

- 1. Substantial interference with a student’s education, or**
- 2. Creation of a threatening environment, or**
- 3. Substantial disruption of the orderly operation of the school.**

**Bullying, as defined in this policy, includes cyber-bullying.**

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.

## **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. 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** at either the Main or Guidance Offices. The completed form may then be dropped off at either of those offices.

## **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 Student 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 is also available online at [www.sayresd.org](http://www.sayresd.org). 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 at 570-888-2190.

## **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 restroom. 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 medical examination, the school Nurse will select one of the following courses of action :***

- Handle the health situation right in the Health Office.
- 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.
- 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 MEDICATIONS MUST BE KEPT, AS WELL AS TAKEN, 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 student will be permitted to leave the school during school hours except upon the personal request of the parent/guardian made through the Brock Street Office**, 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 at the Health Office. **Parents are requested to make certain that their child has followed 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 Brock Street 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 expressly comply with the following guidelines:

1. When an educational trip requiring a student to be absent from school is planned, a request in writing must be completed and sent to the Main Office **at least five school days prior to the student's first day of absence.** To assist parents, the Student Education Trip Request form is available at [www.sayresd.org](http://www.sayresd.org), as well as in the Main Office.)

2. The written request, or properly filled out form, must specifically list the educational value of the trip for the student.
3. The **student is responsible** for making the necessary arrangements with his/her teachers, **prior to the trip**, to complete all missed work needed to meet course requirements.
4. **Neglecting to gain prior approval and/or the student's failure to complete school assignments and the trip log will result in the days missed being recorded as unexcused.**
5. Upon the student's return to school, **a typed educational trip log** of at least four pages 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.**
6. **Please be advised:** *Pennsylvania's Compulsory Attendance Law allows a student to have 10 days of cumulative lawful absences during a school year. Any days of school missed due to an educational trip count toward that ten day total. For each absence beyond the 10 days, a doctor's excuse is required.*

Absenteeism resulting from emergency situations will be handled on a case-by-case basis by the building principal.

## **LIBRARY**

Our library is a spacious, air-conditioned facility with over 14,000 titles, numerous periodicals and multiple computer terminals. **Use of this facility must comply with the classroom rules.**

## **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, unless otherwise noted by an administrator. **No food may be ordered out and delivered to the school. Students are not permitted to eat or drink in any other section of the school without prior 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 is not allowed and will be handled as a disciplinary infraction.

Lunch accounts can be accessed via the student's Skyward account. This enables the student/parent/guardian to obtain the current balance of the student's lunch account. There is no lunch credit available, so student accounts should be periodically checked.

## RETURNED CHECKS

Any returned check (bad check) written to the SASD by a parent/guardian will result in an assessment of additional fees and a change of procedure whereby no checks will be accepted from that parent/guardian for the remainder of the school year.

## 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 always locked, kept orderly, 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 should supply the Main Office with either an extra key or the combination (if a padlock). The Main Office also has padlocks available for \$5 for students who wish to secure their lockers.

**All student lockers must be cleaned out for the year by May 31<sup>st</sup>!**

## 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 not take money or valuables with them to Physical Education class.** 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.** Also, 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.**

The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Building administrators will make certain that school district policy (**SASD Policy # 204**) regarding all student attendance and tardiness issues will be strictly enforced. Briefly, that policy states the following:

- The following are major reasons for excused absences from school:
  - (1) Personal illness
  - (2) Quarantine
  - (3) Recovery from accident
  - (4) Required Court Attendance
  - (5) Death in the immediate family
  - (6) Family educational travel, *with prior approval*.
  - (7) School/Class tours and field trips
  - (8) Approved (following procedure) educational trips
  - (9) 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 in Saturday Detentions (**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 **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 11:56 AM.**
- Repeated infractions of Attendance Policy may constitute misconduct that warrants the student's suspension or expulsion from the regular school program or from provisions of alternative services.

## **ABSENCES FOR APPOINTMENTS**

Absences from school due to scheduled appointments require a parent written note delivered to the **Brock Street 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 after showing the pass to the teacher. *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 Brock Street 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 8:03 A.M., the start of the school day.** If a student is late, the following procedure is to be followed:

- Report to the Brock Street Office when entering the building.
- Sign in on the "Late Log", making sure you list the time of arrival (from the Brock Street Office 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 2<sup>nd</sup> [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 "Disciplinary Referral" 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.

## **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, sexual harassment or serious classroom infractions.

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 level of the 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 directly contact school administrative personnel.

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

## **RESTROOM USE**

The use of restrooms by students is allowed during any period, but students are encouraged to limit time away from academic classes. (Teachers may require students using the restroom during critical academic time to make up the lost academic time during academic enhancement period.) *Each student wishing to use the restroom 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 restroom during a class period without a handbook pass from a teacher!*** Students should only use the restroom between classes if the restroom use will **not** cause the student to be late to his/her next class.

## **Cell Phones/Electronic Devices High School Operating Procedures**

Sayre Area School District Policy #237 prohibits student use of electronic devices at district schools and related events. But the District is committed to helping prepare our students for their futures and the world beyond high school while still maintaining a safe and secure educational environment. Therefore, Sayre High School students are expected to utilize their personal technology in both appropriate and ethical ways. ***Given this understanding, the SHS Operating Procedures for Electronic Device use are, once again, altered as follows:***

1. Students will be allowed to carry electronic devices while in school, but the devices must be in the "Off" mode and must not be used during hallway transition time.
2. Students may use those devices on a limited basis beginning at 8:10 AM.
3. Students may use the devices in classrooms for academic purposes but only with the prior approval of the supervising adult. (Also check the "Tech" sign.)
4. Electronic devices may be used during assigned study halls for academic purposes but only with the prior

- approval of the supervising adult. (Check "Tech" sign.)
5. Students may use the devices in a reasonable manner during assigned lunch periods at the discretion of the supervising adult. Lunch use of electronic devices must not interfere or disrupt lunchtime operations.
  6. Students must understand that at no time can their use of a personal electronic device be disruptive or harmful to other individuals.
  7. Students may not use any electronic device, especially the camera application, in SHS rest rooms or locker rooms.
  8. Students must recognize that if their electronic device is used or goes off when it is in a restricted area or time, the responsibility is that of the student and the device must be surrendered to the supervising adult. The surrendered device will be held the remainder of that school day. It will then be returned, but the student must serve an After School Detention and surrender the phone on the next school day. The phone will be held until dismissal of this full day.
  9. In order for students to be able to utilize an electronic device at SHS, the device address must be registered with the school. That will be done on school forms at the start of the year or in the Main Office later in the year.

*This policy alteration is being run again in the 2019-20 school year on a trial basis. Should its application disrupt the school's educational environment or cause repeated student health, safety and welfare issues, the trial will be concluded and SHS will immediately revert back to the District's prohibition policy.*

## **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 programs to give students an opportunity to develop their mental, musical, and physical abilities in addition to their social and emotional needs.

It is the district's belief that the foundation of an adequate, well-balanced extracurricular program is **not** based on the concept of winning as an end in itself. In our District, programs 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 that decision, they are expected to exemplify, at all times, the highest personal and social standards. As activity or athletic participants, they are ambassadors for SHS and the communities our district serves.



Rules, regulations and procedures for participation in activities and athletics will be provided by the supervising adult.

## **DANCES**

SHS dances, like other special activities, are a school sponsored event and all students are to dress and act in a manner that is appropriate for and conducive to an educational setting. In order to attend a dance, students must not be in a discipline status (OSS), must have attended at least a half school day and must be SHS Guidelines eligible (no one at Level 3 allowed entry). Once entered, students must sign in, remain at the dance, stay in the designated areas and have a pre-signed guest form to bring a guest (available on our website). **All regular dances end BEFORE 10 PM and all decisions of the dance Adult Advisor are final.**

## **CARS AND PARKING**

Limited student parking facilities are provided in the Brock Street parking lot for SHS "full" juniors and seniors who are properly licensed and insured. ("Full" indicates students who are at complete grade level!) Parking permits are issued at the Brock Street Office. 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 for one calendar month for any student who is written up on three Disciplinary Referrals, accumulates three illegal absences, is placed on the academic ineligibility list, or operates his/her vehicle in an inappropriate manner.** Privileges may also be revoked for any evidence of poor driving activities on school property or on any street bordering the Sayre High School campus.

## **FIRE DRILL PROCEDURES**

Fire drills are an important school 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 be 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 and make their way to the East side of the building.
- If a fire alarm sounds and students are not in a classroom, they are to leave the building by the nearest East side exit. This situation may occur during change of classes, lunch period, or during activities after school hours. Once outside, the student is to report to the nearest SHS teacher, staff member or administrator.
- Upon notification from the office or a school administrator, students are to re-enter the building in an orderly manner.

### **LOST AND FOUND**

The school maintains its "LOST and FOUND" collection point in the Cafeteria on a table located by the Computer Table.

### **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 appropriate 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.*

### **DRESS AND GROOMING**

The purpose of School District Policy 221 "Dress and Grooming" is that good grooming promotes pride and good behavior and is a very important part of the general education of young people. This education is a cooperative effort of the school, parents, and students. It is the

intent of the student dress code to permit students to dress according to fashion, and at the same time restrict clothing/ accessories/grooming which threatens safety, promotes indecency or disrupts the operation of the schools' educational and extracurricular program.

The foundation of the dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior which is conducive to the learning environment. Failure to adhere to the dress code will lead to the removal of the student from school premises and contact with his/her parent(s)/guardian(s).

The SASD Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Therefore, the Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools or the health and safety of him/herself and others.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

### **Guidelines**

The appearance of any student is primarily the responsibility of that individual and his/her parents. We realize that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents/guardians.

The school's role is to provide the best possible educational climate for the understanding and development of good grooming habits. Furthermore it is our belief that dressing appropriately helps students to become responsible citizens and exhibit pride, and self-worth. It is important for students to become self-disciplined, setting standards for themselves and living by those standards. By dressing appropriately in school, students are demonstrating that they are self-disciplined. It is also our belief that schools should prepare students for real life roles. Just as employers expect their employees to dress by their standards, our current guidelines for student dress should be seen as preparing students for their future roles.

Building administrators have been given the authority to impose limitations on students' dress in school. Administrators will enforce school rules prohibiting student dress or grooming practices which:

- Present a hazard to the health, safety, or decency of him/herself or to others in the school.

Materially interfere with school work, create disorder, or disrupt the educational program.

- Prevent the student from achieving his/her educational objectives because of blocked vision or restricted movement.
- Contain offensive or indecent slogans or designs.
- Promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
- Contain vulgar, provocative or obscene messages.
- Contain articles which can cause excessive wear or physical damage to school property such as cleated boots, shoes that scratch floors, dangling metal chains from pockets, and clothing with metal rivets which scratch furniture, as with particular jeans, are unacceptable.
- Inappropriately exposed body area, as with cropped tops that expose midriffs.
  - Students have the right to govern the length or style of their hair including facial hair unless it is a disruption of the educational process or constitutes a health or safety hazard. The student may be required to wear a hair covering recommended by the school professional in charge.
  - Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.
  - Chains, other than jewelry, may not be worn. Chains must be small gauge which is defined as a chain that will snap or break under reasonable pressure. Pocket chains and wallet chains are not permitted.
  - Hats, visors, caps, bandanas, headbands, masks, and hoods covering the forehead or the entire head may not be worn in school during the hours that classes are in session. Religious head apparel may be worn.
  - Clothing that causes distraction and/or disruption may not be worn while school is in session. Clothes that are too revealing, bare midriff shirts, low-cut tops, tube tops, tank tops or muscle shirts, and short or tight fitting clothing are not appropriate school attire. Garments worn to school must adequately cover the torso, the lower back, and the shoulders. Shorts and skirts should be at least mid-thigh in length.
  - Clothing must sufficiently conceal undergarments. See-through blouses or shirts, extremely low-cut blouses (front, side, or back), sleeveless underwear shirts, or pants/shorts worn too low on the hips are not appropriate attire in school.
  - Clothing that displays or suggests inappropriate messages or symbols, disruptive to the educational process, may not

be worn while school is in session. Examples of messages or symbols that may be determined to disrupt the educational process include those involving tobacco, drug, or alcohol advertisements; substances prohibited on school property; profane language, vulgar statements, sexually suggestive statements, satanic or hate messages or symbols; racial, ethnic, sexual or religious intolerance; death, suicide, or violence. Also clothing suggesting community specific gang activity is not acceptable school attire.

- Clothing that presents a safety hazard, interferes with or disrupts the educational process is not appropriate. Costumes/masks of any kind are prohibited. Clothing should be moderately fitting and in good taste.
- Any outerwear is considered inappropriate for classroom dress. EXCEPTION: an individual classroom teacher may allow coats in the event a room is experiencing a heating issue.
- Appropriate footwear must be worn at all times. Shoes must be worn and safe. (We encourage all shoes with open areas to be secured.)
- Sunglasses or non-prescription glasses may not be worn during the school day.

When, in the judgment of a student's teacher, counselor, or an administrator, a student is in violation of these guidelines, he/she will be asked to comply. Students will be sent to the office and will be allowed to go to their locker for a change of clothes or call home and arrangements made for a change of clothing to be brought to school. If the student does not cooperate, an immediate parent/guardian call will be made to correct the situation.

The building principal/assistant principal shall be responsible to monitor student dress and grooming in his/her building. Provisions of the dress code are applicable to the school day and to school-related activities. The principal, or other designated school official of each school, is delegated the authority to determine the proper action(s) to be taken in issues related to the dress code.

### **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 dangerous or 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 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 education, 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 standard 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), 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 any of the off-site educational services of Intermediate Unit #17 or other contracted program providers.

All disciplinary responses, except Level 1, involve parental notification electronically, 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, behavior of the student and operating procedures of the school.***

### **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, 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 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, ignoring consequences of Level II, including skipping detention.**

**Examples include:** Harassment, bullying, threatening students/adults, fighting (stopping when ordered), reckless driving on school grounds, trespassing, graffiti, sexual harassment, creation of a "hit list", disrespect or foul language to an adult, continued defiance.

**DISCIPLINARY RESPONSE:** Parent notification and/or conference with Saturday Detention consistent with the behavior and the frequency of occurrence. Out-of-School Suspension and Alternative Placement are also options.

### **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 (not stopping when ordered), assault, possession/use of a weapon, sexual assault, major vandalism, terrorist threats, theft, hate crimes, striking a staff member.

**DISCIPLINARY RESPONSE:** Contacting of local/state police, informal hearing, out of school suspension, formal hearing, criminal prosecution, alternative placement and 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/audio 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 (other than authorized lunch), 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 action.*
- 10) *The response to misconduct will be according to District Policy and includes such options as detention, 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:** Five (5) days of Detention.
3. **THIRD OFFENSE:** One (1) Saturday Detention.
4. **FOURTH OFFENSE:** Administrative assigned disciplinary solutions.

### **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** provided it is done 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 # 218.1 addresses the issue of weapons, firearms, and/or replicas of weapons and/or firearms. The District **prohibits** any student from being in possession of a weapon on school property or in a school vehicle. 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, or any look-alike device.

## **Controlled Substances/Paraphernalia Policy**

The Sayre Area School District Drug **Controlled Substances/Paraphernalia Policy (#227)** recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, **controlled substances** shall include all:

Controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as, but not limited to, herbal incense or other products containing synthetic cannabinoids.

Additionally, prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy, are considered controlled substances.

The Board prohibits students from **using, possessing, distributing, and being under the influence of any controlled substances** during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building administrator has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or

alcohol testing. The testing may include, but is not limited to, the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

## **Tobacco Policy**

The SASD recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. Therefore, tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by SASD is prohibited by Policy # 222. For purposes of the policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

## **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 or severe disciplinary actions.

***In very serious ethical violations of the district technology network, all access may be suspended even if student course work is jeopardized.*** 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 operational reason, permission and/or specifically provided direction is considered to be trespassing. This includes high school students in any of the elementary schools and vice versa. Any person 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 specific permission is granted by an administrator.* Students serving OSS will be cited for "**defiant trespass**" if caught on school property anytime during their Out of School Suspension period.

**Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students can be found on the SASD website. [www.sayresd.org](http://www.sayresd.org)**