

Towanda Area Junior/Senior High School



Student Handbook 2018-19

MISSION STATEMENT:

The Towanda Area School District will provide a positive learning environment that uses ongoing assessment data and research-based instructional strategies to help every student achieve academic, occupational and social success.

MISSION IMPACT STATEMENT:

Rigorous, relevant, learning experiences for all students.

VISION STATEMENT:

The Towanda Area School District will prepare students to be responsible, productive, citizens. The District will strive to challenge and educate students by providing a rigorous standards aligned curriculum. The Towanda Area School District community will work together to help students achieve academic success, develop responsibility, understand and value education as a lifelong learning process.

ALMA MATER:

Hail, Hail, Towanda
Crowned by the hills
To thee we raise a song
No rival stills. Truth, valor, loyalty May to thee belong.
Hail **THS!**
Towanda, be our song.

CONTACTING THE DISTRICT:

If you have concerns please contact the following people:

Issues or Questions pertaining to:

Academics, Personnel Concerns, General Questions- Mrs. Rebecca Stanfield, Principal

Attendance, Student Discipline, Student Affairs- Mr. Bryan Bechdel, Vice Principal

Athletics- Mr. Paul Lantz, Athletic Director

Student Scheduling, Student Counseling- Mrs. Dodie Adams or Mrs. Tara LaFrance, Guidance Counselors

District-Wide Topics or Policies, Buildings and Grounds- Mr. Dennis Peachey, Superintendent

TOWANDA SCHOOL DISTRICT PHONE NUMBERS

Superintendent's Office 265-9894
410 State. St.
Towanda, PA 18848

Business Office 265-9154
410 State St.
Towanda, PA 18848

Towanda Junior/ Senior High School 265-2101
1 High School Drive Towanda, PA 18848

J. Andrew Morrow Primary School 265-4991
101 North Fourth Street
Towanda, PA 18848

Towanda Elementary School 265-6131
420 State St.
Towanda, PA 18848

TOWANDA SCHOOL BOARD MEMBERS

Peggy Munkittrick- President
Evelyn Sherburne - Vice-Pres.
Guy Maryott- Treasurer
Mark Gannon
Brady Finogle
John Hennessey
Stacy Schoonover
Brooks Greenland
Matthew Tavani

TOWANDA AREA SCHOOL DISTRICT 2018-2019 School Calendar

JULY - 2018

	M	T	W	T	F
T-	2	3	4	5	6
S-	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

AUGUST

	M	T	W	T	F
T - 9			1	2	3
S - 6	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

SEPTEMBER

	M	T	W	T	F
T - 28	3	4	5	6	7
S - 25	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

OCTOBER

	M	T	W	T	F
T - 51	1	2	3	4	5
S - 47	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	(29)	30	31		

NOVEMBER

	M	T	W	T	F
T - 69				1	2
S - 64	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

DECEMBER

	M	T	W	T	F
T - 84	3	4	5	6	7
S - 78	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

JANUARY - 2019

	M	T	W	T	F
T-106		1	2	3	4
S-99	7	8	9	10	11
	14	15	16	(17)	18
	21	22	23	24	25
	28	29	30	31	

FEBRUARY

	M	T	W	T	F
T-125					1
S-117	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	

MARCH

	M	T	W	T	F
T-146					1
S-138	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	(26)	27	28	29

APRIL

	M	T	W	T	F
T-166	1	2	3	4	5
S-157	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

MAY

	M	T	W	T	F
T-187			1	2	3
S-177	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	(29)	30	31

JUNE

	M	T	W	T	F
T-	3	4	5	6	7
S-	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Aug. 20 – First Day - Teachers
Aug. 23 - First Day - Students

Vacation Days:

Aug. 31, Sept. 3- Labor Day
Nov. 21 -26 - Thanksgiving
Dec. 24-31 - Winter Holidays
Jan. 1 - New Year's
Feb. 18 - Pres. Day
Apr. 19-22 - Spring Break
May 27 - Memorial Day

Teacher In-service Days:

Aug. 20, 21, 22 Jan.21
Oct. 8 May 30
Apr. 18 trade-off day parent/
teacher conferences)

Act 80 Days

Nov. 27
Dec. 21
Feb. 4

End Report Card Per-9Wks:

Oct. 29 Jan. 17
March 26 May 29

Last Day of School:

May 29 - Students
May 30 - Teachers

- = In-Service
- = Vacation Days
- () = End of Nine Wks
- ◻ = PIAA Season Begins
- ◇ = Act 80 Day

ALL SNOW DAYS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR
APPROVED BY THE SCHOOL BOARD ON JANUARY 15, 2018

Towanda J/S High School



Bell Schedule and Guidance Office Information

2018-2019 Bell Schedule

Arrival 7:45 - 8:00am *breakfast begins @ 7:45 am & will be served in the Cafeteria

Homeroom	8:00-8:10am
Period 1	8:13-8:53am
Period 2	8:56-9:36am
Period 3	9:39-10:19am
Period 4	10:22-11:02am
Period 5	11:05-11:45am (Lunch: 11th/12th)
Period 6	11:48-12:28pm (Lunch: 7th/8th)
Period 7	12:31-1:11pm (Lunch: 9th/10 th)
Period 8	1:14-1:54 pm
Period 9	1:57-2:37 pm
Period 10	2:40-3:10 pm

GUIDANCE DEPARTMENT:

A variety of services to meet the needs of students are provided in the Guidance Office. Personal, academic, scheduling, and career/college issues may be discussed with the guidance counselors. Official student records and transcripts are kept within the office. Information about career and college resources may be found on the school district website at www.tsd.k12.pa.us under the guidance tab, or in the Guidance Office publication "Guidance Services Handbook" and can be obtained from your counselor. Students and parents seeking information or other services are always welcome. However, it is preferable that an appointment be made in advance.

To help our office better assist students, please contact the guidance office regarding any change in address or phone number, custody agreements or Protection from Abuse Orders.

ACADEMIC COURSE PROGRESSION

Grade 9

English: Accelerated English I, English I
Math: Algebra II, Algebra I, Pre-Algebra
Science: Accelerated Biology, Ecology/Bio Chemistry
Social Studies: Accelerated American History II, American History II

Grade 10

English: Accelerated English II, English II
Math: Accelerated Geometry, Algebra I, Algebra II
Science: Accelerated Chemistry, Academic Biology
Social Studies: Accelerated Civics and Government, Civics and Government

Grade 11

English: Accelerated English III, English III
Math: Act. Statistics, Act. Pre-Calculus, Algebra II, Geometry
Science: Accelerated Physics, Chemistry, Environmental Science
AP Chemistry, AP Biology, Anatomy and Physiology
Social Studies: Accelerated World History, World History.

Grade 12

English: AP English, English IV
Math: Calculus, AP Calculus, AP Statistics, Alg. III, Statistics,
Math and Applications, Pre-Calculus.
Science: AP Chemistry, AP Biology, General Physics,
Anatomy & Physiology.
Social Studies: AP History, Modern History/Economics,
Psychology/Sociology.

ADDITIONAL REQUIREMENTS:

Wellness (9), Physical Education (10-12), 10 hours of Community Service

GPA AND CLASS RANK:

The GPA and class rank is computed using the following table for all classes worth .5 credits or more. Grades will be reported numerically for report cards/progress reports. AP courses are worth 1.1 credits. Skyward is available for parents to view student grades.

A+ (98 – 100)	4.00	<p>Grade Promotion- 7th and 8th Grade students need to pass 4 of their 5 core subjects to be promoted to the next grade. See summer school options for failed classes. Students will need to earn the following number of credits to be considered: Freshman 0-6 credits Sophomore 6-12 credits Junior 12-18 Credits Senior 18+ Students need to complete 25 credits to graduate from THS with the following breakdown: English 4 credits Social Studies 4 credits Science 3 Credits Mathematics 4 Credits Health and PE 1 Credit (.25/year)</p>
A (95 – 97)	3.83	
A- (92 – 94)	3.67	
B+ (89 – 91)	3.33	
B (86 – 88)	3.00	
B- (83 – 85)	2.67	
C+ (80 – 82)	2.33	
C (77 – 79)	2.00	
C- (74 – 76)	1.67	
D+ (71 – 73)	1.33	
D (68 – 70)	1.00	
D- (65 – 67)	.67	
F (64 – 40)	.00	
GPA AND CLASS RANK:		
<p>The GPA and class rank is computed using the following table for all classes worth .5 credits or more. Grades will be reported numerically for report cards/progress reports. AP courses are worth 1.1 credits. Skyward is available for parents to view student grades</p>		

HONOR ROLL:

Honor Roll will be determined each marking period by calculating all courses worth .5 credits or more. A grade of 73% or below, regardless of credit, will disqualify a student from the Honor Roll. Honor Roll will be awarded to students with an 89% or above. Any student found guilty of cheating during the semester will forfeit their right to honor roll.

ADVANCED PLACEMENT/ DUAL ENROLLMENT CREDIT:

Students who take dual enrollment courses at Towanda Jr.-Sr. High School through Keystone College and/or Lackawanna College will need to request an official transcript directly from Keystone College or Lackawanna College in order to request credits for transfer to their respective college. Please be advised that students will now need to pay a tuition fee for each course they are enrolled in

FINAL EXAMINATIONS:

Final examinations will be given at the end of each course at the end of the year. Only seniors with an “A” average will be exempt from final exams. Unexcused absences during a final may result in a zero for the exam.

INCOMPLETE GRADES:

Five days after report cards go home incompletes will be automatically changed to an F, unless otherwise submitted by the teacher.

CREDIT FOR FAILED SUBJECT:

A student wishing information in regards to obtaining credit for a subject that has been failed, should schedule an appointment with his/her guidance counselor.

INDEPENDENT APPRENTICESHIP PROGRAM:

This program is reserved for 11th and 12th grade students in good academic standing who wish to apprentice in an occupation that he/she is interested. Students are chosen for the program based on prior year grades, discipline, and attendance records. A student may be pulled from this program for several reasons: failure in a subject either the semester prior or during the apprenticeship, several unexcused absences, or several discipline referrals. If pulled, the student will be scheduled to take another course, if possible.

ACADEMIC SUCCESS PROGRAM:

The Towanda Jr/Sr High School may choose to offer an after school tutoring program for students who are failing multiple subjects. The availability of this program will be dependent on adequate funding and personnel. Tutoring will be held on select days after school. Beginning with the 2018-19 school year, tutoring will also be held during 10th period for students who have demonstrated areas of need on either PSSA or Keystone exams. These students will be placed with teachers in small group tutoring sessions to focus on each child's area of weakness in order to help make them more successful.

NORTHERN TIER CAREER CENTER:

The following courses are offered through the Northern Tier Career Center covering two years in grades 11 and 12:

HVAC	Health Assistant
Building Construction	Health Care Technology
Machine Shop	Automotive Mechanic
Auto Body Fender & Repair	Food Mgt. Production and Services
Diesel Engine Mechanics	Information Technology
Cosmetology	Welding

All students attending the Northern Tier Career Center will use the transportation provided by the Towanda School District unless the student is participating through an approved co-op program and has notified the principal or assistant principal. On days when Northern Tier students do not have classes at the career center, those students will remain at Towanda Junior/Senior High School unless a parent or guardian provides written or verbal approval for their student to be dismissed. NTCC contact number is 265-8111.

COLLEGE APPLICATIONS:

The guidance office will send out official transcripts to any college for which a student requests. Below are listed ways to request this information depending on type of application:

ONLINE APPLICATIONS:

Students are asked to stop by the guidance office to fill out a request form. Please check with the college as to additional requirements which may be needed such as teacher or counselor letters of recommendation and essays which vary by college. The application fee for online applications is completed by the student with either a credit card or mailing a check separately. If a student applies to college online, they need to fill out the request form as well. Colleges do not notify the guidance office when a student has applied. Please be mindful of application deadlines for individual colleges, and allow ten days for the transcript request to be processed by the guidance office and mailed out.

SUMMER SCHOOL:

Students are reminded that should a course be failed during the regular school year, it is in their best interest to make up the course during summer school at Towanda Junior/Senior High, or any other recognized summer school within the area. Students should check with their guidance counselor for further information. Course availability is dependent on sufficient student enrollment numbers.

RESEARCH PAPER REQUIREMENTS:

Both the course of study for English IV, AP English and the writing curriculum for grade 12 require the successful completion of research to receive credit for senior English and to contribute to college and career readiness. Failure to successfully complete this component of the program will result in failure of the course and subsequent failure to graduate. Below are the basic requirements:

- Research will be completed in a series of short, relevant assignments throughout the course, consisting of informative/explanatory, position, and literary response papers.
- When the final component or final short, relevant research paper is due, those who have not fulfilled the requirements of the research paper will be placed in an English tutorial in place of Open Campus time until the Term Paper requirements are completed. (Open Campus is suspended)
- The total of the series of research assignment will be the equivalent of 10 pages (2500 words of text) that is consistent with the THS Style sheet.
- Papers must be an original presentation of an approved topic.
- Intermediate deadlines must be met.
- Intermediate steps include: Topic selection, working bibliography, a total of 75-100 Note cards or research notes equivalent, a variety of approved sources as assigned, Controlling purpose and original thesis statement, Sentence outline, Rough draft, and Final draft, as assigned..
- These papers will be worth in total at least one test grade per component in the senior English course.
- The final papers must meet content and time constraints.
- The papers will be typed using double spacing and 12 point, Times New Roman font.
- The final papers will include: a Title page or heading as assigned, a sentence outline as assigned, 10 total pages of text, and a Works Cited page for all individual research paper assignments.
- Should the series of papers be turned in late, each paper will lose 1 letter grade for every day late including weekends and holidays.
- Should there be extenuating circumstances where a paper must be completed outside the senior English class, permission may be granted and deadlines established by the entire English department and administration.
- Plagiarism will result in failure for the project. The student must re-do and re-submit an acceptable paper in order to graduate. Plagiarism is “to steal and pass off the ideas, words, and writing of another as one’s own; without acknowledging the source” (Merriam-Webster’s Collegiate Dictionary).
- Students found guilty of plagiarism will also be subject to the discipline code.

ACADEMIC INTEGRITY:

A lack of academic integrity is cheating. Cheating of any kind is a very serious academic offense. Any form of cheating is unacceptable, including the use of any electronic device or technology (cell phones, calculators, or any other wireless device).

Cheating will be defined as the following and an attempt to do the following:

Copying/sharing assignments: Copying or giving an assignment to a student to be copied, unless specifically permitted or required by a teacher.

Plagiarism: The willful submission of any work that is not the student’s own. It also includes the submission or use of falsified data or records. Plagiarism is further defined as the act of appropriating the literacy composition of another, or parts of passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one’s own mind. It involves the use of any outside source without proper acknowledgement. In the academic setting, an outside source includes any work, published or unpublished, by a person other than the student. Plagiarism may be word-for-word copying of a source, paraphrasing the source without giving proper credit, and/or mosaic in which phrases and terms are copied and embedded in the student’s work. It also includes the borrowing of a sequence of ideas, the arrangement of materials or the pattern of someone else’s thought without proper acknowledgement.

Cheating on Exams or on Major Projects: The use of unauthorized material including textbooks, notes, calculators, or computer programs during an examination or on a major project without the consent of the instructor. It also includes supplying or communicating in a way with unauthorized material including textbooks, notes, calculators, or computer programs during an examination or major project.

Forgery/Stealing: The unauthorized access to an exam or answers to an exam. It includes the use of an alternate, stand-in or proxy during an examination. It also includes the alteration of computer and/or grade book records or forgery of signatures for the purpose of academic gain as well as sabotaging or destroying the work of others.

The following partial list would constitute plagiarism if not properly cited:

- Word-for-word quotations, except those of common knowledge.
- Statistics that have not been compiled by the student.
- Passages that have been summarized or paraphrased.
- Theories or interpretations that are not the student's own.
- Charts, graphs, and diagrams that are not the student's own.
- Key words/terms that have been taken from a special source.

NATIONAL HONOR SOCIETY:

Each year, students in grades 10-12 are selected to apply for membership to the Towanda Chapter of the National Honor Society (NHS) based on a cumulative GPA of 89% or higher.

Induction requirements will be reviewed and may be altered on an annual basis by the NHS Faculty Council. Applications are reviewed by a Faculty Council and on the basis of Scholarship, Service, Leadership and Character the Council selects members for induction. The induction ceremony occurs in the spring of each year. Once inducted, members are required to uphold the standards of Scholarship, Service, Leadership and Character that were the basis for their selection. If a member falls below these standards, the chapter will follow the discipline and dismissal procedures outlined in Article X of the NHS Constitution. If the member commits an offense that is "a flagrant violation of school rules or civil laws," a Faculty Council hearing will be held to determine whether the offense warrants dismissal. If the Faculty Council recommends to dismiss, an appeal can be made to the Principal. The Principal is the last step in the process and the decision of the Principal will be final. A student who resigns or is dismissed from NHS is not eligible for membership in the future.

MILITARY RECRUITERS REQUEST FOR STUDENT INFORMATION:

The *No Child Left Behind Act* and the *National Defense Authorization Act* of 2002 requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Providing this information is also consistent with the Family Educational Rights and Privacy Act.

If you do not wish the Towanda Area School District to release your child's name, address, and phone number, you must submit a letter in writing to the guidance office by September 8, 2017.

WITHDRAWAL FROM SCHOOL:

Parents and his/her student should make arrangements for withdrawal from school in the Guidance Office. The student is responsible for cleaning his/her locker, returning books to teachers, paying all debts and obtaining signatures on the withdrawal form. A forwarding address and new school to which the student will be enrolling should be left with the Guidance Office Secretary.

THS STUDENT ASSISTANCE PROGRAM:

Towanda High School has assembled a Student Assistance Program (SAP) that assists in identifying issues and providing assistance to students who are experiencing difficulties in learning and academic achievement, who are having problems in relating to the school/classroom environment, or showing signs of substance abuse. Anyone may submit a referral of concern. The SAP utilizes an outside agency to meet with students for an evaluation, with parental permission.

Towanda J/S High School



Attendance Policies and Practices

ATTENDANCE:

Attendance in school is required by the State of Pennsylvania. Any student who is absent will be subject to the following:

- Parents will be contacted each day a student is absent.
- Any student absent on the day of an event or activity may not participate in that activity unless approved by administration.
- A student who has been absent from school will, upon his or her return to school, present a written excuse to the main office. This excuse must be signed by the parent or guardian and must state the date and cause of the absence. Failure to produce an excuse within three days may cause the absence to become illegal or unlawful.

If a student's absence is unexcused, his or her parents will be contacted by letter. After the third unexcused absence letter, a School Attendance Improvement Plan (SAIP) meeting will be held. If such absences continue, truancy charges may be filed in either the magistrate's office or county court.

Students and parents are reminded that regular class attendance is necessary for a student to achieve credit for a course since class activities and student participation make up a large portion of the student's grade. Excessive days absent will most certainly lead to low school achievement.

Please realize that once the letter for unexcused absences has been received, only a doctor's note or other form of legal documentation can change the status of the absence.

Once the SAIP meeting has been scheduled, any physician or legal notes will need to be presented to the district magistrate or county court when truancy charges filed by the school.

ABSENCES:

Students must attend 5 ½ hours of school to be considered a full day. A student must attend 4 hours of school to be considered a half day. This may be waived for medical reasons with the permission of the Principal or Assistant Principal.

Unlawful/Unexcused Absences: The parent of a student having more than **three (3)** days of unlawful absences is liable for prosecution. Attendance improvement plan meetings may be held to discuss options and coordinate efforts and resources to assist in improved attendance.

Students who accumulate **10 or more days** of absence will receive a letter and may be required to present a doctor's excuse for each successive absence.

Teachers have the option of not allowing missed work to be made up from an unexcused absence or class cut.

Students 17 years of age and/or over will be allowed ten (10) consecutive days of unexcused absences before the student may be removed from the school rolls.

Unlawful/Unexcused absences are absences due to reasons other than one of the following:

- Death in the Family
- Family Emergency
- Illness
- Weather conditions
- A family trip that receives prior Approval.
- Doctor and dental appointments
- Counseling

“TAKE YOUR CHILD TO WORK DAY”

This event will not be counted as an absence if the student gets prior approval. One day per year is designated nationally for this endeavor. Check with your employer for details.

“Take Your Child to Work Day” forms are available in the office. If the student’s pre-approved request is granted, no absence is recorded on the report card, similar to a field trip. If no pre-approval is requested the excuse is recorded on the report card as “excused” as long as a written excuse is received within 3 days. If no excuse is received within 3 days, the absence is recorded as “unexcused.”

CLASS-WIDE “SKIP” DAYS:

If administration suspects that a day has been designated as a class-wide skip day, parents may be called and/or a doctor’s excuse may be required when the student returns, in order for the excuse to be legal and for it to not be considered a day of cutting school.

EXCUSED/UNEXCUSED LATENESS:

Morning attendance will be taken in the student’s homeroom. Students are expected to be in homeroom by 8:00am. Students arriving to homeroom after 8:00am will be considered tardy. A student who is late in arriving to school after 8:00am must stop at the main office and secure an admission slip. The admission slip will admit the student to class. All unexcused tardies after 5 will result in disciplinary action. Chronic unexcused tardiness may cause the student to lose their driving to school and open campus privileges (select juniors and seniors). *Chronic tardiness is considered more than 5 tardies.* Students can also face referral to the local agencies and/or magistrate for attendance violations for tardies.

DISMISSAL DUE TO ILLNESS:

Students will be released from school due to illness only by the health room professional. The health room professional will determine the need for a student to be dismissed from school. This applies to all students, no matter what their age. Students who sign out ill must do so through the health room professional. If they sign out on their own, it will be considered cutting class. For those few times the health room professional is not available, the Principal or Assistant Principal will determine if a student should be dismissed for medical reasons. Parents will be contacted immediately so that they may provide transportation (permission to walk) home. Students who do not sign out of school using the proper procedure will be subject to disciplinary action. If students use a personal phone without permission to call for pick-up they will be disciplined under the code for failing to follow school rules or leaving school without permission.

PERMISSION TO LEAVE SCHOOL:

Upon furnishing a written excuse from a parent or guardian that states the time and reason for the excuse, the student may be allowed to leave the building while school is in session. Students need to submit their excuse to the high school office by 8:15am. Excused appointments are as followed: doctor, dental, counseling appointments or funerals. In order to be excused, the following criteria must be met:

Parent or guardian physically signs out the student or prior parental arrangements are made.

Appointment verification form must be filled out by personnel at the scheduled appointment and turned in to the high school office the day following the appointment. Faxes will be accepted from doctor’s offices to the high school fax number: 570-268-2069. Failure to submit this form to the high school office within this time frame will result in the following:

- A. Dismissal will be unexcused.
- B. Notification to parent/guardian
- C. Consequences as outlined in the discipline code.

EDUCATIONAL, FAMILY TRIP OR COLLEGE VISIT:

All educational or family trips must have prior administrative approval or the absence will be unexcused. The parent or guardian must request, in writing, for approval at least 5 school days before the actual trip. The same conditions apply to a student visiting a college. Students are expected to obtain assignments prior to taking any type of trip.

Students and parents need to be aware that family trips may affect the student's attendance record under the current policy. Please realize that the school does reserve the right to grant these requested school days as unexcused in the case of previous attendance or academic issues. In a situation where a trip may occur on short notice, please notify the office PRIOR to leaving for further direction.

Towanda J/S High School



Athletics Dept. and Code of Conduct

ATHLETICS:

Softball	Baseball	Basketball
Golf	Wrestling	Volleyball
Tennis	Football	Soccer
Track & Field	Cross Country	Cheerleading
Swimming & Diving	Marching Band	K-Dettes

Managers/statisticians/scorekeepers that are involved with above teams are subject to the same rules found in the Activities Code of Conduct.

P.I.A.A. ELIGIBILITY

In order to be eligible for interscholastic athletics for the season, a pupil must have passed at least 4 full-credit subjects, or the equivalent, during the previous grading period, except as provided in Section 5 of the P.I.A.A. handbook.

The PIAA Standards require the student athlete to be passing at least 4 full-credit subjects or the equivalent. THS requires 1 additional credit for a total of 5 full credit subjects for its student athletes. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided in this section, he or she shall be ineligible from that Sunday through the next Saturday. If the student athlete has reached the PIAA minimum of 4 classes, THS may grant additional time to obtain the grade in the 5th class.

To be eligible for athletic contests or team practices, a pupil must be in attendance at school by 9:40 am (for the time of 5 ½ hours). If the pupil fails to meet this attendance requirement, he or she shall be ineligible to participate in any athletic contest or team practice on that day of absence. Unique situations will be handled on a case by case basis by Administration

ATHLETES RECEIVING DETENTION:

A fourth student behavioral referral which stipulates detention hours to be served will mean that the extracurricular participant will be suspended two games or events. The suspension will take place at the next two scheduled events. One game or event includes all performances for an entire 24-hour period. The second game or event would include another entire 24-hour period. Five or more student behavioral referrals which stipulate the serving of detention hours will automatically remove said student from all extra-curricular activities for the remainder of that sports season. The consequences outlined above are limited for each participant's sports season. The official P.I.A.A season start-dates will be used to determine behavioral eligibility. **STUDENTS SUSPENDED ATHLETICALLY FOR DETENTION VIOLATIONS CAN PRACTICE, BUT MAY NOT DRESS FOR ANY EVENTS.**

ATHLETES RECEIVING IN SCHOOL SUSPENSION:

Students receiving In School Suspension will be suspended from all team activities for the duration of the suspension. The student may not practice or participate in games or scrimmages. The student will not be able to return to team activity until the day following the final day of their ISS assignment.

ATHLETES RECEIVING OUT OF SCHOOL SUSPENSION:

First Suspension: Upon receiving their first suspension from school, any extra-curricular participant will be prohibited from participation for a minimum of two games or events. One game or event includes all performances for an entire 24-hour period. The second game or event would include another entire 24-hour period. Students serving suspensions may not practice or dress for an event during the suspension.

Second Suspension: The second suspension from school will cause the participant to forfeit their eligibility for the remainder of that sports season.

CODE OF CONDUCT:

All athletes and participants in athletics are expected to be chemical free. Participation in Varsity, JV or Junior High athletics and activities is a privilege not a right. The Towanda Area School District prohibits the use and/or possession and/or distribution and/or sale of any alcohol, controlled substance, drug paraphernalia or tobacco (including smokeless tobacco) and electronic cigarettes (other nicotine delivery devices).

CODE OF CONDUCT GENERAL INFORMATION

In order to participate in athletics, a student must either carry school insurance or present evidence to the athletic director showing that he/she is insured through his parents. All students participating in varsity sports are required to have a complete physical examination. All eligible players must be pronounced physically fit by a physician.

Athletes and activities participants are prohibited from the possession, use, distribution or sale of the following:
Alcohol, stimulants, controlled substances and drug paraphernalia.
Performance enhancing substances (e.g., anabolic agents, diuretics, peptide hormones, analogues and any other substance identified as banned by the NCAA and/or the USOC).
Tobacco (in any form including chewing tobacco, smokeless tobacco, cloves and tobacco and nicotine delivery devices).

****THE CODE OF CONDUCT COVERS ALL ATHLETES
PLANNING TO PARTICIPATE IN A SPORT DURING THE ENTIRE SCHOOL YEAR.**

Annually, the policy will go into effect as of the earliest PIAA Fall sports season start date. (August 7, 2017)

The Code of Conduct covers ALL athletes for the entire school year even if the athlete is not “in season”.

The policy remains in effect through commencement or until all PIAA school sports seasons are finished for the school year, whichever comes later.

Example: A baseball player whose season ends May 18th is still covered by the Code of Conduct through the date of commencement.

If an athlete is not in season or is at the end of their season, the punishment carries over to the next sports season they participate in.

Example: A basketball player, that does not play a spring sport, is caught violating the code during the spring season. He/she is still covered by the code, thus serves the punishment during the next season they participate in. The school reserves the right to invoke team discipline for violation of these expectations that occur both ON and OFF campus; both IN and OUT of season.

Coaches and advisors are responsible for holding meetings with students and parents to specifically review the activities/athletics code.

“Well groomed” (See Matrix #8) and “embarrassment” (See Matrix #6) is defined by coaches, advisors and administrators.

Athletes will not receive a varsity letter in their sport if they quit the team, are removed from the team for disciplinary actions, and/or have a code of conduct violation. Code of conduct violations removes the athlete from being a captain and consideration for all post season and end of year awards along with all league sponsored all-star teams.

CODE OF CONDUCT DISCIPLINE MATRIX

CODE	CONSEQUENCES
1. Use or possession of any form of alcohol or illegal drugs is prohibited.	**SEE APPENDIX A**
2. Use or possession of any form of tobacco products is prohibited.	<p>First Violation: The first violation of the tobacco policy will result in a 20% suspension of the of the regular season scheduled contests. The coach may invoke an additional team penalty.</p> <p>Second and ensuing Violations: The second and ensuing violations will result in the student being entered in the first phase of the drug and alcohol policy.</p>
3. Missing a game or practice without an excuse acceptable to the coach is prohibited.	Missing a game or practice will be subject to the coach's disciplinary action. Team rules will be explained in an evening "meet the parent's night" scheduled in the season prior to the first practice.
4. Students participating in athletics or extracurricular activities are subject to the disciplinary policies found in the Student Agenda.	See the following pages in the Student Agenda.
5. Students are responsible for all equipment/supplies issued. All uniforms and equipment must be returned upon the coach's request. Any loss or damage beyond normal wear and tear is the responsibility of the student.	Students who do not live up to this responsibility risk the withholding of their report cards and letter award. They will also be billed for equipment damaged or not handed in.
6. The conduct and language of the student will not cause embarrassment to Towanda Area School District, the team, the coaching staff, advisors, parents or guardians, and the community as a whole.	Students will be held to the team rules and the Towanda Area School District Disciplinary Code
7. Student activities transportation will be furnished by the school to and from games/activities. A student may be released to a parent or acting guardian after an away event/activity if the coach allows. In order for a coach to release the student to their parents or guardians, a note must be presented to their coach by the parent/guardian. This may be done up until departure from the event.	Subject to the coaches disciplinary action.
8. Proper grooming will be expected.	Subject to the coaches disciplinary action.
9. Cooperation with any investigation relative to the Code of Conduct will be required.	Student will be held to the discipline code on this matter.
10. Involvement in any hazing defined by the THS hazing policy will not be tolerated.	Student will be held to the discipline code on this matter and law enforcement may be called to investigate.

* The administration/school board reserves the right to make modifications to the Activities

CODE OF CONDUCT DRUG AND ALCOHOL VIOLATION PROCEDURE:

1st violation:

The student is suspended for 50% of the regular season scheduled contests.

The athlete must do the 15 hours of community service at the school.

The athlete cannot do community service for the coach they are currently playing for.

Hours must be approved and tracked by department the athletic director and/or the high school principal.

The student is required to go through a drug and alcohol evaluation (SAP or N. Tier Counseling – approved facility) and complete no less than 4 hours of additional drug/alcohol counseling at the parent/guardians expense.

The athlete must follow all recommendations of SAP and/or Northern Tier Counseling.

Student (if applicable) will be stripped of captainship.

Student (if applicable) will lose all post season awards and recognition (letter, coach's honors, league recognition, end of year awards etc.)

In the event of a carryover of the punishment, the forfeiture of letter and awards occurs in the season the incident occurred. The athlete would be eligible for a letter and awards in the ensuing season. The game suspension still carries to the ensuing season.

If incident occurs in the spring of the school year, the suspension carries over to their next sports season.

ALL COMMUNITY SERVICE AND COUNSELING MUST BE FINISHED IN ORDER TO BE REINSTATED. IF THE STUDENT ATHELTE DOES NOT COMPLETE ALL REQUIREMENTS PRIOR TO THEIR REINSTATEMENT DATE, THEY WILL BE DISMISSED FROM THE REHABILITATION PROGRAM AND SACRIFICE THE BALANCE OF THEIR SEASON.

The athlete will not become eligible for the next season until all community service, SAP conference and drug and alcohol counseling is complete.

Treatment:

Students will be excused from practice if needed to attend counseling sessions. Attempts must be made to not schedule sessions during regular school hours.

2nd violation:

All of the rules and restrictions listed in the first violation apply along with the following additions. The second occurrence will result in:

The athlete will be suspended for one calendar year from ALL athletic activity.

The athlete must complete thirty (30) hours of community service at the school.

The student is required to go through a drug and alcohol evaluation (SAP or N. Tier Counseling – approved facility) and complete no less than 10 hours of additional drug/alcohol counseling at the parent/guardians expense.

The student will be eligible to practice at the start of the season that they become eligible to play.

ALL COMMUNITY SERVICE AND COUNSELING MUST BE FINISHED IN ORDER TO BE REINSTATED. IF THE STUDENT ATHELTE DOES NOT COMPLETE ALL REQUIREMENTS PRIOR TO THEIR REINSTATEMENT DATE, THEY WILL BE DISMISSED FROM THE REHABILITATION PROGRAM AND SACRIFICE THE BALANCE OF THEIR SEASON.

3rd violation:

Student is barred from participating in extra-curricular activities in the Towanda School District for conclusion of the remainder of their high school career.

CODE OF CONDUCT INVESTIGATIONS:

Investigations will be directed by the high school administration in cooperation with the athletic director, coaches or advisors.

A review committee, consisting of the assistant principal, athletic director, and two (2) faculty members or coaches will determine the merit of each individual case.

CODE OF CONDUCT APPEALS PROCESS:

- The appeals process will only be used to ensure that the policy and procedure has been followed by all administrators.
- The consequences cannot be modified.
- Athlete and parents can give a statement.
- An appeal (by student or parent) can be made to the principal who will forward the appeal to the School Board Activities Committee which consists of (3) board members and the High School Principal. The committee will review the evidence and render its decision. (If appealed, the penalty is delayed and the student may participate in activities pending the outcome of appeal.)

The board president will call an executive committee meeting to discuss policy and procedure.

* These procedures may be reviewed and modified per school board approval.*

Towanda J/S High School



Student Discipline Policies and Practices

THS GENERAL STUDENT DISCIPLINARY POLICIES:

Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations.

Students should not interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the student to:

Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.

Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

Assume that until a rule is waived, altered, or repealed, it is in full effect.

Assist the school staff in operating a safe school for all students enrolled therein.

Attend school daily, except when excused, and be on time at all classes and other school functions.

Make all necessary arrangements for making up work when absent from school.

If a student inadvertently brings or finds contraband (knife, drugs, alcohol) on a person or on school property, he/she must immediately report to an administrator in order for no penalty to occur. The police will be called to investigate the following incidents: theft, vandalism, weapon possession, drug/alcohol incidents, fighting or assault, disorderly conduct, and other criminal violations. Pending the results of the investigation, charges may be filed with the police or magistrate.

Students who are members of teams or clubs should become familiar with these penalties by reading the Activities Code or by talking to their coach or advisor.

DEFINITIONS OF IMPORTANT DISCIPLINE TERMS:

Weapon – The term shall include but not be limited to any knife, cutting instrument, cutting tool, sticks, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive devices and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing – A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

Authority – The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

SEARCHES

If the administration finds just cause to conduct a locker search, the student will be informed and given an opportunity to be present, unless authorities deem under reasonable suspicion that the contents are a threat to the health, welfare or safety of others. Illegal or prohibited materials seized during a student or locker search may be used as evidence against the student in a school disciplinary proceeding, and/or turned over to law enforcement officials. During the school year, administration may use drug sniffing dogs to search the property. The dogs will not search individual students.

DISCIPLINE OFFENSES/CONSEQUENCES:

The following list of offenses, which includes consequences, that occur in school and at school-related events. This list is meant to be a sampling of offenses and consequences and may be altered if needed for certain situations.

Towanda High School Behavior Referral Policy (1992-93 rev. 2018)

Offense	Number of Infractions					
	1	2	3	4	5	6
5 Unexcused Tardies to School	B	B+P	E+T/X	E+T/X	E+T/X	E+T/X
Pass Abuse	B	B	C	C	D	D
Disrupting Class	B	C	D	D	F	F
Staff Disrespect	F	F	F	F	F	F
5 Unexcused Days Late to Class	W	B	B	D	F	F
Profanity	C	C	D	D	E	E
Profanity at Staff	D	F	F	F	F	F
Tobacco / Paraphernalia	F	F	F	F	F	F
Theft	F	F	F	F	F	F
Class Cut	B	F	F	F	F	F
Fighting or Assault	F	F	F	F	F	F
Weapons Possession	F	F	F	F	F	F
Drug / Alcohol / Paraphernalia Usage or Possession	F	F	F	F	F	F
Plagiarism / Academic Dishonesty	D	D	F	F	F	F
Vehicle Violations	C	C	D	E	E	E
Bus Misconduct	A	B	C	F+X+L	F+X+L	F+X+L
Harassment / Threats	D	D	F	F	F	F
Dress Code Violations	A	B	C	C	D	D
Computer Abuse	F	F	F	F	F	F
Possession of Sexually Inappropriate Material	F	F	F	F	F	F
Vandalism	F	F	F	F	F	F
Inappropriate Behavior (Hallway/classroom/Café)	B	B	C	D	F	F
Insubordination	C	F	F	F	F	F
Cell Phone /PED Violation	C	D+P	D+L	F+L	F+L	F+L
Leaving School w/o Permission	D+P	D+T/X	F+T/X	F+T/X	F+T/X	F+T/X
Bullying / Cyber Bullying / Hazing	F	F	F	F	F	F
Skipping Detention	A	D	D	D	D	D

A- 1 Detention

B- 2 Detentions

C- 3 Detentions

D- 1-3 Days ISS

E- Lunch Detention AND Before/After School

F- ISS/OSS up to 10 days

L- Loss of Privilege

T- Truancy

X- Open Campus Suspension

P- Parent Meeting

W- Warning Documented

- The School Resource Officer may be contacted with issues/incidents that are unlawful.
- The usage of the Black Knight Academy or Alternative Education placement through BLaST is a possibility in extreme cases and in recurring situations of insubordination.
- Students who are found to be in violation or possession of drugs, alcohol, or tobacco will also receive an automatic referral to the THS student Assistance Program (SAP) for an evaluation. That student may also be required to participate in the Teen Intervene program.
- The seriousness of any incident requiring suspension may result in a referral to the Superintendent for expulsion proceedings

SERVING YOUR DETENTION OR SUSPENSION:

All detentions received as a result of disciplinary infractions will be made up during the next available detention setting and continue until the time is made up. Any arrangements contrary to this must be cleared in advance with the Principal or Assistant Principal.

If the detention time is not completed according to the policy the student could be assigned additional consequences. Students also run the risk of having privileges restricted including the participation in extracurricular activities.

The following options for detention will be offered:

Morning detention time will be from 7:15- 7:45 by appointment.

After school detention will be held on Tues-Wed-Thurs from 3:20 – 3:55 pm.

The Administration reserves the right to hold Saturday morning detentions for severe and chronic violators.

SUSPENSIONS:

In School Suspension is imposed by the Principal or the Assistant Principal from anywhere between 1-10 days per offense. The designated room will be available each day for students who refuse to follow school rules or are having difficulty behaving in the classroom. Classwork will be sent to the ISS room for the student to work on through the day. Students serving ISS are not eligible to participate in or attend after school events during their suspension time.

In school suspension may be used in lieu of other consequences, at the discretion of the Principal or Assistant Principal.

Out-of-school suspension is imposed by the Principal or the Assistant Principal anywhere from 1 to 10 days per offense. During this time, students are to remain at home and are not allowed to participate in or attend school activities. Trespassers on school property without permission while under suspension will be prosecuted.

Informal Hearing- The purpose of the informal hearing is to enable the student and the parent/guardian to meet with the appropriate school officials to explain 1) the circumstances surrounding the event for which the student is being disciplined; 2) to demonstrate that there is not a case of mistaken identity, or 3) to show that there is some compelling reason why the student should not be disciplined. At the informal hearing, methods to encourage proper behavior to avoid future offenses will be discussed.

Students serving ISS or OSS will become eligible for activities with the start of school the FOLLOWING school day.

When a student reaches the third offense in any area, a contact may be made with parents, and they may be asked to meet with school personnel to discuss the student and discipline referral. Depending on the seriousness of any situation, the parents may be contacted earlier to meet.

EXPULSION:

Expulsion from school can only be implemented by the school board. Expulsion is an exclusion from school for a period exceeding ten days or even a permanent expulsion from the school rolls. Expulsions require a prior formal hearing. Students who are disciplined for violating school rules will face probation or restriction from participating in club activities or on athletic teams.

TOBACCO POLICY:

“Smoking” and/or “tobacco use” is to include the use and/or possession of tobacco in any form. Tobacco use, to include smoking or simulated tobacco devices, by students is forbidden in school buildings, on buses, and on school property at all times. The Towanda Area School Board has passed a policy prohibiting the use of tobacco related products in or on school property. Those found in violation will be subject to penalties found in the agenda as well as Pennsylvania Act 145.

Act 145 of 1996 amends the Crimes Code to include language prohibiting students from possessing or using tobacco in a school building, a school bus or on school property. School districts are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine plus court costs. Fines collected will benefit the student’s school district. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act.

CONTROLLED SUBSTANCES/PARAPHERNALIA:

According to School district policy 227, controlled substances shall include all:[1][15]

- 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.[2]
- Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

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

Authority

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 school-sponsored activities.[3][4][5]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:[6]

There is a connection between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[7][8]

Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

The conduct has a direct connection to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.

The conduct involves the theft or vandalism of school property.

Towanda J/S High School



Student Dress Code

APPROPRIATE DRESS:

While a student's right to dress as he/she chooses may not be arbitrarily limited, school officials do have the right to prohibit attire which is disruptive to the educational process or which constitutes a health or safety hazard. Clothes should be clean and without holes in inappropriate areas. Students are responsible for personal hygiene including clothing. School officials may impose limitations on a student's participation in the regular instructional program where there is evidence that the lack of personal hygiene constitutes a health hazard or the student's attire does not abide by the set dress code.

Any garment produced by or specifically for the Towanda Area School District and approved by the administration is permitted. Exceptions to the mandatory dress code will be made on a case-by-case basis by administration.

PROHIBITED ATTIRE ITEMS:

- Articles that could cause harm to another or damage to property may not be worn in school. Examples of such articles chains or jewelry with metal spikes.
- Hats, hoods, head bands, bandannas, and other such head coverings may not be worn in school, except on special theme days which will be announced.
- Clothing which is revealing or suggestive may not be worn. Examples include, but are not limited to, low cut shirts, tank tops, halter tops, camisole tops, bare midriffs, boxer shorts, jeans or skirts and trousers not appropriately worn around the waist.
- Articles of clothing/accessories, which promote, encourage or depict any form of drugs (including alcohol and tobacco); obscene, vulgar language or suggestive sexual innuendo actions; gang activities; or depicts refers to, or mentions groups that promote destruction and violence.
- Any article of clothing that disrupts the educational process.
- Clothing may not be worn that is gender or culturally biased.
- Sunglasses
- Gloves

STYLE OF DRESS:

- Undergarments must not be visible.
- All pants/shorts must be worn at the waist (not rolled at the waist).
- Shirts need to be buttoned to at least the top 2 to 3 buttons.
- No tank tops. Shirts must have sleeves. Shirts must not be open or have openings that hang below the armpit area.
- Zipper front shirts, sweaters, and sweatshirts need to be zipped up to the same area as the top 2-3 buttons on a shirt. If the student chooses not to zip their shirt, sweater, or sweatshirt they need to be wearing a dress code approved shirt underneath it.
- Hoods on sweatshirts or hoodies need to be kept down during the school day.
- Skirts/skorts/shorts need to be worn at the waist and be no shorter than mid-thigh (the "fingertip rule" will be used to determine the proper length of these items.)
- Slits on skirts, jumpers or dresses must be no higher than mid-thigh, nor should they reveal any undergarments.
- Dresses need to have the same neckline as shirts.
- Tops, pants, etc. must be worn in a manner that no midriff and/or undergarments are visible at any time.
- Holes or tears in jeans must also follow the "fingertip rule". Large holes or tears above the fingertip area will not be allowed.

Spirit Days/Special Dress Day Occasions will be announced in advance by student council or administration. At such times appropriate dress guidelines will be issued. On these occasions students will dress and groom themselves in a manner suitable for the event being sponsored.

HATS/HOODS/HEADBANDS/HEAD SCARFS:

Headwear and head covering items are not to be worn inside the building at any time. Leave them at home, in your car, or in your locker. Wearing these in the building may warrant their confiscation. Repeated violators are subject to the discipline code. Headbands, hats and bandannas are prohibited.

Towanda J/S High School



Electronic Devices and Computer Usage Student Responsibilities

CELL PHONES/ELECTRONIC DEVICES:

Towanda Area School District understands that cell phones are a part of our society. We encourage students to have a cell phone for communication with their parents AFTER the school day. During the school day, phone calls are restricted to the high school office.

Beginning in 2018-19 with the implementation of our 1:1 laptops for all students, there is no longer a need for students to use their own devices to access the internet during the day. We have provided each student their own device with the capability of accessing everything that is needed throughout the day. Cell phones should be put away during the school day and should not be brought out except for free usage time during lunch. If a student needs to make a call home, he/she may come to the front office.

Any picture, audio or video recordings require the approval of the administration unless it is for educational use in a classroom under the supervision of a teacher.

Consequences will be levied for violations of the THS Electronics Policy. Repeat offenders may be required to leave their cell phone at home, or turn it in to administration upon entering the school building. Records of offenses are kept. Parents are required for pick up beginning with the second offense.

Having your phone or electronic device in school is a privilege that can be taken away by school officials. Students are expected to use all electronic devices responsibly, including the free usage time in the cafeteria during lunch.

Consult the THS Electronics Policy Attachment for any clarification.



Towanda Area Junior-Senior High School

Electronics Device Policy

Students at Towanda High School are permitted to use their own electronic devices in the building at appropriate times during the school day. This is a PRIVILEGE that can be taken away. The following rules and guidelines will be followed at all times:

This policy covers all students during the school day from 7:45am-3:10pm.



- 📱 During the school day **personal electronic devices are to be turned off or disabled and put securely away**. This would include vibrate mode or airplane mode on cell phones. Devices are not to become a distraction to the educational process.
- 📱 Students are **NOT PERMITTED** to use their devices in the hallways, auditorium, restrooms, locker rooms or study halls.
- 📱 Students may enjoy music **at lunch time in the cafeteria ONLY**. Do so using discrete headphones. Music or video sound must not be disruptive or distracting to others. Headphones should be put away when not in use, not worn around your neck. This includes the hallway. Students found not following this rule will be asked the first time to put their phone and headphones away. Repeat offenders of this will lose the privilege of using cell phones/headphones during lunch time.
- 📱 Texting/messaging/emailing may be done in the cafeteria **ONLY during lunch**. No taking of pictures or video without permission of faculty or staff.
 - *The content of all text messages or emails must be school appropriate and may be viewed by school personnel if any reasonable suspicion exists that the material may be meant to threaten, harass, bully another student or staff member, cheat, or if any inappropriate pictures or material is being sent or shared.*
- 📱 **No Phone calls** are to be made or received during the school day. If a call is to be made, students may use the HS Office.

Towanda J/S High School



Additional Student Information and Services

STUDENT ISSUES or CONCERNS:

If a student has an issue that needs to be addressed by the office or administration, they are asked to fill out an *INCIDENT STATEMENT FORM* found in the high school main and guidance offices. The main office is a busy place, and someone may not be available at that moment to tend to your situation. True emergency situations do take precedence. Student issues and concerns are addressed as soon as possible. This helps us to cut down on the office traffic, as well as, serving as a written record. We do work hard at keeping your issues as confidential as possible. We also do not wish to draw peripheral attention to your problem by others.

CONFLICT RESOLUTION AGREEMENTS may be used in cases of student conflict to serve as a protective action for conflicting parties and their friends. This tends to insert a cooling off period, as well as assisting in allowing a flared situation to extinguish.

BREAKFAST/FOOD:

Breakfast will be served in the cafeteria. Students will be permitted to purchase and eat breakfast in the cafeteria from 7:45 to 8:10am. Buying your breakfast is not an excuse for being tardy to homeroom. Students should go to breakfast first, being cognizant of the time of when to report to homeroom (before 8:10). If a student arrives rather late to breakfast (after 8:05) he/she may take portable breakfast items such as pop-tarts, muffins, etc. to homeroom so as not to be late.

Students are permitted to have a water bottle with a **secure lid or cap** in the hallway or classroom.

Students may only purchase cafeteria food during the set breakfast time or **during their assigned lunch period**.

Students are not permitted to bring in coffee, tea, soda, or personal drinks to consume outside of the cafeteria at lunch time.

Students are not permitted to access the vending machines during the school day (7:45-3:10).

HALL PASSES:

When in the halls, students must have a pass at all times, except when classes are changing. Not having a pass when one is needed or being in an area without permission will be considered pass abuse. Please see the disciplinary code for the consequences.

Pass Restriction: Students could be required to use secure a pass sign out log. It is the responsibility of the student to have this sign out log. The student's teachers will be notified and the log will be submitted to the office weekly.

PARKING:

All students wishing to park on school property must have their car registered with the front office and must place the parking decal in the car in clear view. The upper parking lot on the North end of the building is reserved for faculty members. The office lot will be for office personnel, administration, and visitors. The senior lot will be assigned to Keystone reward students first, then progressing through honor rolls and student attendance. All other students should park in the lower parking lot. Students choosing to use school property to park their vehicles do so with the understanding that trained dogs may search the parking area and/or the cars parked there at any time. Students may NOT share parking passes with other students, including siblings. Any student, who loses his or her parking privilege due to discipline referrals, is at risk for having their vehicle towed at their expense if they continue to park on school property.

LOCKERS AND LOCKS:

Every student will be assigned a locker in which to keep his/her books and belongings. No student should use the locker of another student or enter another student's locker without permission. The school is not responsible for any personal items taken from a locker. Items stored in the gym lockers should be placed in a locker and secured with a lock. Hall and gym lockers are school property and may be searched. The search may be conducted by an administrator or a police officer with trained dogs.

If the administration finds just cause to conduct a locker search, the student will be informed, if possible. If possible, the student will be present at the time of the locker search. Items confiscated during such searches will be held by school administrators pending further investigation or disciplinary action. Contraband or unlawful items, the possession of which violates school rules and regulations, school district policy, state laws and/or federal laws, shall not be returned to the student or to any representative of the student. Such items shall be turned over to law enforcement officials or will be disposed of by the school.

EXCUSE IN PHYSICAL EDUCATION:

If a pupil is not physically able to participate in a physical education class, the parent must communicate this to the school health room professional requesting that the pupil be excused on that day. He or she may be requested to dress for the class, but need not take part in the activities. If a physical condition prohibits a pupil from taking part in a physical education class, a statement of such incapacity must be obtained from the attending doctor and presented to the health room professional. Any extended medical excuse from physical education will require alternative assessments in lieu of taking part in the class.

LOITERING IN THE BUILDING:

All pupils, individuals or groups, should be out of the building by 4:00 PM unless supervised by a teacher, coach or other responsible adult. At no other time, either at night or on Saturday or on Sunday, should pupils be in the building for any reason unless supervised by a teacher, coach, or other responsible adult.

VISITORS:

Students will not be permitted to bring visitors into the school building without permission from the Principal or Assistant Principal. All visitors to Towanda Area High School must report to the main office, sign in and receive a visitor's pass. Visitors not registered with the office are subject to civil prosecution.

TEXTBOOKS/ LIBRARY BOOKS:

At the beginning of the school year, all pupils are furnished with books by the school district. Each pupil is held responsible for all the books issued to him or her. Students will be required to pay for any lost or damaged books before the final report card is given. Library books damaged or not returned must be paid for before final report cards are given. Students will be charged replacement cost of any book damaged or lost. Books that are out of print and cannot be replaced will be charged \$15.00.

STUDENT DEBTS:

All report cards, awards, diplomas, and participation in school activities shall be denied to a student who owes money or who needs to carry out disciplinary consequences (i.e. detention or suspension) to the school. This includes but is not limited to lost books, damaged school property, purchases, borrowed athletic equipment, or any violation of school rules. Any of these situations could carry over to the next school year. If needed, referral could be made to the local magistrate or to the Towanda Borough Police Dept.

SCHOOL REPRESENTATION: DANCES/FESTIVALS/SPECIAL INVITATIONS:

The Towanda Area School District wishes to be represented by students who shed a positive light on our school. Any student chosen to represent the school district is subject to administrative review.

MEDIA:

There may be times when the media covers an event at Towanda Jr. /Sr. High School. If a parent or guardian does not wish for their student to be presented in the media (pictures, video, internet, etc.), they must convey this request to the school administration in writing at the beginning of the school year.

BUS PROCEDURE:

Towanda Area School District provides transportation for many of our students. The rules for students on the bus are the same as they are for students in class. TASD buses are monitored through the use of audio and video technology. Students will obey bus rules and seat assignments provided by the individual drivers. Students can receive consequences for inappropriate behavior, which could include suspension from riding the bus to school, or a changed transportation assignment.

DANCE POLICY:

Dances held at Towanda Area Junior/Senior High School are required to have at least two chaperones. All dances shall be approved by the Principal or Assistant Principal. Dances are open to THS students; however, guests may be admitted by the advisor, if cleared in advance. All guests attending must be under the age of 21 and be approved by administration. Students with chronic behavior, academic, and/or attendance issues may be prohibited from attending these types of events at the discretion of administration. Dances will be either 7th and 8th grade dances or 9th-12th grade events.

COLLINS WRITING PROGRAM

As an effort to promote academic achievement and endorse the improvement of our writing skill across the curriculum, we have incorporated the Collins Writing Program. The following guidelines are here to assist students in staying organized and consistent with the program.

JOHN COLLINS WRITING PROGRAM 5 TYPES OF WRITING

<u>TYPE</u>	<u>DESCRIPTION</u>	<u># of DRAFTS & EVALUATION</u>
<u>TYPE 1:</u> Capture Ideas	Type 1 writing gets ideas on paper--it's brainstorming. Type 1 is timed and requires a minimum number of items or lines to be generated. Questions and/or guesses are permitted.	<ul style="list-style-type: none"> ● One draft ● Outcomes are evaluated with a √ or –
<u>TYPE 2:</u> Respond Correctly	Type 2 writing shows that the writer knows something about a topic or has thought about the topic. It has a correct answer to a specific question.	<ul style="list-style-type: none"> ● One draft ● Graded as a quiz
<u>TYPE 3:</u> Edit for FCA's	Type 3 writing has content and meets up to three specific standards called focus correction areas (FCA's). Revision and editing are done on the original.	<ul style="list-style-type: none"> ● One draft (save) ● Read out loud and reviewed to see if the draft completes the assignment, is easy to read and meets standards set for the focus correction areas.
<u>TYPE 4:</u> Peer Edit for FCA's	Type 4 writing is Type 3 writing that is read aloud by someone else.	<ul style="list-style-type: none"> ● Two drafts ● Writing is critiqued by a peer and revised by the author
<u>TYPE 5:</u> Publish	Type 5 writing is of publishable quality.	<ul style="list-style-type: none"> ● Multiple drafts ● Published work

11/18/05

Towanda Area School District



Special Education Office

PROGRAMS FOR STUDENTS WITH A DISABILITY, PROTECTED HANDICAPPED AND GIFTED STUDENTS

In compliance with state and federal law, notice is hereby given by the Towanda Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

Autism/Pervasive Development Disorder	Neurological Impairment
Blindness or Visual Impairment	Speech and Language impairments
Deafness or hearing impairment	Physical disability
Developmental Delay	Serious Emotional Disturbance
Mentally Gifted	Specific Learning Disability
Mental Retardation	Other Impairments
Multihandicapped	

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request and evaluation at any time, whether or not your child is enrolled in the District’s public school program.

Requests for evaluation and screening are to be made in writing to **Dawn Hart, Director of Special Education**. Section 504 - Chapter 15: In compliance with state and federal law, the Towanda Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. Gifted Education – Chapter 16: In compliance with state law, the Towanda Area School District provides services designed to meet the unique needs of “gifted” students on a case-by-case basis based on state law and District policy. Such students may possess superior IQ scores or meet multiple criteria indicating gifted ability. If your child is suspected to be in need of such services, you will be notified of evaluation procedures. If you believe your school age child may qualify for gifted education services, you may contact the District at any time to request a determination of eligibility. Please note that entitlement to gifted services includes only those rights provided for by Pennsylvania law. For further information on the rights of parents and children, provision services, evaluation and screening (including purpose, time and location), and right to due process procedures, you may contact in writing the person listed above or the building principal.

Confidentiality: All information gathered about your child is subject to confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

The information you obtain at this site is not, nor is it intended to be, legal advice. You should consult an attorney for individual advice regarding your own situation.

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Towanda Area School District



Policies, Practices, and Notices

TASD PROCEDURE ON MANDATED REPORTING OF CHILD ABUSE:

An employee suspects child abuse when the alleged perpetrator is NOT an employee of the school district.

In these cases the employee may be directed to the nurse or guidance staff for assistance in making the mandated report of suspected child abuse immediately to the Childline at 1-800-932-0313 or the local CYS office. The principal will be notified that the report was made.

An employee suspects child abuse and the alleged perpetrator IS a school district employee.

If a school employee has reason to believe that a student has been victimized by a school district employee, a report must be made to the principal or assistant principal, and the administrator must make the suspected abuse report to the appropriate enforcement agency and/or Childline.

TASD BULLYING PREVENTION PROGRAM:

The Towanda Area School District is committed to providing a safe, positive learning environment for district students. Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board prohibits all forms of bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and interferes with a student's education or disrupts the orderly operation of the school.

The high school administration and staff have put the following interventions in place to help ensure a positive, bully-free school environment:

- The installation of 150 cameras throughout the Towanda Area School District to provide protection for students.
- 7 – 12 grade Bullying Prevention Education Program implemented through Physical Education and Wellness classes.
- Second Step Social-Emotional Learning Program for grades 7 and 8.
- 7th, 8th, & 9th Grade Internet Safety & Healthy Relationship Education Program by the Abuse and Rape Crisis Center.
- The PDE recommends the PA Bullying Prevention Consultation Line to assist with conflict and bullying issues. You may contact the hotline for assistance at 866-716-0424.
- Conflict resolution and mediation is conducted as needed by administrators and guidance counselors. Students involved in bullying may be referred for individual and small group counseling through the Student Assistance Program.
- Appropriate disciplinary action is taken with any student found to be engaged in bullying behavior.
- School pride activities are implemented to help foster a positive school environment.

TOWANDA AREA SCHOOL DISTRICT HAZING POLICY:

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

AUTHORITY:

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building Principal.

Delegation of Responsibility

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building Assistant Principal or Principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers, and district staff that hazing of district students is prohibited, by means of:

- (x) Distribution of written policy
- (x) Publication in handbook
- (x) Verbal instructions by the coach or sponsor at the start of the season or program
- (x) Posting of notice will be found in the student handbook, and the Towanda School District web page.

COMPLAINT PROCEDURE:

When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building Assistant Principal or Principal.

The Assistant Principal or Principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The Assistant Principal or Principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

If the investigation results in a substantiated finding of hazing, the Principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct and

Discipline Code. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

UNLAWFUL HARASSMENT:

It is the policy of the Towanda Area School District to maintain a safe learning and working environment which is free from sexual and other forms of unlawful harassment. All forms of unlawful harassment are hereby prohibited. Any student in the district who engages in conduct which constitutes unlawful harassment shall be subjected to disciplinary action up to and including expulsion. Any student who is subjected to unlawful harassment by other students, district employees, non-district employees (vendors, contractors, volunteers, etc.) in the course of his/her attendance at school, shall have the right to file a complaint under Section VI, as described below, as well as the right to have that complaint promptly, thoroughly, and confidentially investigated.

Unlawful harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972; the Pennsylvania Human Relations Act, 43 p.s. Section 951-963; the Code of Conduct for Education, 22 PA Code Section 235.10, 22 PA Code Section 12.1 et seq. The following behaviors represent, but are not all inclusive of what constitutes unlawful harassment for the purposes of this policy:

The term unlawful harassment, includes, but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or disability.

Special attention is called to the prohibition of sexual harassment. Examples of sexual harassment include but are not limited to:

Submission of such conduct is explicitly or implicitly required of the recipient: or

Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient: or

Such conduct has the purpose or effect of unreasonably interfering with the recipient's school performance or of creating an intimidating, hostile, or offensive learning and working environment.

Specific examples of sexual harassment include but are not limited to:

Sexual flirtations, advances, touching, or propositions;

Verbal abuse of a sexual nature;

Graphic or suggestive comments about an individual's dress or body;

Sexually degrading words to describe an individual; and/or

Jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.

CONSEQUENCES OF VIOLATION:

Any student in the Towanda Area School District who is found to have engaged in conduct constituting sexual or other forms of unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/or counseling services related to sexual or other forms of unlawful harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others;

- Severity of the misconduct;
- Pervasiveness or persistence of the misconduct;
- Effect on the victim or victims;
- Intent of the perpetrator;

COMPLAINT PROCEDURE:

Student and unlawful harassment complaints from students should be reported to employees of Towanda Area School District. Employee complaints should be reported to one of the building administrators.

LEGAL NOTICES

FERPA NOTICE:

The Family Educational Rights and Privacy Act (FERPA) is a federal law which protects the confidentiality of student educational records by guaranteeing parents or eligible students (students 18 years of age or older) rights pertaining to the collection, maintenance, amendment, access, and disclosure of student information. If you want to inspect your child's records, receive a copy of records, or amend a record, please contact your school Principal. Towanda School District Policy #216 presents a more detailed explanation regarding the confidentiality of student records. A copy of this policy may be obtained by contacting the Superintendent's Office at 570-265-9894 or logging on the school district web site at <http://www.tsd.k12.pa.us/> and searching under the policy button.

PPRA NOTICE:

The Protection of Pupil Rights Amendment (PPRA) requires Towanda Area School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student, survey, analysis, or evaluation of one or more of eight areas. A copy of this policy may be obtained by contacting the Superintendent's Office at 570-265-9894 or logging on the school district web site at <http://www.tsd.k12.pa.us/> and searching under the policy button.

INTEGRATED PEST MANAGEMENT NOTICE:

The Towanda Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to the IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to use to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made after a 72 hour publicly posted notification.

The treated area will need to be vacant 6 hours after application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please request in writing to be placed on the registry. Send requests to:

Business Manager
Towanda Area School District
410 State St.
Towanda, PA 18848

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. Each year the District will prepare a new notification registry. If you have any questions, please contact the Business Manager at (570) 265-9154.