

**2024-2025**  
**HANDBOOK FOR ROMMELT ELEMENTARY**  
**STUDENTS AND FAMILIES**  
**SOUTH WILLIAMSPORT AREA SCHOOL**  
**DISTRICT**



**Rommelt Elementary School (5 – 6)**  
**515 West Central Avenue**  
**South Williamsport, PA 17702**  
**570-320-4470**  
**Fax 570-326-0641**

<b>NOTE FROM THE PRINCIPAL.....</b>	<b>3</b>
<b>IMPORTANT CONTACT INFORMATION .....</b>	<b>5</b>
<b>DISTRICT CALENDAR .....</b>	<b>7</b>
<b>ROMMELT IMPORTANT ACADEMIC DATES .....</b>	<b>9</b>
<b>GENERAL INFORMATION</b>	
Attendance/Absences.....	11
Back packs, Cellphones, Water bottles.....	13
Blanket Permission.....	13
Discipline/Behavior .....	14
Dress Code .....	15
Educational Trips.....	16
Emergency Drills .....	17
Food Service.....	17
Homework Request .....	17
Homelessness .....	18
Lost & Found .....	18
Medications .....	18
Parent Teacher Organization (PTO) .....	19
Visitors .....	20
Volunteers.....	20
Withdrawal.....	20
<b>CURRICULUM AND EVALUATION INFORMATION</b>	
Grade Scale/Citizenship Proficiency Scale .....	21
Honor Roll .....	21
Mid-Term Marking Reports .....	21
Parent-Teacher Conferences .....	21
Report Cards .....	22
<b>POLICY INFORMATION/District Policies to Note</b>	
Bullying/Cyberbullying .....	23
Electronic Devices .....	26
FERPA (Family Educational Rights & Privacy Act) .....	28
Internet, Computers, & Network Resources .....	30
Medication Policy, Administration of Prescription & Non-Prescription.....	35
Shared Snacks/Classroom Parties.....	38
Tobacco & Vaping Products .....	38
Transgender/Cisgender, District Administrative Guidance .....	40
Transportation Rules.....	42
Truancy.....	43
Video/Audio Recording.....	44
Weapons Policy.....	45

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT|2024-2025**  
**Rommelt Elementary**

Dear Parent/Guardian and Student:

The South Williamsport Area School District strives to provide a safe and orderly environment as well as the highest quality learning opportunities. Because students and parents play an important role in this partnership for excellence, we look forward to a team approach and to your input and support of our schools.

This handbook contains information concerning rules, regulations, procedures, and an explanation of some of the services offered in our elementary school and in our district. The District policies that are highlighted in this handbook are by no means comprehensive. For full information on District policies, please consult the SWASD website at <https://www.swasd.org/our-district/district-policies-2/>

We encourage parents and students to discuss, with each other, the important information included in the handbook and on our website. We are certain both will answer many questions and be used as a guide throughout the year. Please feel free to contact your student's teacher or principal if you have any questions about the content of this handbook.

The faculty, support staff, administration, and school directors are looking forward to a challenging and rewarding year. We are here to help you achieve your goals and aspirations. We wish you much success during your school years at South Williamsport.

Mrs. Maria Pierce  
Director of Student Services/Principal  
Rommelt Elementary



**IMPORTANT CONTACT INFORMATION FOR SCHOOL AND DISTRICT**

**ROMMELT ELEMENTARY CONTACT INFORMATION**

Main Office..... 570-320-4470  
Principal..... 570-320-4471  
Secretary..... 570-320-4470  
FAX..... 570-326-0641

Counselor ..... 570-329-4470 x4447  
Nurse ..... 570-320-4470 x4448  
School Police Officer ..... 570-326-2684 x4451

**DISTRICT CONTACT INFORMATION**

Food Services..... 570-323-3694 x4495  
Registration/Student Information ..... 570-327-1581 x4466  
Special Education..... 570-327-1581 x4462  
Superintendent..... 570-327-1581 x4466  
Technology ..... 570-327-1581 x4461  
Transportation..... 570-327-1581 x2500



**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT | 2024-2025 CALENDAR**

Jul 4: Independence Day

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1: New Year's Day  
Jan 2-3: Schools Closed  
Jan 20: Professional Day

19/20  
95/98

Aug 29: Professional Day  
Aug 30: ACT 80 Day

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1/2

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 14: Weather Day (1)  
Feb 17: Schools Closed

18/18  
113/116

Sept 2: Schools Closed-  
Labor Day  
Sept 3: Student First Day

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20/20  
21/22

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar 14: Schools Closed

20/20  
133/136

Oct 14: Act 80 Day

OCTOBER 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23/23  
44/45

APRIL 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 16: Weather Day (2)  
Apr 17: Weather Day (3)  
Apr 18: Schools Closed

19/19  
152/155

Nov 25-26: Act 80 Days  
Nov 27: Professional Day  
Nov 28: Thanksgiving Day  
Nov 29: Schools Closed

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18/19  
62/64

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 23: Weather Day (4)  
May 26: Schools Closed-  
Memorial Day

20/20  
172/175

Dec 2: Schools Closed  
Dec 20: Student 1/2 Day  
Dec 23-24: Schools Closed  
Dec 25: Christmas Day  
Dec 26-31: Schools Closed

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

14/14  
76/78

Student Day
Professional Day
Act 80 Days/ No School for Students
Weather Day
Student Half Day
Schools Closed

Board Approval: 1<sup>st</sup> Reading:  
1/22/2024

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jun 6: Commencement  
Jun 11: Student Last Day

8/8  
180/183

Total Days	
180	Student Days
183	Teacher Days
4	Act 80 Full Days
3	Professional Days
1	Student Half Day
4	Weather Days

Board Approval: 2<sup>nd</sup> Reading:  
2/12/2024





## IMPORTANT DATES TO REMEMBER – 2024-2025

### 5<sup>th</sup> & 6<sup>th</sup> Grade QUARTER DATES

Q1 8/30 – 11/1 (10/1 MMR\*)

Q2 11/4 – 1/24 (12/9 MMR)

Q3 1/27 – 4/2 (2/27 MMR)

Q4 4/3 - 6/11 (5/7 MMR)

\*MID-MARKING PERIOD REPORTS SENT HOME

### ACT 80 & PROFESSIONAL DAYS (NO STUDENTS) DAYS

AUG 29 \*\*\*PROFESSIONAL DAY & OPEN HOUSE

AUG 30 \*\*\*ACT 80 DAY

OCT 14 – Act 80 Day

NOV 25 – Act 80 - PARENT CONFERENCES

NOV 26 – Act 80 - PARENT CONFERENCES

NOV 27 – PROFESSIONAL DAY

### WEATHER

FEB 14 (#1)

APR 16 (#2)

APR 17 (#3)

MAY 23 (#4)



## GENERAL INFORMATION

### ATTENDANCE/ABSENCES

The South Williamsport Area School District is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children. We value the education of our students, recognizing the relationship between regular attendance and student achievement. We work with our families to ensure that whenever possible, their children are in attendance at school.

Absence is defined as the nonattendance of a student on a day that school is in session. It is expected that a parent/guardian notify the school about the student's illness or family emergency on the day of the absence. You may use PowerSchool, email Mrs. Nolan, or handwrite a note. **Please do not message or email your child's homeroom teacher to report an absence.**

### Lawful/Excused Absences

A lawful absence from school is broadly defined by the state. Excused absences from school at the South Williamsport Area School District include the following:

- Illness
- Prearranged medical, dental, clinic, or hospital appointment
- Court appearances
- Funeral of relative
- Educational trips preapproved by the appropriate administrator not to exceed a total of (5) school days
- Pre-approved annual visits to post-secondary options: college, trade schools, or job sites
- Authorized school activities
- Family emergencies
- Observance of student's religious holiday
- Participation in religious instruction program - maximum of 36 hours annually
- Attendance at PA State Farm Show - one (1) day only
- Participation in a 4-H, FFA or combined 4-H and FFA project - upon written request
- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.

The building administrator may require a doctor's certificate in situations where frequent absences are occurring and/or it appears absences are unexcused and/or unlawful. This requirement may remain in effect for the remainder of the school year.

Parent Link will call home when a child is absent. **This does not replace the need for a written excuse prior to/on the day of the absence or when the student comes back to school. Upon return to school from a half day or more absence and within three (3) days of the absence, the student must present a written note from a parent or guardian stating the reason for the absence.**

**A maximum of ten (10) days of cumulative lawful absences verified by parental notification are permitted during a school year. All cumulative lawful absences verified by parent note beyond ten (10) days will require an excuse from a physician. Students who are legally absent have the opportunity to make up any work missed. It is expected that students complete the work within the time frame allotted by school staff.**

### Unlawful/Unexcused Absences

- Absences are treated as unlawful until the school receives a written explanation for the absence. The excuse is to be submitted within three (3) days of the absence.
- If no written explanation is provided, the absence is recorded as unexcused/unlawful. Likewise, if a written explanation offers an excuse for absence that is not allowable (as outlined in Board policy no. 204), the absence will be recorded as unexcused/unlawful.
- After a student has three (3) unlawful absences, the school sends an Unlawful Absence Letter (the first official notice), which includes: (a) dates of the three (3) unlawful absences (or accumulated school time missed), and (b) legal penalties resulting from additional unlawful absences.
- After the third unlawful absence, the school may coordinate a School Attendance Improvement Plan (SAIP) meeting to resolve the issue. All parties (student, parent/guardian, school staff, etc.) sign the SAIP at the conclusion of the meeting.
- Any additional unlawful absences (4 or more) that occur after the SAIP meeting may result in citations from the District Magistrate's office. Any future attendance issues should be referred to the district magistrate.

## **EXCUSED ABSENCES DURING SCHOOL HOURS**

### **Illness**

If a student becomes ill during school, the student should ask to go to the nurse's office.

If your child is ill and being sent home—

- Contacts that are listed in Powerschool (parent/guardian/emergency) will be used to contact someone to pick up the student. It is the parent/guardian's responsibility to provide updated information to school personnel as necessary.
- **Only authorized personnel designated by parent/guardian on the emergency information form will be called when parents cannot be contacted directly.**
- No elementary student who is ill will be permitted to walk home. An adult must come into the office to sign the child out.
- If a student is experiencing a potentially serious medical issue and parent/guardian/emergency contact cannot be made, a call may be placed to 911 if school personnel feel it is warranted.

### **Appointments/Early Dismissal**

No students will be excused earlier than the usual time without prior notice provided by the parent/guardian to the school. **The student will not be called to the office until the parent/guardian arrives so please allow 10-15 minutes when picking your child up early.**

The following procedures will be followed to ensure that child is released only to the parent/guardian or designated adult:

1. A written release/excuse written by the parent/guardian is required prior to dismissal\*. The note should include the following information:
  - a. Time student will be picked up
  - b. Name of person picking student up if not the parent/guardian who is providing the note
  - c. The reason for early dismissal
  - d. Information regarding whether the student will return to school or not
2. All children will be dismissed from the main office only.

3. Parent/Guardian or a designated adult needs to report to the main office to sign out the child.
4. The office staff will call students to the main office when the parent/guardian arrives.

\*Regardless of who is picking up the student, if prior notification is not received for a student's early dismissal the person picking up the student will be asked to provide identification and verification will be made regarding their ability to pick up the student. Prior written permission or phone contact must be provided to the office staff if anyone other than a parent/legal guardian is to pick up the child. Note: other than parent(s)/guardian(s), those listed as emergency contacts on students records are not allowed to pick up a student unless a parent/guardian note has been received.

***For this and other reasons, the building principal or school counselor should be aware of any custody concerns or any changes in a student's family situation. All custody issues must be addressed legally in a court of law and a copy of any custody restrictions must be provided to the school. For the safety of the child, the district will follow the most current custody agreement on file.***

If you need the office to give your child a message regarding a change of plans for dismissal, the message should be received in the office before 2:15 p.m.

Please do not email or message classroom teachers if there is a change in student dismissal/appointment time – contact the school office. Teaching staff have instructional responsibilities throughout the day and may not be checking their messages.

## **SCHEDULES**

School attendance is very important. Educational programming is based on 180 days. If possible, please make all doctor or dental appointments after school hours. Parents should bring students directly to the office if entering the building after 8:35am. As with any absence, an excuse note is required for tardy/late arrivals.

### **Regular daily schedules**

Students enter building and report to the auditorium .....	8:00am
Students go to homerooms.....	8:15am
Tardy Bell.....	8:35am
Lunches/Specials .....	11:16am-12:19pm
Walker dismissal.....	2:55-2:58 pm
Bus students dismissed to auditorium .....	2:58pm

### **2- hour delay schedules**

Information regarding school delays and/or Early Dismissals will be relayed to parent(s)/guardian(s) via Parent Link calls, text messages, or emails to the number(s) and/or emails listed on student records as well as listed on the school district webpage and Facebook pages. Delays and/or early dismissals will also be announced on local tv and radio stations.

Students enter building and report to the auditorium: .....	10:00am
Students go to homerooms:.....	10:15am
Tardy Bell: .....	10:35am
Lunches/Specials: .....	11:16am-12:19pm
Walker dismissal: .....	2:55-2:58pm
Bus students dismissed to auditorium:.....	2:58 pm

## TARDINESS

Tardiness is defined as arriving late to a student’s homeroom or class. Tardiness can have a significant negative impact on the learning process. Students must be in their homeroom classes by the starting time of the school. Below are the starting and ending times for Rommelt Elementary:

- Rommelt Elementary): 8:35 a.m. – 3:00 p.m.

As a courtesy and because we know that “things happen” some mornings, we allow each student 2 “free” tardy absences. As is true with other absences, unless a note is presented with an acceptable excuse for the lateness, tardy minutes will be noted beginning with the 3<sup>rd</sup> tardy. Minutes totaling 180 without an acceptable excuse will result in ½ day unlawful absence and will be subject to the truancy policy if unlawful days reach 3 or more. Every third tardy will also result in an After-School Detention.

Please refer to the district website and School Board Policy no. 204 – *Attendance* – for additional information: <https://www.swasd.org/our-district/district-policies-2/>

## BACKPACKS, CELL PHONES & WATER BOTTLES

No backpacks will be carried between classes. Cell phones must be in backpacks or jackets and turned off once students are in the building. Students may carry water bottles (clear plastic preferred) and water in the classrooms, but water bottles will be kept in a designated area in the room. Water bottle refill stations are available throughout the building and in the cafeteria.

## BLANKET PERMISSION

Periodically during the school year, educational or entertainment programs will be presented at the various district buildings. When performances are held at another district building, students will walk to the school. Students may also take educational walks on the Central Elementary, Jr./Sr. High School or the Rommelt Elementary School properties.

**To avoid the redundancy of sending permission slips home for each time students go to other district facilities or on walks, we request your permission for the entire year. *By signing that you have read the student handbook you also are approving this blanket permission for the current school year.* Please understand that this permission covers only trips to the various district buildings or walks on school property.**

Other school-related field trips may occur during the year and will require your written permission for these activities.

## **BEHAVIOR AND DISCIPLINE**

The South Williamsport Area School District operates in accordance with the Constitution of the United States of America and the laws of the Commonwealth of Pennsylvania. Laws, codes, rights and responsibilities in these documents pertaining to schools or to persons as individuals are automatically construed to be part of the rules, rights, regulations and responsibilities of students in this school district.

The public school exists to provide a meaningful education to its students. The right to this education is constitutionally guaranteed. Coupled with this right is the obligation for the students to pursue responsibly this education and to recognize that this is a formal situation. Actions, dress, involvement and respect for the rights of others should all reflect the importance of school and education in the lives of the students. The school has an obligation to maintain the decorum necessary for a proper learning atmosphere. It has the responsibility to work with students to help them grow and mature and to improve constantly the climate in which these processes are to take place. In the same light, students have the responsibility to conduct themselves in a manner that always reflects in a positive fashion upon themselves, their parents and their school.

The school board recognizes its responsibility to make reasonable and necessary rules governing the conduct of students in school, on school property, or at any school related activity. It recognizes the necessity of carefully avoiding arbitrary or capricious policies. School rules are assumed to be reasonable and must be honored until they are waived or rescinded by persons working through legitimate channels. It is the policy of the South Williamsport Area School District (#103 & #104) to ensure an equal opportunity in admissions, employment and programs, services, and activities without any consideration of an individual's race, color, national origin, sex, gender identity or expression, age, religion, disability, veteran status, genetic information, and/or any other characteristic protected by federal, state or local law as required by Title IX, Title VI, and Section 504. Discipline situations range from breaches of general decorum through criminal acts punishable in courts

Rommelt will use a school-wide Positive Behavior Interventions and Supports (PBIS) program with all students. The goal of PBIS is to cultivate a positive school culture and offer behavior supports needed to improve social and behavioral outcomes for all students. It provides for frequent positive incentives for desired behaviors and delivers negative consequences for misbehaviors when necessary to support a safe school environment.

Targeted behaviors are modeled for students and taught in authentic settings and then retaught and reinforced as necessary throughout the year. We strive to focus on specifically and positively-stated expectations that are easy for students to remember. Students and staff refer to demonstrating these targeted behaviors as meeting our SOUTH Expectations.

Rommelt Staff will frequently discuss, model, teach, and reteach appropriate student behaviors for various settings within the school building and on district transportation. Teachers will typically handle their own system as it relates to minor problems; however, major problems will typically be handled by the principal. Warnings and the assignment of After-School Detention, Lunch Detention, In-School Suspension, and Out of-School Suspension are necessary to maintain safety and the orderly operation of the school. Two warnings and re-teachings will typically be given by the principal or classroom teachers for minor infractions of the student code of conduct. If warnings fail to curb inappropriate behaviors, After-School Detention will be assigned by the teacher or principal, and parents will receive a message and written notification. Parent permission and pick-up information are needed before the student can stay for After-School Detention.

For continued minor infractions, assignment of multiple after-school detentions, and/or for particularly *serious* infractions, In-School or Out-of-School Suspension may be assigned by the principal.

The following constitutes a description of areas of behavior considered *serious*:

- Violation of duly passed local, state or federal law.
- Disrupting or advocating the disruption of any school day, portion thereof, or the general educational process regardless of degree.
- Harming or threatening harm to an employee, a student or property of the South Williamsport Area School District.
- Illegal possession, use, sale or other distribution of controlled substances.
- Absenting oneself from a school day or any portion thereof, without following stated procedure or policy.
- Leaving school property after having once arrived upon it without following stated procedure or policy.
- Insubordination or disrespect shown toward a teacher, administrator, or other district employee.
- Refusal to cooperate when a reasonable request is made of a student by a professional employee.
- Fighting or assault.
- Smoking. (This includes e-cigarettes and vaping devices.)
- Failure to comply with restriction on inflammatory, libelous, or obscene publications or statements.
- An accumulation of less serious offenses that less major punishments have failed to correct.

#### DRESS CODE

**Students dressed inappropriately will be asked to change into acceptable clothing.  
Flagrant or repeated incidences will result in disciplinary action.**

Students have the responsibility to keep themselves, their hair and their clothing clean. For the safety and welfare of students, teachers in specific areas i.e. labs and physical education classes may require particular modes of dress. Also, teachers or administrators may require or exclude a more specific type of dress for special events such as field trips, concerts, graduation, etc.

1. Sleeveless tops may be worn, but arm holes must be hemmed. Tops that do not meet the above “criteria” may be worn with a covering shirt or sweater or sleeved shirt worn underneath.
2. Low cut tops, halters, tank tops, and tube tops are not permitted.
3. Transparent, revealing or immodest clothing that attracts undue attention (e.g. very short skirts and shorts, sheer blouses, etc.) may not be worn. Midribs and underwear must be covered.
4. Hats, sunglasses, bandanas, or head coverings of any type are not permitted. (Hats will be permitted on administratively sanctioned “Activity Days.”)
5. Shoes must be worn at all times. Sneakers must be worn on Physical Education days.
6. Clothing or shoes that present a safety hazard, interfere with the educational process or have the potential to cause a disruption will not be allowed. **Please note: Due to the safety hazard presented by holding recess on paved areas, Rommelt students must have heel straps on flip flops and sandals.**
7. Coats, gloves, and jackets must be kept in designated areas throughout the day. Exceptions to this rule may be made by the administration.
8. Clothing displaying slogans/pictures which suggest the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, lewd or illegal behavior or is derogatory to any person/group for reasons of race, religion, disability, age, gender, or ethnicity or sexual orientation is in violation of civil rights laws prohibiting harassment or discrimination.
9. Shorts may be worn at any time with the following criteria:
  - a. Shorts length must be below arm’s length when standing or no more than three (3) inches above the knee.



Administration has the final approval on any clothing that may be a distraction, danger to students or staff, or interrupts the educational process. Students dressed inappropriately will be asked to change to acceptable clothing. Flagrant or repeated incidences will result in disciplinary action

**EDUCATIONAL TRIPS**

Per district policy, students may be excused from school attendance to participate in educational trips or tours at the expense of the parents provided the following requirements are met:

1. Parent / guardian must submit a completed Educational Trip Form to the building principal **prior to the trip**.
2. Student must be under the supervision of an adult acceptable to the parents and to the principal.
3. The educational value of the trip must be provided and approved by the principal.

District policy (Student Attendance #204) limits the number of excused absences to a total of five (5) days in a school term. When a student is absent for more than five (5) days for an educational trip(s), those days will count as truant / unexcused.

Educational trips for the first and last ten (10) days of school and during scheduled testing times (for state-mandated assessments – PSSA, Keystone Exams; final exams) are strongly discouraged and may not be approved during these windows. The testing calendar is available in your student’s school office.

Educational trips will not be approved for students who are failing their subjects or have unexcused absences. Shopping trips and similar activities will not be approved as educational trips. Parents/guardians are encouraged to contact the student’s building administrator for details relating to excused absences for educational trips.

The student educational trip form is available at: <http://www.swasd.org/our-district/school-forms/>

**HOMEWORK REQUESTS MUST BE MADE PRIOR TO THE TRIP.  
HOMEWORK WILL NOT BE ISSUED TO THE STUDENT EARLIER THAN 2 DAYS PRIOR TO THE TRIP.**

## EMERGENCY DRILLS

### **BUS EVACUATION DRILL**

For students who ride district transportation, schools will conduct two emergency school bus evacuation drills during each school year. The first drill is conducted during the first week of the school term and the second during the month of March. Each bus evacuation drill includes instruction on the location and use of emergency exit doors and fire extinguishers and the proper evacuation of the bus.

### **EMERGENCY PLANNING AND DRILLS**

RUN – HIDE – FIGHT is a planned response developed by the FBI for use in schools, houses of worship, public spaces, and any business or location where people gather. Although the District has utilized a different training program for many years, the transition to RUN – HIDE – FIGHT aligns our terminology and training with what is currently seen as best practices by the local, state, and federal law enforcement and Emergency Management services. Our first priority is safety of all and this technique is applicable anywhere a student or staff member may be when an active shooter event occurs.

For more detailed information, visit the school web site at: <http://www.swasd.org/employee-resources/rhf-resources>

### **FIRE DRILL**

A fire alarm evacuation plan is posted in each room. Fire drill procedures and evacuation routes are reviewed with students throughout the school year. Fire drills are completed each month during the school year.

## **FOOD SERVICE/NUTRITION INC. AND BREAKFAST IN THE CLASSROOM**

The District and Nutrition Inc. seek to provide nutritious meals and plenty of options for students because no child can learn if he/she is hungry. Parents have several options to add money to a student's account. The most convenient method is through SchoolCafe; a web-based service for adding money, applying for Free/Reduced certification, and monitoring charges. By creating an account with SchoolCafe, parents can set their own threshold for notification too. For more information visit the schools web site at: <http://www.swasd.org/our-district/food-service/info/>

In order to better reach more students with a nutritious meal to start the day, breakfast is served in the classroom each morning at 8:15 AM. School breakfast provides students with whole grains, fresh fruit, 100% fruit juice, and cold low-fat milk.

If you would like to restrict your child from taking part in the Breakfast in the Classroom Program: Contact Tara Stryker, Food Service Director, at 570-323-3694 x4495 or [tstryker@swasd.org](mailto:tstryker@swasd.org).

On days when there is a 2-hour delay, breakfast is not served. On a day where there is an early dismissal (Act 80 or weather related) there is generally no lunch served.

## **HOMEWORK REQUESTS**

Parents requesting homework for students who are absent from school should contact the classroom teacher by 10:00 AM via MS Teams or by emailing the teachers. **Homework will be sent through the digital platform of the schools, so parents will not have to come to the school to pick up the work.**

**HOMELESSNESS: RESOURCES FOR CHILDREN, YOUTH, AND THEIR FAMILIES EXPERIENCING HOMELESSNESS**

We work to reduce and remove educational barriers for youth experiencing homelessness in the South Williamsport Area School District. If you're a student living in emergency housing, displaced from your housing, a runaway, or a parent or guardian of a student lacking housing, or someone working with students experiencing homelessness and their families, we are here to help you obtain any assistance you might be eligible for, including education resources, transportation help, and assistance to maintain your educational program. For additional information visit [www.swasd.org](http://www.swasd.org), Homeless Resources or contact Maria Pierce, South Williamsport Homeless Point of Contact, 570-320-4471, [mpierce@swasd.org](mailto:mpierce@swasd.org). You may also use your phone camera to scan the QR code on the poster at the right which will give you access to local community resources for you and your family - it is recommended that you use the Williamsport zip code, 17701.

**Pennsylvania's Education for Children and Youth  
Experiencing Homelessness Program**

**ECYEH**  
Region 7

**Every child deserves school stability.**

Even if you lack a permanent residence, students can receive help to stay in their home school district.


The McKinney-Vento Homeless Assistance Act can help provide school stability for students who are:

- Staying with friends or family because of hardship
- Living in shelters or transitional housing
- Staying in hotels or motels because you cannot get your own home
- Living on the streets, in a car, van, tent or other nonpermanent structure
- Unaccompanied Youth

For local resources in your area, scan the QR code below for the app:

For more information contact:  
Maria Pierce, Dir. of Student Serv.  
570-320-4471  
mpierce@swasd.org

**Jeff Zimmerman, Region 7 Coordinator**  
**Luzerne Intermediate Unit**  
**570-718-4613**  
**[jzimmerman@liu18.org](mailto:jzimmerman@liu18.org)**



(Region 7 covers Bradford, Carbon, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Montour, Northumberland, Pike, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne and Wyoming counties)

**LOST AND FOUND**

Students who find lost articles are asked to take them to the school office. Anyone losing an article should check the lost and found area/box. Items not claimed at the end of each month will be donated to charity.

**MEDICATIONS****ADMINISTRATION OF PRESCRIPTION MEDICATION**

- A. Submit a private physician's written request for administration of medication to the school nurse. This request must include:
1. Name of student
  2. Identification of medication
  3. Purpose of medication
  4. Dosage of medication
  5. Date and time medication is to be administered
  6. Possible side effects, if any
  7. Physician's signature and phone number
  8. Signature of parent/guardian
- B. There may be occasions when it is not possible to obtain a physician's written request. The nurse may make exception to this requirement at her discretion provided all other guidelines are followed.
- C. **ALL MEDICATION** must be delivered in a pharmacy container which includes:
1. The student's name

2. Identification of medication
3. Directions for administration
4. Physician's name

D. **ALL MEDICATION** must be administered through the health office. Unsupervised, self-administration of medication is not permitted unless cleared through the health office. In some situations (such as inhalers used for asthma or an EpiPen used for bee stings), it may be necessary for the medication to be cleared through the health office.

E. **Students are not permitted to bring medication to school which is to be taken at an after-school provider.**

#### **ADMINISTRATION OF NON-PRESCRIPTION MEDICATION**

A. All non-prescription medication must be delivered in original container in which it was purchased. (Medications must not be sent in plastic wrap, baggies, or home containers).

Again, the following guidelines must be followed:

1. Name of student
2. Identification of medication
3. Purpose of medication
4. Dosage
5. Date and time medication is be administered.
6. Possible side effects if any
7. Signature of parent/guardian

B. At the nurse's discretion, permission for administration of Acetaminophen tablets will be accepted by phone for a one-time dose of this medication if written permission is not on file.

**If you have any questions concerning administration of medication during school hours, please call the Rommelt school nurse.**

#### **PARENT-TEACHER ORGANIZATION (PTO)**

The purpose of this organization is to encourage a closer relationship between the school and the home. There are lots of opportunities big and small that you can help with too! To find out more, contact the PTO at [centralpto@swasd.org](mailto:centralpto@swasd.org).

## **VISITORS**

For the safety of our students and staff, all visitors are required to report to the main office upon arriving to sign in and receive a visitor's badge. All visitors must wear a visitor's badge at all times. In addition, we are asking all visitors to report to the main office to sign out prior to leaving the school building. It is essential that we work together to ensure the safety of the entire school community.

## **VOLUNTEERS**

We seek to create a learning environment where the safety of children comes first. We value the help and contributions of volunteers and want to see your service to the children of this community continue. Please review the information below and speak directly with your building principal or building secretary if you need help with the process or access to the forms noted below.

<https://www.swasd.org/our-district/volunteers/>

Volunteer Helpers must receive approval from the building administrator prior to providing services.

Volunteers should submit the following documents at the district administrative offices:

1. Original PA State Criminal Records Check – Act 34;
2. Original PA Child Abuse History Clearance – Act 151;
3. Original Federal Criminal History Record Check (Fingerprint) – Act 114 **or** a notarized Volunteer Affidavit
4. Acknowledgment of Volunteer Responsibility Form available online as 916-1.

<https://epatch.pa.gov/home> Link for Act 34

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx> Link for Act 151.

<https://uenroll.identogo.com> Link for Act 114 (you will need to enter 1KG6XN for our school code). You will need PDE Fingerprinting for School districts.

There are copies of the Volunteer Responsibility Form in the school office for the volunteer and building principal to sign.

## **WITHDRAWAL FROM SCHOOL**

In order for all necessary records to be completed, parents and legal guardians must fill out the district withdrawal form obtained in the school office. The last day the student attends our school, all books must be returned and all outstanding debts paid. Upon registering the student at the new school, that school will then contact us, and the student's records will be forwarded

## CURRICULUM AND EVALUATION INFORMATION

In Grades 5 and 6, students receive a report of their school progress at the end of each quarter as a Report Card. Numerical grades will be provided on the report card having the following values:

### GRADE SCALE

COURSES
A = 95-100
B = 85-94
C = 75-84
D = 70-74
F = 0-69

### CITIZENSHIP PROFICIENCY SCALE

N = NEEDS IMPROVEMENT
P = CONSISTENT

### HONOR ROLL

Rommelt Elementary School will recognize students who achieve high academic's honors in their classes. To achieve honor roll, the following criteria must be met.

- Have an average of 90% or above in each subject
- No failing grades in specials

Students will be recognized at the end of each quarter for achieving honor roll status.

### MID-TERM MARKING REPORTS

Students in 5<sup>th</sup> and 6<sup>th</sup> Grade will receive a mid-marking report on or about the 25<sup>th</sup> day of the marking period only if they are in danger of failing a class (75 or below). Parents are requested to return the report with their signature indicating that they have received this information.

### PARENT-TEACHER CONFERENCES

Conferences are a necessary and welcome part of the educational process. Scheduled conferences are held the Monday and Tuesday before Thanksgiving break. Conferences may be scheduled by the parent or school team earlier if there are academic and/or behavioral concerns. We encourage all parents to attend these conferences,

for the benefit of the student, teacher, and family. A positive and productive school-family connection is an essential part of every student's success. We are eager to work with you and your child to build this relationship.

**REPORT CARDS**

Report cards and other academic reporting is provided to parents four times each year. Report cards for first, second and third quarters will be sent home with students. Fourth quarter report cards will be mailed after the end of the school year.

## **POLICY INFORMATION/District Policies to note**

### **BULLYING/CYBERBULLYING**

*School Board Policy 249.* Revised June 24, 2024

#### Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that 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 Board prohibits bullying by district students.

#### Definitions

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 that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

#### Authority

The Board prohibits all forms of bullying by district students.[\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.



When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[2\]](#)[\[3\]](#)

#### Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[\[2\]](#)[\[3\]](#)

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

#### Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

#### Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

#### Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[4\]](#)[\[5\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[\[1\]](#)

### Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[4\]](#)[\[9\]](#)

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

## **ELECTRONIC DEVICES**

**Policy # 200.237**; Adopted May 2018; reviewed March 2022

### Purpose

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

### Definition

Electronic devices shall include all District owned or Personal devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet.

Personal Electronic devices shall include all non-district devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet.

The Board prohibits use of all electronic devices by students during the school day in locker rooms, bathrooms, health suites and other changing areas at any time.[\[1\]](#)

The Board prohibits possession of laser pointers and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[\[2\]](#)

### Authority

Students may not use their personal electronic devices with the school district's Wi-Fi service. The school district will not be liable for students' acts conducted through their cellular service. Parent(s)/Guardian(s) are responsible for their child's use of their cellular service. This means that parent(s)/guardian(s) are responsible for their child's misuse of their personal electronic communication devices that are in violation of this policy and other laws.

Unless a principal approves use personal electronic communication devices must be turned off upon entering the school and must remain off until the end of the school day except where specifically authorized by this policy.

The school district will not be liable for the theft, loss, damage, misuse, or unauthorized use of any personal electronic communication device brought to school by a student. Students are personally and solely responsible for the security of personal electronic communication devices brought to school, school events, or school district property.

### Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Such prohibited activity shall also apply to student conduct that occurs off school property if:

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

## Rommelt Elementary

2. 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.[3][4]
3. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.[5]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. [5][6]

Exceptions

The building administrator may grant approval for possession and use of a personal electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[7]
3. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Where and When Devices May Be Used:

In accordance with this policy, personal electronic communication devices= may be used in authorized areas or as determined by the school district administration as follows

1. High School Students: Before and after school, in the cafeteria at lunch time and on the school district's bus if authorized by the bus driver
2. Elementary Students: Before and after school, and on the school district's bus if authorized by the bus driver.
3. When the educational, safety, emergency, medical, or security use of the personal electronic communication devices by the student is approved by the building level administrator or designee or the student's IEP team. In such cases, the student's use must be supervised by a school district professional.

Where and When Devices May NOT Be Used:

In accordance with this policy, electronic communication devices, (District-owned or personal), may not be used in unauthorized areas or as determined by the school district administration as follows:

1. The Board strictly prohibits possession by students on school grounds, at school district-sponsored activities, and on buses or other vehicles provided by the school district, of any non-school district-owned laser pointers, or laser pointer attachments, and any electronic communication devices, including personal electronic communication devices, that are hazardous or harmful to students, employees, and the school district. These include, but are not limited to, devices that control/interfere with the operation of the buildings' systems, facilities and infrastructure, or digital network. No exception or permission may be authorized by the principal or designee, or anyone, for students to possess or use such devices

2. To cheat, engage in unethical conduct, and threaten academic integrity.
3. To access and/or view Internet web-sites that are blocked by the school district. Examples include, but are not limited to, social media sites, and inappropriate matter as defined in the school district's acceptable use policy and social media policy.
4. To take action that Invades the privacy rights of any student or employee, violates the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence. Actions Include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.
5. In locker rooms, bathrooms, dressing rooms, and any other changing areas.
6. To create, send, share, view, or disseminate sexually explicit, obscene, pornographic, child pornographic, lewd images or video content; such acts may be a crime under state and/or federal law.
7. To disrupt the educational and learning environment.

Use of personal electronic communication devices that violate this policy, other relevant school district policies, regulations, rules, and procedures may be confiscated.

If school officials have reasonable suspicion that this policy, other relevant school district policies, regulations, rules, procedures, and laws are violated by the student's use of any electronic communication devices, the devices may be lawfully searched in accordance with the law, and/or the devices may be turned over to law enforcement when warranted.

When legally required and/or when in the Interest of the student, the student's parent/guardian shall be notified.

If a personal electronic communication device is suspected of being stolen, it may be turned over to law enforcement.

Disciplinary consequences shall be in accordance with the school district's policies, regulations, rules, and procedures, including but not limited to student discipline, acceptable use, bullying/cyberbullying, harassment, social media, and other policies.

Violations of this policy should be reported to the student's principal or designee.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that South Williamsport Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, South Williamsport Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the South Williamsport Area School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want South Williamsport Area School District to disclose **directory information** from your child's education records without your prior written consent, you must notify the superintendent in writing by September 15<sup>th</sup> of each school year.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in FERPA regulations. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials whom the school has determined to have legitimate educational interests.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
- To authorized state and federal agencies as required by law.
- In connection with financial aid for which the student has applied.
- To State and local officials in connection with the juvenile justice.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information” under.

### **INTERNET, COMPUTERS, AND NETWORK RESOURCES IN THE SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT POLICY #815 – Acceptable Use of Internet, Computers and Network Resources**

Adopted February 3, 2003; Last revised November 5, 2012

#### **Purpose**

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district’s computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

#### **Definitions**

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;



2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

### **Authority**

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[4][5][6] The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.



3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy. <http://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm?txtType=HTM&yr=2004&sessInd=0&smt hLwInd=0&act=0197>.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Product advertisement or political lobbying.
4. Bullying/Cyberbullying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.

11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Accessing the Internet, district computers or other network resources without authorization.
18. Disabling or bypassing the Internet blocking/filtering software without authorization.
19. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### **Copyright**

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

### **District Web Site**

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies.

Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal.

### **Consequences for Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

**Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

**ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION POLICY**  
**#200.210 Medications; Revised January 7, 2019**

The South Williamsport Area School District has established the following policy regarding the administration of medications. All efforts should be made to administer medication at home; however, when medication must be administered during school hours the following guidelines must be followed:

**Purpose**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

**Definitions**

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

**Authority**

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.[1][2]

**Delegation of Responsibility**

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[3]

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[4][5]

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, and designated administrators and revised as necessary.

**Guidelines**

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[6][7]

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[8][9]

#### Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

#### Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

#### Student Self-Administration of Emergency Medication

Prior to allowing a student to self-administer emergency medication, the district shall require the following:[9]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

#### **ADMINISTRATION OF MEDICATION DURING FIELD TRIPS AND OTHER SCHOOL-SPONSORED ACTIVITIES**

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

To ensure all students are able to meaningfully participate in field trips, consideration when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

It is the schools responsibility to ensure personnel are available to administer medication to a student while on a field trip.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

**SHARED SNACKS / CLASSROOM PARTIES**

**Classroom Parties, Celebrations, and Shared Snacks:**

**District Wellness Policy #200.246**

Adopted May 21, 2018; Last Revised November 21, 2022

In order to promote healthy eating habits, minimize disruptions to the learning environment, and for the health and safety of all student, use the following guidelines for planning classroom parties, celebrations, and/or when supplying a shared snack for students:

1. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
2. Parents / guardians shall be informed through newsletters and other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties/activities.
3. Shared treats / snacks (i.e. birthdays) are permitted for Elementary grades K-6 but must comply with (4.) below. Such treats/snacks will not be distributed until at least 30 minutes after the end of that grade level's lunch period.
4. For the safety of students, all foods (snacks, treats, etc.) and beverages for parties/celebrations shall be store bought and arrive to school in the original packaging with a complete ingredient list and preferably nutrition information.

**TOBACCO AND VAPING PRODUCTS**

**District policy # 200.222;** Adopted June 24, 2024

**Purpose**

The Board recognizes that tobacco and vaping products, including electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products.

**Definition**

For purposes of this policy, tobacco product encompasses not only tobacco but also vaping products including electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:



- a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[\[3\]](#)
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*[\[4\]](#)

### **Authority**

The Board prohibits possession, use, purchase or sale of tobacco products, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[\[1\]](#)[\[2\]](#)[\[5\]](#)

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board’s Medication policy.[\[3\]](#)

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[\[4\]](#)

The Board authorizes the confiscation and disposal of tobacco products prohibited by this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to implement this policy.



The Superintendent or designee shall notify students, parents/guardians and staff about the Board’s tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters and by other efficient methods, such as posted notices, signs and on the district website.[\[2\]](#)

### Reporting

#### *Parental Report –*

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco product, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[11\]](#)[\[12\]](#)[\[13\]](#)

#### *Annual School Safety and Security Incidents Report -*

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco products by students to the PA Department of Education on the required form.[\[11\]](#)[\[14\]](#)[\[15\]](#)

#### *Law Enforcement Incident Report –*

The Superintendent or designee may report incidents of possession, use or sale of tobacco products by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[\[1\]](#)[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

### **Guidelines**

A student who violates this policy as a first offense will be offered an age-appropriate intervention program for Nicotine Dependence, Education, Prevention,, and Health. If the students successfully completes the program offered by the administration, further disciplinary action will not be taken.

A student who violates this policy for a second and subsequent offenses, or who fails to complete the intervention program above will be suspended from school for three (3) days and referred to local law enforcement and subject to prosecution. School counselors shall provide students who have violated this policy with information regarding available tobacco cessation programs.

Tampering with devices installed to detect use of tobacco products shall be deemed a violation of this policy and subject to disciplinary action.[\[17\]](#)

### **SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT ADMINISTRATIVE GUIDANCE TO SUPPORT NEEDS OF TRANSGENDER AND CISGENDER STUDENTS**

After recent federal court action regarding student privacy and discrimination based on sex, the district administration reviewed and revised this guidance document. Those actions at the federal level affirmed

existing district practices as outlined below and that such actions do not violate the privacy rights of cisgender students.

**Definitions:**

**Gender** – A broader societal construct that encompasses how a society defines what male or female is within a certain cultural context. A person’s gender identity is their subjective, deep-core sense of self as being a particular gender.

**Sexual Orientation** – An inherent or immutable enduring emotional, romantic, or sexual attraction to other people, including but not limited to: heterosexual, homosexual and bisexual.

**Gender Identity** – One’s innermost concept of self as male, female, a blend of both, or neither. How individuals perceive themselves and what they call themselves. One’s gender identity can be the same or different from their sex assigned at birth.

**Transgender** –A person whose gender identity does not align with the sex that person was determined to have at birth.

**Cisgender** – Refers to a person who identifies with the sex that person was determined to have at birth.

The district will take the following steps to ensure the rights of all students are protected and that all students have access to a safe, supportive, and nondiscriminatory learning environment.

For Transgender students, the district shall accept the student’s asserted gender identity when it is determined to be part of the student’s core identity. Core identity is considered an inseparable and recognizable piece of who the student is as an individual and as a member of the broader community.

The district will not require transgender students to have a medical diagnosis, undergo any medical treatment, or produce a birth certificate or other identification prior to treating them in a manner consistent with their expressed gender identity.

For these students the school district will:

- offer school-based supports;
- speak with students before contacting their parents to ensure that the students’ privacy is protected as allowed by law;
- at the request of a student or parent, use the student’s preferred name and pronouns in all settings and communications;
- provide students access to restrooms, locker rooms, or similar facilities based on the students’ preferred core gender identity;
- apply dress codes based on a student’s core gender identity;
- allow participation in single-sex classes based on students’ core gender identity;
- avoid arbitrary gender classifications unless necessary for educational purposes; and
- exclude a student’s gender or gender preference from disclosure under the Family Education Rights and Privacy Act.

All persons, including students, have a right to privacy. The following actions will be followed to ensure the privacy rights of all persons are protected:

- All persons desiring additional privacy regardless of the underlying reason, shall have access to single use restrooms and private changing facilities.
- Appropriate accommodations shall be provided to allow all students to meaningfully participate in overnight field-trips. Any student requesting additional privacy on an overnight trip will be offered single-room accommodations.

This ADMINISTRATIVE GUIDANCE does not reflect a board approved policy decision regarding transgender or cisgender students. In the absence of a clear legal decision and federal legislation, school districts remain in a potentially litigious situation. While those differences are resolved in the courts or in Congress, this ADMINISTRATIVE GUIDANCE is meant to provide guidance to school employees and consistency across the district to ensure the needs of all students are protected. When this issue is resolved by the courts or Congress, the school board will consider appropriate policy at that time.

It is the policy of the SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT not to discriminate on the basis of sex, disability, race, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI. For information about your rights or grievance procedures, contact Title IX Coordinator or the section 504 Coordinator @ Superintendent, at 515 West Central Ave., South Williamsport PA, 17702, 570-327-1581.

### **TRANSPORTATION RULES**

One of the major objectives of the transportation program is to maintain conditions on the buses that keep our children safe.

#### **Pupil Policy on Buses (Rules and Regulations)**

- a. No food shall be eaten on the bus.
- b. Pupils shall not extend arms or other parts of the body out of the windows.
- c. Nothing shall be thrown in the bus or out of the windows.
- d. Pupils shall not change seats while the bus is in motion.
- e. All riders shall conduct themselves in an appropriate manner at all times.
- f. Be on time for the bus. On days when the roads are bad, do not expect the bus to be right on time.
- g. Wait in an orderly manner off the streets, and do not damage or destroy private property.
- h. Take a seat in the bus without disturbing other passengers.
- i. Obey the driver's directives promptly.
- j. Remember that loud talking, laughing, or unnecessary confusion can momentarily divert the driver's attention and may result in a serious accident.
- k. Help keep your bus clean.
- l. Be courteous.
- m. Treat school bus equipment as you would treat the valuable property and possessions in your home. It should be expected that damages done by you will be paid for by you.
- n. There shall be no smoking on a school bus by anyone at any time.
- o. Wait until the bus comes to a complete stop before getting up to go out.
- p. Loading bus – students are to remain on their side of the road until the bus stops.
- q. Upon leaving the bus – pupils cross over in front of bus.

#### **Consequences for Infractions of Rules While Riding on School Buses**

It will be the policy at the elementary grade level that when a student is reported by a driver for a first offense, the student and the building principal will talk about what has been done wrong. The student will be asked to correct the misbehavior and complete a reteaching. A second misbehavior will be cause for additional

reteaching and a notice to be sent to the parents, informing them of the problem and stating that a third offense will be cause for suspension from the bus for up to a one-week period. Further offenses will be cause for additional weeks of bus suspension.

### **Bus Evacuation Procedures**

The State of Pennsylvania rates all bus carrying capacities on a basis of 3 students per seat. Therefore, students may need to sit 3 to a seat. No standing or sitting in aisles is permitted.

If a school bus is late for any reason, all students are requested to wait for 30 minutes beyond scheduled pickup time, except in extremely inclement weather.

### **TRUANCY & STUDENT ATTENDANCE IMPROVEMENT PLAN (SAIP)**

In 2016, a new truancy law went into effect in Pennsylvania. Here is an overview of key provisions.

**Purpose of the law:** The law expressly states that its purpose is to improve school attendance and deter truancy through a “comprehensive approach to consistently identify and address attendance issues as early as possible through credible interventions” that:

- Preserve the unity of the family whenever possible.
- Avoid the loss of housing, the possible entry of a child to foster care, and other unintended consequences of disruption of an intact family unit.
- Confine a parent or guardian of a child who is habitually truant only as a last resort.

Truancy is defined as three (3) or more school days of unexcused absence during the current school year by a child subject to the compulsory school attendance law.

Habitual truancy is defined as six (6) or more school days of unexcused absences during the current school year by a child subject to the compulsory school attendance law.

### **What happens when my student is truant?**

The school will notify parents in writing within ten (10) school days of the child’s third unexcused absence that the child has been truant (3 or more unexcused absences).

### **What happens when my student is “habitually” truant (6 or more unexcused absences)?**

The procedure schools must follow when a child is habitually truant depends on whether the child is fifteen (15) years of age or older.

#### Under fifteen (15) years of age.

The school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

#### Fifteen (15) years of age and older.

The school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the child to the local CYS agency for possible disposition as a dependent child.

### **School-Family Conference & Student Attendance Improvement Plan (SAIP)**

Pursuant to the BEC 24 P.S. 13-1327, schools are required to notify the parent/guardian regarding the need for a joint conference upon the third unlawful student absence. The SAIP (Section IV(A)(3) BEC 24 P.S. 13-1327) is developed cooperatively with involved stakeholders through a school-family conference.

The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's school attendance. Maintaining open communication between the student and adults will facilitate positive outcomes. The purpose of the school- family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to assure regular school attendance. The school-family conference provides all individuals the opportunity to identify, understand, and explore all issues contributing to the student's truant behavior.

The school will make 3 attempts to have the full team present for the SAIP development meeting. If the parent/guardian does not respond to the attempts, or if the parent/guardian refuses to attend the meeting, the school team will develop the SAIP and email it to the parent or send a copy home with the student.

The SAIP should include, but not be limited to, the following components as appropriate:

- Identification and provision of appropriate academic supports by the school and/or community organization(s)
- Identification and provision of appropriate social, emotional, physical, mental, and behavioral health support from the school and/or community organization(s)
- Identification of the school environment issues that affect the student's success and solutions to address these issues
- Explanation of the student's strengths and responsibilities related to the SAIP
- Explanation of the family's strengths and responsibilities related to the SAIP
- Clarification of method(s) used for monitoring the effectiveness of the SAIP
- Explanation of the consequences for each stakeholder if the SAIP is not fully implemented
- Discussion of the benefits for successfully implementing the SAIP
- Follow up and report the outcome of the SAIP

The SAIP substantiates efforts made by the school, family, and other vested third parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services provides documentation of the "good faith" effort between the school and the student's family should future action be required (e.g., citation to the magisterial district judge. A referral to the county children and youth agency may occur anytime following these citations.).

For more information, visit the school web site at: <http://www.swasd.org/our-district/attendance-students/>

### **VIDEO/AUDIO RECORDING**

#### **School Board Policy 810.2**

Adopted September 22, 2014; Last Revised December 5, 2016

For the safety of students and adults, school district busses are equipped with video and audio recording capabilities. Signs are clearly displayed in each bus. For complete details on the purpose and use of video, please review school district policy 810.2 at: <http://www.swasd.org/our-district/district-policies-2/>

### **STUDENT WEAPONS POLICY**

#### **#218.1 Student Discipline – Weapons School Board Policy**

Adopted February 3, 2003; Last Revised August 9, 2021

**Purpose**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

**Definitions**

**Weapon** - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[1][2]

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker **or assigned storage area**; **or** under the student's control while 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 coming to or from school.

**Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to **or from** school or a school-sponsored activity, or while the student is coming to or from school.[2][3]

The Board 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 and Board policy.[2][4][5]

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[2]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[2][4][6][7][8][9][10][11]

**Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[11][12][13]

**When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.**[14][15]

**Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in

## Rommelt Elementary

accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [2][11][12][16][17][18]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [11][17][19]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form. [11][16]

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed. [2]

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency. [20][21]

#### Transfer Students

When the district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period. [2][22]

**This brochure, published by Rommelt Elementary, is designed to be used as a reference throughout the year. It is our practice to exert every effort to maintain communication between the home and the school. Please do not hesitate to contact us on any matter because our knowing each other is critical to the welfare of the students. This handbook and other school publications are updated on a regular basis. Policy(ies), herein written, are subject to change. Prior and adequate notice of changes will be given before enforcement of changes.**