

**Southern Fulton Jr.-Sr. High School**

**STUDENT HANDBOOK 2020-2021**

**13083 Buck Valley Road  
Warfordsburg, PA 17267**

**Mrs. Meredith Hendershot: Principal**

**Main Office: (717) 294-3251  
Fax: (717) 294-6248  
District Office: (717) 294-2203**

**Office Hours: 7:45 a.m. – 3:30 p.m.**

**SCHOOL COLORS  
Maroon & White**

**SCHOOL MASCOT  
Indians**

**THIS PASS BOOK BELONGS TO**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**When a student changes his/her address or phone number, the Jr.-Sr. High School office is to be notified immediately. This is especially important so that we can keep our attendance, student and transportation records up to date.**

## MISSION STATEMENT

“STUDENTS FUTURES MATTER TO US”

### WELCOME FROM THE PRINCIPAL

I wish to offer to all of you a warm welcome to Southern Fulton Junior/Senior High School. This handbook is published for the purpose of providing students, parents, and teachers with the working details of Southern Fulton Junior/Senior High School. In order that our school community may function smoothly and efficiently, it is necessary that everyone becomes thoroughly familiar with the details of school operations explained in this handbook.

The faculty and administration expect you to enter wholeheartedly into the spirit of our school. This denotes that you will purposefully: apply your abilities and talents, participate actively in class, join organizations, obey school rules and regulations, and support school activities in a positive manner.

We, the staff and administration, are here to aid you in any way possible to meet these demands. We will listen to you with empathy, but not with sympathy. It is our expectation that your experiences here will be pleasant but challenging. The kind of school we have depends upon you; the parents, the student, and the community. We are sure you will help make our school district one of the finest in the country. We are looking forward to working with both the parents and the students to achieve the greatest possible potential for all involved in this educational process.

## SENIOR HIGH SCHOOL

### STAFF

2020-2021

Dr. Tara Will	Superintendent
Mrs. Meredith Hendershot	Principal
Mr. Terry Bard	Vice Principal
Mrs. Wendy Ritz	School Counselor
Dr. Cindy Flaherty	Director of Special Ed
Mrs. Sandy Crouse	School Nurse
Mrs. Kelly Morton	School Nurse
Mrs. Anita Hollenshead	High School Secretary
Mrs. Mary Breakall	Counselor Secretary
Mr. Kent Hendershot	Athletic Director

### FACULTY

Ms. Angela Adams	Librarian
Mr. Ben Arnold	Music

Special Education	
Mrs. LeeAnn Barnhart	Teacher's Aide
Mrs. Melissa Barton	History
Ms. Angie Booth	Computers/Business
Mr. Ryan Ickes	Reading
Mrs. Julie Dickerhoff	Math
Mr. Van Duncan	Science
Mr. Dustin Fischer	Technical Education
Mrs. Jolene Stotler	Math
Mr. Timothy Fowler	English/Driver's Ed
Mr. Noah Smartt	History
Mr. Kent Hendershot	Health/PE
Mrs. Heather Hollenshead	History
Mr. Joe Hollenshead	Math
Mrs. Heather Gordon	Health/PE
Mrs. Jennifer Keebaugh	Special Education
Mrs. Patricia Keefer	Teacher's Aide
Mrs. Amanda Keiper	Special Education
Ms. Lindsay Turner	Spanish
Mr. David Cason	Technology Coordinator
Ms. Melissa Mackel	English
Mrs. Rebecca Mosemann	Ag Science
Mrs. Carolyn Mottern	Art
Mrs. Tammy Palmer	Teacher's Aide
Mr. Adrian Weller	Science
Mr. Henry McKenzie	Science
Mrs. Betsy Shingleton	Family Consumer Science
Mrs. Suzanne Elbin	English

**FULTON COUNTY VO-TECH**

Mr. Erik Damgaard	Director
PC Repair/Network	
Allied Health	
Mr. Bill Pelton	Building Trades
Mr. Bruce Shipley	Welding
Mr. Todd Wolford	Drafting & Design

**FACULTY AUTHORITY**

There is no division of authority among the faculty of Southern Fulton Jr./Sr. High School. Teachers are authorized to reprimand or correct misbehaving students at any time or any place during the school day and at any function or activity. (Public School Code, section 1317) Faculty may use reasonable force in the following situations:

1. to quell a disturbance
2. to obtain possession of weapons or other dangerous objects

3. for the purpose of self-defense
4. for the protection of persons or property

This booklet should be read by students and carried with them as a reference. It is dedicated to the spirit of service in the hope that all may contribute to build a better and greater Southern Fulton High School.

#### **STATEMENT OF AUTHORITY**

Student behavior is not merely convenient conformity by students to the wishes of adults, but the conscious development of self-discipline and self-direction toward socially desirable ends. Effective schools must give all students the opportunity to learn; disciplined behavior is an outcome of education. Students must be taught that the advantages of group living demand that individual actions be tempered and limited.

Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in Section 1317 of the Pennsylvania School Code. It states:

“Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them” (in loco parentis).

Parental permission is not necessary for school officials to administer disciplinary actions towards a student.

#### **VISITORS/ SAFETY CONCERNS**

For the safety of the students, all doors are locked. For entrance into the school, please push the button on the wall to the left of the front door. Upon entrance to the building, all visitors must use the visitor management system kiosk, stop in the office, sign in, and get a visitor’s badge. At no time should a parent/guardian go directly to a classroom upon entering the building. If a student is involved in allowing a visitor to come into the building without following the above protocol, discipline consequences will be issued at the discretion of the administration.

#### **EMERGENCY CLOSINGS & DELAYS**

In the event school is cancelled or delayed due to inclement weather, information will be made: available by the following:

- a. Announced on these radio stations:  
WCRH 90.5, WCSI 93.5, WIKZ 95.1, WQCM 96.7,  
WTLF 97.5, WAYZ 101.5, WSKE 104.3.
- b. Announced by television stations:

WHAG-TV25, WTAJ-TV10, WJAC-TV6.  
 c. Communicated Via AlertNow

**Southern Fulton Junior/Senior High School**

**Time Schedule**

	4th Lunch			5th Lunch			6 <sup>th</sup> Lunch		
Homeroom	7:55	8:00	5 min	7:55	8:00	5 min	7:55	8:00	5 min
Period 1	8:03	8:46	43 min	8:03	8:46	43 min	8:03	8:46	43 min
Period 2	8:49	9:32	43 min	8:49	9:32	43 min	8:49	9:32	43 min
Period 3	9:35	10:18	43 min	9:35	10:18	43 min	9:35	10:18	43 min
Period 4	10:21	10:51	30 min	10:21	11:04	43 min	10:21	11:04	43 min
Period 5	10:54	11:37	43 min	11:07	11:37	30 min	11:07	11:50	43 min
Period 6	11:40	12:23	43 min	11:40	12:23	45 min	11:53	12:23	30 min
Period 7	12:26	1:09	43 min	12:26	1:09	43 min	12:26	1:09	43 min
Period 8	1:12	1:55	43 min	1:12	1:55	43 min	1:12	1:55	43 min
Period 9	1:58	2:41	43 min	1:58	2:41	43 min	1:58	2:41	43 min

**Schedule for 2 Hour Delay**

<b>9:55 - 10:00</b>	<b>Homeroom</b>
<b>10:03 - 10:31</b>	<b>Period 1</b>
<b>10:34 - 11:04</b>	<b>Period 4</b>
<b>11:07 - 11:37</b>	<b>Period 5</b>
<b>11:40 - 12:10</b>	<b>Period 6</b>
<b>12:13 - 12:41</b>	<b>Period 2</b>
<b>12:44 - 1:12</b>	<b>Period 3</b>
<b>1:15 - 1:43</b>	<b>Period 7</b>
<b>1:46 - 2:14</b>	<b>Period 8</b>
<b>2:17 - 2:41</b>	<b>Period 9</b>

**PUBLIC AWARENESS DOCUMENT**

Under federal law, entitled “Individuals with Disabilities Act” and “Pennsylvania Special Education Regulations and Standards,” each disabled child has the right to a free, appropriate education designed to meet the child’s needs. The term “disability” includes children with physical, emotional, and mental disabilities. In order to ensure that all disabled children are identified, Southern Fulton School District conducts certain screening and identification activities. The School District utilizes three levels of screening activities: (a) Level I screening

throughout the school year which includes group-based data such as a review of cumulative records, enrollment records, health records, report cards, and group achievement testing; (b) Level II screening includes hearing screening which is conducted in grades K, 1,3,4,7,11, and all special education services, vision screening which is conducted in every grade each school year, motor screening which is accomplished through ongoing observations by the regular and physical education teachers, and speech and language screening which is conducted for students about for whom there is concern about speech and language skills; and (c) Level III which includes Educational Support Team screening. When implemented during the next three years, the educational support process will be composed of assessment and intervention procedures that are used to assure that students receive an effective educational support program, as well as other school services, that will meet their learning needs.

The Southern Fulton School District along, with the Tuscarora Intermediate Unit 11, provides specially designed instruction to meet the needs of any disabled school-age student or young child who falls within any of the following disability categories and needs special education as determined by an IEP team: (a) autism/pervasive developmental disorder, (b) serious emotional disturbance, (c) neurological impairment, (d) deafness/hearing impairment, (e) specific learning disability, (f) intellectually disabled, (g) multi-handicap, (h) other health impairment, (i) speech impairment, (k) blindness/vision impairment. Related services, such as transportation or a developmental, corrective, or supportive service needed to assist a disabled student to benefit from special education, are also provided. In addition, extended school year programming is available for those students who need continuing instruction in the areas of self-sufficiency and basic communication in order to maintain skills which have already been mastered.

If an individual chooses to request that the Southern Fulton School District initiate screening or MDE evaluation activities for a child, he or she should contact the building principal or central office administration. The request must be in writing and a form will be provided for that purpose.

The School District is required to protect the confidentiality of any personally identifiable information that is collected regarding a student. Only school personnel are permitted to see a student's file. Any other person must have written approval before they can see the file or receive copies of information in the file. A parent of a student eighteen (18) years of age can review the student's file and challenge the validity of any record or report, or challenge maintenance of any information in the file.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place that the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believe are inaccurate or misleading. They should write to the school principal (or appropriate official), clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in 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, support staff member (including health or medical staff and law enforcement unit), a person serving on the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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 20202-4605**

**NON-DISCRIMINATION STATEMENT**

Southern Fulton School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title IX and Section 504. For more information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact Mrs. Tara Will, District Superintendent (717-294- 2203)

**TITLE VI, IX, AND 504**

All activities, education programs, and employment practices at the Southern Fulton School District are nondiscriminatory as required by Title VI, Title IX, and Section 504. If there are restrictions, they are based on one's ability and aptitude, not on one's sex, race, color, national origin, or handicapping condition. Additionally, handicapped students and employees may qualify for special services or instruction and equipment modifications. Questions, complaints, or the inspection of the complaint procedure that has been developed to process alleged violations of the Non-Discrimination Policy may be directed to Mrs. Tara Will, Title IV Coordinator, Title IX Coordinator

**HEALTH SERVICES**

The School Health Act of the State of Pennsylvania requires that:

(1) Each child on school entry, sixth, and eleventh grades have a physical examination; (2) Each child on school entry, third, and seventh grade have a dental examination; (3) Each child on school entry, second, third, seventh, and eleventh have a hearing test; (4) Each child have a vision test annually, (5) Each child be measured and weighed annually; (6) Each child be screened for scoliosis in sixth and seventh grades.

The school physicians of each district or joint board shall make a medical examination and a comprehensive appraisal of the health of every child of school age: (1) upon original entry into school in the Commonwealth; (2) while in sixth grade; (3) while in eleventh grade; and (4) prior to the issuance of a farm or domestic service permit unless the child has been given a scheduled or special medical examination within the preceding twelve months. The health record of the child shall be made available to the school physician at the time of the regularly scheduled health appraisals.

Each pupil shall receive a comprehensive dental examination upon original entry, while in third grade, and in seventh grade. In lieu of the medical or dental examinations prescribed by this article, any child of



school age may furnish the local school officials with a medical or dental report of examination made at his own expense by his family physician or family dentist on a form approved by the Secretary of Health for this purpose. The examinations shall be reported to the school nurse prior to the date fixed for the regularly scheduled examination.

#### **Head Lice and Nits**

Students having lice or nits shall be excluded from school until they are absolutely free of both lice and nits. Upon exclusion, the school nurse will provide information for treatment.

#### **Tuberculin Skin Tests**

Upon recommendation of the American Academy of Pediatrics, the American Thoracic Society, and the Centers for Disease Control and Prevention, the Southern Fulton School District will no longer be doing routine tuberculosis testing on school age children. This modification of Section 1402 (a) of the Pennsylvania Public School Code will remain in effect until the Southern Fulton School District requests a change, there is a change to the health requirements of the School code, or the Department of Health deems any change necessary.

#### **Medication**

The school recognizes that parents have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. All medication must be brought to the nurse's office upon arrival at school. The school nurse, or his/her designee, will supervise the administration of all medications using the following procedures:

1. The physician must submit a written request to the school officials that medication be administered to the student. Included in the request must be the name of the student, name of the medication, dosage, time to be administered, diagnosis, and possible side effects. If the medication changes, a new permission slip from the physician must be provided covering the specific medication.
2. The parent or guardian must submit a written request to school officials that medication be administered as prescribed in the physician's statement.
3. All medication must be in a prescription bottle with the current date and the name of the student on the bottle. (Please ask the pharmacist to make up a special bottle with the prescription label attached when you have the prescription filled.)
4. All medication will be kept in the health room. If the medication is to be taken during a class, the students will be given a note to be excused from class. Punishment will be issued for having medications in the school and not turned in to the nurse.
5. Non-prescription medications may be given when absolutely necessary. The same procedure for prescription medications must be

followed (ie. written request from physician & parent) when giving any non-prescription medications.

**Any medication** to be administered during the school day, including prescription and non-prescription, shall be taken in the health room and will be supervised by the school nurse or her designee. Questions about medications should be directed to the school nurse. The regulations are for the safety and protection of all the students in the school district. Your cooperation with these procedures will be appreciated.

### **Immunizations**

The following are the minimum required immunizations for students attending school in Pennsylvania:

- Four doses Tdap (Tetanus Diphtheria Pertussis –with at least one dose being after their fourth birthday) and Menactra (meningitis vaccine)
- Four doses Polio—with at least one dose being after their fourth birthday
- Two doses MMR (Measles, Mumps, Rubella)
- Three doses Hepatitis B
- Two doses of Varicella Vaccine or history of having chickenpox.
- Grade 7 students need an updated Tdap and a Menactra (meningitis vaccine)
- Grade 12 students need a second Menactra (meningitis vaccine)

### **STUDENT RIGHTS AND RESPONSIBILITIES**

1. Students have the right to an education free of discrimination. No student will be denied access to any school activity, educational facility, or to a free and full public education because of race, religion, sex, national origin, or handicap.
2. Students are entitled to a free education in the public school system provided they abide by all the appropriate rules and regulations.
3. Students have a right to express themselves, unless such expression interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another's individual rights. Prior to displaying, posting, or distributing any written material on school property, students must submit the material for approval by the principal. Following approval, bulletin board space will be provided for student use.

### **DRESS CODE**

It is necessary to establish regulations regarding student dress and grooming practices which present a hazard to the health or safety of the students. The purpose of these regulations is to prohibit interference with school work, disorder, disruption of the educational program, excessive wear or damage to school property, to allow the student to achieve

his/her education objectives. It is the responsibility of every student to keep himself/herself (including clothes and hair) clean, neat in appearance, and well groomed. In order to provide an educational climate with the fewest distractions possible, the following guidelines of dress have been established for the school. *The first violation of the dress code will be a warning and removal of the clothing in question. The second offense will be 1 after school detention. In the event of a third offense, the student will receive 1 day of OUT OF SCHOOL SUSPENSION (OSS). If a fourth offense occurs, the student will receive 2 days OSS and will be recommended to appear before the board for a policy violation.*

STUDENTS REPRESENTING SOUTHERN FULTON SCHOOL DISTRICT

Dress for students representing the school at school contests, on school trips, etc., reflects one's attitude toward self and school. School District dress requirements must be followed at all times.

It is the responsibility of the faculty member in charge (coach, director, advisor, instructor, etc.) to ensure that all students representing Southern Fulton School District in any public activity are appropriately dressed and groomed. Absolutely no one will be allowed to represent the school otherwise.

**DRESS REQUIREMENTS**

**A. Masks/face coverings MUST be worn at school**

Please click the link below for the Department of Health order regarding mask requirements (updated November 23, 2020)

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<https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Updated%20Order%20of%20the%20Secretary%20Requiring%20Universal%20Face%20Coverings.pdf>

- B. Shoes or sandals are to be worn.
- C. Bare midriiffs are not permitted – sports bras must be covered with additional clothing.
- D. NO cleavage.
- E. NO holes or frays in clothing including jeans, shorts, and skirts.
- F. NO facial/body piercing – earrings ONLY.

- G. Shirts with profanity, obscene language, or suggestive pictures, words or letters are prohibited.
- H. Students are permitted to wear shorts & skirts, Shorts and skirts must be modest in length (*four inches from the knee*).
- I. Hats, sweatbands, bandannas and hoods are not permitted
- G. Long coats (trench coats, etc.) may be worn to school only, not to classes.
- H. Bulky coats are not allowed to be worn during the day. Bulky coats should be kept in the students' lockers
- I. Students may be prohibited from certain articles of dress and/or accessories that might constitute a health or safety hazard.
- J. Clothing, buttons, accessories, or other insignia intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views are prohibited.
- K. Clothing, buttons, or other wearing apparel which condone or promote the use of alcohol, drugs, sex, tobacco, violence, as well as any visible profanity, obscenity, or suggestive language are prohibited.
- L. Sleeveless, low cut, spaghetti strap, and strapless attire will not be accepted.
- M. Undergarments are not to be visible to others.
- N. NO blankets or quilts are allowed to be taken to classes.

#### **BACKPACKS AND BOOKBAGS**

No student will be allowed to carry large/bulky backpacks, bookbags, or similar items in the halls, classrooms, cafeteria, etc. in the schools of the Southern Fulton School District during the school day. If these items are brought to school, they must be safely stored in the student's locker before homeroom until the end of the day.

#### **TRANSPORTATION CHANGE**

If a student wishes to ride another bus to the home of a friend, or to be picked up by a parent instead of going home on the bus, the student must bring a note from a parent or guardian requesting permission for that change. The note must also be signed or a bus note written by an office person and then shown to the bus driver. **THE SCHOOL RESERVES THE RIGHT TO NOT HONOR THE REQUEST IF THE BUS WILL BE OVERCROWDED. ACCORDING TO STATE LAW, SCHOOL DISTRICTS CANNOT HONOR REQUESTS FOR THE STUDENTS TO RIDE A DIFFERENT BUS IF THE BUS IS OVERCROWDED.**

Our policy requires a note for any transportation change or early dismissal. A note should be written by the parent and sent at the beginning of the day. If a parent comes to get a child anytime during the

day, s/he will need to come to the office, where a secretary will call the child from the classroom.

### **BEHAVIOR ON SCHOOL BUS**

Student behavior – the school bus driver has the responsibility to maintain discipline on the bus. This control shall be exercised without the use of physical punishment, since bus drivers do not have the same legal authority over students as exercised by teachers. Whenever the driver feels he/she needs help or feels there is misconduct on the part of a student, he/she shall report the infraction to the student's building principal. The principal shall handle the infraction in the following manner:

A. Bus Discipline Infractions:

**\*Refusal to wear a mask or facial covering**

--(The longevity of this requirement will be determined by the State Department of Health and the Pennsylvania Governor's Office)

1. Improper boarding/departing procedures.
2. Bringing articles aboard bus of injurious or objectionable nature.
3. Failure to remain seated.
4. Refusing to obey the driver.
5. Pushing/tripping.
6. Hanging out of windows.
7. Throwing objects.
8. Spitting/littering.
9. Unnecessary noise.
10. Tampering with bus equipment.
11. Rude, discourteous, and annoying conduct.

B. Bus Discipline Procedures:

**First Infraction** shall result in a warning to the student, the student's parent/guardians, and the driver. This warning shall define the infraction and the consequences of a second offence.

**Second Infraction** shall result in a suspension of riding privileges for one (1) day. The student's parent/guardian and the driver shall be informed by a second notice.

**Third Infraction** shall require a meeting of the student, the student's parent/guardian, and the principal. Suspension of bus privileges for three (3) days shall be given. The student and the student's parents/guardians shall be informed that a fourth infraction will mean a loss of privileges for five (5) days.

**Fourth Infraction** will result in no bus privileges for five (5) days. Parents will receive notice that a fifth infraction will result in a loss of bus privileges for the remainder of the school year.

**Fifth Infraction** will result in a loss of bus privileges for the remainder of the school year.

C. Core Serious Infractions

1. Fighting.
2. Using/possession of tobacco, nicotine, drugs and/or drug related products.
3. Destruction of property.
4. Harassment of others.
5. Safety violations (including out of seat while bus is in motion, getting mail/ blocking traffic, hanging out windows, etc.).

**First Infraction** of a more serious nature will be treated as it would if it occurred in the school setting. Students involved in destruction of bus property will lose their riding privileges until restitution for the property is made. Parents/guardians will be notified as soon as possible. Both student and parent/guardians will be informed of the consequences if the infraction occurs a second time. Bus drivers are entrusted with the safety of our children and they deserve the support of both parents/guardians and the school. In order that each party understands its role, the principal will give a copy of the Student Behavior Section of the Transportation policy to each student riding a bus. Students will be advised to share this policy with their parents/guardians. The principal shall have the discretion to adjust bus consequences.

Animals are not permitted on the bus without prior permission from the principal.

**Unauthorized Entry of School Buses**

The school bus driver is responsible for the efficient and economical operation, passenger and vehicle safety, order, and discipline. While students are on the bus, their safety is in the driver's hands. Accordingly, only the driver and authorized school personnel are permitted to board a school bus. In accordance with state law, persons who enter a school bus without permission could face up to a year in prison and pay a fine of up to \$2,500.00.

**CHEATING CONSEQUENCES**

Cheating on homework, projects, quizzes, or exams is prohibited and will not be tolerated. Dishonesty is not a characteristic we would like to instill in our students. The person that is allowing for the cheating is just as guilty as the person doing the plagiarizing. The following consequences will take place if any plagiarism occurs.

If the cheating occurred on a homework assignment:

- 1<sup>st</sup> offense – notify parent, zero on that assignment, and 1 detention.
- 2<sup>nd</sup> offense – notify parents, zero on that assignment, and 1 day OSS.
- 3<sup>rd</sup> offense – notify parents, zero on the assignment, and 2 days OSS.

If the cheating occurred on an exam, project, or assignment that carries a weight heavier than homework:

- 1<sup>st</sup> offense – parents notified, zero on the work and 1 day OSS.
- 2<sup>nd</sup> offense – parents notified, zero on the work, failure for the nine-week term, and 2 days OSS.
- 3<sup>rd</sup> offense – parents notified, zero on the work, failure for the year, and 3 days OSS.

#### **STUDENT FINES FOR LOSS/MISUSE OF TEXTBOOKS AND LIBRARY BOOKS**

Each student is responsible for the textbooks and library books he/she receives from the School District. Students shall be responsible for any damage to books or for misplaced books. The teacher will determine whether the wear and tear to the books was normal or shows signs of excess wear or abuse.

If a textbook has been misused and can be repaired, the principal will collect the costs for the repair and shipping from the student. If the textbook is lost, stolen or destroyed the student will reimburse the school district according to the following schedule:

1-2 years:	80% of the current replacement cost
3-4 years:	70% of the current replacement cost
5-6 years:	60% of the current replacement cost
7-8 years:	50% of the current replacement cost
8+ years:	40% of the current replacement cost

Students who have textbooks or library books destroyed due to natural disasters or fire will not be required to reimburse the district.

The students will be given thirty days from the issuance of the bill to pay restitution. If the bill is not paid in the thirty-day limit, the collection of the bill will be turned over to the District Magistrate. The student, in addition, to the costs of replacing the book, will pay all costs associated with the court system.

At the conclusion of the school year, report cards will be held by the office until all school materials/books are returned or paid for.

#### **DISCIPLINARY CODE**

### **Introduction**

The school board recognizes its responsibility to make reasonable and necessary rules governing the conduct of students in school. 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.

The ultimate goal of disciplinary actions is that students will practice self-discipline and that there will be no future need for discipline to be imposed externally. It is expected that students will exercise self-discipline; however, should a student choose not to discipline him/herself, measures will be taken. The progression generally involves a reprimand, detention, parental involvement, suspension, and/or expulsion. Recurrence of the misbehavior will merit a more severe response.

Teachers will post classroom rules that will be reasonable and fairly applied in all circumstances. Consequences for breaches of these standards will be a matter of teacher discretion and should parallel the degree of offense. For example, gum chewing should generally be discouraged in a carpeted facility, but will individually be addressed by the classroom teacher. Major disciplinary breaches are those that exceed the generally recognized realm of simple misconduct. These breaches are normally referred to administrative personnel for action. Chronic disciplinary offenders shall be handled at the discretion of the administration. Discipline may include detentions, suspensions, and recommended counseling. Different offenses should require different responses. Severity of the offense may mean that you skip levels of discipline. The school administration has the discretion to adjust consequences according to the particular circumstances of the offense. If an offense is committed that is not specifically addressed in this section, the school administration has inherent authority to deal with it in accordance with this policy statement. The authority of the school to impose these rules and all the other rules governing proper student conduct begins when the student leaves home destined for school and continues until the student returns home following school activities and all school-sponsored activities.

### **DISCIPLINE POLICY**

#### Introduction

The development of discipline is a major function of the curriculum at the Southern Fulton School District Secondary School. It is not only a desired outcome of schooling, but also a means to enhance learning experiences throughout life and to enable the student to deal with the



challenges of adulthood. A system of well-disciplined young people will provide a school environment in which effective learning can take place. The following statement of policy is intended to ensure that such a system is maintained at the Southern Fulton School District.

The process of achieving self-discipline is twofold. The first aspect is a statement of desired and expected behavior. The common rules of courtesy and respect for the rights of others govern in this matter. Beyond this consideration, there are certain rules and regulations that must be stated to further govern the behavior of individuals in institutions such as schools. The rules and regulations set forth in this statement are intended to supplement the common rules of courtesy and respect. We believe that the process of achieving good discipline consists primarily of teaching, directing, and reinforcing good behavior rather than correcting unacceptable behavior.

The second aspect of the development of self-discipline is the provision for the correction of unacceptable behavior. While a degree of tolerance is necessary in any social system, this policy also provides procedures to correct behavior which disrupts the educational process or violates the common sense rules of courtesy and respect for others. The corrective measures provided are progressive in severity beginning with informal warnings and ending in possible expulsion from school.

Most students behave within acceptable standards and are aware of and support the rights of all students to have the best possible educational environment. It is necessary for clarity, however, to define acceptable and unacceptable conduct. The rest of this discipline policy is devoted to the statement of rules and regulations that govern student behavior along with the penalties that accompany infractions. Because discipline is considered a curricular matter, all discipline obligations must be satisfied before a student's school year is complete.

#### PENALTIES FOR INFRACTIONS

This section of the Discipline Policy spells out the particular penalties that students can expect to receive for violations of the proper conduct code.

The following is a guideline to penalties for offenses. Additionally, this section cannot possibly account for all offenses. If an offense is committed that is not specifically addressed in this section, the school administration has inherent authority to deal with it, in accordance with this policy statement.

In the event that an infraction involves a criminal act, the student is liable to criminal prosecution by the appropriate authority, and the school will cooperate fully with such prosecution. Criminal penalties are imposed

separate from, and in addition to, school discipline. Report cards will be held by the office until all discipline issues are resolved or detentions/suspensions are made up.

**Category 1** Infractions include:

- Inappropriate display of affection
- Classroom/school disruption – behavior that impedes or interferes with the learning of others in a classroom or other environment
- Vulgar/profane language towards another student or heard in classroom/school location
- Running/rowdiness
- Failure to obey directions of school staff
- Refusing to follow directions/participate in class
- Skipping class/being in an unassigned area
- Disrespectful actions towards students (verbal and/or gesture)
- Safety violation on school grounds with a moving vehicle
- Throwing of objects
- Horseplay

Each **Category 1** Infractions carries the following consequences:

1<sup>st</sup> offense = 1 detention

2<sup>nd</sup> offense = 2 detentions

3<sup>rd</sup> offense = 3 detentions

4<sup>th</sup> offense = 4 detentions

5<sup>th</sup> offense = 1 day Out-Of-School Suspension

6<sup>th</sup> offense = 3 days Out-Of-School Suspension; informal hearing

Additional offenses will go to Category 3, 3<sup>rd</sup> offense

\*For Category 1 offenses ONLY: if, after a student receives a Category 1 offense, that student receives no further discipline for the following 45 consecutive school days, the student will drop one level in the progressive discipline for his/her next offense.

**Category 2** Infractions include:

- Cell phone violation
- Destruction of another's personal property; restitution must be paid
- Inciting and/or participating in a disturbance (preventing orderly conduct or otherwise causing a disruption to the atmosphere of order and discipline in the school)
- Truancy/Skipping school
- Abuse or misuse of school equipment/property
- Harassment of other students, including threats
- Violation of internet/technology policy – also will result in loss of privileges for 1 marking period

Each **Category 2** Infraction carries the following consequences:

1<sup>st</sup> offense = 2 detentions  
2<sup>nd</sup> offense = 4 detentions  
3<sup>rd</sup> offense = 1 day Out-of-School Suspension  
4<sup>th</sup> offense = 3 days Out-of School Suspension; informal hearing  
5<sup>th</sup> offense = Suspension until hearing  
Additional offenses will go to Category 3, 3<sup>rd</sup> offense.

**Category 3** Infractions include:

- Stealing
- Trespassing
- Vandalism of, defacing, damaging, or destroying school property; restitution paid.
- Horseplay involving inadvertent harm to another
- Intentional Pushing/bumping another student
- Threat involving a weapon
- Discriminating and/or hate infused language/gestures (written and/or verbal)

Each **Category 3** Infraction carries the following consequences in addition to possible police involvement:

1<sup>st</sup> offense = 1 day Out-of- School Suspension  
2<sup>nd</sup> offense = 3 days Out-of-School Suspension; informal hearing  
3<sup>rd</sup> offense = 5 days Out-of-School Suspension; formal hearing  
4<sup>th</sup> offense = 10 days Out-of School Suspension; board hearing

**Category 4** Infractions include:

- Fighting with apparent intent to injure
- Hitting/kicking/slapping another student with intent injure
- Sexual Harassment/Unlawful Harassment
- Possession of tobacco/nicotine
- Threatening/aggressive/vulgar/profane language/gesture directed at staff member
- Possession of explosive devices, including fireworks, smoke bombs, flares, etc.
- Willful destruction of computer hardware, software, data or intentional attempt to access restricted resources
- Arriving to school under the influence of alcohol or drugs

Each **Category 4** Infraction carries the following consequences in addition to possible police involvement and in accordance with adopted school policy:

1<sup>st</sup> offense = 3 days Out-of- School Suspension; conference  
2<sup>nd</sup> offense = 5 days Out-of-School Suspension; informal hearing  
3<sup>rd</sup> offense = 10 days Out-of-School Suspension; formal hearing

4<sup>th</sup> offense = Board Hearing; Possible Expulsion

The following **infractions** will receive an immediate three-day suspension with parental notification to appear at an informal hearing. If the student is found guilty at the hearing, the student's suspension will be extended to 10 days.

- Assault and battery of school personnel
- Arson/Fire
- Possession of drugs and/or related paraphernalia, including look-alike drugs and substances represented as controlled substances; as defined by the SFSD Drug & Alcohol Policy, Policy 222.
- Possession of a weapon as described in Policy 218.1
- Possession of alcohol
- Serious vandalism of property
- Other criminal acts, as defined by the Pennsylvania Crimes Code

DRIVING VIOLATIONS—Students who drive to school inherently assume the responsibility for practicing safe driving techniques and displaying courtesy towards other drivers. The safety of the drivers, passengers, pedestrians, and the students on the buses is of paramount concern to the school. A second responsibility of operating a vehicle is the courtesy one must show to both other motorists and pedestrians. Accordingly, the parameters governing student driving conduct are designed to encourage students to drive safely and courteously.

Category I Infractions - Each infraction will result in a minimum of a one-week suspension of driving/riding privileges.

1. Failure to park in student parking spaces.
2. Excessive noise from engine, horn, stereo, etc.
3. Driving inattentively.
4. Excessive speed.
5. Failure to yield right of way to the school bus (cutting in as the buses leave/enter).
6. Burnouts.
7. Failure to yield right of way.
8. Tailgating.
9. Failure to properly display parking permit/decal as issued
10. Driving/riding without permission.
11. Other similar infractions.

Category II Infractions - Each infraction at this level will result in a minimum of thirty-day suspension of driving/riding privileges, subject to extension by the principal. Repeat violations in this category may

result in permanent suspension of driving privileges.

1. Multiple infractions from Category I.
2. Unsafe speed.
3. Reckless driving.

A good rule of thumb for students is not to drive any faster than a casual jogger would run, and to drive even slower at the times of student arrival and departure.

The school may require student attendance at an alternative education site for reasons of persistent disruption of the educational process. A student who is attending an alternative educational placement may not participate in the prom or graduation ceremonies.

Additional detentions beyond that generally given may be assigned for repeat offenses of similar nature. The specific details of the detention are covered in a section with that heading elsewhere in the discipline policy.

Students are expected to make up any unserved detention time during the first week of the summer vacation by reporting to the school during the regular day. Since discipline is considered a curricular outcome, a student's school year is not considered completed until all disciplinary consequences are satisfied.

Students who commit discipline infractions of a significant nature may, at the discretion of the principal, be barred from attending or representing Southern Fulton High School in extra-curricular activities on or near the day of the infraction.

### DETENTION

Detention is the usual form of punishment and requires that the student remain after school or come before school for a specified period of time.

The following rules apply to detentions:

1. Detentions are scheduled on the next available meeting. Written notice will be given to the student at least 48 hours before the time a detention is to be served. Detentions are intended to be served at the time assigned and will not normally be rescheduled. The parent or guardian must make arrangements for the student's transportation home after the detention. Detention servers must leave the building immediately following detention.
2. The student is required to report to the designated detention room promptly at 6:55 a.m. and stay until excused at 7:55 a.m. or at the end of period nine and stay until excused at 3:45 p.m. Students arriving late for detention will be assigned additional detention time.
3. The student is required to bring school work to complete during

the detention session. The detention supervisor may assign work to a student who is not constructively busy.

4. Students skipping detention will have that detention rescheduled, and one additional detention assigned.

5. Students misbehaving in detention will have to re-serve the detention and will face additional punishment.

#### **SOCIAL PROBATION**

An Administrator may assign a student to Social Probation. Any student on Social Probation will be allowed on school property only during school hours. The Administrator shall determine the length of time and the social event(s) for Social Probation.

#### **OFFICE SUPERVISION**

School officials have the option of assigning office supervision restrictions in lieu of out-of-school suspension. In these instances, all rules which govern student behavior for OSS will apply. Special education services will be provided for any special education students, with appropriate documentation kept by the special education department.

#### **EXCLUSIONS FROM SCHOOL**

Education is a statutory right, and all students must be afforded the appropriate elements of due process of law to be excluded from school. An exclusion from school may be in the form of a suspension or expulsion. In cases involving temporary suspension of more than three days or expulsion from school, a student is entitled to a hearing as part of due process rights.

1. Suspension is the exclusion from school for a period of one to ten consecutive school days.

a. A suspension may be given by the principal or other person in charge of the school.

b. No student shall be suspended without first being informed of the reason(s) for the suspension and given an opportunity to respond. Prior notice need not be given when the continued presence of the offending student would create a health, safety, or welfare hazard for the school community.

c. The parents and the superintendent of schools shall be notified immediately in writing by the principal of a suspension.

d. For a suspension exceeding three days, the student has the right to an informal hearing consistent with state regulations governing student rights and responsibilities. The parent or guardian

shall be notified of the informal hearing and the student shall have the right to be represented by counsel. The student may, at that time, present whatever exhibits and/or witnesses that are considered necessary for defense.

e. Suspensions may not be made to run beyond the limit of ten consecutive school days.

f. Once the period of suspension has ended, a parental conference with the principal may be required before the suspended student is re-admitted. School days missed after a suspension has ended, due to the neglect of a parent or guardian to appear for a conference, are considered unexcused.

g. Under the same rules governing excused absences, upon return to school following suspension, students have the responsibility to make up school work missed during the time of suspension.

h. Students may not participate in any extra curricular activities or be on any school property on the day (s) of suspensions.

2. An expulsion is an exclusion from school by the Board of School Directors for a period of more than ten days and may be permanent. Referral of the student for expulsion will be made only after the student has demonstrated behavior seriously disruptive to the educational process or hazardous to the health, safety, or welfare of the school community. The expulsion hearing, and all other related proceedings, will strictly conform with the regulations of law.

The provisions for excluding a student who is considered exceptional under the Pennsylvania Department of Education Special Education Regulations is governed by the following regulations (Ch 14.35, 14.36; Ch 342.36).

#### RESTRICTIONS FROM SCHOOL RELATED ACTIVITY

The principal has the authority to restrict the participation of any student from school-related and/or extra-curricular activities for disciplinary reasons. The length of the restriction may be for whatever period of time judged appropriate by the principal. While under disciplinary restriction, the student may neither participate nor practice with, nor in any way be considered a part of; the school-related activity including: athletics, drama, field trips, dances (PROM), etc. Students attending an alternative education placement cannot attend school activities/extra-curricular events or activities.

#### HEARINGS

Education is a statutory right, and all students must be afforded the appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion from school, the student is entitled to a formal hearing as part of due process rights. The hearing may be held before the entire Board of School Directors, a committee selected by the Board, or a qualified hearing officer appointed by the Board. In any case, a majority vote of the Board of School Directors is required for expulsion.

### SEARCHES

School officials have a right and responsibility to search a student's locker, handbag, or person upon a reasonable suspicion and to seize any illegal or prohibited objects or materials. These objects or materials may be used as evidence against the student in any disciplinary or criminal proceedings. The student shall be notified of and given the opportunity to be present at a locker search. However, if there is reasonable suspicion that the locker may contain objects or materials that may endanger the health, welfare, or safety of students, the locker may be searched without prior notice.

### **POSSESSION OF WEAPONS**

An act by the General Assembly of the Commonwealth of Pennsylvania concerning the possession of weapons on school property reads as follows:

- a) Definition Notwithstanding, the definition of "weapon" in section shall include but not to be limited to any knife, cutting instrument, nunchuck stick, firearm, shotgun, rifle, and any other tool, instrument, or impediment capable of inflicting serious bodily injury.
- b) Offenses defined A person commits a misdemeanor of the first degree if he possesses a weapon in the building of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary public funded educational institution, any elementary or secondary private school license by the Department of Education or any elementary or secondary parochial school. Title 18, Act of November 25, 1970 amended October 16, 1980. It is the intent of this notice to inform students and parents that this act will be strictly enforced and violation will be referred to the local authorities for prosecution or referral.

The school may require student attendance at an alternative education site for reasons of persistent disruption of the educational process or if a student's infractions have accumulated out of proportion to the length of time elapsed in the school year.



## **STUDENT ATTENDANCE POLICY**

The Southern Fulton School District is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, interacting with teachers, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced. Any child who has not yet attained the age of seventeen years shall be required to attend school regularly during the school year.

The administration has the authority to demand a doctor's excuse for any absence. The administration is authorized to use social agencies or law enforcement agencies to deal with absenteeism problems.

The administration may report to appropriate authorities' infractions of the law regarding the attendance of students below the age of seventeen (17). The school shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

Absenteeism from school will be categorized as either excused, unexcused, or illegal.

### **Definitions:**

Illegal Absence – Charged to any student 15 years of age or younger for a violation of the State's Compulsory Attendance Law.

Unexcused Absence – Charged to any student 17 years of age or older.

Tardy – any student who arrives by the end of first period (only medical excuses will be accepted as legal tardies).

¼ Day Absence – missing any two periods in a given day.

½ Day Absence – missing any three periods in a given day.

Full Day Absence – missing any seven periods in a given day.

Early Excusal – Any student leaving school before or during the last period of the day (Only medical excuses will be accepted) Consequences follow those for a tardy.

## **EXCUSED ABSENCES**

1. Doctor's Appointments
2. Death in immediate family (maximum of three days)
3. Religious holidays
4. Administration Reasons: school activities, college visits, etc.
5. Suspension

6. Court order
7. Approved educational trips
8. Illness
9. Quarantine
10. Impassable Roads

#### **ATTENDANCE PROCEDURE**

1. All excuses must be received by the school district within two (2) school days of the absence. Failure to do so will result in the absence being recorded as illegal or unexcused.

The following information must be included on the written excuse:

1. Name of student
  2. Date(s) of absence; date excuse was written
  3. Reason for absence
  4. Signature of parent or guardian
2. A student will only be allowed 10 parental notes regardless of time missed. After that a doctor's excuse stating a patient was seen in office by a medical practitioner will be required for each additional time missed. The excuse must also have a departure time from the doctor's office. **Any excuses may be verified with the doctor's office, as to the child being seen.**
- A. Not counted toward 10 parent days are absences previously excused with a doctor's note.
  - B. Once doctor's notes are required, students will not be permitted to participate in school sponsored field trips at the discretion of the administration.
3. Any student that missed two (2) or more consecutive days shall provide a doctor's excuse for the absences.
4. Students are expected to be in their assigned seats in class when the tardy bell rings. Unless your bus is late, the names of students who are tardy will be submitted to the attendance officer with the daily absentee slips. Remember, homeroom doors will be closed at 8:00 am.

#### **TARDINESS/ LATE TO CLASS RULES**

Because the Southern Fulton School District High School counts attendance through the number of classes attended, a tardy will be given until 8:03 A.M. After 8:03 A.M., the child will be marked absent – either legal or illegal. Legal and/or illegal status will be granted for tardies per the district attendance policy. At the accumulation of five unexcused tardies, a day absent will be assessed in addition to the sanctions for tardiness as stated below.

**Repeated Tardies include arriving late to class. If you are not in your**

assigned room by the late bell you are late.

### **SANCTIONS FOR EXCESSIVE TARDINESS/LATE TO CLASS**

- A. Third (3<sup>rd</sup>) Tardy – Verbal warning and letter mailed to parents.
- B. Fourth (4<sup>th</sup>) Tardy –Letter/phone call to parents and one (1) detention.
- C. Fifth (5<sup>th</sup>) Tardy – Letter/phone call to parents and two (2) detentions
- D. Sixth (6<sup>th</sup>) Tardy – Letter/phone call to parents, possible revocation of driving privileges for the remainder of that marking period and three (3) detentions

Students will receive a new tally for late to class in the beginning of the semester.

### **ARRIVAL**

Students are encouraged to not arrive at school before 7:45 am. If it is necessary to arrive before 7:45 am, the student is to remain in the cafeteria until 7:45 am. All students are to be in homeroom and ready to participate in the morning exercises by 7:55 am.

**BREAKFAST SERVICE— Students who have not had breakfast before leaving for school are strongly encouraged to participate in this program. It should be noted that the school breakfast program is made available for two major reasons: (1) for the health of the student, both physical and mental, and (2) as a convenience and service for the home. Statistics show that eating a balanced breakfast regularly (at home or school) contributes to achievement in school.**

**Students eating breakfast must go directly to the cafeteria before visiting their locker in the morning and remain there until dismissed by the supervisor. Upon being dismissed by the supervisor, students are to report directly to their locker then go directly to homeroom for attendance and announcements.**

### **EARLY DISMISSAL DUE TO ILLNESS**

Students who become ill at school must notify their teacher who will send them to the school nurse. Students will not decide to leave school because of illness without seeing the nurse. The nurse will decide if the student should be sent home or to a hospital. The nurse, not the student, will make the necessary phone calls to parents and make arrangements for transportation. Students are to sign out at the office.

### **EARLY DISMISSAL FOR MEDICAL APPOINTMENTS**

On the day you have a medical appointment, present a written request from your parent or guardian to the front office. Upon returning from a medical or dental appointment, students are required to submit the signed appointment card from the doctor or dentist to the school office.

### **PENNSYLVANIA COMPULSORY ATTENDANCE LAW (SECTION 1333) STUDENT UNDER SEVENTEEN (17) YEARS OF AGE**

- 3<sup>rd</sup> illegal absence - an official first notice is sent by certified mail to parents/guardians.
- 4<sup>th</sup> + illegal absence - The school will submit a compulsory attendance citation to the district justice and the student will be referred to the Fulton County Children and Youth Service.

### **STUDENT SEVENTEEN (17) YEARS OF AGE AND OLDER**

- 3<sup>rd</sup> unexcused absence - an official first notice is sent by certified mail to parents/guardians
- 4<sup>th</sup> unexcused absence - student's driving privileges to school may be revoked for 5 school days
- 5<sup>th</sup> unexcused absence - student's driving privileges to school may be revoked for 10 school days
- 6<sup>th</sup> unexcused absence- a letter sent by certified mail regarding non-credit status; and driving privileges revoked for one marking period
- 7<sup>th</sup> unexcused absence- certified letter sent to parents notifying them that their son/daughter has been placed on non-credit status.

### **TWENTY-FIVE DAY POLICY**

Students may not receive academic credit for school days or classes if **twenty-five** or more days are missed, regardless of excuses. Accordingly, students in grades seven and eight will be required to repeat the grade. Parents will be informed of attendance status by first class mail following the tenth day and twenty-fifth day of absence, and by registered letter following the twentieth and twenty-fifth day of absence. **Administration has discretion to excuse students that have extenuating circumstances.**

### **APPEALS PROCEDURE**

The first line of appeal of denial of credit under this section must be made to the principal in writing within ten school days of the final registered letter. Students and parents will be required to show reason why days missed should be considered legitimate absences under the

considerations of the attendance policy. The principal's decision will be communicated to the parents within ten school days by registered letter. The principal's decision must be appealed to the superintendent within ten school days of the principal's decision.

#### **Makeup Work**

Any student who has been absent from school, due to illness, will be granted the privilege of making up work. It is the student's responsibility to make arrangements with all teachers upon the first day of return. The student will be granted 3 consecutive school days in which to make up work. **Extended illness will be addressed on an individual basis. Tests, examinations, and class work completed on a day when a student is unexcused or illegally absent/tardy from school shall not be made up and shall constitute a failure for that time period. The only exception is when a student is suspended out of school.** Teachers may require school work to be completed prior to a school trip or on the day of return.

#### **Homebound Instruction**

Students that have a health problem prohibiting them from attending school must have a written excuse from a medical doctor stating the reason for the homebound instruction and the approximate length of time that it will be needed. A student must be absent a minimum of two (2) weeks for consideration for homebound instruction during the time they are absent.

#### **WITHDRAWAL FROM SCHOOL**

Students are required by state law to attend school until the age of seventeen (17). Students who wish to withdraw from school, or students of any age who plan to transfer to another school must submit the following to the guidance counselor.

1. A written and signed statement from a parent/guardian containing the name and grade of the student, the date of withdrawal, and reason for the withdrawal.
2. A written statement from all teachers that all books, lab materials, and other equipment has been returned.
3. A statement from the principal's office that all financial obligations have been satisfied
4. Obtain a withdrawal form from the office.

#### ***Jr. High STARS Program for Discipline/Intervention***

The STARS program is a program in which the junior high teachers work to improve discipline and actions in classes. It is a reward and intervention mechanism that allows for personal growth and development. Students with few discipline or classroom problems will be rewarded as follows:

- 1) Students must qualify 3 out of 4 Marking Periods to go on the end of year trip.
- 2) To qualify for each marking period students MUST NOT:
  - \* Receive an after school detention, get caught cheating on quizzes, tests, projects
  - \* Be absent no more than 5 days
  - \* Fail any class including block classes
  - \* Receive more than 4 lunch detentions per marking period
- 3) MP1 - Field Day (weather permitting)
- 4) MP2 – Bowling/Ice-skating/Movie /Alternate activity (weather permitting)
- 5) MP3 - Bowling/Ice-skating/Movie /Alternate activity (weather permitting)
- 6) *MP4 –Hershey Park*

#### **Senior High SMART Rewards Program**

Students Maximizing Achievement, Relationships & Time

1. Students must qualify 3 out of the 4 marking periods to be eligible for the end of the year trip
2. To qualify for each marking period, students MUST NOT:
  - a. Receive a detention/suspension
  - b. Be absent more than 5 days
  - c. Fail any class
  - d. Have any driving infractions

REWARDS:

Marking Period 2: Movie/ Field Day (weather permitting)

Marking Period 4: Amusement Park

#### **ADDRESS OR PHONE CHANGE**

When students change their home address or phone number, it should be reported to the office immediately to keep records current.

#### **COUNSELING SERVICES**

The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as

effective as possible. The door is open to all students and parents/guardians. Services include: academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and postgraduate planning.

### **SCHOOL REGULATIONS FOR GRADUATION, PROMOTION, AND GRADING**

#### **Grading System**

92 – 100	A
82 – 91	B
72 – 81	C
64 – 71	D
<b>BELOW 64</b>	<b>E (FAILING)</b>
INC	INCOMPLETE
MED	MEDICAL EXCUSE

### **GRADUATION REQUIREMENTS**

<u>Course Title</u>	<u>Units of Credit</u>
English	4 credits
Math	3 or 4 credits*
Science	3 or 4 credits*
History	4 credits
Physical Education	2 credits
Health	0.5 credit
Electives	10.5 credits
Graduation Project	0.5 credits

\* A minimum of 7 credits in math and science

In order to be placed in the correct grade, the following criteria must be met:

- 9<sup>th</sup> grade – 8<sup>th</sup> grade requirements must be met
- 10<sup>th</sup> grade – 7 credits
- 11<sup>th</sup> grade – 14 credits
- 12 grade – 21 credits
- Graduation – 28 credits according to the graduation requirements

### **COURSE SYLLABUS**

By the end of the first week of school each student should have received a course syllabus for each subject. This will outline the general content of each course and list the expectations of the teacher. Grading procedures will also be explained. Parents are encouraged to call the high school office if they have any questions about the course syllabi. Students will have two weeks from the first day of school to make any changes, with cause, to their schedule. After that time, schedule changes must be approved by the principal.

### Course Weighting

Southern Fulton weighs certain courses. When calculating class rank, the student's grades in the following courses are multiplied by the given factor.

<u>Factor of 1.3</u>	<u>Factor of 1.2</u>	<u>Factor of 1.1</u>
ALL AP Courses	Advanced Chemistry	Algebra II
	Advanced Earth /Space	Biology I 9 <sup>th</sup> CP
	Am History Honors	Geometry CP
	Biology II	Foreign Lang II
	Calculus	College Algebra
	Chemistry	Spanish II
	Physics	English 9 CP
	Government CP	English 10 CP
	Foreign Lang III & IV	
	Spanish III & IV	
	English 11 CP	
	English 12 CP	
	Pre-Calculus	

\*All other courses have a factor of 1.0

### Retention Policy

Parents/Guardians of a student repeating a course or a grade shall be notified by letter, prior to the beginning of the next school year, encouraging them to meet with the principal and/or teachers involved to review any anticipated problems.

**1. Definitions: Major subject** – any subject which meets at least 5 periods per week for a full year. **Minor Subject** – a subject which meets less than 5 times per week or for less than a full year, except 8<sup>th</sup> grade Health which will be considered a major subject.

### 2. Policies for Middle school students - 7<sup>th</sup> through 8<sup>th</sup> grade students

A. Students failing two or more major subjects, or one major and two minor subjects, shall repeat the entire grade.



B. Students failing no more than one major subject and one minor subject shall be promoted to the next grade, except that any student who fails a major subject for the second consecutive year will be required to repeat the subject.

### **3. Policies for 9<sup>th</sup> through 12<sup>th</sup> grade students**

A. Students will be listed on grade level in accordance with the following: 9<sup>th</sup> grade students must have passed requirements for 8<sup>th</sup> grade. 10<sup>th</sup> grade students must have passed at least 7 credits toward graduation. 11<sup>th</sup> grade students must have passed at least 14 credits toward graduation. 12<sup>th</sup> grade students must have passed at least 21 credits toward graduation.

B. Required subjects failed shall be rescheduled for the following year.

### **4. Procedure for Make-up Work/Summer School**

If a student fails English, Math, Social Studies, or Science with a 55% or higher, the course may be made up through summer school. The teacher and the principal must approve any exceptions to the final percentage.

If a student fails the course with a grade less than 55%, the child will be rescheduled for the class a second year.

### **REPORTING PERIODS**

Report cards will be electronically issued four times a year with parent conferences in November and at the teacher/parent request.

Parents will be notified at mid-year and at the end of the third marking period if a student is in possible danger of failing the year. Seniors will be notified in January, March, and May if they are in danger of failing.

The school has the capability for you and your child to view his/her grades and report card for each marking period and individual assignments via the Internet. You will receive an ID number and a password. The website is <http://sis.sfsd.k12.pa.us>. Due to this capability, report cards will not be printed/sent home to parents.

### **TESTING PROGRAM**

In 1999, Pennsylvania adopted academic standards for Reading, Writing, Speaking and Listening, and Mathematics. These standards identify what a student should know and be able to do at varying grade levels. School districts possess the freedom to design curriculum and instruction to ensure that students meet or exceed the standards'

expectations.

The annual Pennsylvania System of School Assessment (PSSA) is a standards based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math.

In addition, Pennsylvania has adopted the Keystone Exams, which are end-of- course exams that are given after students successfully complete Algebra I, Biology and 10<sup>th</sup> Grade English (Literature Exam). These assessments are used to determine proficiency standards for high school students across the commonwealth.

Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may be in need of additional educational opportunities, and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning.

In compliance with §4.51(b)(4) of the PA School Code the State Board of Education approved, "specific criteria for advanced, proficient, basic and below basic levels of performance."

<b><i>Pennsylvania's General Performance Level Descriptors</i></b>
<b>Advanced</b> The Advanced Level reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania Academic Content Standards.
<b>Proficient</b> The Proficient Level reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania Academic Content Standards.
<b>Basic</b> The Basic Level reflects marginal academic performance. Basic work indicates a partial understanding and limited display of the skills included in the Pennsylvania Academic Content Standards. This work is approaching satisfactory performance, but has not been reached. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

**Below Basic**

The Below Basic Level reflects inadequate academic performance. Below Basic work indicates little understanding and minimal display of the skills included in the Pennsylvania Academic Content Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

**COMMENCEMENT**

Baccalaureate and Commencement are activities designed to bring a closure to the high school academic experience. These services are as much a part of that experience as class attendance. Accordingly, attendance at baccalaureate is expected and attendance at commencement is mandatory. Failure to attend commencement without proper permission will result in appropriate action before the diploma is released.

Dress for Seniors taking part in Commencement and Baccalaureate is as follows: The men will need a dress shirt, dress pants, neck tie, dress shoes, and socks. The ladies will need a light colored dress/skirt and dress shoes.

If you do not have these required clothes or if you have questions about the attire you are choosing to wear, please see administration. Failure to have this apparel shall result in that student not participating in the commencement exercises.

Discipline penalties incurred for discipline infractions at the end of the school year must be served before a diploma will be granted. Penalties against underclassmen will be held over and served the next year if not completed as assigned for June.

**Selection Criteria & Membership in NHS**

The NHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

**Scholarship:** Students must have a minimum cumulative grade point average to meet the scholarship requirement for membership. The minimum GPA is 95%. Once a student is eligible via scholarship, grades are not considered further in the selection process. These students are then eligible for consideration on the basis of service, leadership, and character.

**Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

**Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

**Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. Any student with disciplinary infractions within the last year on his/her record will not be considered for NHS.

### **Selection Procedures for Selection into NHS**

For many students, selection as a member of NHS is the pinnacle of their achievement in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of secondary school life, local chapters are charged with creating a selection process that conforms to national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students.

Selection to NHS is a privilege, not a right. Students do not apply for membership in NHS; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll, and the extent to which the local chapter emphasizes the other components of the selection process are carefully included in the selection process guidelines (NHS Handbook, 15<sup>th</sup> edition).

The following selection process is used at Southern Fulton:

Section 1: To be eligible for membership, the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [*ninth graders*] are not eligible). Candidates must have been in attendance at the school the

equivalent of one semester. As the first step in the process, students' academic records are reviewed to determine students who are scholastically eligible for membership, i.e., students who meet the required cumulative percentage for their grade. The percentage will be calculated by school administration. The GPA used at the local level cannot fall below the national minimum standard outlined in the national constitution, and, once set, must be applied fairly and consistently to all candidates.

Section 2: Students who are eligible scholastically (i.e., "candidates") should be notified and informed that for further consideration for selection to the chapter, they must complete the [Student Activity Information Form](#). This form should not be referred to as an application. This form outlines the candidate's accomplishments in the areas of Service and Leadership. Care will be taken to follow the established guidelines and time schedule for completing and submitting the forms in a reasonable amount of time. It is further recommended that both students and parents sign these forms when submitting them, indicating that the content is both complete and accurate.

Section 3: Because additional faculty input would be beneficial, all faculty members will be invited to make comments on candidates, most often done on a [faculty evaluation form](#). It is important to note that the actual selection of members must be made by the five appointed members of the Faculty Council. Consequently, point totals or averages of the faculty ratings are not to be considered as votes or the sole determinants of membership, but should instead be reported to the Faculty Council to add to their information when considering selections. Faculty members should consider this input in the most professional manner and consequently be able to substantiate claims, in particular those low ratings provided, with professional interactions. All input from the faculty should be signed, but will remain confidential as per commentary in the handbook unless dictated to the contrary by local or state policies or laws.

Section 4: The Student Activity Information Form should be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their candidacy. Some Faculty Councils may wish to interview candidates personally. The leadership, service, and character of all candidates should be reviewed carefully. Faculty Council members are encouraged to deliberate in order to guarantee that their decisions are based on accurate and complete understanding of all information presented for review. With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council should be invited to be inducted into the chapter. All non-selected candidates (i.e.,

those who do not receive the majority vote of the Faculty Council) should be listed and have those criteria not met by the individual candidate next to their name to assist the adviser and principal in handling inquiries regarding nonselection.

Section 5: After careful consideration and review of the Student Activity Information Sheet, each member of the faculty council will rate the student in four categories: service, leadership, character, and citizenship. Once the student's GPA is shown to be sufficient for candidacy, the issue of scholarship should be put aside. The Faculty Council will rate the forms using the descending scale of 10 to 1. 10 ratings will be considered outstanding, with 1 ratings being the worst possible. In the event of a low rating on one of the evaluations, it is always important to verify the reason for such a rating, avoiding speculation and rumor. A rating of less than 6 is considered a low rating and should be explained by the evaluator.

Section 6: Each evaluation will be totaled. All evaluation scores will be averaged to determine if the candidate's score makes the cutoff point. All tabulations will be rechecked for accuracy. The cutoff score will be determined by the Faculty Council and **will not serve as the absolute determinant of membership**. When determining the cutoff point, the Faculty Council will not have the names and scores of the candidates while making that decision. If a candidate falls below the cutoff point, the Faculty Council should review their information forms again in order to make a sound professional judgment regarding selection and non-selection.

Section 7: To avoid questionable entries on faculty evaluations, all evaluations must be signed and each evaluator must be prepared to support any below-average rating with substantiating data based on sound professional judgment and action. Anonymous faculty evaluation forms should not be used. The local adviser serves as the link between the Faculty Council and the evaluators, and may conduct informal interviews with those teachers who provide the below-average ratings. As with the Student Activity Information Forms, faculty evaluations are considered working documents to assist the Faculty Council in making sound decisions regarding membership. Such evaluations are expected to be used only by the **Faculty Council, the advisor, and the principal, and should be considered confidential.**

Section 8: The actual selection of new members must be made by a **majority vote of the five appointed members of the Faculty Council.** Consequently, point totals or averages of the faculty ratings are not to be considered as 'votes' or the sole determinants of membership. With the

vote on each candidate, those candidates receiving a **majority vote of the faculty council** should be invited for induction into the chapter. All candidates identified and listed as "not selected" (i.e., those who do not receive the majority vote of the faculty council) **should have criteria not met listed next to their name to assist the adviser and principal in handling inquiries regarding non-selection.**

Section 9: Prior to notification of any candidates, the chapter adviser should report to the **principal** the results of the faculty council's deliberations for approval. Lists of selected and non-selected students, as well as reasons for non-selection, may be incorporated into this meeting. This will assure the support of the administration prior to any notification.

Section 10: Formal notification of all selected and non-selected candidates and their parents will be done with a letter by the chapter advisor to inform them about selection and the timing of the induction ceremony.

Section 11: A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

#### **Timeline**

At the conclusion of the second marking period, student records are reviewed, the Faculty Council meets, and selection is determined. Students who are selected will be inducted midway through the third marking period.

#### **HALL REGULATIONS**

Three minutes are allowed per class change. Students will travel to the right side of the hall in an orderly manner. The normal traffic patterns are to be recognized and maintained. Students are to use caution and courtesy involving handicapped students, especially using the elevator.

If a teacher realizes that his/her students will be late to the next class, these students will have a pass indicating the reason for the tardiness and the time they left the previous class. It is the student's responsibility to ensure they have secured a pass before they leave the room.

#### **TELEPHONE**

In case of emergency, during the school day, permission to use the phone in the office must be granted by the teacher in charge of the student's

class and then, with a proper pass, the high school secretary will permit the student to use the phone in the office. Students will be permitted to use the phone before and after school and during lunch.

### **STUDY HALL PROCEDURES**

Students will be expected to arrive at study halls with materials to work on for the duration of the study hall period. Students must have work to complete or books to read. If a student comes unprepared to study hall, this will be treated in the same manner as coming to class unprepared, which typically results in a referral to the office.

### **ELECTRONIC DEVICES**

Section 1317.1 of the Public School Code prohibits the use of electronic equipment communication devices. Students using such devices will be required to surrender them to teachers and/or administration and the discipline code will be enforced. The following items may not be used in school without specific approval because they are distractions:

- a. MP3s, IPODs, other such devices
- b. Electronic games
- c. Laser pointers

Infractions of the electronic device policy, other than cell phones or cameras will result in the first offense being a warning and the device remaining in the office until the end of the day. The second offense will result in the device being taken until the end of the school year.

### **CELL PHONES**

NO cell phones are permitted to be used in the building EXCEPT during a student's lunch period. Administration reserves the right to relinquish cell phone use at lunch at any time.

If a cell phone is seen being used in the hallways or during class/study hall without permission, it will be taken. SIM cards are NOT returned at the time the phone is confiscated. "Smart watches" and other similar electronic devices are treated as cell phones.

All cell phone violations are a Category 2 infraction. If a student refuses to turn a cell phone over to a teacher/staff member, they will receive another infraction for not following directions (Category 1).

If a cell phone is confiscated, it will remain in the safety of the office until the end of the day. Students will turn the cell phone back into the office each morning until all detentions have been served. Failure to do so will result in another infraction for not following directions (Category 1).



Upon dismissal at the end of the day, cell phones may be used.

#### **UNAUTHORIZED USE OF PHOTOGRAPHS**

Taking ANY unauthorized photographs is strictly prohibited. Students may not take photos with ANY device throughout the school day without direct authorization from a staff member of the Southern Fulton School District. In the event that an unauthorized photo is taken, the result will be 1 day of Out of School Suspension. If there is a violation of the Electronic Device Policy and/or the Cell Phone Policy as a result of the unauthorized photo, those consequences will be issued in addition to those contained in this section pertaining to the “Unauthorized Use of Cameras”.

#### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for our country and flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal or religious belief or convictions; however, they must respect the rights of other students to participate. **The student must rise during this observance.**

#### **LOCKERS**

Every student is assigned a locker with an upper and lower door. Students are to use caution and courtesy when using lockers. The school provides lockers to students for their convenience. Lockers are not totally secure from forced or otherwise unauthorized entry. Do not assume that items placed in lockers will be secure from theft. The school cannot accept responsibility for items stolen from either corridor or gym lockers. In gym class, have your teacher hold valuable items or, don't bring them to school. Giving your locker combination to others is inviting trouble, as is “setting” the locker. Remember that the locker is school property and is subject to inspection under the terms of District Policy. Further, the school can assume no responsibility for items lost or stolen from lockers. Students are not to share lockers with anyone else, nor are they to give others their locker combination. Accordingly, students are not permitted to place any adhesive items on or in corridor lockers. Periodic locker cleanouts/checks will be conducted during the school year. Students may place signs and pep messages on the front of the lockers with office approval, provided they are removed in a timely manner. Food and beverage items are not permitted in corridor or gym lockers. Pictures or photographs put on the inside of the lockers must be of proper decorum for a school.

#### **PUBLIC DISPLAY OF AFFECTION**

We realize that, no matter what your age, caring for others and showing affection is important to you. The relationship between two persons should remain private. There is nothing wrong with a simple show of affection such as holding hands. Any display beyond that is inappropriate in school and during school-sponsored activities.

### **REQUEST FOR PARTIES, DANCES, AND RELATED ACTIVITIES/PANA**

All school activities must be approved by the high school principal. Classes and groups planning activities are required to submit School Activity Request Forms to the office at least ten school days before the proposed activity date. It will be necessary to have school parties and dances supervised by no fewer than three members (including at least one man and one woman) of the high school faculty.

Request forms will be given to and coordinated by the head advisor of the group sponsoring the planned activity.

Informal school dances and parties may be held in the gymnasium or the cafeteria. To preserve the gym floor finish, it is necessary to dance in socks or appropriate athletic shoes. Hard soled shoes are not permitted. Students in grades 9-12 may attend senior high dances. Students wishing to bring an outside guest to a senior high dance must pre-register that individual at the office by the date determined by the dance advisor. These guests must be accompanied by the host student when admitted to the building and dance. The host is responsible for the conduct of the guest.

Only SFHS juniors and seniors and their guests may attend the annual prom. The guests must be in grade 9 or higher. This regulation also applies to students from other schools.

Anyone leaving the building during the dance or party will not be permitted to re-enter the building and must leave school grounds immediately.

Faculty supervision is required during decoration for dances. Dances must end by 10:30 PM (9:30 PM on school nights) and the decorations removed by the sponsoring group before the next school day.

Groups sponsoring dances where live music is required must work with the high school principal in scheduling and contracting the bands.

The school's eligibility policy applies to all dances.

### **SCHOOL LUNCH/BREAKFAST**

The lunch time at the High School is a time for learning. During lunch, students should be learning social skills. The lack of social skills shall result in negative consequences. The cost for lunch will be determined by the Board of Education. For the 2019-2020 school year, a full student lunch at the high school will be \$2.40. A full student breakfast at the high school will be \$1.40.

### **Cafeteria Guidelines**

**Restroom** use will be at the discretion of the lunchroom monitor and/or principal. These personnel will issue passes.

**Guidelines:** Students will be seated according to the lunchroom monitor. Proper respect for cafeteria personnel will be required of all students. Proper eating habits will be maintained. Food must remain in the cafeteria.

**Loss of Privileges:** Abuse of the cafeteria privileges or lack of following the guidelines stated in this handbook or school personnel may result in removal to a separate eating area or automatic suspension of the privileges. The length of this suspension will be determined by the lunchroom monitor/principal.

### **ASSEMBLY MANNERS**

A variety of assembly programs will be held throughout the school year. Faculty is requested to sit with students or be in a position of visibility. Students are responsible for proper assembly or /pep rally conduct. This includes applause at appropriate times and respect for music or drama that may be serious or sacred in theme. Proper theater courtesy should be shown at all times. *Students are not permitted to sit on knees or put feet on the chairs.*

### **LIBRARY**

The purpose of the library is to serve the pupils and teachers by providing books, periodicals, pamphlets, etc., which may be useful for the various courses offered in the school. Books are on loan for two weeks and may be renewed. A quiet, orderly atmosphere promotes an educational library. The librarian is available to help locate: information, materials, and books. Rules are posted for the library. FINES: A fine of five cents a day is charged for each day a book is overdue. A fine of twenty-five cents a day is charged for Access PA materials not returned before the due date listed.

### **DRUG/ALCOHOL POLICY**

The possession, use, delivery, attempt to deliver, selling or attempt to sell controlled substances, alcohol, look-alike drugs, paraphernalia, prescription drugs (without a valid prescription), or being under the influence of the above on school property or at a school-related activities, shall be reason for the school officials to take appropriate action. This policy will also be in effect on the way to or from school or school related activities. The District reserves the right to use drug dogs to search school property as stated in School Policy 227.1.

1. Drugs - all prescription drugs, patent drugs, and controlled substances.
2. Prescription/Patent Drugs - those medicines prescribed by a physician.

3. Controlled Substances - those substances identified in the schedules contained in “the Controlled Substance, Drug, Device and Cosmetic Act” of Commonwealth of Pennsylvania.
4. Alcohol - beverages sold under state license containing alcohol.
- 5 Misbranded Substances/Look alike - those substances offered for sale or sold under the name of a drug or in such manner as to give rise to a reasonable probability that the purchaser will be led to believe that he/she is purchasing a drug.
6. User - one who possesses or partakes of drugs, alcohol, or misbranded substances. Paraphernalia – instruments used in connection with drug usage (Example: bong, bowls, roach clips, syringes, etc.)
7. Pusher - one who possesses for sale, sell or distribute drugs, alcohol, or misbranded substances

### **Procedures for Dealing with the Use of Drugs and Alcohol:**

1. Emergency:
  - a. In case of medical emergency or student sickness, the student will be taken to the school nurse. If this is not possible, the nurse should be brought to the student. If a school nurse is not available and it is considered life threatening, students should be transported to the hospital emergency room after attempted notification of the parents.
  - b. Parents will be notified.
  - c. In case of hallucination symptoms, care will be taken to prevent injury to the student and injury or harm to others.
  - d. HOPE Team will be notified.
2. Self-Help:
  - a. When a student is seeking help for a friend, assistance will be provided through agencies and counselors. confidentiality will be honored.
  - b. Students will be referred to the HOPE team.
3. Confirmed First Offense: Possession or use of drug, alcohol, drug paraphernalia, or look-alike substance by a student will:
  - a. Require the student to be isolated from his/her peers and receive the necessary medical treatment.
  - b. Be reported to parents.
  - c. Be informed of all Informal Due Process Rights.
  - d. Result in temporary suspension without a hearing for three (3) days.
  - e. Result in temporary suspension of the student for the (10) days after an offer of an informal due process hearing in the office of the principal within five (5) days of the temporary suspension.
  - f. Be reported to the police at the principal’s discretion.

- g. May be referred to alternative placement.
  - h. Result in the student undergoing an appropriate after care program as determined by the HOPE Team.
4. Distribution, pushing, and/or selling of drugs or Alcohol:  
 The Southern Fulton School District prohibits the use, possession for resale, sale, attempted sale, delivery, or distribution of any drug, alcohol, misbranded or look alike substance on school property, on school busses, or at any school sponsored activity as outlined in the student handbook. Students found pushing drugs, alcohol, paraphernalia, misbranded or look alike substances will be:
- a. Reported to parents.
  - b. Referred to law enforcement authorities, in accordance with the Drug Free School Act.
  - c. Referred to the superintendent for recommendation to the Board of Directors for expulsion.

**THE HOPE TEAM**

The HOPE Team is composed of a counselor, nurse, teachers, and administrators who have received formal training through a state-endorsed program of drug, alcohol, and mental health and suicide prevention. The team is committed to the identification of students who may be at risk. Students may be referred from any source and will be evaluated by the team.

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|---|--|
| <p>The HOPE Team is:</p> <ul style="list-style-type: none"> <li>- A identification program</li> <li>- A intervention program</li> <li>- A referral program</li> </ul> | <p>The HOPE Team is not:</p> <ul style="list-style-type: none"> <li>- A counseling program</li> <li>- A treatment program</li> <li>- A discipline program</li> </ul> |
|---|--|

How can you know if a person is “at risk” for suicide or drug abuse?  
 Generally, you can watch for changing patterns of appearance, performance, and behavior.

- These are some common clues:*
- Deterioration in physical appearance and health
  - Downward turn in grades
  - Increase in tardiness, absenteeism
  - Moodiness
  - Odor of drugs or cover-up scents
    - Sudden good mood following a depression

- How can you help?
- Watch for signs
  - Listen to the person — do not judge
  - Encourage the person to talk to a trusted adult
  - Remember you are not a counselor

- Do not promise not to tell. If you think it's serious, trust your feelings. Friendship sometimes means taking risks. Where to go to for help:

In school — call 717-294-3251

In community — call Crisis (24 hour) 1-800-994-2555

Confidentiality between the student and school personnel will be respected and maintained in the best interest of the students.

### **TOBACCO CONTROL LAW**

Section 6306.1 of the School Tobacco Act defines tobacco use in a school and states: "Tobacco use by pupils is prohibited in school buildings and school buses and on school property owned by, leased by, or under the control of a school district."

Act 145 calls for a summary offense for those students convicted of using or possessing any tobacco product in school buildings, on school grounds, and in school busses. For purposes of this policy, "smoking" shall mean all uses of tobacco, including cigars, cigarettes, pipes, and smokeless tobacco.

### **FACULTY ROOM**

Students are not allowed in the faculty room without specific permission from a staff member.

### **EMERGENCY PROCEDURES**

Fire drills and other emergency evacuation procedures will be posted in all rooms. Emergency procedures will be conducted periodically to keep students and staff familiar with the evacuation procedures.

### **DRIVING**

All rules of the Pennsylvania Vehicle Code will be enforced while cars are on school property or an approved school parking lot.

**MAXIMUM SPEED FOR OPERATION OF YOUR VEHICLE ON SCHOOL PROPERTY OR APPROVED PARKING AREA IS 15 MPH WHETHER POSTED OR NOT.**

The use of student parking facilities provided by the school is a privilege. Students are expected to drive carefully and park properly. **All cars driven to school MUST be registered in the high school office.** There shall be no loitering in cars by students before, after, or during school hours. Failure to comply with all school district rules and laws of the Commonwealth of Pennsylvania, including entering and leaving the parking lot in a safe manner, may result in the suspension of driving privileges and/or other disciplinary action, which may include contacting law enforcement officials.

Student drivers must register all passengers. There will be spot checks to see if students are hauling people not on the passenger roster. Discipline will follow if students have not been registered.

Students who attempt to drive to school while under the suspension of driving privileges are subject to prosecution under the state code governing such acts. Further disciplinary action will be taken.

#### **EDUCATIONAL TRIPS**

All educational trips must be submitted for approval on a standard form that can be obtained in the high school office. The student must be under the direction and supervision of an adult acceptable to the superintendent. The submission of the request shall be at least one week prior to the trip. In the event of an emergency or unexpected situation, a request for waiver of the time limit would be considered. It is the responsibility of the student/parent/guardian to notify teachers of absences. Teachers should be notified of an educational trip within a reasonable amount of time (five days or more when **possible**). If the trip is to a COVID-19 “hot-spot”, it is highly recommended that the student quarantine at home for a length of time determined by the Pennsylvania Department of Education and the Department of Health. This recommendation is per the Pennsylvania Department of Education and the Department of Health COVID-19 Mitigation Guidance.

#### **LAVATORIES**

Lavatories are located conveniently around the school for student use. Your cooperation in keeping our rest rooms in tidy condition will be appreciated by other students.

Lavatory enclosures are designed to accommodate only one individual. Therefore, only one person is permitted there at a time. Violators of this provision will be subject to disciplinary action accordingly.

Lavatories that are vandalized by students may be locked for a period of time.

#### **PASSES**

Students wishing to visit areas of the school such as the shop areas, locker room, or weight room must have a pre-approved pass assigned by the teacher in charge of the area to be visited. Study room supervisors or other teachers will not excuse you unless you have this pass. No all year passes will be granted!!!

Students needing to be excused should plan ahead and obtain the pass from the teacher, who will then be responsible for them during the period of excusal. With the exception of the Library Pass, all students must report to their study room as assigned, then be excused by the study room teacher after signing out. It is important that your study room teacher have a written record of where you are going. Students must carry their approved pass on their way to and from their destination. Those visiting the shops, gym, or on the Library Pass will remain in these areas the entire period - being excused with others at the period's end.

#### **PROM**

Students attending the prom must be between the ages of fourteen and twenty-one and must have also attained the 9<sup>th</sup> grade. Students must have all debts to the school paid in order to attend. No one over the age of twenty-one will be permitted as a guest to the PROM. All outside guests will be required to show proof of age and be in good standing. Students that are ineligible per the ineligibility policy will not be allowed to attend the PROM. If the student is on the ineligibility list from the Sunday prior to the Prom until the Saturday night of the PROM they will be ineligible. Grades are posted and should be checked. Students will not be reimbursed if they purchased prom tickets and then cannot attend due to ineligibility. Students must be in school the Friday before the PROM unless a doctor's note is obtained and/or prior permission granted.

### **CONDUCT AT EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are defined as those activities of student life that are not part of the regular school day but are sponsored by the school or its affiliated agencies. Included are those activities in which the student is participating, whether actively or as a spectator. The standards of conduct expected of students at extracurricular activities do not differ from those expected during the regular school program. School officials have the authority to discipline students for misconduct at extracurricular activities and to prohibit students from attending extra-curricular activities for misconduct.

### **SPECTATOR CONDUCT AT ATHLETIC EVENTS**

Attending an extra curricular event is a privilege provided for all students. Your support of our athletic teams is essential for the success of the various programs. When, however, the behavior of a student affects the welfare and safety of others, these privileges may be taken away. Good student conduct is necessary at all athletic events. Students must be present at school on the day of the event.

1. Respect the authority of game officials, security and police.
2. Remain in the spectator areas during games.
3. During events held in the gym, stay clear of the playing area and doorways and do not cross the gym floor at any time.
4. Students are not permitted to continually walk back and forth in front of the gym bleachers.
5. Remain in the cafeteria area with food or drink.
6. Trash should be deposited in waste cans and any messes should be cleaned up.
7. Respect the visiting fans and players.
8. Taunting opponents, officials, or coaches is prohibited and will result in ejection from the event. Noise makers (cow bells etc.) are



prohibited at indoor events. Signs are permitted with the approval of the game manager.

9. Remain inside the gym until the event has concluded. If you leave and try to re-enter, you will have to pay another admission price.

10. Any misconduct at an athletic event may result in that student being barred from all other athletic events as a spectator for a portion or remainder of the year.

### **Gym Floor Rules**

People are not allowed on the floor with their "street shoes" or whatever they just walked in with. There is increased dirt, dust and small gravel that can be picked up and brought in on the floor causing scratching. Please walk outside the line, up against the bleachers, at all times.

Anyone that is not in the gym for practice or playing games should not be on the floor.

Please be very careful when bringing equipment on and off the floor.

According to the PIAA Constitution and By-Laws, Article XII, Section 2, "A school may be suspended when the conduct of its administration, faculty, coaches, team, students, or team followers is unsportsmanlike and results in actions which are detrimental to individual, school, and public welfare and which are prejudicial to the purpose of this association."

1. There is no such thing as a "right" to participate in interscholastic athletics or to attend games.
2. Your team does not belong to the community. It belongs to the school, and the school has voluntarily agreed to abide by a certain set of rules, so that all athletes may compete under the same standards. If these rules offend any special interest groups or individuals to the point where they cannot conduct themselves in a rational and courteous manner, then by all means, these persons should direct all their energies towards some other level of athletics, but not at the high school level.
3. Accept the fact that all high school athletes, coaches, and officials make mistakes. They are not perfect and never will be. There is compensation however; for these same mistakes make high school athletics exciting and unpredictable.
4. Remember that your coach is also a teacher. He/she is a teacher first and a coach second, and any time you join the misguided souls trying to reverse this order, your program is in the first stages of collapse. Remember, no coach, player, administrator, or school board member wants to see a program fail. In many cases, failure can be attributed to the unrelenting pressure of fans who played little or no part in building the program. It is no wonder the interscholastic coaching field has the highest turnover of any coaching level.

5. Make an attempt to learn the rules of the game and then let the officials alone. Unending time and effort are spent in the training of these officials so that a contest may proceed smoothly. Historically, the spectator who constantly criticizes game officials is ignorant of the rules under which the game is played.
6. Finally, keep in mind that you are a guest of the school and that while winning is certainly an admirable goal, victory is hollow if it comes at the expense of morals, ethics, and just plain common sense and decency.

### **STUDENT ELIGIBILITY REQUIREMENTS EXTRA-CURRICULAR ACTIVITIES & INTERSCHOLASTIC ATHLETICS**

INTERSCHOLASTIC ATHLETICS—The following provisions shall govern a student's participation in interscholastic athletics:

- A participant must have submitted properly signed forms attesting to a physical examination. The athletic director provides the form. It must be signed and submitted before the student may begin practice for any athletic activity, including cheerleading.
- Participants must conform to all local and PIAA regulations.
- Participants must comply with the provisions of Policy 122 & 123.
- Participants and parents must sign the *Athletic Code of Conduct* before the participant may begin the season.

The following is the standard of eligibility to be met by all students' participation in extra-curricular programs and interscholastic programs.

1. Participants must be in attendance at school for the full day on the day of an event/practice in order to participate. A student will be considered as having been in attendance for a full day if the student has administrative approval, interview for college, death in the immediate family, or approved dental or doctor excused absence.
2. Students who have been assigned to Out-Of-School-Suspension will not be allowed to participate before 12:00 midnight during the time frame of the disciplinary action.
3. The pupil must be passing at least five full credit subjects, or the equivalent (aggregate total). Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. If a student's cumulative work does not meet the standards on any Friday, he/she shall be ineligible from the Sunday following through the

Saturday ending that week. If school is closed on a Friday, eligibility will be determined the last day school is in session for that week.

4. In order to be eligible for interscholastic athletics, a pupil must have passed at least 5 full credit subjects, or the equivalent, during the previous grading period, except as provided in number 6. That means they cannot fail two classes in the marking period.

5. Pupils, who are enrolled for the first time, must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school that the pupil has attended.

6. At the end of the school year, the student's final credits in his subjects rather than his grades for the last grading period shall be used to determine his eligibility for the beginning of the next school year. (A pupil whose work does not meet the standards provided for in Article IX, who attends summer school and corrects his deficiencies, shall be eligible.)

7. The board shall require each student participating in the interscholastic program to be covered by maximum Student Accident Insurance or equivalent, have a physical completed prior to participating in the sport, and when applicable be fully recovered from illness/injury, as determined by a school district approved physician.

#### **STUDENT DRUG TESTING**

Southern Fulton School District considers participation in athletic competition to be a privilege and not a right. Students choosing to participate in athletics are expected to accept the responsibilities which accompany the privilege. Among these responsibilities is the obligation to be drug, alcohol, and nicotine-free, on a year-round basis, for safety reasons. Toward this end, students participating in Southern Fulton School district athletics are required to cooperate with and agree to test for drugs in accordance with this policy (Supreme Court Ruling Action vs. Veronia).

As an athlete, a student is a representative of the school district and the community - at - large. The district recognizes athletes as role models for younger students who frequently model their own conduct and lifestyle on that of the student athlete. Thus, when a student chooses to participate in athletics, he or she has also chosen to accept being a role model, and with that choice comes the responsibility of living a drug, alcohol, and nicotine-free lifestyle. This reasoning is because of safety factors, as impaired facilities can be detrimental while participating in sports.

The district wants to provide a legitimate excuse for students to refuse to consume or use drugs, alcohol, or nicotine and to provide assistance for those who have a problem with the substances. It is not the intention of this policy for school district officials to report any positive test results

to the law enforcement, or any officials outside the school district, without a subpoena.

#### **Reasonable Suspicion Testing**

When district officials, including but not limited to administrative and/or professional employees, observe a student who reasonably appears to be under the influence of illegal drugs and/or controlled substances, or unfit for school or extracurricular activities, or who poses a potential health and safety threat to him/herself or other students because of drug and/or other substance abuse, they shall notify the Superintendent or Building Supervisor and/or his/her designee, who will observe the student before requiring him/her to be tested for drug and/or other controlled substances. The reasonable appearance of being under the influence of drugs, controlled substances, or of other substance abuse shall be determined by personal observations of the student by district officials. Factors, including, but not limited to, appearance, behavior, speech, body odor, etc. of the student by district officials.

#### **Random Testing**

Testing will be done without prior warning to the student. The dates of testing, the number of tests to be performed, and the identity of the students to be tested shall be determined by the district in its sole discretion, and may be performed at any time. This means that the random testing may occur before, during, or after the sports season. Testing may also occur as many times, throughout the year as the district deems necessary.

The district may test up to 70% of each season's athletes randomly. Students selected for testing will be chosen at random by the administrative staff of the district. Testing can only be done by the testing agency contracted by the district or the district staff. Prior to any student being permitted to practice or participate in an athletic event, both the student and his/her parent or guardian must sign a consent form agreeing for the student to participate in drug testing, at any time during the athletic year, as defined in this policy. If any student or parent/guardian declines to sign the form, then the student shall not be permitted to participate in the sport. If a student moves into the district after the first practice begins and wishes to participate in a sport, the student shall be required to provide a properly executed consent before being allowed to practice or participate.

Sanctions are intended to apply to participation in P.I.A.A. sanctioned interscholastic sports and to a Southern Fulton School District sponsored or sanctioned sports activity. If a student's test indicates that this policy has been violated, or if a student has been observed in possession of

drugs or using drugs, or if a student refuses to take a test upon request, then the following sanctions shall apply:

First offense:

The student shall be suspended from his/her team for the balance of the season, including playoffs, for the particular sport wherein a positive test result is discovered.

Require the student, under parental supervision, to undergo D & A counseling with an outside professional agency approved by the district, without expense to the district.

The student will be tested prior to resuming athletic competition (practices and/or games).

Second Offense:

The student shall be prohibited from participating in interscholastic athletics for the duration of the year.

Nothing in this policy shall curtail or render ineffective any other existing policy of this district with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school sanctioned activities (For full policy see Board policy 227.2).

Reinstatement to student athletics – the student athlete will be required to take a drug test, at parent/guardian expense, and return a negative reading before reinstatement to any athletic competition will occur.

## **VIDEO/AUDIO MONITORING SYSTEM**

### NOTICE

To all students, faculty, staff, administration, parents, visitors, and all other persons entering upon Southern Fulton School District property and contracted vehicles:

You are hereby notified that surveillance cameras have been installed outside the Southern Fulton High School Building, as well as, in the hallways of the high school building.

The cameras are used to monitor these areas both inside and outside the building.

While on Southern Fulton School District property, your image and movements may be captured by these cameras.

Individuals on district property have no reasonable expectation that their images and actions will not be recorded, taped, or otherwise intercepted while on district property.

School officials and personnel may use such recordings, taping, and/or enforce school policy and school discipline and to take other legal action.

**Skipping School is Like Playing With Fire**  
**DON'T GET BURNED!**

- 1. Students' licenses to drive will be suspended for 90 days for the first conviction**
- 2. Students' licenses to drive will be suspended for six months for second conviction.**
- 3. Unlicensed juveniles are prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense), commencing with their 16th birthday.**
- 4. All students convicted will be referred to the County Children and Youth Agency and Magistrate.**
- 5. Parents or guardians can be fined for failing to have their child in school. Fines may go as high as \$300.**
- 6. Authorities have the right to arrest students if the parent is unable to make the child attend.**

#### **EXCUSED REQUEST FORMS**

Act 10 of 1991 requires school superintendents to provide armed forces recruiters the same accesses to lists of senior students, as they make available to colleges and trade schools. Students have twenty-one days to request, in writing, to be excluded from the list.

These requests should be addressed in writing to the building principal and signed by the parent/guardian.

#### **UNLAWFUL HARASSMENT**

It is the policy of the Southern Fulton School District that unlawful harassment, defined as unwanted behavior usually directed at someone of the other gender that is verbal, non-verbal or physical, will not be tolerated. Additional information can be found in the Southern Fulton Policy Manual

#### **STATEMENT OF ANTI-BULLYING**

The SFSD 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. There is a separate and distinct rubric for bullying at the Southern Fulton High School that is reviewed, distributed and followed annually with all students.

#### **McKinney-Vento Homeless Act**

##### Authority

The Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.[\[1\]\[2\]\[3\]\[4\]](#)

The Board, authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths.[\[3\]](#)

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.[\[5\]\[6\]](#)

#### Definitions

Enroll or Enrollment means attending classes and participating fully in school activities.[\[7\]](#)

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[\[7\]\[8\]](#)

1. Children and youths who are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
  - c. Living in emergency, transitional or domestic violence shelters; or
  - d. Abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and

5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.[\[6\]](#)

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[\[7\]](#)

#### Delegation of Responsibility

The Board designates the Secretary of the Superintendent to serve as the district's liaison for homeless children and youths.[\[6\]](#) In conjunctions with the guidance counselor and building principals.

The district's liaison shall ensure outreach and coordination with:[\[6\]](#)

1. Local social service agencies and other entities that provide services to homeless children and youths and families.
2. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[\[9\]\[10\]](#)
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[\[6\]](#)



The district's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[\[6\]](#)

### Guidelines

#### Enrollment/Placement

##### *Best Interest Determination -*

In determining the best interest of a child or youth, the district shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.[\[6\]](#)
2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[\[6\]](#)
3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[\[6\]](#)

##### *Placement -*

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[\[6\]](#)

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[\[6\]](#)

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[\[6\]](#)

The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.[\[6\]](#)

*Enrollment -*

The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[\[3\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)
2. The application or enrollment deadline has passed during any period of homelessness.[\[6\]](#)[\[11\]](#)

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academic or other records.[\[6\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The district may require a parent/guardian to submit contact information.[\[6\]](#)

*Assignment -*

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[\[6\]](#)[\[18\]](#)

*Dispute Resolution -*

If a dispute arises over eligibility, enrollment or school selection:[\[6\]](#)

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

#### Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[16][17]

#### Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[1][6][19]

1. Transportation services.[20]
2. School nutrition programs.[21]
3. Career and technical education.[22]
4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
  - a. Services provided under Title I or similar state or local programs.[23]
  - b. Programs for English Language Learners.[24]
  - c. Programs for students with disabilities.[10]
  - d. Programs for gifted and talented students.[25]

#### Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][6][20]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in

this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[\[6\]](#)

### Training

The district's liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[\[6\]](#)

The district's liaison shall arrange professional development programs for school staff, including office staff.[\[6\]](#)

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[\[6\]](#)

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

## **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students August 2020**

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15

services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

#### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

#### **Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN

website, [www.Pattan.net](http://www.Pattan.net) or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

#### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

#### **Confidentiality of Information**

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more

information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

<b>INTERMEDIATE UNIT</b>	
Tuscarora Intermediate Unit 11 814-542-2501 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	TIU Early Intervention Programming 814-542-2501 Ms. Kelly Zurybida 2527 US Hwy 522 S McVeytown, PA 17051
<b>SCHOOL DISTRICT OFFICES</b>	
Central Fulton School District 717-485-7060 Dr. Janet Foor 151 East Cherry Street McConnellsburg, PA 17233-1400	Forbes Road School District 814-685-3865 Forbes Road High School Ms. Laurel Keegan 159 Redbird Drive Waterfall, PA 16689
Huntingdon Area School District 814-641-2104 Administrative Office Mr. Chris Evans 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Juniata County School District 717-436-2111 Administrative Office Ms. Christie Holderman 146 Weatherby Way Mifflintown, PA 17059
Juniata Valley School District 814-669-9150 Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District 717-248-0148 Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044
Mount Union Area School District 814-542-2518 Administrative Center Dr. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	Southern Fulton School District 717-294-3400 Southern Fulton High School Dr. Tara Will 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267
Southern Huntingdon School District 814-447-5520 Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	Corrections Education 814-658-4024 Trough Creek Youth Forestry Camp #3 Mr. Timothy Miller 4534 Tar Kiln Road James Creek, PA. 16657
<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>	
Tuscarora Intermediate Unit 11 Dr. Brett Gilliland 2527 US Hwy 522 S	814-542-2501

McVeytown, PA 17051	
<b>CHARTER SCHOOLS</b>	
New Day Charter School 814-643-7112 Ms. Jenna Morgan -256 South 5th Street. Huntingdon, PA 16652 717-447-0623 -109 Industrial Circle Mifflintown, PA 17059	Stone Valley Community Charter School 814-667-2705 Ms. Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652
<b>PRISONS</b>	
Huntingdon County Prison 814-641-2104 Mr. Chris Evans 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Mifflin County Prison 717-248-0148 Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

**MEDICAL PROCEDURES TO FOLLOW WHILE BEING TRANSPORTED TO/FROM SCHOOL**

Dear Parent,

In an attempt to better serve your child in the event of a medical emergency while on school transportation to/from school, we would ask that you complete the form below. **If your child is not at any greater risk for a medical emergency than other students in the general population, complete only Section 1, sign & date form. If you child is at a greater risk for a medical emergency, complete the entire form. Return this form to your child's bus driver as soon as possible. \*\*All information will remain confidential.**

**Section 1:**



\_\_\_\_\_  
Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
School

\_\_\_\_\_  
Bus/Van Number

\_\_\_\_\_  
Signature parent/guardian

\_\_\_\_\_  
Date

**Section 2:**

**Emergency Telephone Numbers**

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Father's Name

\_\_\_\_\_  
Work Phone (mother)

\_\_\_\_\_  
Guardian's Name

\_\_\_\_\_  
Work Phone (father)

**Emergency Contact Person (s):**

\_\_\_\_\_  
Name/Relationship to Child

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name/Relationship to Child

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name of Child's Physician

\_\_\_\_\_  
Phone number

**Section 3:**

A. Child's Medical Condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What would the driver observe in the event of a medical concern/emergency with your child on the bus/van? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Is medication available to the bus/van driver in case of an emergency? If so, where is it kept? \_\_\_\_\_  
\_\_\_\_\_

D. What is the driver expected to do to help your child with a medical problem on the bus or at the bus stop?

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## **SOUTHERN FULTON JR/SR HIGH SCHOOL STUDENT-PARENT HANDBOOK**

Please complete and return to your homeroom teacher by September 11, 2020. We acknowledge receipt of the 2020-21 Southern Fulton Jr/Sr High School Student Parent Handbook. We have reviewed this Handbook, with special emphasis on the Student Responsibilities, Attendance, Counseling Services, and Discipline Code. We understand that the student is responsible for all rules and regulations stated in the Passport Book. Also, the student must have this Passport Book in his/her possession at all times.

Student's Name \_\_\_\_\_  
(Please Print)

Grade \_\_\_\_ Homeroom Teacher \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

**An Equal Rights and Opportunities School District**