# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>48</td>
</tr>
<tr>
<td>Academic Achievement List</td>
<td>25</td>
</tr>
<tr>
<td>Academic Awards</td>
<td>21</td>
</tr>
<tr>
<td>Activity Bus</td>
<td>18</td>
</tr>
<tr>
<td>Alcohol Use</td>
<td>38</td>
</tr>
<tr>
<td>Animals on School Property</td>
<td>7</td>
</tr>
<tr>
<td>Announcements</td>
<td>7</td>
</tr>
<tr>
<td>Assemblies</td>
<td>7</td>
</tr>
<tr>
<td>Athletic Program, Interscholastic</td>
<td>29</td>
</tr>
<tr>
<td>Attendance – Appendix B</td>
<td>48</td>
</tr>
<tr>
<td>Attendance at School Dances or other Events</td>
<td>7</td>
</tr>
<tr>
<td>Audio and Video Monitoring in Buses</td>
<td>18</td>
</tr>
<tr>
<td>Automated Phone System</td>
<td>11</td>
</tr>
<tr>
<td>Awards</td>
<td>21</td>
</tr>
<tr>
<td>Behavior Code</td>
<td>35</td>
</tr>
<tr>
<td>Behavior Management Procedures</td>
<td>40</td>
</tr>
<tr>
<td>Behavior Policy – Appendix A</td>
<td>34</td>
</tr>
<tr>
<td>Bullying</td>
<td>39</td>
</tr>
<tr>
<td>Bus Transportation</td>
<td>17</td>
</tr>
<tr>
<td>Bus Video Cameras</td>
<td>18</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>8</td>
</tr>
<tr>
<td>Canvas</td>
<td>33</td>
</tr>
<tr>
<td>Chromebooks</td>
<td>9</td>
</tr>
<tr>
<td>Communicating with the School District</td>
<td>9</td>
</tr>
<tr>
<td>Community Service</td>
<td>41</td>
</tr>
<tr>
<td>Courses</td>
<td>21</td>
</tr>
<tr>
<td>Court or Police Matters</td>
<td>51</td>
</tr>
<tr>
<td>Dental Appointments</td>
<td>51</td>
</tr>
<tr>
<td>Dental Examinations</td>
<td>32</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>33</td>
</tr>
<tr>
<td>Detention</td>
<td>40</td>
</tr>
<tr>
<td>Dismissal</td>
<td>6</td>
</tr>
<tr>
<td>District Beliefs</td>
<td>5</td>
</tr>
<tr>
<td>District Vision</td>
<td>5</td>
</tr>
<tr>
<td>Dress Code</td>
<td>37</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Dress Policy for Musical Organizations</td>
<td>30</td>
</tr>
<tr>
<td>Drug, Alcohol, Prohibited Substances and Paraphernalia</td>
<td>38</td>
</tr>
<tr>
<td>Drug Free School Zone</td>
<td>38</td>
</tr>
<tr>
<td>Due Process</td>
<td>34</td>
</tr>
<tr>
<td>Educational Philosophy and General Objectives – Appendix C</td>
<td>54</td>
</tr>
<tr>
<td>Educational Records, Parent/Guardian Access</td>
<td>27</td>
</tr>
<tr>
<td>Educational Tours and Trips Policy</td>
<td>52</td>
</tr>
<tr>
<td>Emergency Care Cards</td>
<td>32</td>
</tr>
<tr>
<td>Emergency Drills and Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Lock-Down Drills</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Resources for Students/Families</td>
<td>12</td>
</tr>
<tr>
<td>Emergency School Closings</td>
<td>12</td>
</tr>
<tr>
<td>End-of-Year Student Behavior Obligations</td>
<td>42</td>
</tr>
<tr>
<td>English Learners</td>
<td>28</td>
</tr>
<tr>
<td>Equal Opportunity Educational Institution</td>
<td>6</td>
</tr>
<tr>
<td>Evacuation/Reunification</td>
<td>11</td>
</tr>
<tr>
<td>Expulsion</td>
<td>42</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>30</td>
</tr>
<tr>
<td>Extracurricular Activities Contract – Appendix D.</td>
<td>56</td>
</tr>
<tr>
<td>Field Trips</td>
<td>30</td>
</tr>
<tr>
<td>Fire Drill</td>
<td>10</td>
</tr>
<tr>
<td>Gifted Program</td>
<td>28</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>24</td>
</tr>
<tr>
<td>Guidance Services</td>
<td>22</td>
</tr>
<tr>
<td>Harassment</td>
<td>39</td>
</tr>
<tr>
<td>Health Office Screening</td>
<td>32</td>
</tr>
<tr>
<td>Health Services</td>
<td>31</td>
</tr>
<tr>
<td>Hearing Screening Test</td>
<td>32</td>
</tr>
<tr>
<td>Homeless/Displaced Youth</td>
<td>14</td>
</tr>
<tr>
<td>Homework</td>
<td>22</td>
</tr>
<tr>
<td>Illness/Injury or Emergency</td>
<td>52</td>
</tr>
<tr>
<td>Immunizations</td>
<td>32</td>
</tr>
<tr>
<td>Individual Recognition Program</td>
<td>22</td>
</tr>
<tr>
<td>Insurance Policies</td>
<td>33</td>
</tr>
<tr>
<td>Interscholastic Athletic Program</td>
<td>29</td>
</tr>
<tr>
<td>Intervention/Enrichment Program</td>
<td>15</td>
</tr>
<tr>
<td>Level I Violations</td>
<td>42</td>
</tr>
<tr>
<td>Level II Violations</td>
<td>43</td>
</tr>
</tbody>
</table>
"The Southern York County School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender and disability in any of its activities, programs, or employment policies or practices as required by Title VI of the Civil Rights Act of 1974, Title IX of the Educational Amendments of 1972, section 504 of the Rehabilitation Act of 1973, or the American Disabilities Act of 1990. Please direct equal opportunity inquiries to the Assistant Superintendent of Schools, Southern York County School District, and P. O. Box 128, Glen Rock, PA 17327-0128, or call (717) 235-4811."
Foreword

We welcome all students to Southern Middle School. This handbook will acquaint you with the rules and policies of our school. It is not practical to include every policy as written in full. Therefore, if you have a question regarding an issue that is not specifically covered in this handbook, please contact the Principal’s office.

Students and parents/guardians are responsible for reading this handbook and keeping it in a convenient place for reference. We welcome suggestions for improving the handbook, as well as suggestions which will improve our instructional program and provide better learning opportunities for our students. Parents/guardians should not hesitate to confer with the Middle School administrators when concerned about how any school policy or practice may affect the security and well-being of their children.

District Vision, Beliefs, and Mission Statements

VISION – A vision is what we aspire to be; involves risk-taking; describes the ideal. It captures our highest expectations and hopes for the future.

VISION STATEMENT
Our vision of the Southern York County School District is that of a dynamic organization, that will work in partnership with the family and community and will continuously strive to develop productive, contributing, responsible citizens, capable of meeting the global challenges of the future.

BELIEFS - define those basic values that are understood to be part of the cultural and historic heritage of our community. They are the code by which we live. Even in a world of change, they remain firmly in place.

BELIEFS
We believe:
1. Everyone can learn.
2. Every person is entitled to the opportunity for an education that allows maximization of individual capabilities.
3. Responsibility for education is shared by students, family, teachers, administrators and community.
4. Learning is a lifelong process that includes not only the intellectual but also the social, emotional, cultural, and physical development of the learner.
5. Preparation and motivation for learning must begin at home.
6. Learning is best achieved in a safe environment.
7. Respect for individual diversity is an essential element of a positive learning environment.
8. Teaching the process of learning which requires various levels of thinking is as important as teaching the content.
9. High expectations are an integral part of the learning process.
10. Practical, applicable learning skills, knowledge and abilities should provide the foundation for the teaching process.

MISSION – A mission tells us in the broadest terms why and what we have to do to realize our vision. The mission statement defines the primary role of our schools. It supports the vision and is built upon the values of the community.
MISSION STATEMENT
The Southern York County School District, through a cooperative effort with the family and community, will provide a quality learning environment that promotes character, fosters responsibility and challenges students to achieve their potential.

EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION
The Southern York county School district is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender and disability in any of its activities, programs, or employment policies or practices as required by Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973 or the American Disabilities Act of 1990.

Please direct equal opportunity inquiries to Dr. Robert Bryson, Assistant Superintendent of Schools, Southern York County School District, P. O. Box 128, Glen Rock, and PA 17327-0128 or call (717) 235-4811. (School Board Policy #103 outlines the District’s Nondiscrimination in School and Classroom Practices policy)

The School Day
STARTING THE SCHOOL DAY
Upon arrival at school, all students should report to the auditorium lobby area and cafeteria. They should remain in this area until the bell rings, unless they have received permission to be in another location. At 7:35 a.m., all students will proceed to their locker and their assigned homeroom. Students must be in homeroom by 7:45 a.m.

All students arriving at school after 7:45 a.m. will receive a late-to-school pass. Teachers will not admit those students arriving late to their class without having a pass from the main office. These students will be considered late. The only exception to this policy is for students who arrive on a late bus (as determined by the administrators) and students who give their homeroom teacher a signed pass from an administrator, school counselor, or teacher.

DISMISSAL
When the dismissal bell sounds at 2:44 p.m., students who ride first-run buses should leave the building by the auditorium lobby exit and walk across to the high school, using the sidewalks. Students should walk—never run—using only paved surfaces. No loitering is permitted in the area around the buses. Only first-run bus students are allowed in the bus-loading zone at this time.

Second-run bus students should report to the auditorium lobby when the second-run bell rings and wait in this area until their bus arrives. Second-run bus students may wait outside during good weather but are restricted to the area between the curb and the school entrance. Students should not cross the yellow restraining line until the bus has come to a complete stop.

Only those students with proper supervision and/or authorization from a teacher, coach, or administrator are allowed in the building once the second run buses leave. Students wishing to attend after-school events as spectators must go home on the bus and return to the event at its start time. Students are not permitted to loiter on the school campus before or after an event.
General Information

ANIMALS ON SCHOOL PROPERTY
No animal in the care, custody, or control of any person shall be permitted on school property, except those that qualify under the following exceptions:

1. Individuals with disabilities may be accompanied by their service animals while on district property.
2. School administrators may inquire of the owner or handler of an animal whether the animal is a trained service animal and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual’s disability.
3. The District shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.

ANNOUNCEMENTS
Important information is communicated to the students during homeroom announcements, which are broadcast from our WSMS Channel 3 television studio. Community members who wish to view the announcements may tune to Comcast Cable TV, Channel 99.

AUTOMATED PHONE SYSTEM
Through the District’s parent/guardian notification system, parents and guardians will be automatically notified by phone and/or email of important announcements, including weather-related cancellations and closings.

ASSEMBLIES
During assembly programs, students should demonstrate appropriate audience behavior going to, during, and exiting all assemblies. They should arrive to the assembly area in an orderly manner and sit down quietly. Students should be considerate to others at all times. This means laughing only when something is meant to be funny and sitting quietly when the program is not of great interest to the audience member. Those on stage should have the courtesy of a considerate audience. Vigorous applause is the only appropriate way for students to show their enthusiasm. Whistling, foot stomping, and shouting are not acceptable. Booing or jeering is never permitted. Students will exit the assembly by standing and filing out in an orderly manner. Travel through the hallways should be done quietly so that classrooms are not disrupted. Attendance at assemblies is a privilege, which may be withheld if students do not demonstrate appropriate behaviors.

ATTENDANCE AT SCHOOL DANCES AND OTHER EVENTS
School dances and activities are open to 7th and 8th grade students who reside within the District who are eligible to attend. Students who are not in good standing may not be permitted to purchase tickets or attend events. Adequate chaperones (staff members) attend the activities. SMS students are eligible to attend these functions provided they attended school on the day of the activity and are not under any school suspension. Parents/guardians are required to provide transportation to and from the event and are asked to be present at the conclusion of the event to ensure the safety and supervision of their children.

Students attending dances and other activities held inside the school building must remain inside the building. Once students leave the building they are not permitted to re-enter, and must leave the school grounds. If a student needs to leave the building for an emergency, the student should get permission from an advisor/sponsor at the event before
leaving. Any exception to this policy requires prior administrative approval.

School and behavior management procedures, including school dress code, will be enforced at school dances.

CAFETERIA

A cafeteria breakfast and lunch service is available to all students. Students may also carry lunches and supplement them with purchased beverages. There are many healthy breakfast and lunch combination choices available at the Middle School, along with a wide variety of à la carte items. The School District will make reasonable attempts to honor dietary restrictions based on a physician’s note, which should be delivered to the Health office.

Paying for lunches

We encourage parents/guardians to participate in our convenient “Point of Sale” system, which allows for deposits using MySchoolBucks, with students drawing on the available balance as they purchase lunch or lunch items. Deposits should be made by check or online via MySchoolBucks. Students will be given a starter supply of envelopes at the beginning of the school year and reminder envelopes when their account falls to a balance of $5. This represents a warning period of three days. MySchoolBucks provides an email notification when funds are getting low based on setup by individual user. Cash payments are accepted, but most parents/guardians and students find the debit sale system to be a far more convenient way to pay for lunches.

Lunch credit accounts are District obligations, and report cards may be retained, pending payment of outstanding balances.

MySchoolBucks

Access to your child(ren)’s cafeteria account(s) is available online via MySchoolBucks. Here, parents and/or guardians are able to view transactions and balances in their child(ren)’s cafeteria account(s) and make electronic deposits. If you do not have Internet access, or if you choose not to use MySchoolBucks, you may continue to deposit cash or a check into your child(ren)’s lunch account. The MySchoolBucks link is located in the Parent Portal at the District’s website (www.sycsd.org) under “Online Tools.”

Free and Reduced Lunch Program

The School District participates in the National School Lunch Program and offers free and reduced meals to students who qualify based on the family income of their parent(s) or guardian(s). All students are given information and application forms at the beginning of the school year. The Coordinator of District Programs (235-4811, extension 7222) manages the Free and Reduced Lunch program, and all information is processed and maintained on a confidential basis. A free or reduced lunch transaction is made at the checkout register electronically, also on a confidential basis.

Cafeteria Regulations

- Students should report directly to the cafeteria during their scheduled lunch period. Students who need restroom passes should obtain them from the supervising teacher during their lunch period. No student should leave the cafeteria after the lunch period has started without a properly issued pass.
- All students must eat in the cafeteria. No food may be taken from the cafeteria and consumed elsewhere, except by special administrative permission.
- Students must remain in line at the serving and disposal stations.
- Students should be courteous to the servers.
The cafeteria supervisors may designate where a student will sit.
During the lunch period, students should use their best manners. Talking is permitted at a conversational level.
When students finish eating, they should carry trays and trash to the proper locations, and then return to their seats.
Students are not allowed to congregate near the exit areas.
Cafeteria supervisors will dismiss the students. Tabletops and the floor area must be clean before students will be dismissed.
The cafeteria staff is the only organization permitted to sell and/or distribute food during lunch periods. Any exception to this policy must be administratively approved.
In consideration of others, it is important that students leave the cafeteria clean and in good order. Students who disregard basic table manners and cleanliness may have their lunch privileges altered.

(Please see Board Policy #246 for more information on School Wellness)

CHROMEBOOKS
Students at Southern Middle School have the option to use a school-issued Chromebook laptop computer throughout the school year, both at school and at home.

Teachers and students use Chromebooks in the classroom to increase student collaboration.

Students may also connect with their peers in other classes. In addition, students will be able to improve their research skills to enhance classroom discussions.

Parents/guardians and students will have the opportunity to participate in training to become more familiar with the vision, instructional use and care, and warranty options.

There are several internet service providers in Southern York County so that students may have access to internet service outside of school.

Additional information regarding the Children’s Online Privacy and Protection Act Form – COPPA and Chromebook Guidelines and Warranty Policy Information is available on the Southern Middle School page of the District website.

(For additional information on Acceptable Use of District Technology Resources, please see Board Policy #815)

COMMUNICATING WITH THE SCHOOL DISTRICT
Parents/guardians should first contact their child’s classroom teacher by calling the Middle School office at 717-235-4811, ext. 3253, and requesting to speak to or leave a message for the teacher. If a parent does not get a satisfactory response from this interaction, it is then recommended that the parent speak to the School Counselor, Assistant Principal, or Principal. Please call for an appointment.

If not satisfied with the response at the building level, parents/guardians may contact the Assistant Superintendent. If still not satisfied, a parent may contact the District Superintendent. Both of these individuals may be reached at 717-235-4811.

If a school district resident has a request or wishes to present information to the School Board, the student should make their wishes known to the Superintendent or Board of Education President or may address the Board of Education
during the public comment period, which is reserved for the first hour of each School Board meeting. The School Board meets the third Thursday of January, February, March, April, June, July, August, September, October, and November. The May meeting is held on the 4th Thursday of the month and the December meeting is held on the first Thursday of the month. Please do not hesitate to contact the Superintendent for assistance in communicating with the School Board.

The School Board and staff are eager to cooperate and work with our public. We realize that our combined efforts are essential if we are to continue doing the best we can for our students.

EMERGENCY DRILLS & PROCEDURES
Emergency drills are held regularly throughout the school year. Designated exit signs are posted in each room, and students should be aware of the exits.

Everyone must obey the following rules during an emergency or drill:

**During Class**
1. Absolute silence. Check exit sign in the room.
2. Walk from the room to the designated exit. Make sure all windows and doors are closed when leaving the room.
3. People reaching the exits will hold the doors until all persons have departed that exit.
4. Upon leaving the building, students will continue in line to the emergency assembly area. Walk into the area designated for your section and await instructions.
5. Keep silent and answer your name when roll is called.

**Between Classes, Before School, or After School**
1. Absolute silence. Move to the hallway and walk toward the nearest exit.
2. Follow the same procedures as numbers 3, 4, and 5 above.

**Returning to Building**
You will be notified by intercom or outside bell when to return to the building. You must return to your class or activity by the most direct route, without any stops in between. Maintain silence when entering the building.

**Fire Drill**
1. In the event of fire, students or teachers should pull an alarm immediately.
2. Teachers will indicate to the students the red arrow posted in each room, which points to the exit to be used in case of a fire/drill.
3. Students should accompany the teacher to the designated safe area 50 feet from the building.
4. If an exit is barred, use the next nearest exit.

**Emergency Lock-Down Drills**
A lock-down drill will be announced if it becomes necessary to keep students out of the halls due to an emergency or intruder. The following procedures are to be followed:

- **Precautionary**
This drill will be used if there is an incident in the halls making it necessary to keep students in the classroom. In this case,
situation, all students must remain in classrooms. Doors will be closed, and no hall passes will be issued. Classroom instruction will continue during a Precautionary Code incident.

- **Lockdown**
  This drill will be used if there is a serious incident, such as an intruder in the building. In this situation, any student in the hallway at the time the code is announced should be taken into the nearest classroom occupied by a teacher. Doors will be closed and locked, if possible. All occupants in every room should move to the back of the room away from windows and doors and remain as quiet as possible.

- **Tornado**
  The drill/alert will be conveyed by a public address announcement. If the system is non-operational, office personnel will alert all classes.

### Situational Awareness/Run Hide Fight/Lockdown

The Southern York County School District places school safety as a top priority and recognizes that different circumstances require flexibility in response. A key element of this flexibility centers on the awareness of a situation/surroundings and the empowerment of staff and students to make informed decisions of whether to run from harm, seek hidden protection, or to defend themselves from unavoidable danger. Training that has been developed by district staff and law enforcement will be shared/reviewed with students.

One such response may include the use of a “lockdown” during which students will remain in classrooms (students in hallways will be taken into a classroom) and will seek shelter away from windows/dors. Students are to remain quiet.

District safety procedures are regularly reviewed by building and district safety committees.

### EVACUATION/REUNIFICATION

Adding to these drilled procedures, the district has developed plans for campus evacuation and reunification should an emergency situation merit this response. In the event of such a need, school communication tools would be utilized to notify parents/guardians with regard to reunification procedures (appropriate to the concern).

For more information on Emergency Preparedness, see Board Policy 805

### WEATHER RELATED SCHOOL CLOSINGS

School closures and delays are announced through the following media. Students and/or parents/guardians may also call the School District at 235-4811 for a recorded message or visit the school district’s main web page for information.

**RADIO**
- **AM**
- **FM**
- **TV STATION**
  - WSOX-FM 96.1 WHTM Channel 27
  - WSBA-AM 910 WPMT Channel 43
  - WARM-103 103.3 WGAL-TV Channel 8
  - WBAL-AM 1090 WBAL-TV Channel 11
- WYY-FM 97.9

**INTERNET**
- [www.sycsd.org](http://www.sycsd.org)

**Automated Phone System**
Through the District’s parent/guardian notification system, parents and guardians will be automatically notified by
phone and/or email of important announcements, including weather-related cancellations and closings.

EMERGENCY SCHOOL CLOSINGS

Flexible Instruction Days
The Commonwealth of Pennsylvania’s Department of Education has approved Southern York County School District’s request to provide up to five (5) “Flexible Instructional Days” to students. When winter weather or an emergency requires us to close our schools, we can provide instruction to our students at home rather than in the classroom. The Commonwealth of Pennsylvania will count this as a full day of school for students, which will enable us to maintain our current calendar.

The District has been approved to use up to five (5) of these days during the school year and they will be used as needed.

Implementation of Flexible Instruction Days (FID)
Students will leave school with a packet to be completed at home in the event school is closed due to inclement weather.
If a student is absent the day before a FID, the work may be completed when the student returns. Students will be afforded the necessary time and support to complete the assignments, and additional time will be provided on an as-needed bases prior to submitting the work for assessment.

If you have any questions regarding Flexible Instruction Days, please do not hesitate to contact your school’s principal.

EMERGENCY RESOURCES FOR STUDENTS/FAMILIES

STUDENT TIP HOT-LINE
The Southern York County School District, in an effort to create a safe classroom environment to support learning, has enacted a Safe2Say Something anonymous tip line for students, parents/guardians and staff to share safety and well-being concerns. Links to these resources can be found on the district’s home page.

ChildLine
The Mission of ChildLine is to accept calls from the public and professional sources 24 hours per day, seven days per week. ChildLine will provide information, counseling, and referral services for families and children to ensure the safety and well-being of the children of Pennsylvania.

Each call is answered by a trained intake specialist who will interview the caller to determine the most appropriate course of action. Any person may report suspected abuse, even if the individual wishes to remain anonymous. To report suspected child abuse call: 1-800-932-0313.

Please note that all school personnel fall into the category of mandated reporters and are obligated to report all instances of suspected child abuse. For more information on child abuse reporting, please reference Board Policy #806.

Comprehensive Victim Services
- 24-Hour Confidential Hotline – Call 1-800-262-8444 if you think you are in an emotionally or physically violent relationship to talk to a staff member about your situation and your options.
- Emergency Safe Shelter – Available any time of the day or night for victims of domestic violence and their children who are in fear of abuse. Meals clothing, and other support are available. Call 1-800-262-8444 for the
support group schedule.

- Support Groups – Available for victims of domestic violence. Call 1-800-262-8444
- Transitional Housing in York and Hanover – Survivors of abuse can live for one to two years in affordable housing as they work toward their goals. Call 1-800-262-8444 for information.
- Individual and Group Counseling – Available to victims of all ages to assist in the healing from violence. Call 717-854-3131 for an appointment.

CRISIS INTERVENTION SERVICES

TrueNorth Wellness
- Mobile Crisis – (Toll Free) 866-325-0339 or (717) 637-7633 (Direct Line) or (717) 632-4900 (Extension 1). For more information on emergency crisis support services, call (717) 632-4900, ext. 1447.

WellSpan Crisis Intervention
- York Hospital Crisis Intervention Services – Emergency Room (24 hours) – (717) 851-5320

UPMC Hospital Crisis Intervention – York (24 hours through Emergency Room - formerly Memorial Hospital)
- Associated with TrueNorth Wellness – (717) 849-5730

UPMC Hanover Hospital Crisis Intervention (24 hours through Emergency Room)
- Associated with TrueNorth Wellness – (717) 316-3711

Hotlines for students
Here are some recommended hotlines for students who feel they need help. Except where noted, all lines are open 24 hours a day, seven days a week.
- Wellspan York Hospital - Crisis Intervention – 717-851-5320 or 800-673-2496
- Crisis Textline – text HELP to 741741
- The Trevor Project – crisis hotline for LGBTQ young people – 866-488-7386 or text START to 678678
- Depression and suicide – The National Hopeline Network (800-784-2433)
- Drug abuse – US Department of Health and Human Services, Substance Abuse Services Administration (800-662-4357)
- Overdose – Poison Control Centers (800-222-1222)
- Runaways – National Runaway Switchboard (800-786-2929)
- Eating disorders – National Eating Disorders Association (800-931-2237)
- School shootings – Pax Real Solutions to Gun Violence (866-773-2587)
- Girls and Boys Town National Hotline (800-448-3000)
- Covenant House Nineline (800-999-9999)

The Southern York County School District recognizes the importance of students’ social-emotional health and takes a proactive, educational approach to suicide awareness and prevention. Please see Board Policy #819 for more information on suicide awareness and prevention.
HOMELESS/DISPLACED YOUTH

EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS (ECYEH)
The Southern York County School District works diligently to identify and support homeless students and families. Under the Federal McKinney Vento Act, students who are experiencing homelessness have specific rights to reduce barriers to education. The homeless liaison in each district is tasked with assisting students in these situations and ensuring they have the same opportunities to succeed in school as others.

Southern York County School District’s Homeless Liaison is Ms. Jill Platts. Please contact Ms. Platts at the phone number or email below if you feel your child meets the qualifications of a student experiencing homelessness. (Link to McKinney Vento Board Policy 251)(Link to BEC 42 U.S.C & 11431 et seq.)

Homeless Liaison: Ms. Jill L. Platts, Social Services Coordinator/Attendance Officer
Phone: (717) 235-4811 ext. 4571
Email: jill.platts@sycsd.org

We can help with the following:
• School enrollment/placement
• Agency referrals (clothing, food, shelter, counseling)
• Tracking/transferring school records
• Accessing educational programs
• School supplies/clothing
• Transportation
• Coordination of services with community agencies
• Increasing public awareness of homelessness

Our goals:
• Ensure that all children and youth experiencing homelessness enroll, participate, and have the opportunity to succeed in school
• Ensure children and youth experiencing homelessness receive a free and appropriate public education on an equal basis
• Eliminate and/or reduce educational barriers through the use of local “best practices“ and the authorized activities of the McKinney-Vento Homeless Education Assistance Act
• Reduce the disruption in the educational lives of children and youth experiencing homelessness
• Increase awareness about the nature and extent of the problems children and youth experiencing homelessness have enrolling in and gaining access to educational programs
• Explain the laws and policies to students, families, staff, and the community

Student’s Rights:
• The right to immediate enrollment in school, even if lacking paperwork normally required
• The right to attend school in their school of origin (if this is requested by the parent/guardian and is feasible) or in the school in the attendance area where the family or youth is currently residing
• The right to receive transportation to their school of origin, if this is requested by the parent/guardian/student
INTERVENTION/ENRICHMENT (I.E.) PERIOD

In order to meet the needs of all of our students and ensure that all students are making growth, Southern Middle School has developed an Intervention/Enrichment (I.E.) period. This school year, all students will participate in a thirty minute I.E. period which will run immediately after homeroom. Students will be assigned to a variety of intervention/enrichment activities. Interventions will primarily support mathematics, reading, study, and social skills. Enrichment activities will allow students to participate in student-created project based learning activities. Here is a link to Intervention/Enrichment IE presentation.

LIBRARY

Library Hours

The library is open from 7:35 a.m. to 3:10 p.m. Students may come to the library before homeroom or with a pass from a teacher. The library staff issues passes to students who wish to do research before 7:35 a.m. and during lunch.

Circulation of Materials

- Regular books are checked out for three weeks, with a three-week renewal. Reference books and magazines are signed out overnight. The date on which material due is stamped in the back of each book. Students should refer to this in order to avoid late fees.
- A five-cent fine is levied for each day a book is overdue. The fee for overnight materials is 10 cents. Absences, weekends, and days when school is not in session are exceptions. If you lose a library book, you will be expected to pay the purchase price. Library obligations slips are issued through the homeroom teachers every other day.

LOCKERS

Students may use their lockers before homeroom, in between classes, and after school.

Each student is assigned a locker at the beginning of the school year. A locker may be used only by the student to whom it is assigned—they are not to be shared. Only equipment and materials necessary for school are permitted in the lockers. Students are responsible for keeping their locker clean and neat, as well as keeping the lock combination confidential. They may not post anything on the outside of their locker, although they may use magnets to post items inside the locker. The School District is not responsible for any materials that are stored in a locker. The Physical Education Department will provide separate locks and lockers for use in gym classes.

The Board of Education has authorized the administration to conduct sweeps of school property/premises (including lockers and vehicles) for the purpose of detecting any unauthorized substances as defined by the Drug and Alcohol Policy. No prior notice will be given to students regarding the time or date when a sweep is scheduled. Students are
responsible for anything found in their lockers. School authorities may search a student’s locker or vehicle and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

LOST AND FOUND
Lost and found items are located in an area near the school lobby. Lost and found physical education equipment is located in the girls’ or boys’ physical education office.

PERSONAL & SCHOOL PROPERTY
Students are responsible for all equipment and materials the school provides them. If any of the items are lost, stolen, and/or damaged, the student to whom the item(s) was issued must pay for the item(s). The school provides as many safeguards as possible (locks and lockers, rules and regulations, etc.) to guard against items being stolen or damaged, but the school alone cannot prevent some of these acts from occurring. Here are a few precautions students should take:

- Make sure lockers are properly closed and locked.
- Keep the locker combination confidential (don’t even tell your best friend).
- Carry enough money to take care of your needs at school; never carry large sums of money.
- Keep valuables on your person or under lock at all times.
- Report any theft to the office as soon as you discover the loss.
- Be responsible for clothing. Each year the school collects boxes of unclaimed clothing.

Textbooks
All textbooks must be covered. Students will place their names in the book(s) under a teacher’s supervision. Students will be held responsible for excessive wear and damage to a textbook, and will be required to pay for any damage at the end of the school year. If a student receives a new textbook and loses it, the student will need to pay the full cost of a new textbook. Losing a textbook valued in terms of years will require student payment for the book based on 10% depreciation per year, up to 10 years.

Musical Instruments
The School District cannot assume responsibility for personally owned musical instruments. However, students are provided an instrument storage area during the school day. While these areas are secured when no one is in the area, the District cannot guarantee the prevention of loss or damage to instruments stored in this area. Students are urged to have adequate insurance coverage with their family homeowner policy or with a comparable insurance plan to cover possible loss or damage to instruments.

PHOTOGRAPHS
School Pictures
Early in the school year, a commercial photography studio takes a picture of each student so that the school has a photograph for the student’s personal record.

Use of Students’ Names and Photos in Media and District Web Page
Throughout the school year, the Southern York County School District may have many opportunities to share newsworthy information and/or pictures of its students with local newspapers and through various School District
publications or videotaped productions. In addition, our school district maintains a web page for use by students, administrators, teachers, and community members. At times, we may wish to share newsworthy information about our students, using names, photos, and/or student work (i.e., drawings, poems, creative writings, etc.) on our web pages.

If the opportunity arises for your child to be part of a news event or item, we shall assume we have your implied consent to use their name and/or picture, unless you provide us with prior written notification to the contrary. If you prefer that your child’s name and/or identifiable picture (name printed in caption of a group or individual photo, or identified in some other manner) or appearance in any videotaped productions not be used, please send a letter to your child’s Principal. The letter should state that you do not wish your child’s name or identifiable picture be used in any School District publication, news items sent to local media, or on the School District’s web page, nor do you want your child to appear in any videotaped productions.

Use of Recorded Voices from Classroom Setting
The District endeavors to meet the needs of all its students, and from time-to-time uses technology as one means. In order to accommodate special needs under State and Federal law, certain students in your child’s classroom might have the right to audio/video record, or to receive teacher-made audio/video recordings, of discussions that occur during instructional activities. These recordings could include the voice of your child.

The District is taking appropriate steps to assure that the child making the recording, or for whom the recording is made, will use the recording solely to support his or her ability to access and retain educational information. The recording shall be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of the District for any purpose.

STUDENT ASSISTANCE PROGRAM
The Student Assistance Program (SAP) utilizes school staff and community resources to assist students who are exhibiting behaviors that adversely affect learning. SAP is coordinated by a group of concerned members of the professional staff who have received training in recognizing student behaviors that inhibit educational growth.

Any of the following may make a referral to SAP: school staff, a student’s parent/guardian, other students, the student himself, or any other concerned individual. Confidentiality between the student and school personnel will be respected and maintained in the best interest of the student. Parents and guardians may contact the Guidance Office for further information.

TRANSPORTATION OF STUDENTS

BUS TRANSPORTATION
In the morning, students must be at their assigned bus stop five minutes before the scheduled bus arrival. They are expected to wait at their assigned stop for up to 30 minutes for the bus to arrive. After 30 minutes, students are encouraged to contact the school. Bus riders are to report directly into the Middle School when they disembark the bus. Permission will not be granted for any student to ride a bus other than their assigned bus, unless there is an emergency.
A note requesting permission to ride a different bus must be sent to the Principal from both parents/guardians of the students by 10 a.m. the day of the request, before permission may be granted.

**Rules of Conduct**
- Bus driver may assign seats; students are required to remain in them.
- Students are not permitted to put any parts of their bodies out the bus windows.
- Students are not permitted to throw any objects inside the bus.
- Eating or drinking is not permitted on school buses. (Coaches/advisors may grant special permission during after-school activities.)
- Students may not stand or change seats once the bus is moving.
- Students must wait for the bus to come to a full stop before getting on or off the bus.
- All projects and musical instruments must be carried on the student’s lap. Any items that cannot fit on the student’s lap are a safety hazard and are not permitted on the bus.
- Bus drivers shall report infractions to the student’s building administrator. Discipline may include: a warning, removal of bus privileges or suspension, or referral to the Board of Education.

**Audio and Video Monitoring In Buses**
The Board authorizes use of audio and video monitoring equipment in school buses that transport students and in “public areas” on school property. Audio and video monitoring equipment shall be located in a visible location.

Images and sounds recorded using the audio and video monitoring equipment may be used as evidence in disciplinary proceedings conducted by the school district. Such information also may be shared with law enforcement officials, if school officials reasonably believe that it constitutes evidence of a crime.

Anyone who reviews or is provided audio and video must keep the contents confidential, except as required in connection with school district or law enforcement purposes.

**Activity bus**
The School District provides late bus service for students involved in approved, supervised after-school activities. Students wishing to use this service must secure a pass from the school office on the day of the activity. The activity bus departs from the front of the school at approximately 5:15 p.m. and stops at established stops as posted for this special run. The Middle School main office has a listing of these stops.

No student is to remain on campus after dismissal unless under the direct supervision of a faculty member for the entire time of the stay on campus. If a student will be staying with a staff member in an activity that lasts until 5:00 p.m., the student may secure an activity pass and use the activity bus. If a student stays with a staff member until some designated time before 5:00 p.m., the parent/guardian must arrange transportation. Students may not stay on campus without direct adult supervision. However, we will try to assist with special needs on an individual basis.

**Guidelines to Excuse Students from Riding a Bus Home from an Activity Held Off School Grounds**
Parents and/or legal guardians of a student who has participated in a school-sponsored activity that is held away from school grounds may request that the student be released into their custody following the activity, provided that:
1. Parents/guardians present a written request to the advisor before the event.
2. Parents/guardians present themselves to the advisor to receive the student.

**TRANSPORTING STUDENTS OTHER THAN ON BUSES**
Middle school students are not permitted to drive any type of motor vehicle to school without permission from the
Principal. No exceptions will be made to this rule. Due to demanding traffic conditions near our school, we strongly recommend that all students take advantage of the bus service provided by the School District. Students living in areas immediately adjacent to the school may walk to school, as long as parents/guardians provide permission. Forms for this purpose are available in the Middle School main office.

VISITORS
Due to concerns about safety, no visitors will be allowed in classrooms during the school day without permission of an administrator. No unscheduled student visitors will be permitted at any time. All visitors to the building must report to the main office to secure a visitor’s pass. Visitors must provide the purpose of the visit and photo identification prior to entrance to the building.

Please note that audio and video recordings may be conducted in the building for safety and security.

Visitor – an individual whose actions do not rise to the level of a volunteer. As examples, and without limiting the category of individuals who may be considered visitors, Visitor includes:

1. a parent/guardian, close relative, or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery to, meet with, or share a celebration time with, a student who is the individual’s child or other close relative or for whom the individual is the guardian;
2. an individual who attends a sports event or other extracurricular activity;
3. an individual who is a career day or other similar speaker or participant visiting to share information with students under supervision of a school employee.

VOLUNTEERS
Southern York County School District is proud of the high level of volunteer involvement in our schools. Our parents, guardians, retirees, interested citizens, and community organizations donate their time and talents to our schools in many ways. Volunteers in our schools augment the education and support services available to students through the use of their diverse talents and skills.

Volunteers who have direct contact with a student or students (meaning that they have care supervision, guidance or control and routine interaction with students) are required to obtain criminal background clearance checks. For example, this volunteer contact time could include, but is not limited to: coaching, chaperoning a field trip or competition, and/or providing supplemental assistance to a student without direct supervision by a School District employee. Under Act 15 of 2015, the clearances are required to be obtained and renewed on a five-year cycle. All new volunteers submitting clearance packets, must submit all clearances that are less than a year old.

Visitors who are at no time alone with a student without a School District employee present are not required to obtain criminal background clearance checks.

In addition, volunteers who provide a service to the School District for an aggregate period of time exceeding 10 hours per week throughout the school year must undergo a tuberculosis examination administered either by your family physician or a school nurse in accordance with the regulations of the PA Department of Health. While the school nurse is available to perform the TB exam, we prefer that you obtain the test from your family physician because the priority of our school nurses remains our students.
Effective July 25, 2015, the PA Child Abuse Clearance and the PA Criminal History Record Check will be free to volunteers once every 5 years, you must mark that you are volunteering. As always, we are committed to keeping our students safe.

WITHDRAWAL FROM SCHOOL
Parents or guardians should contact the school immediately if a student must withdrawal for any reason. If known, parents/guardians should inform the school of the student’s confirmed date of withdrawal, the new residential address of the family, and the name and address of the student’s new school. Southern Middle School will comply with the procedures outlined in the District’s Student Records policy, as it relates to sending the student’s records to their new school.

On the student’s last day in attendance at Southern Middle School, the student must clear any obligations, such as returning books, school-owned materials and equipment, payment of any fines or costs incurred, cleaning out lockers, etc. When the student has satisfied these obligations, the school will prepare a transfer packet for the student to present to their new school.
Academics

COURSES

English: Includes Reading, Writing, Spelling, Grammar, and Literature.

Social Studies: Includes interdisciplinary studies taken from the Social Studies, Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology, and Sociology. Students in grade 7 also study Geography in depth.

Mathematics: Core Connections, Core Connections II, Core Connections with Algebra, Core Connections III, Algebra I, and Geometry. (*Students in Algebra I will be required to take the Pennsylvania Keystone Exam.)

Science: Students in grade 7 take Earth Science. Eighth graders take Life Science.

Practical Arts: In 7th and 8th grade, students are scheduled for four practical arts classes during the school year. They include Art, Computers, Engineering by Design, and Family Consumer Science.

Music Electives: Students may select Band, Orchestra, and Chorus. Students may participate in all musical groups; however, if more than one is chosen, the time spent in class will be divided among the groups.

World Language: Selected eighth graders are able to take Latin, French, or Spanish. They will participate in the class each day of the cycle and will be taught the equivalent of the high school course.

Drop/Add/Change Courses

At the beginning of the school year, a student may request to drop, add, or change a course within the first 20 school days. Please contact your child’s teacher and school counselor to request changes to your student’s academic program. Only in cases of extenuating circumstances (i.e. medical condition, etc.) may a student’s schedule be modified after the first 20 days of school. The final decision for these circumstances will be made in collaboration with the student, parent/guardian(s), teacher(s), school counselor, and building principal.

AWARDS

We believe that all activities within the middle school are important to the growth and development of a student. The Student Recognition System recognizes students for academic achievement and for participation in formally organized school activities.

Academic Awards

Students who achieve and maintain an average of 94-100% will be recognized for Distinguished Academic Achievement. This average is weighted according to the amount of minutes each class meets per week.

Students who achieve and maintain an average of 90-93% will be recognized for Academic Achievement. This average is weighted according to the amount of minutes each class meets per week.

Traditional Awards

Traditional awards are given for outstanding performance in a variety of areas within the middle school according to established standards in each area. Awards given in art and music are examples of traditional awards.
Special Awards
Special awards are presented to students who show outstanding ability and achievement in a variety of areas within the school program. Each award is given according to individually established participation requirements and recognition standards. The American Legion Award is an example of a special award.

Individual Recognition Program
The Individual Recognition Program acknowledges students for their individual school contributions. This program is intended to build public pride and self-esteem in students and to encourage everyone to look for the good things that occur in our school.

National Junior Honor Society
The National Junior Honor Society is open to students who meet the required national and local chapter standards in four areas of evaluation: scholarship, leadership, service, and character. NJHS members are selected in the 4th marking period.

To be eligible for National Junior Honor Society, a student must:
- Earn a 93.5% combined average in all classes combined for marking periods 1-3.
- Comply with handbook rules, Honor Code, and extracurricular contract rules.
- Participate in at least 2 activities during 7th and 8th grade (1 activity per school year) in which the student either serves or represents the school or the community.

GUIDANCE SERVICES
Students should feel free to meet with their counselor at any time throughout the school year. Parents/guardians are welcome to meet the school counselor to discuss their child’s scholastic progress, educational future/vocational plans, as well as any special problems. Parents/guardians should call ahead to make an appointment to ensure a counselor is available.

HOMEWORK
District Homework Policy
Homework is a valuable tool in the learning process and should be given at all levels. The purpose of homework is to reinforce classroom concepts, to develop thinking and study skills, to promote student responsibility, and to enlighten parents/guardians as to course content and teacher expectation.

The following time requirements are a guide to the quantity of homework each student should have on average each night:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Average Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Grade 2</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Grade 3</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Grade 4</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Grade 5</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Grades 6-8</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>90 minutes</td>
</tr>
</tbody>
</table>
Getting Homework Assignments during an Absence
When a student has consecutively missed three days or will decidedly miss three or more days, the parent/legal guardian should contact the school counselor to make arrangements to collect missed work for the student. Parents/guardians should allow 24 hours for teachers to prepare and submit the assignments. Although Southern Middle School’s policy states that assignments will not be collected for less than a three-day absence, a request may be made for textbooks to be gathered and sent home at any time during the absence.

MAKE UP WORK
Students who are returning to school from a suspension are expected to request and hand in missed class work and assignments within five days. Students who fail to comply with these requirements will receive no credit for the incomplete work.

Students returning to school from an excused absence are responsible for contacting all of their teachers for assignments, tests, and quizzes missed during the absence.

The Following includes the amount of time given to make up work for # of days absent:

• 1 Day Absent = 24 Hours
• 2 Days Absent = 48 Hours
• 3-4 Days = 72 Hours
• 5 or More Days Absent = Once Calendar Week

It is in the student’s best interest to follow this schedule in order to avoid academic penalties.

PARENT/GUARDIAN/TEACHER CONFERENCES
Two parent/guardian/teacher conferences are scheduled during the school year, as listed in the Southern York County School District Calendar and Guide. Procedures for scheduling conferences are provided in the online newsletter.

PHYSICAL EDUCATION
Uniforms
Students are required to wear a uniform during physical education class. Gym uniforms (tops and bottoms) are sold through the Physical Education offices at a cost established by the supplier, or they may be purchased from a local retailer. Tops must be a white t-shirt (PE logo is optional) or a white sweatshirt. Bottoms must be red gym shorts or red sweat pants. Tops and bottoms must be marked with the student’s name. Athletic socks and sneakers are also required as part of the physical education uniform.

Excuse from Participation
Students who need to be excused from a physical education class period must have a written note from a parent/guardian, which is to be presented to the physical education teacher at the beginning of the class period. The teacher will determine whether or not to accept the parent/guardian request. To be excused from more than one class period, students must obtain a note from a doctor and submit it to the school nurse.

Students who are not able to fully participate in the physical education program due to a physical disability (either permanent or temporary) will be referred for placement in the adaptive physical education program according to
established guidelines. If the student is not placed in the program, a signed statement from a physician will be required concerning physical education restrictions. Medical excuses from a doctor should be presented to the school nurse. If the excuse is for more than one class period, the student will be placed in a study hall until the student can once again participate in physical education. The nurse will notify appropriate staff members in writing.

**PROGRESS REPORTS**

Notices of unsatisfactory progress are mailed home unless the parents/guardians have accessed Sapphire within two weeks of the middle of each marking period.

**PROMOTION/RETENTION**

A student, who falls into one of these categories, may qualify for retention:

- Failure in two major subjects (subjects that are scheduled daily throughout the school year)
- Failure in three special subjects (subjects that are scheduled less than daily throughout the school year)
- Failure in one major subject and two special subjects

A student who falls into one of the above categories may be promoted to the next grade if the student’s teachers, school counselor, parents/guardians, and the Principal determine a promotion to be in the best interest of the student, given their social, academic, and physical growth.

**REPORT CARDS**

Report cards are issued four times each year at nine-week intervals. These reports indicate the student’s progress in scholarship, effort, and citizenship. Absences and times tardy are also shown on the report card. We welcome the opportunity to discuss a student’s progress with their parents/guardians. Inquiries should be made through the student’s school counselor.

**Grading Scale/Definitions**

The grade designation for academic achievement, which measures a student’s progress, is reported as a percentage based on 100. In addition, a student may receive an “I” on their report card, which indicates that the student has not completed the basic requirements for that subject. An “X” signifies a student has been excused from class participation by a doctor or other certified professional. In addition to the academic grade, a teacher may include a comment(s) on the report card.

Students receiving an “I” on a report card have two weeks from the end of the report period to complete the required work unless extenuating circumstances warrant an extension. Such an extension needs Principal approval. The “I” will be converted to an appropriate grade, using zeros for missing materials, if the two-week provision is not met.
**Academic Achievement List**
The scale used for determining whether a student made the Academic Achievement List is below. Letter grade equivalents are given for reference purposes only. Actual grades are reported in percentages.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Scale</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
<td>Superior</td>
</tr>
<tr>
<td>A</td>
<td>94-98</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>92-93</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>90-91</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td>85-89</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>83-84</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>81-82</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>76-80</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>74-75</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>72-73</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>67-71</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>65-66</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-64</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Excused</td>
</tr>
</tbody>
</table>
Special Education and Special Education Programs

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located and evaluated. This responsibility is required by federal law called the Individuals with Disabilities Act (IDEA) and Pennsylvania Chapter 14 Special Education Regulations.

A full range of special education services are provided by the Southern York County School District. Programs provided directly by the district include those for students who have a specific learning disability, emotional disturbance, mental retardation, speech or language impairment, a hearing impairment, autism, traumatic brain injury or other health impairment. Services are provided for students who are mentally gifted. Additional services are provided to Southern students through contract with the Lincoln Intermediate Unit #12. These services address the needs of early childhood, visually impaired, and severely impaired or multi-handicapped students. Occupational and physical therapy services are also provided to students who qualify.

Child Find efforts to identify special needs students in Southern schools are varied. Preschool students between age 3 and 5 are identified through services provided by the district through the Lincoln Intermediate Unit #12. Kindergarten students are screened for hearing and vision at the time of registration at Southern York School District. Registration is scheduled by appointment and the dates are listed in the district calendar. Kindergarten registration is held during April. Screening is also conducted for all kindergarten students in early September each year to identify students who are possibly at risk in a variety of areas including speech and language. New resident students are also screened for special needs at the building level through a review of school records and parent/guardian/student interviews at the time of enrollment.

If teachers or staff suspect that a student might be in need of instructional interventions, a school team reviews records, diagnostic data, and current levels of academic and functional performance. Conclusions drawn by the school team as to determine what if any instructional interventions within our multi-tiered systems of support are necessary to support the student, a referral for a multidisciplinary evaluation and further assessment may also be recommended.

If a parent/guardian wishes to request a multidisciplinary evaluation, the school district asks the parent/guardian to provide the child’s building principal written permission for the evaluation to begin. Any parent/guardian who requests a multidisciplinary evaluation of a resident child not attending Southern schools should send the written request to the Director of Special Education. A multidisciplinary evaluation must be conducted in accordance with specific timelines and follow protection-in- evaluation procedures. The evaluation is conducted by a multidisciplinary evaluation team, which includes, at least, the parents/guardians, a certified school psychologist, teachers, and others who have worked with the child and can contribute relevant information. The evaluation results are summarized in a report of findings, with conclusions and recommendations called an Evaluation Report. Parents/guardians also have the right to obtain an independent educational evaluation. Southern will provide, upon request, information about where an independent evaluation may be obtained. Under certain circumstances, such an evaluation may be obtained at public expense.

If a parent/guardian wishes to request a multidisciplinary evaluation, the school district asks the parent/guardian to provide the child’s building principal written permission for the evaluation to begin. Any parent/guardian who requests a multidisciplinary evaluation of a resident child not attending Southern schools should send the written request to the Director of Special Education. A multidisciplinary evaluation must be conducted in accordance with specific timelines and follow protection-in- evaluation procedures. The evaluation is conducted by a multidisciplinary evaluation team, which includes, at least, the parents/guardians, a certified school psychologist, teachers, and others who have worked with the child and can contribute relevant information. The evaluation results are summarized in a report of findings, with conclusions and recommendations called an Evaluation Report. Parents/guardians also have the right to obtain an
independent educational evaluation. Southern will provide, upon request, information about where an independent evaluation may be obtained. Under certain circumstances, such an evaluation may be obtained at public expense.

The determination of whether or not a student has a disability and may be in need of special education services is made by the Evaluation Team. A single test or procedure cannot be the sole factor in determining that a child has a disability. The IEP Team must consist of at least a district representative, the student’s teacher, and the parents/guardians. The IEP Team develops a written Individual Education Plan based on the results of the evaluation. Placement must be made in the least restrictive environment in which the student’s needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Southern York County School District protects the confidentiality of personally identifiable information regarding screening, referral, evaluation, storage, disclosure, and destruction of information for all students screened for or enrolled as an exceptional student in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws. Southern York Board of Education Policies #216 and 216.1 provide further information regarding confidentiality of student records.

The rights of parents/guardians are protected by procedural safeguards. These safeguards include parent/guardian consent for evaluations, re-evaluation, release of information, and placement of a child with a disability in a special education placement. Safeguards also include notification to parents/guardians, and the right to preconference meetings, mediation, or impartial due process hearings. A full explanation of procedural safeguards is contained in the “Procedural Safeguards Notice” which is available upon request by calling the Special Education Office at 717-235-4811.

All communications regarding special education services are provided in English or, if necessary, in other languages solely used by parents/guardians. If a person does not understand any written information, further explanation may be requested by contacting the school district. When necessary, the district will also arrange for an interpreter for parents/guardians with limited English proficiency, or if a parent/guardian is deaf or blind or has no written language, the school district will arrange for communication in the mode normally used by the parent/guardian (e.g. sign language, Braille, or oral communication).

For more information, contact the Director of Special Education, Southern York County School District, 717-235-4811, extension 7229.

Annual Notice of Parents/Guardians of Protected Handicapped Students

In compliance with state and federal law, the Southern York County School District will provide each “protected handicapped student,” without discrimination or cost to the student or family, those related aides, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a “protected handicapped student,” the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to “protected handicapped student,” please contact your child’s school.

Educational Records Parent/Guardian Access

The Southern York County School District shall allow the parents/guardians or eligible student to inspect and review the education record of the student within forty-five calendar days of receipt of a verbal or written request to do so. District
staff shall make every reasonable effort to ensure that requested records are provided to the parents/guardians at the earliest possible date. If circumstances effectively preclude the parents/guardians or eligible student from inspecting or reviewing the education record, or any portion thereof, the district shall provide the parents/guardians or the eligible student with a copy of the record subject to the request. When copies are not required to ensure that the parents/guardians or the eligible student has the opportunity to inspect and review the education record, the district may charge a fee of twenty-five cents per page to copy requested portions of the education record, unless the parents/guardians or the eligible student can establish that they are financially unable to pay the amount thus charged.

*Title I Instructors*

Parents/guardians with students in buildings with the Title I program may request from the school district information regarding the professional qualifications of the student’s classroom teachers. Requests should be made to the Assistant Superintendent of the Southern York County School District at 717-235-4811.

*English Learners*

In accordance with the Southern York County School District’s philosophy to provide quality educational programs to all district students and to increase the English language proficiency of students who are English Learners (EL), the district provides an effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners. The goal of the LIEP is to demonstrate success in increasing English language proficiency and student academic achievement so that EL students can achieve academic success. EL students are identified, assessed and provided appropriate instruction in order to be provided with an equitable opportunity to achieve their maximum potential in educational programs and extracurricular activities.

Please see Board Policy 138 for more information on LEIP programming.

*Gifted Programs*

Southern York County School District provides mentally gifted services at all grade levels. The primary emphasis is on enrichment and/or acceleration as determined by the Gifted Individualized Education Plan (GIEP) Team. These services are provided through differentiated instruction and/or specialized instructional strategies with the regular educational classroom and/or in a separate setting. Specialized instructional strategies can include tiered assignments, curriculum compacting, flexible grouping, learning stations, and independent projects/contracts. Services are enhanced through the use of seminars at the elementary and middle school levels. At the high school level, mentally gifted students engage in gifted advisories, honors and advanced placement courses, online enrichment coursework, research, and technology-based projects, transition planning, independent contracts/study, mentoring and shadowing, and dual enrollment with local colleges and universities.

The referral process for a gifted evaluation can be initiated by teachers or parents/guardians by contacting the student’s building principal and requesting a mentally gifted screening. For more information, contact the Director of Special Education, Southern York County School District, at 717-235-4811, extension 7229.
Extracurricular Activities

INTERSCHOLASTIC ATHLETIC PROGRAM
Students in grades 7 and 8 may participate in interscholastic athletics offered at the middle school such as basketball, football, volleyball, wrestling, cheerleading (junior high football, basketball, wrestling), field hockey, and track, provided they qualify under the eligibility rules as determined by the Pennsylvania Interscholastic Athletic Association.

Students must meet specific academic requirements before they are eligible to participate. Academic eligibility is checked weekly. See Appendix D for a complete list of eligibility requirements.

Students competing interscholastically must have on file with the school a Parent/Guardian Permission form, which includes a provision for a student physical examination. In lieu of purchasing a School Accident Insurance Policy, a parent/guardian may sign a waiver form. The waiver form indicates that the parents/guardians possess adequate personal insurance and will absolve the school of all claims in case of accident or injury resulting from their child’s participation in a sport. Finally, each participant must sign an Agreement for Extracurricular Activities form for each team on which the student participates.

Student Participation – Illness or Injury
If a student’s participation in practice or games has stopped due to injury or illness, and if the student is under a doctor’s care or if a certified athletic trainer has recommended that the student see a physician, the student is not permitted to return to active participation until the student presents a physician’s note of release to the school. The School District will not waive this policy for any parent or guardian who wishes to assume liability for their child’s well-being by giving parent/guardian permission that disregards the recommendation of a physician or trainer.

Sportsmanship
Spectators, players, and coaches shall abide by the following Code of Fair Play.

WE WILL:
• Refrain from heckling officials and abide by their decisions. They are guests in our schools.
• Refrain from heckling or yelling at players or opponents.
• Not applaud any unsportsmanlike conduct on the part of any player. We will applaud good plays made by either side.
• Refrain from cheering or making noises that are intended to interfere with any contest or cheering section of our opponent.
• Observe all regulations of the home school.
• Let the contest begin and end with the game.
• Endeavor to influence all others and establish ourselves in the way of good standards and sportsmanship.
• Control our tempers.
• Accept the decision of the officials and let our captain be our spokesperson.
• Assist players to their feet.
• Always remember that the spectators who view the school’s activities are constantly evaluating the school as a whole and, as a result, we must exhibit ourselves in a manner that brings honor to our school.

EXTRACURRICULARS
Our District’s extracurricular program is viewed as a valuable supplement to the academic program. Participation in an extracurricular activity is a privilege, and not a right. Inappropriate student behavior may result in losing the opportunity
to participate in extracurricular activities and functions. Students must be in school by 11:25 a.m. on the day of the activity in order to participate in or attend the activity that night (Appendix D).

**Academic Requirements**
- A student must meet the minimum academic requirements in order to participate in extracurricular activities.
- A student must be passing at least all but one subject on a weekly check and at the end of marking periods 1, 2, and 3. A student not meeting the weekly requirement will not be permitted to participate in the activity for one week.
- A student not meeting the minimum requirement at the end of marking period 1, 2, or 3 will not be permitted to participate for 15 school days.
- At the end of the school year, a student must be passing all subjects. A student not meeting this requirement will not be permitted to participate in activities during the first 15 days of the following school year.

**FIELD TRIPS**
- Use of tobacco, alcoholic beverages, and/or unauthorized substances in any form is prohibited.
- While on a trip, students are considered in school and are subject to all regulations concerning behavior.
- Interscholastic meetings are not considered field trips. Examples would be, but are not limited to: conventions such as Press Association Conferences; Junior Classical League; and choral or instrumental events. These activities are governed by special arrangements between teachers involved and the administration.
- The Principal reserves the right to prohibit the participation of designated students because of prior records of poor conduct or misbehavior. If the trip occurs during the school day, students who are prohibited will be assigned to alternate educational programs in the school.
- A student’s participation on field trips is at the sole discretion of the teacher in charge of the trip.

**MUSICAL ORGANIZATIONS**

**Attendance at Musical Functions**
Participants will be excused from school to attend all musical performances and rehearsals. If it is impossible for a student to attend a scheduled performance or rehearsal, the student should submit a written excuse to the director at least three days prior to the scheduled activity. The excuse must state the specific reason for the absence and it must be signed by a parent or legal guardian. Failure to comply with this may result in a lowered grade or in dismissal from the musical group for the remainder of the school year. A final decision for dismissal will be made in conjunction with the Principal. Additional attendance policies and procedures may be instituted at the discretion of the director.

**Dress Policy for Musical Organizations**
Students who are members of a musical organization must comply with the following dress policy when they are involved in a public appearance:
- Concert dress is white shirts/blouses with black slacks/skirts and black shoes. Students dressed inappropriately will need to find proper attire or risk exclusion from a performance.
- The attire for female orchestra members participating in formal concerts will consist of a black dress, preferably floor length, or appropriate pantsuits for those girls who play an instrument not compatible with wearing a dress.
- At informal concerts, appropriate school clothes are acceptable. Jeans, shorts, T-shirts, and sneakers (or similar shoes) are not appropriate.
- Choir robes must be worn at all formal choir performances. Student attire under the robe should follow numbers 1 and 2 of the dress policy.

If the above standard of dress cannot be met, the parent/guardian should contact the director at least one week in advance.
prior to the scheduled performance. At this time, arrangements will be made so that no student will be denied the opportunity to participate. Otherwise, students will not be able to participate if they fail to comply with the dress requirements.

**Liability for Personally Owned Musical Instruments**

The School District cannot assume responsibility for personally owned musical instruments. Students are provided a storage area for instruments during the school day; however, the District cannot guarantee the prevention of loss or damage to instruments placed in the storage areas.

**HEALTH SERVICES**

**Nurse and Health Suite**

There is a nurse assigned to each school building in the District. However, there may be times when the nurse is not present in the health room. In case of emergency when the nurse is not present in the health room, the student should report directly to the office. When reporting to the nurse, the student must have a pass or note from the teacher, except in emergency situations. Students should not accompany each other to the health room unless the teacher deems it necessary.

**Administering and/or Dispensing Medication at School**

The nurse may administer prescribed medication to a student when the nurse receives a written request from the parent/guardian, an order from a physician and the medication in its original container. It may be helpful to call the nurse to review specific instructions. If a parent/guardian is unable to deliver the medication to school, students may deliver up to one week’s worth of medication to the nurse’s office immediately upon entering the school building. Medications will only be administered if the directions below have been followed:

1. Written doctor’s order and complete instructions
2. Written parent/guardian consent
3. Medication in the original container.
4. The label on the prescription must include:
   a. Student’s name
   b. Medication name
   c. Amount to be given
   d. Time to be given
   e. Non-expired date
5. For short-term medication, provide only enough medication that is needed.
6. Please do not send the entire supply of medication. We are unable to send it home daily.
7. Medication may only be administered in the health office.

When appropriate, rescue medications, such as inhalers, an EpiPen, and glucagon, may be carried by the student throughout the school day. This must be arranged with the school nurse and requires a doctor’s note and parent/guardian permission. If this medication is given outside of the health office, the student should report to the health office immediately for evaluation.

All doctors’ orders and parent/guardian permission forms for medication must be renewed at the beginning of each school year. School personnel may refuse to administer medication or allow a child to self-administer medication if parents/guardians fail to comply with the stated medication policy.
Emergency Care Cards
At the beginning of each school year, parents/guardians must complete an emergency care card for each student which will be kept in the Health Office. This form must include the signatures of the parent/guardian and where the parent/guardian and/or guardian can be reached in case of an emergency involving their child. Failure to complete this form may result in disciplinary action.

Health Office Screenings
As required by Pennsylvania law, all students are screened yearly for height, weight, near and far vision. A Body Mass Index letter will be mailed to parents/guardians yearly. Hearing will be screened for all students in grades Kindergarten through Grade 3, Grade 7, and Grade 11. Scoliosis is screened for in students in Grades 6 and 7. Parents/guardians will be notified if their child does not pass any of these screenings. A referral will be included for their family physician.

School nurses are not to diagnose or advise treatment for any pre-existing conditions. Parents/guardians are not to send children to school and specifically request that the nurse give a medical diagnosis or advise a specific treatment for a pre-existing condition.

Students should not be sent to school if they have been ill during the night or early morning. Also, they should be free of any fever for 24 hours before returning to school. Students with an elevated temperature of 100 degrees or more will not be permitted to stay in school. Medication will not be administered at school to reduce a fever.

The school law requires that students remain at home the prescribed length of time for communicable and infectious diseases.

Medical Examinations
State law requires that students must have a medical examination when they enter school for the first time and also in Grades 6 and 11. We encourage parents/guardians to have these examinations done by the student’s family doctor. Private physician forms are available in the health office and on the district website. Completed examination forms must be returned to the nurse by October 1st.

If the examination is not administered by a private physician, it may be done by a school doctor, with parent/guardian permission.

Dental Examinations
State law requires that students must have a dental examination when they enter school for the first time and also in Grades 3, and 7. We encourage parents/guardians to have these examinations done by the student’s family dentist. Private dental forms are available in the health office. Completed examination forms must be returned to the nurse by October 1st.

If the examination is not administered by a private dentist, it may be done by a school dentist, with parent/guardian permission.

Required Immunizations for Certain Diseases
Immunizations are required for all school children, as stated in the regulations issued by the Pennsylvania Department of Health’s Advisory Board. No student can be officially enrolled until immunization records are approved by the school nurse.
INSURANCE POLICIES

School Accident Insurance Plan
Each year we make provisions through an insurance company for students to purchase, at a nominal fee, extended accident insurance coverage while at school. A 24-hour plan is also available. At the beginning of the school year, parents/guardians should decide whether or not their own insurance coverage is sufficient. Brochures listing insurance benefits are mailed to secondary students prior to the opening of the new school year. Parents/guardians are urged to review the brochures and return the forms as directed. The middle school requires that all students have an accident insurance policy in order to participate in after-school activities, intramural, and interscholastic sports. Football at the middle school is covered by the school accident insurance policy.

School Dental Insurance Plan
School dental accident insurance is available to students for a nominal cost. The coverage is effective 24 hours a day for one year. At the beginning of the school year, students will receive a brochure that explains the policy. All communications, other than distribution of the official claim forms done by the school, will be conducted directly between the subscriber and the company sponsoring the plan.

PARENT/GUARDIAN ONLINE ACCESS

Canvas
Canvas is an online communication tool that provides students and parents/guardians access to the following:

- Teacher information
- Class information
- Assignments

Canvas can be accessed by viewing the Parent/Guardian Portal at the District’s website (www.sycsd.org) under “Online Tools.” Click on Canvas for SMS link and then the teacher’s name.

Sapphire
Students in grades 7-12 and their parents/guardians can access attendance records, classroom assignments, and grades through Sapphire. Regularly checking Sapphire makes it easier than ever to gain a real-time snapshot of your son/daughter’s academic performance. The Sapphire link is located in the Parent/Guardian Portal at the District’s website (www.sycsd.org) under “Online Tools.”

In August, passwords are reset and letters are mailed to parents/guardians with this information before the start of the school year. Parents and/or guardians may request assistance by contacting the help desk at 717-235-4811 extension 7262 or helpdesk@sycsd.org.
Student Behavior Policy

SOUTHERN YORK COUNTY SCHOOL DISTRICT

Statutory Authority
Public schools are governed by the complex interaction of the U.S. Constitution, the Statutes of the General Assembly of the Commonwealth of Pennsylvania, and the regulations of the State Board of Education, adopted policies of the board of school directors, and court decisions. Administrative regulations at the district and building levels flow from these laws.

The general authority of school officials can be found in Section 510 of the School Code, which reads in part:

“The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper regarding the management of its school affairs and the conduct and deportment of all pupils attending the public schools in the district, during such time as they are under the supervision of the board of school directors and teachers, including the time necessarily spent in coming to and returning from school.”

This general authority is extended to administrators and teachers in Section 1317 of the Code. This section gives school personnel in Loco Parentis (in place of the parent/guardian status) status and reads:

“Each 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 this 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 parent/guardian relation to such pupils may exercise over them.”

Due Process
Due Process is the procedure that is followed when a student violates school rules. The rights assured by due process are:

1. To receive notice (written or oral) specifying the violation in a clear and concise manner.
2. To have a conference at which evidence of the violation is presented.
3. To be allowed to rebut the charge.
4. To be allowed to present witnesses on their behalf.
5. To be allowed to provide an explanation in mitigation of the violation or penalty.
6. To be notified of the specific penalty imposed.
7. To allow parents/guardians of the student to confer with school personnel as to the disposition of the case. For additional information, refer to Board Policy No. 219.

Student Search and Seizure
The Supreme Court has found that students do have constitutional rights that must be respected in the schools, but these rights must be balanced against the duty of the schools to maintain an environment in which learning can take place. To this end, school officials may legally search a student, book bag, their locker and a vehicle driven by a student and parked on school property, and/or other personal possessions if there is reasonable suspicion to justify a search. Any search and seizure, if reasonable, may lead to disciplinary action and/or criminal charges being brought against the student. If a student refuses to comply with a search, the parent(s) will be notified and the police contacted.

Random periodic sweeps may be conducted by school officials and/or police officials using specially trained dogs. Students should expect only limited privacy regarding items placed in school lockers because school property is subject
to a sweep at any time. The same rule applies to vehicles brought to the school premises. These are also subject to such sweeps. Following the discovery of an unauthorized item, a student will be subject to the established drug, alcohol, tobacco, weapons or other policies of the school district.

**Student Behavior Code**
In accordance with the Pennsylvania State Board of Education regulations, Southern York County School District has adopted a student behavior policy. Southern York County School District believes that an effective education can best take place in an orderly and disruption-free environment. We have therefore chosen to emphasize the following student responsibilities.

**Student Responsibilities**
According to the Pennsylvania State Board of Education regulations, student responsibilities are as follows:
1. Regular school attendance, conscientious effort in class work and compliance with school rules and regulations
2. No student has the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of all students to comply with the following:
   a. Be knowledgeable of all rules and regulations for student behavior and conduct themselves in accordance with them.
   b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
   c. Adhere to school dress code.
   d. Contribute to a safe school environment.
   e. Follow state and local laws.
   f. Make up work when absent.
   g. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
   h. Report accurately and not use indecent or obscene language in all student communications.
Southern York County School of Character

The following School of Character expectations are implemented District-wide.

RESPECT
Showing high regard for authority, other people, self, and country; Treating others as you would want to be treated; Understanding that all people have value as human beings.

Expectation 1:
Treat yourself, others, and all property with respect.

Procedures:
- Be a good listener – don’t interrupt.
- Pledge the flag and stand respectfully for the National Anthem and Alma Mater.
- Treat all property with care – leave things better than you found them.
- Practice good manners.
- Please and thank you.
- Appropriate language.
- Raise hand.
- Appropriate names and titles.
- Remove hat in building.
- Value others’ opinions – don’t gossip or ridicule others.

RESPONSIBILITY
Being accountable in word and deed; Having a sense of duty to fulfill tasks with reliability, dependability and commitment.

Expectation 2:
Take ownership and accept consequences for your actions.

Procedures:
- Accept consequences for your actions without confrontation.
- Plan your work, work your plan, meet deadlines.
- Plan for success - come every day and be on time.
- Make good choices - think before you speak and act.

PERSEVERANCE
Pursuing worthy objectives with determination and patience while exhibiting fortitude when confronted with failure.

Expectation 3:
Have desire and determination to finish what you start – try – try – and try again.

Procedures:
- Ask for help when needed.
- Set goals and follow through.
- Quitting is not an option.

COMPASSION
Showing understanding of others by treating them with kindness, care, generosity, and a forgiving spirit.
**Expectation 4:**
Demonstrate caring and kindness.

**Procedures:**
- Help and support others.
- Listen with empathy.
- Be aware of and tolerate individual differences.
- Be a friend – do random acts of kindness.

**HONESTY**
Telling the truth, admitting wrongdoing; Being trustworthy and acting with integrity.

**Expectation 5:**
Be truthful to self and others.

**Procedures:**
- Do your own work.
- Admit when you are wrong.
- Don’t lie, steal or cheat.

**COURAGE**
Doing the right thing in the face of difficulty and following your conscience instead of the crowd.

**Expectation 6:**
Stand up for what is right regardless of the risk.

**Procedures**
- Stick to your beliefs in spite of peer pressure.
- Be a leader – do the right thing.
- Take risks and try new things.
- Defend the defenseless.

**STUDENT BEHAVIOR POLICIES**
The Board of Education adopts appropriate guidelines for student behavior each year for administrators’ use with students within our school district. These guidelines are to be published in student handbooks and shared with students at the beginning of each school year or upon District enrollment during the school year.

Teachers and administrators are reminded that these policies are to be used as a guide in dealing with student behavior. Corporal punishment is no longer an adopted policy of the Southern York County School Board. However, under the “in loco parentis” doctrine, teachers and school officials may administer physical restraint as a last resort if the student is considered a danger to him/herself or others. Since each student is an individual, professional judgment as to the proper response to student misbehavior is essential to each situation.

**STUDENT DRESS CODE**
It is the expectation of the administration that a student’s dress and appearance will always be within reasonable limits of decency, morality, and propriety, and will reflect pride in Southern York County School District. Articles of clothing, which are questionable in the minds of parents/guardians, will undoubtedly not be appropriate. The following rules are provided to help students comply with the policy on dress and grooming.

The following are not permitted:
1. Tube tops, halter tops, tops that expose midriff, sports bras, low-cut blouses (front and/or back), or strapless tops/shirts.
2. Tank tops that do not meet the “3-finger rule” (The tank top strap must be as wide as 3 fingers on a student’s
3. Clothing and jewelry displaying slogans/pictures which suggest the use of alcohol, drugs, obscene language, lewd or illegal behavior, cults, gangs, inflammatory, discriminatory or harassing subjects, or weapons.
4. Hats, baseball caps, sunglasses, bandanas, hoods, and/or headdress of any type or kind
5. Bare feet
6. Transparent or immodest clothing that attracts undue attention (e.g. miniskirts, sheer blouses, etc.)
7. Any clothing that presents a safety hazard or interferes with the educational process
8. Coats and jackets worn throughout the day. Coats and jackets should be kept in student lockers during the day.
The staff may make exceptions to this rule.
9. Shorts of immodest length throughout the school year (length must equal or exceed where the students’ fingers meet the palm of the hand when the arm is extended at the side).
10. Exposed undergarments

DRUG, ALCOHOL, PROHIBITED SUBSTANCE/PARAPHERNALIA USE
The Board of Education affirms that the use/abuse of controlled substances is incompatible with the educational and developmental process, and that even occasional use can constitute a disruptive situation for the individual or other students. Therefore, the use/abuse, possession, transfer and/or sale of illegal/prescription drugs, alcoholic beverages, inhalants (other than physician-prescribed inhalers), or prohibited substances/paraphernalia on school district property, or while engaged in any school sponsored activity, or in any setting in which students are responsible to school authority and/or supervision, is prohibited. All prescription drugs, except inhalers, must be housed and dispensed in the health suite.

The emphasis of the school staff will be on preventative and corrective action designed to enhance the education, health, and welfare of all students. Discipline of students involved in prohibited conduct, including suspension or expulsion from school, is deemed to be a proper preventative and corrective action.

For information on Drug, Alcohol and Prohibited Substance/Paraphernalia Use and participation in extracurricular activities, refer to Agreement for Participation in Extracurricular Activities Contract in the student handbook. For additional information, refer to Board Policy #227.

RULES AND REGULATIONS
Any student on school grounds, at a school sponsored activity, utilizing school district transportation, or in any setting in which students are responsible to school authority or supervision, who is under the influence of a drug, look-alike drug, alcoholic beverage or prohibited substance or who possesses, uses, dispenses, sells, transfers or aids in the procurement of a drug, look-alike drug, drug paraphernalia, prescription medications, alcoholic beverage, inhalant, or prohibited substance shall be subject to discipline. This discipline could include, but is not limited to, suspension or expulsion from school. If a student is expelled from school, the Board may require participation in a drug counseling, rehabilitation, testing or other program as a condition of re-admission to school. Special Note: All prescription drugs, except inhalers, must be housed and dispensed in the health suite.

DRUG-FREE SCHOOL ZONE
Our campus is marked by signs at the entrances, which identify the property as a “Drug-Free School Zone”. This is part of the district’s effort to convey a message of “Zero Tolerance” to illegal possession, use, or sale, of unauthorized substances, including drugs and/or alcohol on the school campus. Clearly, the intent is to warn all individuals that any violations to related laws will be pursued to the maximum extent. The actual presence of the “Drug-Free School Zone” signs permits additional penalties of a minimum sentence of at least two years’ total confinement to be levied with
existing legislation. Specific information reference this piece of legislation can be found in Pennsylvania’s ACT 31, which became effective on July 1, 1988. Additional legislation is found in the Comprehensive Crime Control Act of 1984 passed at the federal level, which further strengthened penalties for drug/alcohol violations within 1000 feet of school grounds.

HARASSMENT

It is the policy of Southern York County School District to maintain a learning environment that is free from all forms of harassment. The school will not tolerate actions by students, which would fall under the classification of verbal, physical, racial, ethnic, religious, sexual harassment, bullying, or hazing. All students have the right to feel comfortable in the school environment. Any student who violates this policy will be disciplined, and the student may be referred to the Board of Education for their review.

Sexual harassment shall consist of any unwelcome sexual advance, request for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature, including harassment based on sexual orientation, made toward a student.

Bullying is defined as intentional, repeated hurtful acts, words, or other behaviors, such as name-calling, threatening, shunning by one or more individuals against another, shunning by one or more individuals against another, or electronic bullying which is known as cyberbullying (texting, emailing, use of social media, etc.).

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

For additional information, refer to Board Policy No. 248. For additional information on hazing, refer to Board Policy No. 247.

SMOKING/USE OF TOBACCO, NICOTINE AND NICOTINE DELIVERY PRODUCTS

The Board of Education recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard which can have severe consequences for both the smoker and the non-smoker. In order to protect students and staff from the safety hazards of smoking and from an environment noxious to non-smokers, the Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building, on any property, buses, vans and vehicles that are owned, leased or controlled by the school district, and at school-sponsored activities that are held off school property. The definition of “tobacco, nicotine and nicotine delivery products” as used in this policy shall mean all uses of tobacco, including lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces; any product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means; and any product or device used, intended for use, or designed for the purpose of ingesting nicotine or another substance, including any device or associated product used for what is commonly referred to as vaping or juuling. Students who violate this policy will receive disciplinary consequences and will be referred to the local magistrate for a possible fine plus court costs or alternative adjudication.

For additional information, refer to Board Policy #222.

THE WEAPONS ACT OF PENNSYLVANIA

The parents/guardians, students and community members of the Southern York County School District should be aware that the Pennsylvania State Legislature Act 26 of 1995 includes a provision regarding possession of a weapon in school, on school property, at any school sponsored activity, or on a public vehicle providing transportation to school or school-sponsored activity.
The law requires a report of any incident to the School Board, the Department of Education, and the local law enforcement agency of jurisdiction. Unless otherwise exempted, the law provides for a mandatory one-year expulsion from school for conviction of violation of this prohibition (Act 26).

The Superintendent may recommend discipline short of expulsion on a case-by-case basis. The Superintendent will, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act.

The definition of weapon for this law includes, but is not limited to, any knife, cutting instrument, nunchucks, firearm, rifle, and any tool, instrument, or implement capable of inflicting serious bodily injury. This action and the broad definition of weapon reflect the concern of the General Assembly and the community at large with provision of a safe environment for all children to learn. Additional information regarding the Weapons Provision is found in Board Policy No. 218.3.

BEHAVIOR MANAGEMENT PROCEDURES

Student Behavior
Any individual who is a student of the Southern York County School District is subject to all school rules while in school, traveling to and from school, and at school designated and/or sponsored events.

The following actions and activities on the part of a student shall be considered violations of the policies and regulations of the Southern York County School District. While it is impossible to list or categorize all possible types of behavior which may lead to disciplinary action, the following should be construed as representative, but not all-inclusive.

The following are categorized as Class I, II, and III violations, which may result in teacher intervention, detention, suspension, expulsion, or prosecution by civil authorities. Continuation of any Class I or II violation may result in the administration responding to that action as a Class III violation.

The administration has the option to substitute for each Class Violation any of the following:

- Restricted Hall Pass
- Detention (after school/lunch/recess)
- Required Parent/guardian Conference
- Saturday School (high school/middle school)
- Community service
- In-school suspension (elementary only)
- Out-of-School Suspension
- Expulsion, pending possible hearing before the School Board

For additional information, refer to Board Policies No. 122, 123, 218.

Detention
Detention is a first level disciplinary measure assigned with the intent to deter further misconduct will not occur. Students who do not serve detention will be moved through the discipline system as outlined in the discipline code. Continued failure to serve the assignment will be considered defiance of school rules and may result in out-of-school suspension. Students that are assigned detention by staff and/or administration are responsible for informing their parents and/or guardians that they have been assigned detention. Detention may be assigned by the administration and will be held before, during or after school hours. Except for students going to extracurricular activities, students must leave the building after detention is dismissed. The student involved will have 24 hours’ notice to arrange for
their transportation. Detention students are not permitted to ride the activity bus. When detention is cancelled, credit will be given for that day.

Teacher-held detention may be used by the classroom teacher to help manage undesirable student behavior. The teacher assigning the detention will monitor the students involved. The administration must be informed of any students who are assigned teacher-held detention. If a student fails to stay for a teacher-held detention, the student will be assigned additional detention.

**Community Service**
The Community Service program provides the student with an opportunity to learn from his or her mistakes, reflect upon them, and prevent future concerns. The student avoids missing valuable classroom instruction and has the opportunity to give back to our community. Students and parents/guardians will be given the opportunity to choose between community service and the Saturday School program. During this process, the administration, staff, and parents/guardians work together to address the behavior rather than focusing on the punishment. This collaborative approach helps our students understand the importance of relationships in school and the local community, and how those behaviors impact others.

**Saturday School Program (High School and Middle School)**
The Saturday School Program is a three-hour program, designed to improve student behavior through academic and behavioral mentoring.

**In-School Suspension (Elementary Only)**
When it has been decided that the student will be assigned to in-school suspension, the student will be removed from their normal class schedule and placed in a separate, specified room that is monitored by staff. The student will complete all school assignments to the satisfaction of their regular classroom teachers and comply with all rules, requirements, and regulations of the in-school suspension program.

**Out-of-School Suspension**
Suspension shall be defined as prohibiting a student from attending school for a period of one to 10 days or until the Board of Education meets to conduct an expulsion. Suspension may be assigned by the building principal and/or assistant principals.

A student suspended out-of-school will be prohibited from attending school and being on school property during the entire period of the suspension. The suspended days are excused absences and the suspended student will be permitted to make up all class work that was missed, as outlined in the make-up work and test policy. During an out-of-school suspension, the suspended student must remain at home during school hours. If at any time the student leaves home without his parent/guardian or is observed away from the immediate area of his home without parent/guardian accompaniment during the hours school is in session, the absence for that day will be considered unexcused/unlawful. A student who is suspended out-of-school is ineligible to participate in any athletic event or attend any event held by the school during the time of the suspension.

Suspension may not exceed a period of 10 days. The Principal and/or Assistant Principals shall immediately notify in writing the Superintendent and the student’s parents/guardians, giving them the reasons and the length of the suspension. No student may receive a suspension unless the student has been informed of the reasons for, and given the opportunity to respond to the suspension before it takes effect. When the suspension exceeds three school days, the student and parent/guardian may request an informal hearing to be held within the first three days.
**Expulsion**

Expulsion is defined as separating a student from the school system for a minimum of eleven or more days for disciplinary reasons. Such action may be taken by the Board of School Directors on the recommendation of the principal and the Superintendent. If there is a period of time between when the assigned suspension period ends and when the formal hearing takes place, the student may be permitted to temporarily return to the regular classroom. If, after an informal hearing, it is determined that a student’s presence in their normal class would constitute a threat to the health, safety, morals or welfare of others, and if it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for not more than ten (10) school days, provided the formal hearing is not unreasonably delayed. Any student so excluded will be provided with alternative instruction. Students will make up exams and work missed while being disciplined by temporary or full suspension in a timely manner as directed by their classroom teachers.

For additional information, refer to Board Policy No. 233.

**End-Of-Year Student Behavior Obligations**

Students who earn discipline assignments during the last few weeks of school will be given every available opportunity to serve these prior to the last day of school. Students with discipline obligations may, with special permission from the administration, serve this time throughout the summer.

**CLASS I VIOLATIONS**

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>RECOMMENDED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardiness/unexcused late to school</td>
<td>Offenses 1-3: No discipline penalty. Homeroom teachers will notify the student in writing that the student is being marked tardy.</td>
</tr>
<tr>
<td></td>
<td>Offense 4-5: One detention per tardy. Required parent/guardian conference</td>
</tr>
<tr>
<td></td>
<td>Offense 6+: Community service and/or Saturday detention plus loss of driving privileges for remainder of year. (Student may petition administration for driving privileges during the fourth marking period.)</td>
</tr>
<tr>
<td>Truancy: Student absent from school without a legal excuse (skipping school)</td>
<td>First and Second Offense: Community service and/or Saturday detention</td>
</tr>
<tr>
<td>Refer to Attendance Policy.</td>
<td>Third offense and all offenses thereafter: Treated as persistent violation of school rules and will fall under the category of Class III Violation. Appropriate action</td>
</tr>
</tbody>
</table>
### Four plus offenses

School Attendance Improvement Conference may be required. Truancy referral may be made to the York County Office of Children, Youth and Families.

### CLASS II VIOLATIONS

<table>
<thead>
<tr>
<th>High School:</th>
<th>Offense 1</th>
<th>Loss of driving privileges</th>
</tr>
</thead>
</table>

#### VIOLATION

- Dress code violation
- Public display of affection
- Unauthorized Consumption of food or beverage outside the cafeteria
- Misuse of school pass
- Inappropriate language
- Late to class
- Disruptive behavior
- Inappropriate behavior
- Misrepresentation of the truth
- Inappropriate cell phone use

#### RECOMMENDED ACTION

Any combination of the following actions may be used:
- Teacher intervention and/or 1 detention
- Detention
- Community service and/or Saturday detention
- In-school suspension (Elementary only)
- Required parent/guardian conference
- Out-of-school suspension

Persistent disregard for Class II violations will be treated as a Class III violation.

#### Academic Dishonesty (includes, but is not limited to, cheating on tests, copying term papers, forging signature of teacher and/or parent/guardian)

Any combination of the following actions may be used:
- Teacher intervention
- Grade reduction
- Possible failure of course
- Required parent/guardian conference
- Referral to school administrator
- Community service or Saturday detention
- Suspension

#### Inappropriate use of an electronic device during the school day

Any combination of the following actions may be used:
- Confiscation
- Detention
- Community service and/or Saturday School
- In-school suspension (Elementary only)
- Out of school suspension.

#### Bus Misbehavior

Any combination of the following actions may be used:
- Verbal warning
- 1 detention and parent/guardian notification
- Loss of bus riding privileges

The administration has the option of removing a student from the bus immediately in the event of severe misbehavior.
| Failure to comply with student driver policy | Offense 2 | Loss of driving privileges for the rest of the year or at the discretion of the administration |
| Leaving school without permission in a vehicle | Offense 3 | To be determined by the administration. Referral to police and/or outside agencies at administration’s discretion. |
| Reckless driving on school grounds or to or from school |

| High School: | Students who fail to comply with the School District’s parking/traffic regulations will be fined $10 per incident. Suspension of parking permit. |
| Forging a parking permit | |
| Failure to comply with School District parking/traffic regulations |

| Failure to report to detention or comply with detention rules | Any combination of the following actions may be used: |
| • Additional detention |
| • Community service and/or Saturday detention |
| • In-school suspension (Elementary only) |
| • Out-of-school suspension |

| Inappropriate or disruptive behavior at an assembly | Loss of assembly privileges and possible community service and/or Saturday detention. |

| Student obligations (Includes unpaid library fines, cafeteria obligations, unpaid expenses for materials used in classes such as wood shop, etc.) | Report cards, final transcripts, and diplomas may be withheld until such time as all obligations have been satisfied. Students will be assigned a seat in the cafeteria during lunches until all obligations are satisfied. |
### CLASS III VIOLATIONS

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>RECOMMENDED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistent violation of a Class I or Class II violation</td>
<td>Any combination of the following actions may be used:</td>
</tr>
<tr>
<td>Being in an unauthorized area without permission</td>
<td>• Community service and/or Saturday detention</td>
</tr>
<tr>
<td>Leaving school (building and/or grounds) without permission</td>
<td>• In-school suspension (Elementary only)</td>
</tr>
<tr>
<td>Leaving class without permission</td>
<td>• Out-of-school suspension</td>
</tr>
<tr>
<td>Failing to report to assigned class</td>
<td>• Referral to the Superintendent</td>
</tr>
<tr>
<td>Violation of any Federal, state or local law while on school property or</td>
<td>• Expulsion, pending hearing before the School Board</td>
</tr>
<tr>
<td>at any school event.</td>
<td>• Referral to the police and/or outside agency</td>
</tr>
<tr>
<td>Activating fire alarm, making false emergency reports, bomb threat</td>
<td>• Required parent/guardian conference</td>
</tr>
<tr>
<td>Gambling</td>
<td>Any offense resulting in damages will result in full restitution if appropriate.</td>
</tr>
<tr>
<td>Fighting</td>
<td></td>
</tr>
<tr>
<td>Disorderly, vicious, or immoral conduct</td>
<td></td>
</tr>
<tr>
<td>Conspiracy or planning between two or more persons to commit a Class III</td>
<td></td>
</tr>
<tr>
<td>offense</td>
<td></td>
</tr>
<tr>
<td>Insubordination, defiance, verbal threats, verbal disrespect (including</td>
<td></td>
</tr>
<tr>
<td>obscene language and/or gestures) toward any student, school employee or</td>
<td></td>
</tr>
<tr>
<td>adult</td>
<td></td>
</tr>
<tr>
<td>Chronic disruption to the school environment</td>
<td></td>
</tr>
<tr>
<td>Participation in, or responsibility for, causing willful defacing, damage</td>
<td></td>
</tr>
<tr>
<td>or destruction, or vandalism of school property, student property or</td>
<td></td>
</tr>
<tr>
<td>personal property of a district employee or adult</td>
<td></td>
</tr>
<tr>
<td>Theft</td>
<td></td>
</tr>
<tr>
<td>Harassment, hazing, bullying, including verbal, physical, racial/ethnic</td>
<td></td>
</tr>
<tr>
<td>intimidation, or sexual harassment</td>
<td></td>
</tr>
<tr>
<td>Indecent exposure</td>
<td></td>
</tr>
<tr>
<td>Extortion</td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td></td>
</tr>
</tbody>
</table>
| **Carrying on school property** (or having in their possession or vehicle), using, selling, or passing weapons and/or explosive devices (or look-alike, e.g. knives, including firearms, sprays to include but not limited to pepper sprays, mace, or inhalants) | Any combination of the following actions may be used:  
- Community service and/or Saturday detention  
- In-school suspension (Elementary only)  
- Out-of-school suspension  
- Referral to the Superintendent  
- Expulsion, pending hearing before the School Board  
- Referral to the police and/or outside agency  
- Required parent/guardian conference  

Note: Authorized prescriptions are filed with the school nurse. No over-the-counter or prescription medication should be in the possession of a student without the nurse’s permission.  

| **Use, possession, transfer and/or sale of drugs, or being under the influence of drugs (including alcohol), look-aliases, or unauthorized substances, use or possession of drug paraphernalia** | Any offense resulting in damages will result in full restitution if appropriate.  

| **Forgery** |  

Smoking, possession of tobacco (in any form), lighter, matches, or an unauthorized substance. This includes non-tobacco products such as e-cigarettes, hookah pens, or e-hookahs.  

| **Physical assault directed toward students** |  

- Physical assault directed toward any district employee or adult  
- Striking a district employee or adult  

- Out-of-school suspension  
- Referral to the police  
- Referral to Superintendent for possible School Board hearing  

- 10 days out-of-school suspension  
- Recommendation to the Superintendent for a School Board hearing  
- Referral to the police  

| **Along with the above discipline procedures, students in possession of tobacco will be reported to the local magistrate for a possible fine plus court costs or alternative adjudication for possession of tobacco and/or its use.** |  

- Students caught smoking in school will be placed on restricted pass for the length of time determined by the administration. Chronic offenders will use the restroom in the nurse’s suite. |
<table>
<thead>
<tr>
<th>Misuse of computers/technology equipment or other school equipment including, but not limited to, the following:</th>
<th>Any combination of the following actions may be used:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Installing software</td>
<td>• Loss of computer privilege for a specified amount of time</td>
</tr>
<tr>
<td>• Downloading files/games</td>
<td>• Community service and/or Saturday detention</td>
</tr>
<tr>
<td>• Any use of computer other than that assigned by teacher</td>
<td>• In-school suspension (Elementary only)</td>
</tr>
<tr>
<td>• Hacking into operating system</td>
<td>• Out-of-school suspension</td>
</tr>
<tr>
<td>• Violating and/or tampering with the integrity of the system or network</td>
<td>• Referral to the Superintendent</td>
</tr>
<tr>
<td>• Disabling or bypassing internet filter</td>
<td>• Expulsion, pending hearing before the School Board</td>
</tr>
<tr>
<td>• Use of unfiltered devices</td>
<td>• Referral to the police and/or outside agency</td>
</tr>
</tbody>
</table>

Any offense resulting in damages will result in full restitution if appropriate.
District Attendance Procedures

SOUTHERN YORK COUNTY SCHOOL DISTRICT STUDENTS

Student Absences
A written explanation for each absence must be turned in to the homeroom teacher within three days of the student’s return to school or it will be considered unexcused/unlawful. The written explanation MUST contain the following:

- The student’s first and last name
- The calendar days of the absence
- The reason for the absence(s)
- The signature of parent/guardian

The District may request a doctor’s note for any student absent for three or more consecutive school days for the absence to be excused.

It is the District’s intent to make every effort to keep parents/guardians informed and to maintain communication regarding absences. Parents/guardians of middle and high school students may access their children’s attendance records online through the program. Parents/guardians who have concerns about attendance are invited to call the school.

Excused Absences
Any absence of students for which there is a lawful excuse submitted within three days of the student’s return to school.

The school will consider the following as excused absences:
1. Failure for district transportation to operate.
2. Illness.
3. Death in the family.
4. Subject to prior approval of the principal:
   a. Doctor and dentist appointments. Note: Please try to schedule appointments after 3:00 PM.
   b. Interviews for post-secondary or work (arrangements need to be made prior to the absence).
   c. Patient or child guidance clinic, etc.
5. Urgent reasons, family emergencies, religious observances, court/legal matters.
6. Preapproved educational tours and trips.

Unlawful Absences
Any absence of students of compulsory school age for which there is no lawful excuse.

Under Act 138, in the Commonwealth of Pennsylvania, there are heavy monetary fines levied on the students and/or parents/guardians of school age children who have unlawful absences from school. Under the law, after three unlawful absences from school, notice is given to parents/guardians stating that if another unlawful absence occurs, a citation will be issued to the District Magistrate. Parents/guardians of students who violate the Compulsory Attendance Law may be fined up to $300.00 per unlawful absence.

In addition, students (ages 13-16) who violate the Compulsory Attendance Law may be reported to the Pennsylvania Department of Transportation by the District Magistrate. For the first offense, driver’s licenses are suspended for 90 days; for the second offense, driver’s licenses are suspended for six months. If the student is under the age of 16, the above-mentioned rule delays applying for a driver’s license.
The school considers the following as some examples of unlawful absences:
1. Failure to submit a lawful excuse within three days after returning to school
2. Non-medical appointments
3. Unapproved trips and tours
4. Working
5. Hunting
6. Over-sleeping
7. Missing the bus
8. Taking driver’s test
9. Vehicular problem
10. Senior hook day (unexcused)

**Unexcused Absences**
Any absence of students not of compulsory school age for which there is no lawful excuse submitted within three days after their return to school. The school considers the list above as examples of unexcused absences.

The school district implemented an automated attendance calling system. When students are absent or late to school, phone calls from the district will be made to home and cellular phone numbers to inform parents/guardians. The automated message is below:

“This is an automated message from the Southern York County School District, notifying you that (student’s name) is ‘absent from’ or ‘was late to’ school today. If you have any questions, concerns, or need further information regarding this message, please contact your child’s school. Please remember that a note must be turned in within three days of your child’s return to school. If you have received this message in error, please contact our help desk at 717-235-4811, extension 7262. Thank you and have a good day.”

**ATTENDANCE ACTIONS**

<table>
<thead>
<tr>
<th>ABSENCES</th>
<th>RECOMMENDED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 days</td>
<td>Warning letter sent home by the District, stating number of absences is excessive.</td>
</tr>
</tbody>
</table>

The following types of absences are not counted towards the 8 days of absences required to receive a warning letter or doctor’s note letter: trips and tours, court appearances, hospitalization, family emergency, funerals, job shadowing, college visitations, absences already covered by a doctor’s note, and out-of-school suspensions.
10 or more days

The following types of absences are not counted towards the 10+ days of absences required to receive a warning letter or doctor’s note letter: trips and tours, court appearances, hospitalization, family emergency, funerals, job shadowing, college visitations, absences already covered by a doctor’s note, and out-of-school suspensions.

<table>
<thead>
<tr>
<th>UNLAWFUL ABSENCES</th>
<th>RECOMMENDED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>After one day of unlawful absence in any school year</td>
<td>First unlawful absence notification sent home</td>
</tr>
<tr>
<td>After two days of unlawful absence in any school year</td>
<td>Second unlawful absence notification sent home</td>
</tr>
<tr>
<td>After three days of unlawful absence in any school year</td>
<td>First Legal Notice of unlawful absences letter sent home.</td>
</tr>
<tr>
<td>Any additional unlawful absence after the first notice is sent</td>
<td>Citation issued to local District Court. Penalties can be up to $300 for every day of unlawful absence. Required parent/guardian conference may be requested.</td>
</tr>
</tbody>
</table>

TARDINESS (LATE ARRIVALS TO SCHOOL)

8 unexcused and/or excused

The following types of absences are not counted towards the 8 days of tardiness required to receive a warning letter or doctor’s note letter: trips and tours, court appearances, hospitalization, family emergency, funerals, job shadowing, college visitations, absences already covered by a doctor’s note, out-of-school suspensions.

<table>
<thead>
<tr>
<th>TARDINESS (LATE ARRIVALS TO SCHOOL)</th>
<th>RECOMMENDED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 unexcused and/or excused</td>
<td>Warning letter sent home by the District, stating that number of tardies is excessive.</td>
</tr>
</tbody>
</table>
10 unexcused and/or excused

The following types of absences are not counted towards the 10+ days of tardiness required to receive a warning letter or doctor’s note letter: trips and tours, court appearances, hospitalization, family emergency, funerals, job shadowing, college visitations, absences already covered by a doctor’s note, out-of-school suspensions.

Letter sent home by the District, stating that any additional absence, early dismissal, or tardy must be accompanied by a note from a physician verifying that the student was examined by the physician on the day of absence in order for the absence to be excused. If a student who has been issued a doctor’s note is unable to be examined by a physician, they may see the school nurse upon their arrival at school (by 8 a.m. for secondary students and by 9 a.m. for elementary students). A recommendation by the nurse that the student should have been kept home for the beginning of the school day will result in the tardy being recorded as excused.

After the equivalent of three days of unlawful absence due to the accumulation of unlawful tardy minutes

First legal notice of the equivalent of 3 unlawful absences letter sent home

Failure to comply with the doctor’s note requirement will result in additional unlawful or unexcused absences. A student with chronic attendance issues in the present school year may be required to supply a doctor’s note for all absences, after the first absence the following school year. If a student is going to be absent for an extended period of illness, the school requests that the parents/guardians contact the school nurse. Arrangements for homework should be made through the guidance office (secondary schools) or classroom teacher (elementary schools).

**RELEASING STUDENTS FROM SCHOOL**

Students residing with their parents/guardians shall be released from school only to their parents/guardians and/or persons authorized by their parents/guardians. Students will be released to the care of either parent and/or court-approved guardian unless a court with jurisdiction over Southern York County School District shall specify in a written court decree that custody lies with only one parent and/or some other designated guardian. Receipt of said court decree shall be the basis of determining the legal guardian of a student. Only these persons specified as legal guardians of a student are permitted to take a student from school during school hours. A photo ID may be required to assure that the school is releasing the child to authorized persons. The legal guardian of a student may designate in writing other persons authorized to receive a student from school during school hours.

Students may not leave school prior to the appointed dismissal hour without the prior notification to the building principal and/or their designated representative.

All students enrolled in Southern York County School District, including those eighteen and older, are affected by this regulation.

*Court or Police Matters*

Students may be released for court or police matters when court or police officials present a court order for such release. The parent/guardian will advise the school as soon as possible about the court order.

*Dental/Medical Appointments*

Students may be released for dental or medical appointments when such appointments are unable to be arranged on non-school time. Students must present a note from their parents and/or guardian requesting release in advance.
Upon return to school, students must submit an excuse signed by the doctor or dentist as proof of the visit. Failure to comply will result in an unexcused/unlawful absence.

**Educational Tours and Trips Policy**

Students may be excused to participate in an educational tour or trip during a school year with prior permission and approval of the superintendent of schools or their designee. The trip must provide opportunity for the student’s education enrichment under the direction and supervision of a school-approved adult in accordance with Chapter 11.26 of the State Board of Education Regulations. Trips shall not be approved if they exceed five (5) school days. A total of five (5) days per year shall be granted per student. The Superintendent or their designee may approve more than one (1) trip and may exceed the five-day limit if the parents or guardian have requested the student make a tour or trip as an active participant in an activity sponsored by the Boy Scouts of America, Girl Scouts of America, 4-H, Junior or Youth Symphony, or similar youth organizations. The student will be responsible to secure and complete all classroom assignments during the period of absence.

Forms are available in each school building office and a copy should be completed for each student. Approval of each request will be based on an evaluation of the following standards: previous attendance records, previous requests, academic performance and the anticipated educational value of the activity. This form must be returned to the principal at least two weeks prior to the planned educational experience.

**Illness/Injury or Emergency**

Students may only be released for illness, injury, or emergency by the nurse or an administrator according to the following procedures. Students who feel ill and think they need to go home should go to the health office for an evaluation. Students may not leave school due to illness without the permission of the school nurse.

1. Parent/guardian should sign out student in the main office or health suite.
2. Adult designated by the parent/guardian on the student’s Emergency Care Card, or designated by parent/guardian phone call, should pick up student at school.
3. If the school is unable to contact the parent/guardian or designated adult, the student may suggest another reliable adult. At the principal’s discretion, such an adult may be contacted and the student released to him/her.
4. High school students may be released under their own supervision as requested by a parent/guardian or at the discretion of the principal.

**VISITING OTHER SCHOOLS IN THE SCHOOL DISTRICT**

Southern York County School District students are not permitted to enter any other building on campus during the school day unless the student first obtains permission from the school administration.

**TRUANCY**

Students and the parents/guardians of students, who accumulate four or more unlawful absences, may be required to participate in the implementation of a School Attendance Improvement Plan to improve attendance. Students accumulating seven or more unlawful absences may also be referred to the Truancy Department of the York County Office of Children, Youth, and Families for further preventive and intervention services. As defined by the Commonwealth of Pennsylvania, students who accrue seven or more unlawful absences are considered to be habitually truant.

**TARDINESS**

Students are marked tardy if they are not in their homerooms when the bell rings at 7:45 a.m. (secondary schools) or 8:50 a.m. (elementary schools). Secondary students will be notified that the student is being marked tardy. A tardy is an
absence and will be evaluated under the same policies. Students who would like to have their lateness evaluated as possibly meeting the criteria for a lawful excuse must turn in an excuse note within three days. (An excuse note does not automatically mean the absence meets the state guidelines for an excused absence.) Students who have excessive tardies due to illness may be placed on a doctor’s note. Students who have eight tardies will be sent a warning letter and those who have ten or more will be placed on a doctor’s note requirement. Students need to refer to Class I violations under the discipline section for penalties for tardies.

Students who come to school in a private vehicle may be marked tardy/unexcused/unlawful if they are late due to mechanical problems, road conditions, or delays due to construction and/or accidents.
During its first year of operation in 1968, the Southern Middle School formulated a well-defined educational philosophy and, during the same year, established accompanying objectives for program development. From the year of inception to the present, the philosophy and objectives have been scrutinized and evaluated by different staff, citizens, and student groups and committees. Minor alterations have been made through the years as a result of this evolutionary process.

The most recent adoption of the philosophy and objectives was ratified by the Southern Middle School faculty on January 13, 1987, and adopted by the Board of Education on February 5, 1987.

**Southern Middle School Educational Philosophy**

1. We believe that school policy and practices should reflect the positive values and ideas of the community. The policy should be flexible, undergoing periodic review, thus providing for the present and future needs of the students.

2. We believe that the school should be an environment of lifelike experiences, allowing the pupil to grow toward the maturity our world requires for positive mental health and happiness. The school should provide a variety of approaches to learning in order to meet individual differences.

3. We believe the problem solving approach should be used and that the experiences introduced into the school should be real, bearing upon situations that are meaningful to students.

4. We believe in incorporating the experience-centered curriculum, with an emphasis on the basic skills, which are reinforced in all subject areas. Units of study should combine the subject-oriented curriculum with the questions and experiences of the learner to enhance the total development of each individual.

5. We believe the middle school should offer a curriculum that is structured to the subject, yet is flexible enough to encourage student self-discipline and initiative.

6. We believe that the middle school should strive to develop within each student an appreciation of knowledge and of the learning process as part of their total development.

7. We believe the staff’s role in education should be one of leadership. The staff must try to know the student well enough to plan to meet individual needs and should develop a program permitting the student to achieve within the levels of their own capabilities.

8. We believe the primary purpose of education should be to assist the student to develop the potential of their total personality. While the curriculum should emphasize the basic skills and concepts, it should provide a flexibility that allows the student to adapt to the changes that the student will encounter throughout life.

**Southern Middle School General Objectives**

1. The school will strive to include in its program the community and its resources. The school will examine the policy and practices periodically and revise them as necessary.

2. The school will incorporate lifelike experiences, which will encourage maturation of the student into their immediate and future environment. The school will use a variety of approaches to learning so that each student may have success in learning.

3. The school will strive to develop realistic experiences to be used in the problem-solving approach.

4. The school will incorporate the learner’s experiences among related subject matter. The school will emphasize basic skills in all subject areas.

5. The school will develop a curriculum centering on student experiences. The school will employ flexible scheduling and team teaching to make grouping by ability and needs possible. The school will encourage individual and independent study for those students suited for it.

6. The teachers will strive through enthusiasm and knowledge of their subject area to instill in the student an
appreciation for learning and a desire to seek knowledge.

7. The staff will strive to know the student well enough to meet individual needs. The staff will develop a program to meet the student at his own level and allow him/her to succeed in what the student does.

8. The school will strive to develop a curriculum to educate the student with the purpose of meeting their intellectual, personal, social, and physical needs.
Agreement for Participation in Extracurricular Activities Form

The extracurricular activities of the Southern York County School District are viewed as a valuable supplement to the academic program. In order to ensure the successful operation of the extracurricular programs, it is necessary to formulate objectives and regulations for all who participate. Students and parent/guardians should be aware that participation in these activities is a privilege, not a right.

- It is our hope that by participating in extracurricular activities a student will develop positive relations with others that foster sportsmanship, fairness, and cooperation.
- It is our desire that students develop responsibility that will encourage the development of leadership skills, respect for self and others.
- It is the duty of the supervisors to direct and monitor students in the positive representation of Southern York County School District. In accordance, students are required to represent Southern York County School District in a manner that is positive, productive, and responsible.

Participation requires that certain regulations be established and followed. The standards are as follows:

1. Students must be enrolled in the Southern York County School District and be approved by their principal to be eligible for participation in an extracurricular activity.
2. Students must meet the minimum academic requirements for participation in the extracurricular activities.
   - Grades are monitored on a weekly basis. The minimum academic standards require the following:
     a. A secondary (7th-12th grade) student must, at a minimum, be passing at least all but one subject on a weekly basis in order to be eligible for extracurricular activities. Failure to do so will result in a one-week participation suspension.
     b. A secondary (7th to 12th grade) student must, at a minimum, be passing all but one subject at the end of each marking period. Failure to meet this minimum academic requirement will result in a 15 school day participation suspension beginning the day report cards are issued (1st, 2nd, 3rd marking periods only). Following the 15 school days, the student may be eligible to participate in extracurricular activities if the student is, at a minimum, passing all but one subject on a weekly basis.
     c. A secondary (7th to 12th grade) student must pass all subjects/credits for the year. Failure to meet this minimum academic requirement will result in a 15 school day participation suspension beginning the first day of the next school year. If the student is successful in making up the credits in summer school, the student may be eligible to participate in extracurricular activities for the first marking period of the next school year.
     d. A course that has been dropped/failed anytime during the school year will be considered a failing grade for the purpose of academic eligibility. This will affect eligibility status for the current school year as well as the first marking period of the next school year.
     e. The eligibility period is from Sunday through Saturday. The only exception would be for theatrical performances where the eligibility period would run from Monday through Sunday.
3. Academic ineligibility means the student is unable to participate in any event, competition, or performance, which is considered to be an extracurricular activity. The decision as to whether the student may participate in practice sessions will be at the discretion of the coach/advisor of the extracurricular activity. If a student is ineligible for three weeks during the activity, the student may be dismissed from that activity.
4. Students are ineligible to participate in an extracurricular activity on any day if they meet any of the following criteria: (a) illegally absent from school, (b) tardy, (c) excused for more than ½ day due to illness (must be in class by 11:25 a.m.), (d) suspension from class or school.

5. Students with an outstanding obligation are not eligible to participate in extracurricular activities until the obligation is met.

6. Attendance at practices or meetings is mandatory unless the student receives prior permission from the advisor/coach to be late or absent.

7. The possession and/or use of tobacco, drugs, drug paraphernalia, and alcohol are forbidden. Knowingly and/or willingly remaining in association with the possession and/or illegal use of tobacco, drugs, drug paraphernalia, prescription medications, inhalants (other than physician-prescribed inhalers) and/or alcohol is forbidden. Violations will result in the suspension from all extracurricular activities for sixty (60) school days. This policy applies to students every day of the calendar year for behaviors in school and not in school.

8. Flagrant violations of regulations as set forth in the Southern Middle School and Susquehannock High School Disciplinary Codes or civic laws may result in suspension from all extracurricular activities for sixty (60) school days.

9. A student involved in any extracurricular activity that is suspended 5 or more days for any reason will be dismissed from all current activities for the duration of those activities.

We are aware that participation in extracurricular activities may carry risks of injury. Injuries may range from minor to very severe, including death. Understanding the potential risk factors, we accept the responsibility of participation.

We have read and understand the information in this contract. We understand the Advisor/Coach has the authority to determine appropriate disciplinary action for infractions not outlined in this contract. If we feel any disciplinary action has not been fairly administered under the terms of this contract, an appeal may be taken to the administration.

Our signatures below indicate we have read and agree to the conditions as set forth in this contract.

Student’s Signature __________________________________________________________ Date ____________

Parent’s/Guardian’s Signature ______________________________________________ Date ____________