

Phone: (717) 235-4811

Ext.

Friendship Elementary School – Office

Stephanie Winemiller	Elementary Principal	1500
Deborah Stone	Assistant Principal	1501
Julie Grothey	Administrative Assistant I	1500
Paula Hawes	Administrative Assistant II	1501
Kelly Miller	School Counselor	1520
Sheila Tyler	Administrative Assistant II	1521

Southern Elementary School – Office

James Hollinger	Elementary Principal	2500
Julianne Janusz	Assistant Principal	2501
Cindy M. Hoover	Administrative Assistant I	2500
Susan Good	Administrative Assistant II	2501
Michelle Brengle	School Counselor	2520
Stephanie Wright	Administrative Assistant II	2521

Shrewsbury Elementary School – Office

Mary Dankosky	Elementary Principal	5500
Robert Van Vorst	Assistant Principal	5501
Susan M. Munsey	Administrative Assistant I	5500
Linda Fodel	Administrative Assistant II	5501
Angela Miller	School Counselor	5520
Christy Whelan	Administrative Assistant II	5521

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"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 Dr. Robert Bryson, Assistant Superintendent of Schools, Southern York County School District, and P. O. Box 128, Glen Rock, PA 17327-0128, or call (717) 235-4811."

(School Board Policy #103 outlines the District's Nondiscrimination in School and Classroom Practices policy)

The goal of Friendship, Shrewsbury, and Southern Elementary Schools is to provide each and every student with equitable access to rigorous and relevant educational experiences based on PA Core Standards with appropriate levels of support and enrichment in safe and inclusive school environments. We believe a high-quality education must focus on academic and social-emotional skills. When academic learning is paired with social-emotional learning, optimal learning conditions are created. Social-emotional learning provides opportunities for students to foster self- and social-awareness, self-management, relationship skills, and responsible and ethical decision making. Our goal is for every student to have a safe and joyful school experience.

This handbook is to familiarize you with our school expectations and procedures. Parents/guardians can contribute much to the success of the school program if they fully understand what the schools are trying to do. Children's education and social-emotional development is a joint responsibility and cooperative program between the home and the school.

We hope that you will read this handbook carefully and use it as a reference. We welcome suggestions for handbook improvement, as well as suggestions that will improve our instructional program and provide better learning opportunities for our children. You should not hesitate to contact your child's teacher or principal about any school policy or practice that may affect the security and happiness of the child. You may contact each school at 717-235-4811.

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.*

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.*

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 the social, emotion, 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.

A

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 animal is part of an educational program, experiment and/or project and is the direct responsibility of a staff member, trainer and/or parent/guardian.

ASSIGNMENTS WHEN CHILD IS ABSENT

When requesting your child's assignments during their absence from school, call the school office between **8:00 and 8:30 a.m.** Assignments can be picked up in the office or sent home with another student (sibling, neighbor, friend).

ATTENDANCE AREA CHANGE:

MOVING FROM ONE SCHOOL TO ANOTHER

All elementary children in grades K-6 will attend elementary school based upon their residency. Students who require special education programs that are not available in their attendance zone are exempt from this policy. Students who move into a different attendance zone during the school year may be granted permission, at the discretion of the Superintendent, to remain in the elementary school in which they started the school year for the remainder of the school year. Parents/guardians will be required to provide transportation.

Students who anticipate moving from one attendance zone to another during the school year may be granted permission to attend the elementary school appropriate to their future attendance zone. Such permissions will be granted at the discretion of the Superintendent, who is authorized to require documentation and set conditions.

B

BUS PROCEDURES

A note requesting permission to ride a different bus must be sent to the school principal before permission may be granted.

Bus routes and students' assignments on the bus may change at the discretion of school authorities. Students riding school buses should be at their bus stop at least five minutes before the scheduled bus arrival.

All students must abide by rules of good conduct. Parents/guardians will be informed of any type of misbehavior involving either a warning or a day suspension.

The school district and the bus company have installed video cameras with audio in the buses. These are used to monitor students' behavior to provide a safer environment for transporting students to and from school.

RULES OF CONDUCT

1. The bus driver will assign all seats, and **students must remain in those seats at all times.**
2. Parents/guardians will be held responsible for any damage caused by students to buses.
3. Students must keep body parts inside the bus windows at all times.
4. Students must refrain from throwing any objects from the bus.
5. No eating, drinking, or chewing gum is permitted on school buses.
6. Foul and/or abusive language and/or conduct which are distracting to the bus driver, such as loud noises, is not permitted.
7. Students must wait for the bus to come to a full stop before attempting to get on the bus or before getting out of the seat to get off the bus.
8. Students must never tamper with the bus or any of its equipment.
9. Students should cooperate with the bus driver in keeping the bus clean and report any damage that has been done to the bus driver immediately.
10. Students must follow appropriate school rules at all times.
11. Pets or any live show-and-tell animals may not be brought to school on the bus. Projects and musical instruments may be brought on the school bus if space is available. These items must be stored in a safe location or they will not be permitted on the bus.

The principal will determine if the misbehavior warrants a warning. If, in the principal's opinion, a warning is justified, and this is a first offense, the parents/guardians will be notified stating that a warning has been given and further infractions of the expectations may result in the suspension of bus riding privileges.

CHANGES IN SCHOOL BUS ROUTES OR STOPS

Requests to consider a change in the school bus stop or route assignment should be made as follows:

1. All requests must be addressed in writing to the Coordinator of Public Information and Student Transportation.
2. The requests must identify:
 - a. The student (full name)
 - b. Legal parent/guardian
 - c. Student's assigned school and grade
 - d. Period of time change is desired
 - e. Reason for request of change
 - f. Address of parent/guardian
 - g. Address of new location for pickup and/or dropoff
3. Reply to the change will be made as soon as possible, but no later than ten (10) school days from the date the request was received in the school office.
4. Until a reply is received, no change to the student's bus stop assignment will occur.

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.

Please see Board Policy #810 for more information on Transportation.

C

COMMUNICATING WITH THE SCHOOL DISTRICT

The teachers, support staff, and administrators are committed to working in partnership with our students and families each day. If you have a question or concern regarding something happening in your child’s classroom, please contact your child’s teacher first as they will have the most accurate information. Your child’s school counselor and administrators are also happy to help if you need additional assistance.

If you are dissatisfied with the principal’s response, please call Dr. Robert Bryson, Assistant Superintendent. If you are not satisfied at that level, please contact Dr. Sandra Lemmon, District Superintendent.

Occasionally, parents/guardians call School Board directors to try to get an answer to their concerns. When receiving such a call, the Board director calls the District Superintendent. The District Superintendent then calls the principal or counselor to inform him/her of the concern. The building principal then researches the problem and communicates with the parent/guardian. Therefore, we suggest you first call the counselor or principal so that he or she can respond without any undue delay.

If you have a request of the School Board or you want to present some information to the School Board, please submit your request or information to the District Superintendent at least ten days prior to the regular School Board meeting, if possible. The School Board meets the third Thursday of each month, except May (fourth Thursday) and December (first Thursday). Please call the District Superintendent’s office if you need assistance in communicating with the School Board.

E

ELECTRONIC DEVICES

While some electronic devices are permitted to be used in school at the discretion of the teacher, cell phones are not permitted to be brought for use during the school day. Any cell phones brought during the school day must remain inside the student’s backpack.

Personal electronic devices are not be used to take photographs or videos of students or staff.

EMERGENCY DRILLS AND PROCEDURES

Fire Drill

1. In the event of fire, students or teachers should pull an alarm immediately.
2. Teachers will educate students as to the exit place for their classroom to be used in case of a fire/drill.
3. Students are to accompany the teacher(s) to the designated safe area for the building.
4. If an exit is blocked, use the next nearest exit (using red arrow signs in hallway).

Severe Weather Drill

1. The drill/alert will be conveyed to the students and staff by public address system.
2. Students are to accompany the teachers to the designated safe area.

Precautionary Code

A “Precautionary status” will be announced when there is a health emergency or hallways need to be cleared. When announced, students are to remain in their classes. Hallways will be checked. Any students found in the hallway should be taken into the classroom.

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/doors. 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.

EMERGENCY RESOURCES FOR STUDENTS/FAMILIES

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.

For more information on child abuse reporting, please reference Board Policy #806.

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 hrs.) – (717) 851-5320

UPMC Hospital Crisis Intervention (formerly Memorial Hospital)

- (24 hrs. thru Emergency Room) – Associated with TrueNorth Wellness – (717) 849-5730

UPMC Hanover Hospital Crisis Intervention (24 Hours thru 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
- TrueNorth Wellness Mobile Crisis – (Toll Free) 866-325-0339 or 717-637-7633 (Direct Line) or 717-632-4900 (Ext. 1)
- 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)
- Vaping/Tobacco cessation hotline – 855-891-9989 – www.mylifemyquit.com
- 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.

CRISIS RESPONSE TEAM

In an effort to support the health, safety and welfare of its students and the school community, the Southern York County School District maintains a trained school crisis response/crisis intervention team, which includes administrators, school counselors, school nurses, school psychologists, social worker, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the district such as community behavioral health agency resources.

More information on District Crisis Response/Suicide Prevention Efforts can be found in Board Policy 819.

EMERGENCY SCHOOL CLOSINGS

VIRTUAL LEARNING DAYS

In the event of a school closing, teachers will contact their students by 8:30am with directions for virtual learning. Students will be afforded the necessary time and support to complete the assignments and additional time will be provided on an as-needed basis prior to submitting the work for assessment.

If you have any questions regarding Virtual Learning Days, please contact your school principal.

Automated phone system

The School District has implemented a parent/guardian notification system. Parents/guardians will be automatically notified by phone and/or email of emergency school closings, including weather-related cancellations and closings. If school closes because of poor weather or other emergency conditions, information will be posted on the school

district's website: www.sycsd.org. Closings will also be announced on the following radio stations: WGTY, WGET, WQXA, WSBA, WARM, WHVR, WSOX-FM, WHTM, WPMT, WBAL, and WIYY. School closings will also be announced on WGAL-TV 8.

When we have extreme weather conditions and the school buses run late, or for some reasons cannot complete parts of their runs, students should not wait at their assigned stops for more than 30 minutes. If the bus does not pick up a student, and a parent/guardian can bring the student to school, please do so. If a student cannot get to school due to these conditions, the student will be marked legally absent for the day. A legal absence is the only absence given under state law when these conditions occur.

Excusing Students from School Early

A student may be excused from school for (1) an appointment with a doctor (medical, dental, therapies, etc.) or (2) a sudden family emergency. Children excused will be released only to parents/guardians. Parents/guardians are urged to make medical and dental appointments that will cause a minimum of interference with the child's school program. Students will not be excused without a written note from home, stating the reason for the request. The note must also contain the date, time, and parent/guardian signature. All parents/guardians must check in at the office before taking the student out of school. Students not riding the school bus at the end of the day will be called to the office at 3:30 p.m. prior to the start of the school-wide dismissal.

A parent/guardian who is not able to pick up an ill child may have previously designated on the Emergency Care Card an adult who may receive and care for the child. The school will contact the designated adult and request that they pick up the child and assume the parent/guardian's role.

A parent/guardian who is not able to come for an ill child may indicate to school officials by telephone the name of an adult to whom the child may be released.

EXTRACURRICULAR ACTIVITIES

Our district's extracurricular program is viewed as a valuable supplement to our academic program. In order to ensure a safe environment for our students to succeed, all students are held to the same behavioral and academic expectations during before and after-school activities.

F

FIELD TRIPS

Field trips are a valuable part of our educational program.

When field trips requiring bus transportation outside the district are planned, permission forms will be sent home for parent/guardian signature. When field trips requiring bus transportation within the district are made, notification of day, times, and grade levels involved will be sent home through the students. Field trips are funded at the discretion of each elementary school principal.

Walking trips within the area of the school are a part of the schoolwork and will be taken without parent/guardian consent; however, the teacher must have the consent of the principal before leaving the school grounds.

FIRE AND EMERGENCY EVACUATION

As mandated by Pennsylvania school law along with additional district mandates, our schools conduct one fire drill each month. Additional drills including precautionary, lockdown, and extreme weather drills will also be conducted a minimum of one time per marking period. All students are thoroughly instructed on these. Safety, speed, and orderly passage from the classroom and buildings are constantly stressed. Students are prohibited from talking during all fire or emergency drills.

EVACUATION/REUNIFICATION

Adding to these drilled procedures, the district has developed plans for school 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.

FIRST GRADE REGISTRATION *(See Kindergarten and First Grade Registration)*

G

Grading

STATEMENT OF PHILOSOPHY OF GRADING

The primary purpose of the school is to help promote the mental, physical, emotional, and social growth and development of its students. We strive to understand each child as an individual, provide the child with varied opportunities to learn basic skills, help the child develop an incentive to learn, develop self-discipline, encourage intellectual growth and curiosity, assist the child in their social and emotional adjustment, promote the child's physical health, and help the child develop a sense of personal values.

The information contained in the report card is intended for the use of the student, the school, and the parents/guardians. It is anticipated that the report, along with periodical interim progress reports and parent/guardian-teacher conferences, will help to foster a closer working relationship between the home and the school. Report cards are issued four times during the school year at nine-week intervals.

In order to achieve a greater degree of consistency and higher academic standards, the scores on the report cards for each subject listed indicates your child's actual level of achievement in relation to their mastery of the instructed Pennsylvania Core standards. Individual student needs and abilities will be provided for through the use of appropriate, differentiated instructional groups/materials, and by our classroom teachers and support staff. Where applicable, appropriate remedial help or special support services are available to students who are experiencing academic/learning difficulties. Your school team is excited to work in partnership with you in order to help every child to be successful.

GRADING SYSTEM—REPORTING

In order to receive your child's report card, you must create a Sapphire account. Information will be provided at the beginning of each school year on how to do this. Paper copies are available upon request. While report cards are a vital part of the student's school records, their prime importance is to give information to parents/guardians about their child's progress and development in school. Mid-term reports will also be made available via Sapphire.

If any time during the school term, parents/guardians need to conference with a teacher concerning the progress and

welfare of their child, arrangements should be made with the teacher, either directly or through the principal. These conferences are held following the close of the afternoon session or before school begins.

On occasion, teachers may initiate a conference request by contacting a parent/guardian by phone or letter. District-wide parent/guardian-teacher conferences are scheduled for all elementary parents/guardians in October. An additional opportunity for parent/guardian-teacher conferences is scheduled in February.

Report cards for primary and intermediate grades are issued four times yearly, covering approximately 45 school days, and usually issued in November; late January or early February; late March or early April; and May.

H

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. Medication must be delivered to the school by a parent/guardian. At that time, you may review the specific instructions with the nurse.

Medications will only be administered if the directions below have been followed:

1. Written doctor's order and complete instructions are given to the nurse.
2. Written parent/guardian consent is given to the nurse.
3. Medication is given to the nurse 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 if parents/guardians fail to comply with the stated medication policy.

(Please refer to Board Policy #210 for more information regarding the Use of Medications.)

Emergency Care Information

At the beginning of each school year, parents/guardians must update emergency care information in Sapphire for each student. This information includes permission for medication administration as well as contact information which will be used to reach a parent or guardian in the event of an emergency involving their child.

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.

Illness and Injury

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 permission of parent/guardian.

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 the 1st of October.

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

Required Immunization 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.

HOMELESS/DISPLACED YOUTH

EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNES (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.

Please refer to Board Policy #251 for more information regarding Homeless/Displaced Youth.

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

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- The right to attend school in the student's 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 the student's school of origin, if this is requested by the parent/guardian/student
- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services
- The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited

HOMEWORK

Students may be assigned homework to reinforce instructional activities. The amount and frequency of homework will be determined by the teacher, considering the type and level of the material presented in class. We encourage all students to spend time each evening reading.

I

INSURANCE (SCHOOL)

A Term Health and Accident Insurance Policy covering accidents to children while in our school or while traveling to and from school is available to parents/guardians through our schools. Only a reputable firm with an established reputation for meeting its obligations is permitted to offer these services. Since the premium is nominal and coverage is extensive, all parents/guardians are urged to purchase this insurance protection (both health and dental) for their children. If your child has an accident which requires medical attention and you are covered by the school insurance program, please notify your principal immediately.

K

KINDERGARTEN AND FIRST GRADE REGISTRATION

We are always excited to welcome families of incoming kindergarteners to Southern York County School District! Kindergarten registration is held in late winter/early spring in each of the elementary schools for all children in our school district who will be eligible to enter our Kindergarten the following school year. The admission of students to Kindergarten is limited to those children who are five years old on or before August 31st. If you feel that your child is too young and not ready for school, you are invited to contact your child's building principal to discuss your concerns. Children whose 6th birthday falls before September 1 of the school year are eligible for first grade.

Online pre-registration: Parents/Guardians may complete online pre-registration prior to the spring in-house registration event. A link to the online registration is located under Sapphire in the Parent/Guardian portal of the District website: www.sycsd.org. Please complete the pre-registration by February 10. If you are unsure of which school your child will attend, you may contact the Student Transportation office at (717) 235-4811, ext. 7350.

Please see Board Policy 201 for additional information about Admission for Beginners.

If your child will be home schooled or going to a private school, please notify the main office of the school your child plans

to attend.

During the in-house registration, please bring your child and the following documentation:

1. Proof of Age (can be original birth certificate, copy of birth certificate, passport, baptismal certificate, legal (notarized) statement by a parent, or prior school records)
2. Two items as proof of residence (driver's license, car registration, copy of lease or bill with name and current address)
3. Physician Verified Statement of Immunizations – Please obtain this from your physician or have it faxed to your elementary school.

STATE LAW REQUIRES THAT BEFORE ENTERING SCHOOL, ALL CHILDREN MUST HAVE COMPLETED THE FOLLOWING IMMUNIZATIONS (These must be in writing and signed by a physician):

- 4 doses - Diphtheria, tetanus and acellular pertussis (usually given as DTaP, DTP, DT or Td - 4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 4 doses – Polio (4th dose on or after 4th birthday and at least **6 months after previous dose given**)
- 2 doses – Measles, mumps and rubella (usually given as MMR)
- 3 doses - Hepatitis B vaccine given at properly spaced intervals
- 2 doses – Varicella (chicken pox) or history of immunity

Your child will not be admitted to school in the fall until these requirements are met. Please bring all immunization paperwork to the spring in-house registration event held in March. Since the series of immunizations listed above takes a total of six to eight months to complete, it is advisable to begin them as soon as possible.

*The Commonwealth of Pennsylvania no longer requires the student to be vaccinated against smallpox before entering school. However, the Commonwealth asks that we continue to keep accurate records on who has been vaccinated and who has not. So, if your child has been vaccinated, please bring the Successful Vaccination Immunization Form with you.

L

BREAKFAST AND LUNCHES

A cafeteria breakfast and lunch service is available to all students in all of the district's schools. Breakfast is served each morning. A variety of hot and cold selections are available. Students may also pack lunches. Students who pack their lunch may supplement them with purchased beverages and/or snacks. Packed lunches from home are not to include any glass containers, and carbonated drinks are not encouraged. Children are permitted to buy no more than three containers of milk at lunch time. There are limited food choices available at the elementary level and some a-la-carte items. The District will make reasonable attempts to honor dietary restrictions based on a physician's note delivered to the building principal.

The cost of school lunches is determined annually and published on the district website on the school lunch menu. If you have any questions concerning the cost of the lunches, please call the school your child attends. We encourage parents/guardians to participate in our convenient "Debit Sale" system, which allows for deposits on account 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 year and reminder envelopes when their account falls to a balance of five dollars. This represents a warning period of three days. 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.

Each child's parent/guardian and homeroom teacher will be notified weekly if any money is outstanding with regards to school lunches. Students may make payment for all outstanding debts in the cafeteria. There is no borrowing for a-la-carte items.

MySchoolBucks

Access to your child(ren)'s cafeteria account(s) is available online via MySchoolBucks. Here, parents/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/Guardian Portal at the District's website (www.sycsd.org) under "Online Tools."

Free and Reduced Lunch

The School District is a participant in the National School Lunch Program and offers free and reduced meals to students who qualify based on the family income of their parent/guardian(s). All students are provided information and application forms at the beginning of the school year. The Southern York County School District business office manages the free and reduced lunch program, and all information is processed and maintained on a confidential basis. If you have any questions regarding the Free and Reduced Lunch Program, please contact Angie McCauley in the the business office at (717) 235-4811, ext. 7222. A confidential free or reduced lunch transaction is made at the check-out register electronically.

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

P

PARENT/GUARDIAN TEACHER ORGANIZATIONS

The Parent/Guardian Teacher Organizations play a vital role in our schools. We encourage parents/guardians to take an active part in these organizations.

PARKING AND TRAFFIC REGULATIONS

Regulations

The safety of all of our students and families is very important. We ask that everyone adhere to the procedures for picking up and dropping off students indicated on the flyer sent home at the start of each school year. For the safety of all, please refrain from ever walking through bus traffic.

The following activities are prohibited while on all property owned by the School District:

- Operating a motor vehicle in excess of 15 miles per hour.
- Disobeying traffic signs, markings, or established vehicular patterns.
- Disobeying directions of the Southern Regional Police Department, School District security personnel, and other authorized personnel directing traffic.
- Operating a motor vehicle on a lawn or other planted area, walkway, or any surface not designated for motor vehicles.
- Parking or stopping a motor vehicle at any time in designated fire lanes or bus lanes during prohibited hours.
- Parking a motor vehicle in an undesignated parking area, including temporary no-parking zones when posted.
- Parking a motor vehicle in a handicapped space without clearly displaying a valid handicapped permit or tag.

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- Parking a motor vehicle, whether attended or unattended, in a location that obstructs access to a gate, road, sidewalk, exit, or bus loading zone.
- Storing a motor vehicle or other equipment without the prior written authorization of the Director of Operations.

Enforcement

The School Board authorizes the Southern Regional Police Department and/or School District security personnel to enforce its traffic and parking regulations. Authorized personnel may issue tickets for traffic and parking violations. Tickets will be handed to the violator or placed on the windshield of the violator's motor vehicle. If the violator pays the amount specified on the ticket within five days of the violation, the case will be concluded without filing a citation with the local District Magistrate. If a citation is turned over to the District Magistrate, the violator may be responsible for related court costs. If a violator does not respond to the ticket or wishes to plead not guilty, the Southern Regional Police Department is authorized to file a citation on behalf of the School District.

The School District may tow an unattended motor vehicle for a traffic or parking violation, in addition to issuing a ticket. Motor vehicles will be towed at the owner's expense.

The School District may temporarily or permanently suspend a person's privilege to operate a motor vehicle on school property for a second or subsequent violation of its traffic and/or parking regulations.

PARTIES AND TREATS

Our goal is always to support the wellness policy which encourages all of our students to eat in a healthy way. In support of this policy, we ask that a healthy alternative is always provided when treats are brought into school. Please make sure to coordinate any treats with your child's classroom teacher. For safety reasons, please contact your child's teacher for any food allergies in the classroom.

Please see Board Policy 246 for more information regarding School Wellness.

PERSONAL PROPERTY

Students are responsible for any personal property brought from home. This may include, but is not limited to, backpacks, clothing, electronic devices, personal books, or supplies. Classroom doors are secured when no one is in the room, but the District cannot guarantee the prevention of loss or damage to personal property brought from the home into the school. Each school has designated areas for lost and found articles.

The School District cannot assume responsibility for personally owned musical instruments. However, students may keep their instruments in a storage area during the day. Although these areas are secured when no one is in the area, the district cannot guarantee the prevention of loss or damage to instruments that are placed in these storage areas.

PHOTOGRAPHS

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 art work (e.g., drawings, poems, creative writings) 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 your child's 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 or appearance in any videotaped productions (name printed in caption of a group or individual photo, or identified in some other manner) not be used, please send a letter to your child's building principal, stating 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 Audio/Video Recorded 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 or video record, or to receive teacher-made audio or video recordings, of discussions that occur during instructional activities. These recordings could include your child.

The District will take 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.

PHYSICAL EDUCATION

Students Unable to Participate in Regular Physical Education Program

Students who cannot fully participate in the physical education program because of a physical disability, either permanent (such as a heart condition) or temporary (such as a fracture) will be referred for placement in the adaptive physical education program according to established guidelines. If the student is not placed in this program, a signed statement from a physician is required concerning physical education restrictions. Medical excuses from the physician are given to the school nurse. If the excuse is for more than one class period, the excused student will be involved in observation of the physical education activities until the student can participate in the physical education class. The nurse will notify appropriate staff members in writing. Physical education excuses from parents/guardians are given to the physical education teacher and are valid for one class period, at the teacher's discretion.

S

SAFETY

The Southern York County School District is committed to maintaining the safety and security of all students and staff. We have a district-wide safety committee and each school building has a safety committee that has developed specific plans in the event of an emergency. A School Resource Officer monitors the safety in all of our school buildings and supports numerous educational programs. All exterior doors to all district buildings and all classroom doors are kept locked at all times. All visitors wishing to enter the school must enter by the primary entrance and request entry by ringing the buzzer. The office staff will request identification and purpose of the visit prior to "buzzing-in" the visitor to the main office. Once in the main office, visitors will have their identification scanned into our visitor management system and will receive a visitor's badge. To assist with this process, cameras are located at the building's primary entrances. In addition, the District has an anonymous hotline that is in place to enable anyone to contact the District and share information with us about a possible threat to the safety and wellbeing of our students and/or staff. Please do not hesitate to contact your school principal with any questions or concerns regarding safety and security.

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SCHOOL COUNSELING SERVICES

Southern York County School District provides counseling services in each of the elementary schools to support the social and emotional needs of all students.

On occasion, school counselors may conduct classroom lessons. Topics are chosen in accordance with age-appropriate developmental tasks and are based on students' needs. Topics may include diversity, self-esteem, friendship, career development, self-regulation, coping strategies, and empathy.

The elementary counselors are committed to supporting all students academically, emotionally, and socially. Please feel free to contact the school counselor at any time to discuss concerns regarding your child. Students and teachers may also contact school counselors at any time.

School Counselors meet with individual students and small groups. Parents/guardians of students in small group counseling sessions receive notification of the student's participation. Resources are provided to families of students in need of additional services.

SCHOOL HOURS

Office Hours

	School in Session	School not in Session
District Administration	7:30 a.m. – 4:30 p.m.	7:00 a.m. – 4:00 p.m.
Elementary Schools	8:00 a.m. – 4:30 p.m.	8:00 a.m. – 4:00 p.m.

Opening and Closing Times

All of our elementary schools open at 8:35 a.m. and classes begin at 8:50 a.m. Students should arrive at school no earlier than 8:35 a.m. All students are dismissed at 3:30 p.m. unless there is an emergency school closing.

SCHOOL SUPPLIES

The school furnishes all necessary texts, supplementary books, and school supplies. Students are responsible for books and materials in their possession. If a student loses or willfully destroys a book, the student may be asked to pay for the book. Payment is determined by the Principal based on the original cost of the book and its condition when issued to the student.

CHROMEBOOKS

All students in Grades Kindergarten through 6 will receive a Chromebook to use at school. All students will learn how to take care of the Chromebook. If your child's Chromebook is broken or not working properly, the student must report the issue to their teacher as soon as possible in order to repair the device. Damage from carelessness or intentional damage may result in disciplinary action and charges for repair or replacement. Below you will find an outline of our expectations for caring for the Chromebooks. Please review the expectations with your child and reiterate the importance of taking care of the district issued Chromebook.

SYCSD Elementary Chromebook Care Expectations

General Precautions - No food or drink should be used with Chromebooks. Chromebooks must remain free of any writing, drawing, stickers, and labels; heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks - Never lift Chromebooks by the screen or carry with the screen open.

Screen Care - The Chromebook screen may be damaged if subjected to heavy objects, rough treatment, cleaning solvents,

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and liquids; do not store a Chromebook with the screen open; make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils or disks); only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags - All Chromebooks will be labeled with a district asset tag that includes each student's name; asset tags may not be modified or tampered with in any way.

Backgrounds and Themes - Inappropriate media may not be used as Chromebook backgrounds or themes.

Logging into a Chromebook - Students will log into their Chromebooks using their school issued Google account; students should never share their account passwords with others.

Managing and Saving Your Digital Work With a Chromebook - The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection; the district will not be responsible for the loss of any student work

Internet Usage - The Chromebooks connect to the internet wirelessly; students will utilize the SYCSD filtered wireless infrastructure to access the internet

Google Apps for Education - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools; all work is stored either on Google or district servers.

Chrome Web Apps and Extensions - The Chromebook operating system, Chrome OS, updates automatically; students do not need to manually update their Chromebooks; students are allowed to install appropriate Chrome web apps and extensions from the Chrome web store.

Estimated Costs (*subject to change*) – Charges for intentional damage or damage due to carelessness may be assessed; the following are estimated itemized costs of Chromebook parts and replacements: Chromebook Replacement \$250.00; Screen \$75.00; Keyboard/touchpad \$50.00; Power cord \$30.00

No Expectation of Privacy - Students have no expectation of confidentiality or privacy with respect to usage of a Chromebook, regardless of whether use is for district related or personal purposes, other than as specifically provided by law; the district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason; teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks; by using a Chromebook, students agree to such access, monitoring, and recording of their use; the use of the internet is allowed only for school-related purposes; downloading or accessing any content for non school-related purposes is a violation of the Acceptable Use Policy; email (or any other computer communication) should be for school-related purposes only.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens. School issued Chromebooks should be used for educational purposes only and students are to adhere to the Acceptable Use of Technology policy at all times.

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

Students can demonstrate appropriate use by adhering to the following:

- **Respect Yourself** - I will show respect for myself through my actions. I will select online names that are appropriate. I

will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will post not be obscene. I will act with integrity.

- **Protect Yourself** - I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others** - I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- **Protect Others** - I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property** - I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property** - I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

SPECIAL EDUCATION

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, intellectual disability, 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 the student 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 the student 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 Parental/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 shall be 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.

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.

STUDENT ASSISTANCE PROGRAM (SAP) / SCHOOL BASED COUNSELING SERVICES

The Student Assistance Program (SAP) focuses on identifying student concerns that may 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 persons may make a referral to SAP: school staff, a student's parent/guardian, the student themselves, or any other concerned individual. Referrals may be made when academic success in school is affected by social, emotional, or behavioral challenges. Confidentiality between the student and school personnel will be respected and maintained in the best interest of the student. Students may also benefit from school based counseling services through PCBH (Pennsylvania Comprehensive Behavioral Health). These outpatient counseling services are provided in your child's school by certified therapists. Parents/guardians may contact the School Counselor's Office for further information.

T

THREAT ASSESSMENT

In an effort to maintain safe learning environments for all students, the Southern York County School District has implemented Threat Assessment Teams to assess threats directed at or by students of our district. "A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form (ex. Text message, email or some other digital means)" (Comprehensive Student Threat Assessment Guidelines). The District implements the Comprehensive Student Threat Assessment model, which draws on administrative, legal, and psychological resources to determine severity of the threat and develop a response.

All threatening statements should be reported to a student's administration or counselor immediately to initiate an investigation and to ensure the safety of our schools.

More information on Terroristic Threats can be found in Board Policy 218.2

TITLE IX / SEXUAL HARASSMENT

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district

may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Any act of misconduct or abuse is not tolerated.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

District Title IX Coordinator: Dr. Robert Bryson, Assistant Superintendent

Email: robert.bryson@syncsd.org

Phone: 717 235-4811 ext. 7230

More information on the investigation, maintenance of confidentiality, and supportive measures for complainants, please reference Board policy 103 "Discrimination/Title IX Sexual Harassment Affecting Students."

V

VISITORS

When entering the building, all visitors must report to the school's main office, where arrangements will be made to conduct them through the building or to visit the classrooms. Please note that audio and video recordings may be conducted in the building for safety and security.

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 refer to Board Policy #907 for more information on School Visitors.

SCHOOL 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, helping a teacher, helping with an activity during Fall Day, running a game station during Field Day, 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.

Please refer to Policy #906 for more information on Visitors, Volunteers, and Coop Supervisors.

W

WITHDRAWALS (MOVING OUT OF THE SCHOOL DISTRICT)

The School Laws of Pennsylvania require that accurate student records be maintained. Please promptly report (1) any change of address within the school system and (2) the date of withdrawal if the family is moving from the district. This is imperative during the summer as well as the school year.

When a withdrawal from school is due to a move from the school district, parents/guardians should notify the school of the exact date of withdrawal, their new address, and the name of the school district they will enter.

All scholastic records will be sent directly to the new school upon their request.

APPENDIX A

Student Behavior Policy Southern York County School District

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 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.

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 students 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 students 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 parental/guardian relation to such students 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 the student's 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, a student's 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/guardian(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, 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 satisfactorily complete 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

STUDENT DRESS CODE

It is the hope of the administration that a student's dress and appearance will always be within reasonable limits of decency 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 shirts (front and/or back), or muscle 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 hand in order to be considered appropriate.)
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. Bare feet
5. Transparent or immodest clothing that attracts undue attention (e.g. miniskirts, sheer blouses, etc.)
6. Any clothing that presents a safety hazard or interferes with the educational process.
7. Coats and jackets must be kept in student lockers/closets throughout the day. Exceptions to this rule may be made by the staff.
8. Students may wear shorts of modest length throughout the school year.
9. No undergarments may be exposed at any time.

PHYSICAL EDUCATION DRESS

All students in grades one through six will participate in organized physical education classes. For each child's individual safety, students are required to wear sneakers while participating.

DRUG, ALCOHOL, AND 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 participate 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.

BULLYING / HARASSMENT

The Southern York County School District is committed to providing a safe and supportive environment for all students. We believe teaching and nurturing the growth of the social and emotional skills of our students is essential. All of our elementary schools focus intentional programming, strategies, and resources on teaching and promoting the following social emotional competencies: self-awareness, self-management, social awareness, relationship skills, decision making. The development of these skills has been proven to enhance students’ resilience, reduce problem behaviors, reduce bullying, improve academics, and promote career readiness.

The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying/Cyberbullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting (school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school) and/or outside a school setting, that is severe, persistent or pervasive and has the effect of substantial interference with a student’s education, creation of a threatening environment, or substantial disruption of the orderly operation of the school.

Students who feel they have been bullied should promptly report such incidents to an adult so these claims can be investigated. Confidentiality of all parties will be maintained to the greatest extent possible. Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited.

Please see Board Policy #249 for more information on Bullying/Cyberbullying.

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, numchucks, 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

All three elementary schools implement School-wide Positive Behavior Support Programs focusing on the development of social-emotion learning competence. Each school has established behavioral expectations and positive reinforcements are provided to students for meeting these expectations. Students exhibiting continuous difficulty meeting behavior expectations will be provided with behavior supports as well as instruction for replacement behaviors.

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
- In-school suspension
- 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 basic first level disciplinary measure assigned with the intent to deter further misconduct. 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 assigned detention by staff and/or administration are responsible for informing their parents/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 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 community, and how those behaviors impact others.

Suspension from the Regular Classroom Instruction

When a student has committed a suspendable offense, the administration may assign the student to in-school suspension (elementary level) or out-of-school suspension. The discipline may be assigned by the Principal or the Assistant Principal.

In-School Suspension

When it has been decided that the student will be assigned to in-school suspension, the student will be removed from their classes 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.

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 hearing. 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 their parent/guardian or is observed away from the immediate area of his home without parental/guardianal accompaniment during the hours school is in session, the absence for that day will be considered unexcused. 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.

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CLASS I VIOLATIONS

VIOLATION	RECOMMENDED ACTION	
Tardiness/unexcused late to school	Offenses 1-3 Offense 4-5 Offense 6+	No discipline penalty. Homeroom teachers will notify the student in writing that the student is being marked tardy. One detention per tardy. Required parent/guardian conference 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.)
Truancy: Student absent from school without a legal excuse (skipping school). Refer to Attendance Policy.	Offenses 1-2 Third offense and all offenses thereafter Four plus Offenses <u>Six plus offenses and failure of SAIP:</u>	Community service and/or Saturday detention Treated as persistent violation of school rules and will fall under the category of Class III Violation. Appropriate action according to state law will be assigned after the third unexcused absence. School Attendance Improvement Plan may be required. Truancy referral may be made to the York County Office of Children, Youth and Families SAIP required, parent/guardian participation encouraged. Truancy referral may be made to the York County Office of Children, Youth and Families (10 or more unexcused absences). Citations may be issued to the local District Magisterial Court (4 or more unexcused absences).

CLASS II VIOLATIONS

VIOLATION	RECOMMENDED ACTION	
<ul style="list-style-type: none"> 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 	Any combination of the following actions may be used: <ul style="list-style-type: none"> Teacher intervention and/or one detention Detention Community service or Saturday detention In-school suspension 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	Any combination of the following actions may be used: <ul style="list-style-type: none"> Teacher intervention Grade reduction 	

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parent/guardian)	<ul style="list-style-type: none"> Possible failure of course Required parent/guardian conference Referral to school administrator Community service or Saturday detention Suspension
<p>Inappropriate use of an electronic device during the school day and including school transportation.</p> <p>(Handheld electronic devices, including cell phones with headphones are permitted during non-instructional time at the high school.)</p>	<p>Any combination of the following actions may be used:</p> <ul style="list-style-type: none"> Confiscation Detention Community service and/or Saturday School In-school suspension Out of school suspension
Bus Misbehavior	<p>Any combination of the following actions may be used:</p> <ul style="list-style-type: none"> Verbal warning 1 detention and parent/guardian notification Loss of bus riding privileges <p>The administration has the option of removing a student from the bus immediately in the event of severe misbehavior</p>
<p>High School:</p> <ul style="list-style-type: none"> Failure to comply with student driver policy Leaving school without permission in a vehicle Reckless driving on school grounds or to or from school Forging a parking permit Failure to comply with School District parking/traffic regulations 	<p>Offense 1 Loss of driving privileges</p> <p>Offense 2 Loss of driving privileges for the rest of the year or at the discretion of the administration</p> <p>Offense 3 To be determined by the administration. Referral to police and/or outside agencies at administration’s discretion.</p> <p>Students who fail to comply with the School District’s parking/traffic regulations will be fined \$10 per incident.</p> <p>Suspension of parking permit</p>
Failure to report to detention or comply with detention rules	<p>Any combination of the following actions may be used:</p> <ul style="list-style-type: none"> Additional detention Community service or Saturday detention In-school suspension Out-of-school suspension
Inappropriate or disruptive behavior at an assembly	Loss of assembly privileges and possible community service or Saturday detention
<p>Student obligations (Includes unpaid library fines, cafeteria obligations, unpaid expenses for materials used in classes such as wood shop, etc.)</p>	<ul style="list-style-type: none"> Final report cards, final transcripts, and final 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.

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CLASS III VIOLATIONS

VIOLATION	RECOMMENDED ACTION
<ul style="list-style-type: none"> • Persistent violation of a Class I or Class II violation • Being in an unauthorized area without permission • Leaving school (building and/or grounds) without permission • Leaving class without permission • Failing to report to assigned class • Violation of any Federal, state or local law while on school property or at any school event. • Activating fire alarm, making false emergency reports, bomb threat • Gambling • Fighting • Disorderly, vicious, or immoral conduct • Conspiracy or planning between two or more persons to commit a Class III offense • Insubordination, defiance, verbal threats, verbal disrespect (including obscene language and/or gestures) toward any student, school employee or adult • Chronic disruption to the school environment • Participation in, or responsibility for, causing willful defacing, damage or destruction, or vandalism of school property, student property or personal property of a District employee or adult • Theft • Harassment, hazing, bullying, including verbal, physical, racial/ethnic intimidation, or sexual harassment • Indecent exposure • Extortion • Arson 	<p>Any combination of the following actions may be used:</p> <ul style="list-style-type: none"> • Community service 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 polices and/or outside agency • Required parent/guardian conference <p>Any offense resulting in damages will result in full restitution if appropriate.</p>
VIOLATION	RECOMMENDED ACTION
<ul style="list-style-type: none"> • 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) • Use, possession, transfer and/or sale of drugs, or being under the influence of drugs (including alcohol), look-alikes, inhalants, unauthorized substances, use or possession of drug paraphernalia • Forgery <p>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.</p>	<p>Any combination of the following actions may be used:</p> <ul style="list-style-type: none"> • Community service 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 <p>Any offense resulting in damages will result in full restitution if appropriate.</p>
<p>Smoking, possession of tobacco (in any form), lighter, matches, or an unauthorized substance.</p>	<ul style="list-style-type: none"> • Along with the above discipline procedures, students in possession of tobacco will be reported to the local magistrate for a possible fine plus

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<p>This includes non-tobacco products such as e-cigarettes, hookah pens, or e-hookahs.</p>	<p>court costs or alternative adjudication for possession of tobacco and/or its use.</p> <p>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.</p>
<p>Physical assault directed toward students</p>	<ul style="list-style-type: none"> • Out-of-school suspension • Referral to the police <p>Referral to Superintendent for possible School Board hearing</p>
<ul style="list-style-type: none"> • Physical assault directed toward any District employee or adult • Striking a District employee or adult 	<ul style="list-style-type: none"> • 10 days out-of-school suspension • Recommendation to the Superintendent for a School Board hearing <p>Referral to the police</p>
<p>Misuse of computers/technology equipment or other school equipment including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Installing software • Downloading files/games • Any use of computer other than that assigned by teacher • Hacking into operating system • Violating and/or tampering with the integrity of the system or network • Disabling or bypassing internet filter • Use of unfiltered devices 	<p>Any combination of the following actions may be used:</p> <ul style="list-style-type: none"> • Loss of computer privilege for a specified amount of time • Community service 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 <p>Any offense resulting in damages will result in full restitution if appropriate</p>

APPENDIX B

District Attendance Procedures Southern York County School District

STUDENT ABSENCES

According to Pennsylvania law, each school must adopt a written attendance policy that must be distributed to parents annually. The policy must comply with compulsory attendance laws and must allow the school to determine when a student who is enrolled has an unexcused absence. The policy must also comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act (Section 504), and the Americans with Disabilities Act (ADA). As noted by the Pennsylvania Department of Education, through the enactment of Act 16, the definition of compulsory school age was changed to “the period of a child’s life from the time the child’s parents elect to have the child enter school and which shall be no later than 6 years of age until the child reaches 18 years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.” 24 P.S. §13-1326.

Effective with the 2020-2021 school year, a child must comply with compulsory attendance requirements from age 6 to age 18. Specifically, a child who has attained the age of 6 on or before September 1 must enroll and attend school or begin a home school program that year. Additionally, any student less than 18 years of age must comply with compulsory school age requirements. The term “compulsory attendance” refers to the mandate that all children of compulsory school age having a legal residence in Pennsylvania must attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language.

Each school’s and nonpublic school’s attendance policy must address the maximum number of lawful absences verified by parental notification that will be accepted in one school term. For all absences beyond the maximum amount, each school and nonpublic school should state whether it will require an excuse from a physician in order for an absence to be considered lawful.

Schools and nonpublic school must determine whether there is a possibility that a child is truant or chronically absent due to a disability or a medical condition and should consider whether to address this topic in their attendance policies. A student who is truant or chronically absent for health-related reasons may be eligible for protections under IDEA or Section 504. If a student with a disability is truant or chronically absent, the school should convene the student’s IEP team to determine whether revisions to the student’s IEP are necessary or appropriate. In those instances, the administrator responsible for handling truancy-related matters should be a participating member of the IEP team process. A student with a disability who is truant or chronically absent for health-related reasons must still produce a valid excuse for any absence, which may include a written excuse from a physician. However, schools must recognize that students’ disabilities may present unique circumstances that might require consideration of other statutory or regulatory provisions or attendance policies. That is, students’ federal and state law rights, such as those provided under IDEA, Section 504, or the ADA, may require the school to otherwise diverge from its general attendance policy in order to ensure that all students with a disability are provided a free and appropriate public education (FAPE).

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Southern York County School District requires a written explanation for each absence to be turned in to the homeroom teacher, main office, or by email to your child's school building within three days of the student's return to school or it will be considered unexcused. Parents/guardians may submit written absence explanations from their email address on file to the building's attendance email address listed below.

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 building attendance email addresses are as follows:

Shrewsbury Elementary – shrewsattendance@syicsd.org

Southern Elementary – sesattendance@syicsd.org

Friendship Elementary – fesattendance@syicsd.org

Southern Middle – smsattendance@syicsd.org

Susquehannock High School – shsattendance@syicsd.org

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.

Parents/guardians submitting doctor's notes may scan them to the building attendance email address, but the district reserves the right to request to see the original doctor note. The District may also request a doctor's note for any student absent for three or more consecutive school days, in order 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 all students may access their children's attendance records online through the Sapphire parent portal. Parents/guardians who have concerns regarding 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 3:00PM.
 - 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.

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Southern York County School District may require a doctor's note for students whose excused absences accumulate beyond 10 excused absences. After 8 cumulative days, SYCSD will issue a warning letter, notifying parents/guardians that their child's absences are excessive, and that SYCSD will require a doctor's note after 10 absences (not including those excused as "O") in order to consider an absence excused.

We encourage parents/guardians whose child's absences may be a direct result of their child's disability and/or medical condition to please reach out to the child's building administrator to help determine excusal for absences and appropriate actions for attendance improvement. A student who is truant or chronically absent for health-related reasons may be eligible for protections under IDEA or Section 504. If a student with a disability is truant or chronically absent, the school should convene the student's IEP team to determine whether revisions to the student's IEP are necessary or appropriate.

When considering attendance in hybrid programs, Digital Academy and/or online coursework, student attendance is based on completion of assigned work as communicated at the commencement of each program. Consideration for a student's disability and/or medical condition along with current accommodations in individualized education plans or service agreement plans will be considered when determining attendance based on work completion.

Unexcused Absences

Any absence of students for which there is no lawful excuse submitted within three days after their return to school.

The school considers the list below as examples of unexcused 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 skip day (unexcused)

The school district utilizes 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 helpdesk at 717-235- 4811, extension 7262. Thank you and have a good day."

Notification shall be made to parents and guardians upon the first unexcused absence. Subsequent notices will occur after each unexcused absence. Upon the third unexcused absence, the notice will contain information and a description of the consequences that will follow if the child becomes habitually truant (6 or more unexcused absences), and may include the offer of a School Attendance Improvement Conference (SAIC). Please see information below regarding possible actions, consequences and the SAIC process.

Truant and Habitually Truant Students

Definitions

A child is "truant" if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is "habitually truant" if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year.

1. School Attendance Improvement Conference (SAIC)

A SAIC is a conference where the child's absences and reasons for the absences are examined in order to improve attendance, with or without additional services. All of the following individuals must be invited to the conference:

- The child
- The child's person in parental relation
- Other individuals identified by the person in parental relation who may be a resource
- Appropriate school personnel
- Recommended service providers

There is no legal requirement for either the child or person in parental relation to attend a SAIC. However, schools and nonpublic schools should make every attempt to conduct the SAIC with the person in parental relationship present. The school or nonpublic school must hold the SAIC conference even if the person in parental relation declines to participate or fails to attend after the school or nonpublic school provides advance written notice and makes three (3) attempts to communicate with the individual via telephone, email or mail. Additionally, the school or nonpublic school must invite recommended service providers to the SAIC. However, the SAIC shall not be delayed pending a response from the service provider(s).

The school or nonpublic school must document the outcome of any SAIC in a written school attendance improvement plan (SAIP). The SAIP should include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences. School and nonpublic schools must use the School Attendance Improvement Plan Form created by PDE or a similar form to document the SAIP.

Schools may not expel or suspend (out-of-school) a student, or reassign or transfer a student to an alternative education for disruptive youth (AEDY) program, for truant behavior and these actions may not be included in a SAIP. An in-school suspension is not considered a disciplinary reassignment. Additionally, schools may not initiate truancy proceedings (e.g., the filing of a truancy citation) until after a SAIC is held.

2. Subsequent Unexcused Absences

When the SAIP is in place, if a child accumulates any further unexcused absences at any point within the school year, an official notice of the unexcused absence should be sent to person in parental relation. The purpose of this correspondence is to inform the person in parental relation that the SAIP has been violated and that further action is needed to address the attendance concerns. To ensure the person in parental relation receives the notice, such notice should be sent through certified mail.

In the event a SAIP is found to be unsuccessful in improving school attendance, a follow-up SAIC/SAIP conference will be held. All involved parties will be notified of the conference. The purpose of the conference will be to reevaluate the SAIP and discuss potential additional services and resources to include in the SAIP revision in order to help the student improve attendance.

3. Children Under 15 Years of Age

If a habitually truant child is under age 15, the school must refer the child to either (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency for services or possible disposition as a dependent child. A school-based or community-based attendance program is a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. A school-based or community-based attendance program may include an educational assignment in an alternative education program, but may not include an assignment in an AEDY program.

Additionally, the school may, but is not required to, file a truancy citation against the person in parental relation to the child.

When referring a habitually truant child of any age to the county children and youth agency or filing a citation, the school must provide verification that a SAIC was held.

4. Children 15 Years of Age and Older

If a habitually truant child is 15 or older, the school must either (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or person in parental relation to the child. If a habitually truant child 15 or older incurs additional absences after a school refers the child to a school or community based improvement program or the child refuses to participate in an attendance improvement program, the school may refer the child to the county children and youth agency for possible disposition as a dependent child.

When referring a habitually truant child of any age to the county children and youth agency or filing a citation, the school must provide verification that a SAIC was held.

5. Filing a Truancy Citation: Proceedings and Penalties for Violation of Compulsory Attendance Requirements

Generally, a truancy citation is filed with the magisterial district judge (MDJ) where the child attends school or would attend school in the child's school district of residence. For children attending cyber charter schools, the cyber charter school must file truancy citations with the MDJ where the child resides. For children attending nonpublic schools, the child's school district of residence must file truancy citations with the MDJ where the nonpublic school student resides.

When a citation is filed against a child or person in parental relation to a child, the judge shall: (1) provide written notice of the hearing to the school, parent, child, and county children and youth agency and (2) provide notice to the child or person in parental relation as to the availability of a pre-conviction diversionary program. At the hearing, the burden is on the school to prove beyond a reasonable doubt that the child was subject to compulsory attendance law, and was without justification, habitually truant. However, a person in parental relation to the child may demonstrate, by a preponderance of the evidence, that they took every reasonable step to ensure the attendance of the child at school. And, before entering a sentence, the judge shall permit the school, person in parental relation to the child, or child to present relevant information to assist the judge in making an informed decision regarding an appropriate sentence. For example, evidence of the child's attendance after the filing of the citation may be presented to and considered by the judge.

A person convicted of a violation of compulsory attendance laws may be: (1) sentenced to pay a fine for the benefit of the school, (2) sentenced to perform community service, or (3) required to complete an appropriate course or program designed to improve school attendance. The judge imposing the sentence has discretion to make an informed decision regarding the appropriate sentence. However, if, within a three-year period, a child or parent is convicted of a second or subsequent offense, the court must refer the child for services or possible disposition as a dependent child under the Juvenile Act.

A citation for a subsequent violation of compulsory school attendance may not be filed if: (1) a proceeding is already pending under a prior citation and a judgment in the first proceeding has not been entered, unless a warrant has been issued for failure to appear and the warrant as not been served; (2) a referral for services has been made to the county children and youth agency and the case has not been closed, unless the school consulted with the agency; or (3) a petition has been filed alleging the child is dependent due to being habitually truant and the case remains under the jurisdiction of the juvenile court.

For the first offense, the fine may not exceed \$300, together with court costs. For the second offense, a person in parental relation may not be fined more than \$500, together with court costs. For a third and any subsequent offense, a person in parental relation may not be fined more than \$750, together with court costs.

If a person in parental relation does not comply with the penalties imposed, that person may be sentenced to jail for up to three days, but only if the court determines that the person had reasonable ability to comply with the penalty and that noncompliance was willful. If a child fails to satisfy the penalties imposed, it shall not be considered a delinquent act, but may result in a dependency determination under the Juvenile Act. Additionally, if a child is convicted and fails to comply with the penalty imposed, the judge may send the record of conviction to the Pennsylvania Department of Transportation (PennDOT). If PennDOT receives such record, PennDOT is required to take action against the child's operating privileges. For example, for a first offense, PennDOT must suspend the child's operating privileges for 90 days; for a second or subsequent conviction, PennDOT must suspend the child's operating privileges for six months. For a child who does not have a driver's license, the child will be ineligible to apply for a driver's license for 90 days or six months, depending on the offense. The period of ineligibility will begin to run when the child turns 16.

Where a child's license has been suspended, he or she may seek to have his or her operating privileges restored by providing PennDOT with a form that indicates that the child (1) has attended school for a period of at least two months after the first conviction or four months after the second conviction without an unexcused absence or tardy, (2) is subject to exception to the compulsory school attendance law, or (3) has graduated, withdrawn from school, has received a GED, or enlists in the military. Additionally, a child whose operating privileges have been revoked remains eligible for an occupational limited license.

A child who has been convicted of compulsory attendance laws may apply for an expungement.

The court must grant a child's application if (1) the child has earned a high school diploma, a Commonwealth secondary diploma, or another PDE-approved equivalent, or is subject to an exception to compulsory school attendance and (2) the child has satisfied any sentence imposed by the court with respect to the conviction, including payment of fines and costs. If such an expungement is granted, the court must order PennDOT to expunge all administrative records related to the convictions.

Excusing Students from School Early

No student may be excused from school during hours for reasons other than: (1) an appointment with a doctor (medical, dental, etc.) or (2) a sudden family emergency. Children excused will be released only to parents/guardians. Parents/guardians are urged to make medical and dental appointments that will cause a minimum of interference with the child's school program. Students will not be excused without a written note from home, stating the reason for the request. The note must also contain the date, time, and parent/guardian's signature. All parents/guardians must check in at the office before taking the student out of school. Students not riding the school bus at the end of the day will be called to the office at 3:30 p.m. prior to the start of the school-wide dismissal.

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A parent/guardian who is not able to pick up an ill child may have a previously designated adult on the Emergency Care Card who may receive and care for the child. The school will contact the designated adult and request that they pick up the child and assume the parent/guardian's role. A parent/guardian who is not able to come for an ill child may indicate to school officials by telephone the name of an adult to whom the child may be released.

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/guardian 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 guardianship 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.

HEALTHCARE AND THERAPY APPOINTMENTS

Students may be released for healthcare or therapy appointments when such appointments are unable to be arranged on non-school time. Students must present a note from their parent/guardian requesting release in advance. Upon return to school, students must submit an excuse signed by the healthcare or therapy provider as proof of the visit. Failure to comply will result in an unexcused 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 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/guardians 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 on the district website. A form should be completed and submitted 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 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 at the main office or health suite.
2. Adult designated by the parent/guardian on the student's Emergency Care Card, or designated by a 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.

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 in writing 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 tardiness.

Students who come to school in a private vehicle may be marked tardy/unexcused if they are late due to mechanical problems, road conditions, or delays due to construction and/or accidents.

Visiting Other Schools in the District

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