

Emergency Resources for Students/Families

If you have concerns about a student's physical or mental health safety that requires immediate attention, please call 911.

If you have concerns regarding student safety, contact your child's:

1. Principal
2. Assistant Principal
3. School Counselor

STUDENT TIP HOTLINE - Safe2Say Something

The Southern York County School District, in an effort to create a safe classroom environment to support learning, has enacted a Safe2Say Something anonymous tip line for students, parents/guardians and staff to share safety and well-being concerns. Links to these resources can be found on the district's home page, by calling toll free (844) 723-2729 or on the web at www.safe2saypa.org.

The York County Department of Tele-Communications (911) has established a Toll-Free Student Tip Hot-Line, which is monitored twenty-four hours per day/seven days per week. Students having any concerns or information involving potential student threats upon individuals and/or property are strongly encouraged to contact school officials or local law-enforcement immediately. In the event the student would like to report the information and remain anonymous, they may then utilize the 911 Student Tip Hot-Line.

The procedure is as follows:

- Call the HOTLINE NUMBER: 1-888-332-WAVE (9283)
- At the prompt press the pound key and key four if they prefer to speak to a 911 operator or press the number two key to leave a taped message.
- Remember to provide the following information:
 - ⇒ Name of the school district and particular school building or location to be involved
 - ⇒ The name(s) of any individuals involved (if known)
 - ⇒ The exact nature of the threat (dates, times, information you are aware of, how you became aware of the threat)

Calls or information received will be forwarded to a designated school official immediately.

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.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

CRISIS INTERVENTION SERVICES

The following services are available for immediate mental health risk assessments:

Suicide & Crisis Lifeline - call or text 988

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
- WellSpan Philhaven Walk-In Crisis (Monday - Friday) - (717) 851-5320
1101 Edgar St, Suite C, York, PA 17403

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 and families

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.

- Safe2Say - (844) 723-2729 or on the web at www.safe2saypa.org
- 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
- Suicide & Crisis Lifeline - call or text 988 for support
- 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)
- Girls and Boys Town National Hotline (800-448-3000)

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.

COMPREHENSIVE VICTIM SERVICES

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

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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

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.

Index

Absences	63
Academic Awards	33
Academic Competition Teams	45
Academics	33
Activities	44
Activity Bus	44
Alcohol Abuse	51
Allergies (Peanut/Tree Nuts)	14
Alma Mater	11
Animals on School Property	14
Appointments – Medical or Dental	69
Assembly Behavior	14
Athletic Awards	46
Athletic Teams	45
Attendance Actions	66
Attendance at School Dances or Other Events	14
Attendance Procedures – Appendix B	63
Audio and Video Monitoring on Buses	29
Automated Phone System	15
Behavior Management Program	55
Behavior Policy for Students - Appendix A	48
Beliefs, District	9
Bell Schedule	12
Bullying/Harassment	52
Bus – Excusing Students from Riding Bus Home from Activity	44
Cafeteria	15
Canvas	23
Cell Phones / Personal Devices	16
Cheating on Exams	17
Chromebooks	17
Clubs and Organizations	44
Communicating with the District	17
Community Service	56
Correspondence Courses	41
Court or Police Matters	69

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

Credit for Courses Taken Outside the Curriculum	37
Crisis Intervention Services	2
Crisis Response Team	3
Dental Examinations	21
Detention	55
Dismissal	13
Diversified Occupations Program	33
Dress Code, Student	51
Driver Education	33
Drug Abuse Hotline	2
Drug, Alcohol and Prohibited Substance/Paraphernalia Use	51
Drug Free School Zone	52
Due Process	50
Educational Tours and Trips Policy	70
e-Hallpass	13
Emergency Care Cards	21
Emergency Drills and Procedures	18
Emergency Resources for Students and Families	1
Emergency School Closing	19
End-of-Year Student Behavior Obligations	57
English Learners	28
Equal Opportunity Educational Institution	9
Evacuation/Reunification	19
Expulsion	56
Extracurricular Contract – Appendix C	71
Field Trips	20
Fire Drill	18
French Honor Society	39
Fundraising	45
Gifted Programs	28
Good Standing	20
Grading Scale	36
Graduation Project	33
Graduation Requirements	33
Harassment/Bullying	52
Health Screenings	21
Health Services	20

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

<u>History of Susquehannock High School</u>	10
<u>Homework Policy</u>	36
<u>Homeless/Displaced Youth</u>	22
<u>Honor Code – Appendix D</u>	73
<u>Honor Roll Eligibility</u>	36
<u>Hotlines for Students</u>	2
<u>Illness/Injury</u>	21
<u>Immunizations</u>	22
<u>Independent Study</u>	37
<u>Interviews – College or Work</u>	69
<u>Library</u>	23
<u>Lockers</u>	12
<u>Making Up Work and Tests</u>	42
<u>Medal Honors</u>	39
<u>Medical Examinations</u>	21
<u>Medication Policy</u>	20
<u>Mission Statement</u>	9
<u>Musical and Play Rehearsals</u>	45
<u>Musical Instruments</u>	45
<u>MySchoolBucks</u>	15
<u>National Honor Society</u>	38
<u>Objectives</u>	10
<u>Parents/Guardians’ Access Rights to Educational Records</u>	18
<u>Parents/Guardians’ On-Line Access</u>	23
<u>Parents/Guardian-Teacher Conferences</u>	42
<u>Parking Permits</u>	24
<u>Parking Regulations</u>	24
<u>Personal and School Property</u>	25
<u>Philosophy of Education</u>	10
<u>Photos of Students – Used in Public Relations</u>	30
<u>Recorded Voices</u>	30
<u>Releasing Students from School</u>	69
<u>Report Cards</u>	37
<u>Rules and Regulations</u>	52
<u>Salutatorian</u>	38
<u>Saturday School Program</u>	56
<u>Schedule Changes</u>	41

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

<u>School Colors</u>	11
<u>School Counseling and Social Services</u>	41
<u>School Mascot</u>	11
<u>School of Character</u>	48
<u>School Volunteers</u>	31
<u>Search and Seizure, Student</u>	50
<u>Senior Release/Arrival Privileges</u>	25
<u>Senior Release Form – Appendix E</u>	77
<u>Severe Weather Drill</u>	18
<u>Sexual Harassment – Title IX</u>	53
<u>Smoking/Use of Tobacco, Nicotine and Nicotine Delivery Products</u>	54
<u>Social Services</u>	42
<u>Special Education Programs</u>	26
<u>Sports – Interscholastic Sports Starting Dates</u>	47
<u>Sports Practice – Absence from</u>	47
<u>Starting the School Day</u>	12
<u>Student Assistance Program/School Based Counseling</u>	42
<u>Student Council</u>	39
<u>Student IDs</u>	26
<u>Student Obligations</u>	26
<u>Student Responsibilities</u>	50
<u>Student Services</u>	26
<u>Student Tip Hotline</u>	1
<u>Substance Abuse Hotline</u>	2
<u>Summer School</u>	43
<u>Suspension, Out of School</u>	56
<u>Tardiness</u>	70
<u>Threat Assessment</u>	53
<u>Title I</u>	28
<u>Title IX – Sexual Harassment</u>	53
<u>Tobacco</u>	54
<u>Traffic Regulations</u>	24
<u>Transfer Schools</u>	43
<u>Transportation</u>	29
<u>Truancy</u>	66
<u>Tutoring, Summer</u>	42
<u>Valedictorian</u>	38

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

<u>Varsity Honors</u>	46
<u>Violations, Class I</u>	58
<u>Violations, Class II</u>	58
<u>Violations, Class III</u>	60
<u>Vision Statement</u>	9
<u>Visiting Other Schools in the District</u>	70
<u>Visitors</u>	31
<u>Weapons</u>	54
<u>Withdrawal from Course</u>	41
<u>Withdrawal from School</u>	32

Foreword

The Administration, Staff and Student Council wish to welcome all students to Susquehannock High School. This handbook has been prepared to acquaint students and parents/guardians with the necessary rules, regulations and policies of our high school. Parents/Guardians are requested to contact the Principal's office for clarification of any issue not covered in this handbook.

It is the responsibility of the student and parent/guardian to read this handbook. The doors of Susquehannock High School are always open to parents/guardians and residents. It is recommended that when parents/guardians want to confer with a teacher they contact the high school at (717) 235-4811.

District Vision, Beliefs, and Mission Statements

VISION STATEMENT

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

Board Revision: June 21, 2001

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, teacher, administrators and community.
4. Learning is a lifelong process that includes not only the intellectual but the social, emotional, cultural, and physical development of the learner.
5. Preparation and motivation for learning must begin at home.
6. Learning is best achieved in a safe environment.
7. Respect for individual diversity is an essential element of a positive learning environment.
8. Teaching the process of learning which requires various levels of thinking is as important as teaching the content.
9. High expectations are an integral part of the learning process.
10. Practical, applicable learning skills, knowledge and abilities should provide the foundation for the teaching process.

Board Revision: June 21, 2001

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.

Board Revision: June 21, 2001

EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION

The Southern York county School district is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender and disability in any of its activities, programs, or employment policies or

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

practices as required by Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973 or the American Disabilities Act of 1990.

Please direct equal opportunity inquiries to Dr. Len Reppert, Assistant Superintendent of Schools, Southern York County School District, P. O. Box 128, Glen Rock, and PA 17327-0128 or call (717) 235-4811.

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

SCHOOL PHILOSOPHY OF EDUCATION

The philosophy of education at Susquehannock High School is to foster intellectual, social, emotional and physical growth in all students according to their potential. The needs of the individual students are met through a variety of educational experiences with emphasis on the students as active learners.

As a result of these experiences, the students will make vital contributions to the community in which they live.

OBJECTIVES

In order to implement the above philosophy, our objectives are to:

1. Develop effective written and oral communication skills.
2. Encourage creative and critical thinking to enable the student to function most effectively in an increasingly complex society.
3. Relate learning with living so there is a clear purpose in acquiring skills and developing concepts.
4. Develop respect, understanding and acceptance for the uniqueness of each individual.
5. Encourage the development of self-esteem.
6. Encourage an understanding of democratic values and the role of the individual in a democratic society.
7. Foster an awareness of culture and the role of the individual in the perpetuation of culture.
8. Encourage active participation and positive reinforcement in the learning process.
9. Promote an understanding and development of good health and safety habits.
10. Establish an understanding of and responsibility for socially acceptable attitudes, conduct and performance.
11. Foster community participation in the educational process.
12. Encourage constructive use of leisure time.
13. Develop an understanding of family needs and relationships.
14. Promote the use and value of technology.

For Your Information: Southern York County School District has a web page. The address is www.sycsd.org. Visit it for links to more sites and information about each building.

HISTORY OF SUSQUEHANNOCK HIGH SCHOOL

Beginning in the spring of 1946, the Board Members of five adjoining districts decided to work on the project of a joint school district. These districts were Codorus and Shrewsbury Townships and Glen Rock, New Freedom, and Shrewsbury Boroughs. They were later joined by another district, Railroad Borough, making a total of six districts.

These Board Members were engaged in a pioneering job. This type of jointure was new in the state, and their acts and decisions had to be made with no precedents to guide them.

The Board Members agreed that the jointure would include grades one through twelve and that the existing school buildings would house pupils in grades one through six: Codorus Township, Glen Rock, New Freedom, and Shrewsbury Borough buildings.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

The pupils in grades 7 through 12 were to be housed in a new building that was to be situated on a plot near Fusel's School, which was chosen because of its central location.

In February of 1952, the pupils in grades 7 through 12 of the Southern York County School District entered their new school, Susquehannock. The name of the high school was chosen by Jeer Miller, a sixth-grade pupil of the New Freedom School, in a contest for naming the new consolidated school.

School Colors:

Red and White

School Nickname/Mascot

Warriors

ALMA MATER

Sons and daughters true and loyal,
Join our song of cheer
For our dear old high school royal
As we gather here.
We are filled with praises endless
And remembrance clear;
Ewer our voices will defend her,
Red and white so dear.

The School Day

STARTING THE DAY

Students who arrive at school prior to 7:30 a.m. are to report to the cafeteria. All students are to be seated and remain seated until the bell sounds for dismissal to homeroom. If a student needs to leave this area before 7:30 a.m., the student should secure permission from a teacher supervising this area. Students are to be in their period 1 at 7:45 a.m.

Students who arrive to school after 7:45 a.m. are to report to the main office. These students will be considered late to school. The only exception to this policy will be for students who arrive on a late bus (as determined by the Administration) and students who present their first period teacher with a signed pass from an administrator, school counselor or a teacher. All students arriving to school after 7:45 a.m. are to report to the main office and obtain a late-to-school pass. Teachers are not to admit those students who come late to their class without having a pass.

BELL SCHEDULE

REGULAR BELL SCHEDULE 2023-2024		
Period 1: 7:45 – 8:30am		
Announcements: 8:30 – 8:40am		
Period 2: 8:44 – 9:29am		
Period 3: 9:33 – 10:18am		
Period 4 Lunch: 10:22 – 10:52am Period 4/5: 10:22 – 11:07am		
Period 5/6: 10:56 – 11:41am	Period 6 Lunch: 11:11 – 11:41am	Period 6/7: 11:11 – 11:56am
Period 7/8: 11:45am – 12:30pm Period 8 Lunch: 12:00 – 12:30pm		
Period 9: 12:34 – 1:19pm		
Period 10: 1:23 – 2:08pm		
Period 11: 2:12 – 2:45pm		

LOCKERS

Lockers are assigned at the beginning of the school year. Students are not to post anything outside their lockers; magnets may be used to post items inside the locker.

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

Students are not permitted to share lockers and are strongly encouraged not to share locker combinations with other students. The school is not responsible for lost or stolen items. Students may not write on or inside lockers.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

E-HALLPASS

Students are required to utilize e-hallpass at all times when they leave class. Students are encouraged to use the appointment pass feature to schedule time to get help from their teachers during homeroom. Each student is permitted three e-hallpasses per day.

DISMISSAL

When the dismissal bell sounds at 2:45 p.m. students not staying for school-sponsored activities must leave the building. Bus riders immediately board their assigned bus and student drivers must report directly to their vehicles. No loitering is permitted in the area around the buses.

No student is to be in the building after dismissal without proper supervision and/or authorization from a teacher, coach, or administration.

General Information

A

ALLERGIES (PEANUTS/TREE NUTS)

Due to a prevalence of nut allergies, the high school classrooms are to be a peanut and tree nut free environment (that is to say all classrooms are to remain free from nut products). Should a nut product appear in a classroom by accident, the item containing nuts should be disposed of (outside of the classroom) and custodial staff should be contacted to clean any surfaces that could have contacted the product.

Students are permitted to consume peanut product in the cafeteria (and staff in the faculty rooms) with appropriate clean up to contacting surfaces and wrappers afterwards.

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.

ASSEMBLY BEHAVIOR

Students will:

1. Remain quiet while speakers are talking and/or performers are performing.
2. Refrain from shouting out during speeches or performances.
3. Remain attentive during the entire assembly.
4. Observe rules of common courtesy at all times.

"Good Standing" as it pertains to students begin eligible to participate in school events (see parking pass, attendance at school dances, etc.), is defined to be:

- Juniors/Seniors who have completed required portions of their graduation project as outlined.
- Attendance, behavior and grades at an appropriate level
- School/class obligations are addressed

ATTENDANCE AT SCHOOL DANCES OR OTHER EVENTS

School dances and other activities will be open to 9th through 12th grade students who reside within the District who are eligible to attend and their guests. Students who are not in good standing may not be permitted to purchase tickets or attend events. Students attending dances or any co-curricular activities that are held inside the school building are to bring student ID to be granted entrance and are to remain inside the building. Once students leave the building, they will not be permitted to re-enter and must leave the school grounds. Should students need to leave the building for emergency situations, they should secure permission from advisors and/or sponsors of the event before leaving. Any exception to this policy must have prior approval of the administration. No student's guest may be in less than 9th grade or age 21 or older.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

Doors to events will be closed thirty (30) minutes after the start time. No students/guests will be admitted after doors have been closed without special permission.

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.

C

CAFETERIA

Cafeteria lunch and breakfast service is available to all students. Students are also permitted to carry lunches and supplement them with purchased beverages. There are many healthy lunch combination choices available at the high school full-service food court, along with a wide variety of 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.

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. 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.

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/Breakfast

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 District Coordinator of Social Services (717-235-4811, extension 7278) manages the free and reduced lunch program, and all information is processed and maintained on a confidential basis. A free or reduced lunch transaction is made at the checkout register electronically, also on a confidential basis.

Lunch Expectations:

1. All students should report directly to the cafeteria for their scheduled lunch period. Students who need restroom passes should obtain them from the supervising teacher during their lunch periods. No student should leave the cafeteria after the lunch period has started without a properly issued pass.
2. All students must eat in the cafeteria.
3. Students must remain in line at the serving and disposal stations. Students may not save places in line or seats at the tables for other students.
4. The cafeteria supervisors may designate where a student will sit.
5. During the lunch period, students should observe rules of etiquette.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

6. When students finish eating, they should carry trays and trash to the places provided for disposal and then return to their seats.
7. The only food that may be sold or distributed in the cafeteria or school for consumption during the lunch periods is the food prepared and sold by the cafeteria staff. Any exemption from this policy must receive authorization from the principal. No food purchased from a restaurant or prepared at home is permitted for distribution in the cafeteria. Any exemption from this policy must receive permission from the principal and/or the food services director.

Microwaves are available for student use in the cafeteria during lunches.

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

CELL PHONES / PERSONAL DEVICES

New for 2023-24: Using Mobile Phones & Earbuds/Headphones

Mobile phones, along with earbuds and other listening devices, are a part of modern life. However, their use also poses a significant disruption to student engagement in learning. Consequently, phone and listening device use is strictly prohibited in classrooms. Students are expected to put away their phone and any listening devices upon entering the classroom. Only when teachers give expressed permission may such devices be used during classroom activities. The high school has adopted a common set of expectations and related offenses/consequences for inappropriate use.

Students are still permitted to use such devices before/after school, during passing periods between classes, during lunch, as well as during study hall. At these times cell phones must be used in a way that does not impact others (including but not limited to playing music so that it can be heard by others, no cyberbullying, etc.) This provides students with ample opportunities to check and respond to messages from family and friends. While use in study halls is permitted, it is also discouraged, as the use will undermine the amount and quality of work completed during that time. For the privacy of all students, devices may never be used in the bathrooms or locker rooms.

Mobile Phone/Earbud/Related Electronic Devices Consequences

When a student misuses a cell phone or other electronic device, the following consequences shall apply.

Classroom Based Enforcement

- **First Offense - Warning** - The teacher will ask the student to put the device away. Away is defined as in a backpack or out of sight under a desk (i.e. not in a pocket). Failure to do so immediately prompts a second offense.
- **Second Offense - Parent Contact and Teacher Detention** - The teacher will contact parents/guardians and issue a teacher detention.
- **Third Offense - Office Referral** - the teacher will issue an office referral and school detention will be assigned.
- **Fourth and Subsequent Offense - Office Referral** - The teacher will issue an office referral. Office referrals will be handled using progressive discipline outlined below.

School Based Enforcement of Electronics Violation

The following will be applied for referrals to the office:

- **First and Second Office Referral - Detention**
- **Third and Fourth Office Referral - Saturday School**

Locker Room/Bathroom Use

When students sign out from a class to use the restroom, they will be expected to leave their phone in the room after they sign out with e-hallpass. Any student found to have a visible device in the bathroom or locker room, will receive a school detention and possible additional consequences.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

Suspicion of Device Use

Given modern devices such as earbuds and even phones can be easily hidden, teachers may inquire as to whether a student is using a device if they have reasonable suspicion that such is being used. Such suspicion can arise if a student must be told to remove their devices daily, if a student is disengaged from a lesson or non-responsive to a prompt in class. With such suspicion, the teacher may ask the student to remove a hood or move their hair to determine if earbuds are being used. Teachers may also ask the student to show them their phone (without accessing any information on the phone) to determine if it was stored away or was easily accessible to the student. If earbuds are present, or the phone was accessible and teachers had reasonable suspicion due to the student behavior, the action should be considered a classroom offense and processed accordingly.

For more information on cell phones/personal electronic devices, see Board Policies 220, 237, 249, and 815.

CHEATING – See “Susquehannock High School Honor Code” Appendix D

CHROMEBOOKS

Students at Susquehannock High School have the option to use a school-issued Chromebook laptop computer throughout the school year, both at school and at home as an educational tool.

Teachers and students use Chromebooks to supplement and enhance the traditional classroom. The District’s 1:1 initiative enhances instruction by increasing student collaboration and information sharing, providing dynamic learning tools/opportunities, promoting positive digital citizenship and responsible use of technology, incorporating 21st Century research skill, and preparing students for a global society and ever-changing world.

The district provides an insurance program to support incidental damage, which may occur during ordinary use. Communication of this insurance program is shared with students at the beginning of the year (or at enrollment) and through the Chromebook information packet sent home to all families. Students are responsible for their devices and may be held financially responsible for the devices that are lost, stolen or intentionally damaged. Students may seek support for their devices through the Student Help Desk (SHeD) located in the high school library.

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

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

COMMUNICATING WITH THE SCHOOL DISTRICT

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

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

If a school district resident has a request of or wishes to present information to the School Board, they should make their wishes known to the Superintendent or Board of Education President or may address the Board of Education during the public comment period, which is reserved for the first hour of each School Board meeting. The School Board meets the

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

third Thursday of January, February, March, April, June, July, August, September, October, and November.

The May meeting is held on the 4th Thursday of the month and the December meeting is held on the first Thursday of the month. Please do not hesitate to contact the Superintendent for assistance in communicating with the School Board.

E

EDUCATIONAL RECORDS - PARENT/GUARDIAN ACCESS

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

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. This would include when drug-sniffing dogs would be brought in. When announced, students are to remain in their classes. No hall passes shall be issued. 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.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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

Return to Normal Status

When the “Return to Normal Status” is announced, students should remain in their homerooms where attendance will be taken.

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, please see Board Policy 805.

EMERGENCY CLOSING OF SCHOOL

WEATHER RELATED SCHOOL CLOSINGS

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

Sources to Find Cancellations:

RADIO	AM	FM	TV STATION	
WSOX-FM		96.1	WHTM	Channel 27
WSBA-AM	910		WPMT	Channel 43
WARM-103		103.3	WGAL-TV	Channel 8
WBAL-AM	1090		WBAL-TV	Channel 11
WIYY-FM		97.9		
			INTERNET	www.sycsd.org
				Twitter

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.

F

FIELD TRIPS AND SOCIAL ACTIVITIES

1. While on a trip, students are considered “in school” and are subject to all regulations concerning behavior.
2. The principal/teacher reserves the right to prohibit the participation of designated students because of prior records of poor conduct or misbehavior.
3. Students who are prohibited will be assigned to alternate educational programs in the school during the time the trip is in progress if it occurs during the school day.

G

GOOD STANDING AND STUDENT PRIVILEGES

“Good Standing” as it pertains to students being eligible to participate in school events (see parking pass, attendance at school dances, etc.), is defined to be:

- Juniors/Seniors who have completed required portions of their graduation project as outlined
- Attendance, behavior and grades at an appropriate level
- School/class obligations are addressed

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

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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.

Emergency Care Cards

At the beginning of each school year, parents/guardians must complete an emergency care card for each student which will be kept in the Health Office. This form must include the signatures of the parent/guardian and where the parent/guardian can be reached in case of an emergency involving their child. Failure to complete this form may result in disciplinary action.

Health Office Screenings

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

Illness or 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. 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. School law requires that students remain at home the prescribed length of time for communicable and infectious diseases.

Medical Examinations

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

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

Dental Examinations

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

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

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

Required Immunizations for Certain Diseases

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

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.

For more information, please see Board Policy 251 and [BEC 42 U.S.C& 11431 et seq.](#)

Homeless Liaison: Ms. Jill L. Platts, Social Services Coordinator/Attendance Officer

Phone: (717) 235-4811 ext. 4571

Email: jill.platts@syicsd.org

We can help with the following:

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

Our goals:

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

Student's Rights:

- The right to immediate enrollment in school, even if lacking paperwork normally required
- The right to attend school in their school of origin (if this is requested by the parent/guardian and is feasible) or in the school in the attendance area where the family or youth is currently residing

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

- The right to receive transportation to their 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

L

LIBRARY

Library hours

1. The library is open from 7:00 AM to 5:00 PM Monday – Thursday and 7:00 AM to 3:30 PM on Fridays. Students may come to the library with a pass from a teacher.
2. The library staff issues passes to students who wish to do research during lunch periods.

Circulation of materials

1. Regular books are checked out for four weeks. Reference books, reserve items, and vertical file materials are signed out overnight.
2. Fines for overdue regular books are 5 cents per day. Fines for overdue vertical file materials, magazines, reference books are 10 cents per day.

Student attendance from classes/Study Hall

1. Students may come to the library, check out materials and then return to class. Students who remain in the library from their classrooms are expected to sign in at the circulation desk remain for the period.
2. When study hall students check into the library, they are to remain for the entire period. Students, who have appointments to meet with teachers for make-up work, etc., should have an e-hallpass from those teachers.

P

PARENTS/GUARDIANS' ONLINE ACCESS

Canvas

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

- Teacher information
- Class information
- Assignments

Canvas can be accessed by viewing the Parent/Guardian/Public Portal at the District's website (www.sycsd.org) under "Quick Links."

Sapphire

Students in grades 7-12 and their parents/guardians can access attendance records, classroom assignments, and grades

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

through Sapphire. Regular checking of Sapphire makes it easier than ever to gain a real-time snapshot of your child's academic performance. The link is located in the Parent/Guardian Portal at the District's website, www.sycsd.org, under "Parent/Guardian Portal."

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

PARKING AND TRAFFIC REGULATIONS

Regulations

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
- Failure to display a parking tag during school hours when parked in your designated spot
- 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.

For more information, please refer to School Board Policy 711.

PARKING PERMITS

Parking permits will be issued to seniors and juniors based upon the previous year's attendance, and lateness, and behavior record. No student who owes any money to the school will be issued a parking permit. Parking permits may be withheld from students who are not in "good standing". At the end of a marking period, if a student owes a financial obligation, the parking permit could be withdrawn until that obligation is satisfied. Tags will be available for a fee.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

Parking on school property is a privilege. Vehicles shall be free of slogans/pictures which suggest the use of alcohol, drugs, obscene language, lewd or illegal behavior, cults, gangs, inflammatory, discriminatory or harassing subjects, or weapons. Failure to comply with any of the provisions listed below could mean the loss of driving privileges for the remainder of the school year:

1. Failure to follow Student Driver Traffic Policy.
2. Being tardy six (6) or more times per year.
3. Being placed on a physician's note for poor attendance.
4. Leaving school without permission.
5. Reckless driving to or from school.

*** Parking permits are non-transferable.*

PERSONAL AND SCHOOL PROPERTY

Students are responsible for all school equipment and materials issued to them by the school. If any of the items are lost, stolen and/or damaged, the student to whom they were issued must pay for them. Excessive wear and damage to textbooks is a student's responsibility and must be paid for at the end of the school year. If a student received a new textbook and loses it, it is his or her responsibility to pay for the textbook. Loss of a first issue textbook would require the student to pay full cost of a new textbook. Any lost textbook valued in terms of years will be reimbursed on the basis of 10% depreciation per year up to 10 years.

Students are expected to respect other people's personal property at all times.

S

SENIOR ARRIVAL/RELEASE PRIVILEGES (Board approved 8/20/2020)

Susquehannock High School Seniors will have the opportunity to arrive to school prior to the beginning of their first assigned class or to leave at the conclusion of their final class each day, unless an alternative schedule (i.e. mandatory assemblies, required development day lessons, and/or other required activities) is provided by administration. This privilege is extended to Seniors who are in, and remain in good standing. While the privilege is being extended to such Seniors, parent/guardian consent must be provided for Seniors to be eligible for this privilege.

Any senior who opts for this privilege and receives parental/guardian permission will have the option to arrive on campus for the start of their first scheduled class of the day and/or to leave campus at the conclusion of their final class of the day so long as the student remains in good academic, attendance, and disciplinary standing with the district as identified by the administration. The privilege is contingent upon the following mandatory expectations and rules:

1. Seniors may not make changes to their schedules to schedule late arrival or early release.
2. The parental permission slip must be completed and placed on file in the Main Office. The student shall submit their permission slip to the Main Office prior to taking advantage of this privilege.
3. The student must be passing all classes, maintain a 2.6 GPA, and have met all graduation project deadlines established by the administration to remain eligible for this privilege.
4. Teacher requests to complete outstanding work (i.e. missing assignments, make up test/quiz) and/or required participation in an academic intervention program (i.e. Study Skills) overrides the privilege.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

5. Any student accumulating more than two unexcused absences and/or three unexcused tardies in a semester may forfeit their eligibility to participate in Senior release.
6. Students may have no more than one incidence of detention (lunch and/or after school) or any incidences of Wednesday detention or suspension. (Note: a major violation of SHS Behavior Management Procedures may result in permanent loss of privileges).
7. Students may not loiter on school property once the privilege is operative.
8. Early release privileges may be suspended on certain days due to inclement weather that results in flooding, icy or snow-covered roads, or any other exceptional circumstances. The high school office will notify students via announcements if the privilege is suspended.
9. In the morning, students must enter the school through the main office, sign in, and report directly to class.
10. Students that opt to be in the school building before or after their scheduled classes must remain in the library unless they have permission from a teacher to be in a different room.
11. Students must leave the building quietly and sign out at the main office without disrupting other classes.
12. The school will not provide any student transportation to facilitate Senior release privilege.

STUDENT IDS

Students will be provided student ID cards at the beginning of the school year. Students are expected to possess their ID during the school day and present them upon request.

STUDENT OBLIGATIONS

Student obligations must be met by the end of each marking period. Failure to meet obligations will result in report cards being held until such time as all commitments have been satisfied. In addition, final report cards, final transcripts, diplomas, and participation in graduation ceremonies will be held until such time as all commitments have been satisfied.

STUDENT SERVICES

Special Education and Special Education Programs

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

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

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

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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

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

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

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

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

The rights of parents/guardians are protected by procedural safeguards. These safeguards include parent/guardian consent for evaluations, re-evaluation, release of information, and placement of a child with a disability in a special education placement. Safeguards also include notification to parents/guardians, and the right to pre-conference 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. The Procedural Safeguards can also be found on our district website at <https://www.sycsd.org/Page/33>.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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). Additional legal notifications and information can be found on our district website at

<https://www.sycsd.org/Page/26>.

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.

Title I Instructors

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

English Learners

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

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

Gifted Programs

Southern York County School District provides mentally gifted services at all grade levels. The primary emphasis is on enrichment and/or acceleration as determined by the Gifted Individualized Education Plan (GIEP) Team. These services are provided through differentiated instruction and/or specialized instructional strategies with the regular educational classroom and/or in a separate setting. Specialized instructional strategies can include tiered assignments, curriculum

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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.

T

TRANSPORATION

BUS TRANSPORTATION

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

Rules of Conduct

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

Audio and Video Monitoring in Buses

The Board authorizes use of audio and video monitoring equipment in school buses that transport students and in "public areas" on school property. Audio and video monitoring equipment shall be located in a visible location.

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

Anyone who reviews or is provided audio and video must keep the contents confidential, except as required in connection

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

with school district or law enforcement purposes.

Activity Bus

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

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

Guidelines to Excuse Students from Riding a Bus Home from an Activity Held Off School Grounds

Parent/Guardian of a student who has participated in a school-sponsored activity that is held away from school grounds may request that the student be released into their custody following the activity, provided that:

1. Parents/guardians present a written request to the advisor before the event.
2. Parents/guardians present themselves to the advisor to receive the student.

U

USE OF STUDENT INFORMATION IN PRINT AND DIGITAL MEDIA

Use of Students' Names and Photos in Media and District Web Page

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

If the opportunity arises for your child to be part of a news event or item, we shall assume we have your implied consent to use the student'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 Recorded Voices from Classroom Setting

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

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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

V

VISITORS

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

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

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

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

SCHOOL VOLUNTEERS – Parent/Guardian Involvement

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

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

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

In addition, volunteers who provide a service to the School District for an aggregate period of time exceeding 10 hours per week throughout the school year must undergo a tuberculosis examination administered either by your family physician or a school nurse in accordance with the regulations of the PA Department of Health. While the school nurse is available to

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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. When applying, you must mark that you are volunteering. As always, we are committed to keeping our students safe.

W

WITHDRAWAL FROM SCHOOL – See section on TRANSFER AND WITHDRAWAL on page 41

Academics

ACADEMIC AWARDS

Susquehannock High School recognizes that its primary reason for being is the pursuit of academic excellence. In accord with this recognition the administration and school counseling staff have established a system of academic awards.

The procedure for earning an academic award is as follows:

1. Students will receive one point for each marking period that they make the honor roll. When a student has attained eight points, the student is eligible to receive an academic letter with the lamp of learning inscribed on it. For every four points beyond the eight that are required, a student will receive a bar to be placed on the academic letter.
2. Student who make the Distinguished Honor Roll will receive two points for each marking period. A distinguished Honor Roll student will also receive a bar each time the student attains four points beyond the initial eight points. To the students who make Distinguished Honor Roll at least once each academic year and have accumulated 24 or more points, a plate will be presented.
3. Students who have been absent and who do not complete their makeup work by the end of the marking period cannot receive credit toward a letter during that marking period.
4. Students who previously attended other high schools and feel they may qualify for an academic award should contact their school counselor.

DIVERSIFIED OCCUPATIONS PROGRAM

The purpose of the Diversified Occupation program is to permit members of the senior class to become involved in part-time employment. The program will be an extension of the regular academic curriculum and credit is awarded for successful completion of the requirements.

The Diversified Occupation program will be coordinated by a teacher coordinator who will be responsible for contacting the cooperating employers and for the evaluation of students. The teacher coordinator will receive regular progress reports on the students' achievements from the participating employers. These reports will also be used in student evaluations.

Regular attendance on the job is a major concern. Therefore, prior to acceptance into the program, a student's attendance record for the junior year cannot exceed 12 days of absences (extenuating circumstances may be considered) including not more than 3 unexcused days. In addition, a junior must not have more than 7 incidences of tardiness. Once in the program, a student who exceeds 12 absences will be required to provide a doctor's note for subsequent absences.

The specific rules governing the Diversified Occupations program are outlined in more detail in the Diversified Occupations Contract which will require both a student and parent/guardian signature. Failure to follow the rules of the program will result in a loss of the work release privilege.

DRIVER EDUCATION AND BEHIND-THE-WHEEL DRIVING INSTRUCTION

Teaching students to drive is a responsibility that should be shared by both the parents/guardians and the school. Susquehannock offers classroom instruction and behind the wheel training subject to availability. Behind the wheel training would be at the student's expense. Both types of instruction are conducted by a State certified driver education teacher. As students meet the requirements for a driver's permit, they may apply for behind-the-wheel driving instructions through school approved outside contractor. These students will be placed on a first paid, first served basis. A roster will be kept listing when and who paid the fee for this instruction. Students will then be assigned instruction time according to this record. The compatibility of a student's schedule with the instructor's availability will also be a factor in the scheduling

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

process. When students sign up for in-car instruction, it is recommended that they have in-class instruction completed or are in the class at that time.

GRADUATION PROJECT

The Graduation Project is a major task that must be completed successfully as part of the students' graduation requirements. Students are required to work with school counselors and faculty to complete the project.

In conjunction with the Career Seminar course and activities in home room, students will complete tasks that aid in career exploration. Those tasks include three (3) field experiences, development of a career plan, resume and a presentation of the students' research.

The goal of the project is to assure that students are able to apply, analyze, synthesize, and evaluate career information and communicate their knowledge and understanding of their researched career(s).

Graduation Project Criteria

Successful completion of the following:

- Career Seminar course
- Three Field Experiences – Job Shadow, Career Fair, Education Visit, and/or Education Fair
- Career Plan and Resume
- Oral Presentation and Portfolio Submission
- Graduation Guidelines and Requirements
- Project may be completed any time beginning in grade 10 with the Career Seminar course, but no later than by the end of the first semester of grade 12.
- Project must demonstrate the student's understanding of his or her chosen career path.
- The student must thoroughly complete the Graduation Checklist and have appropriate signatures of completion.

Grading will be as follows:

H - Honors

P - Proficient

I - Incomplete

Upon successful completion of this project, the student will receive .5 credit.




REQUIREMENTS FOR GRADUATION

Board approved graduation requirements can be found in the current year's curriculum guide.

School Board Policy 217 also outlines graduation requirements for a Susquehannock High School diploma.

Act 158 - PA Statewide High School Graduation Requirements (2018)

Beginning with the graduating Class of 2023, Pennsylvania re-enacted statewide graduation requirements for all high school students via proficiency on the Algebra, Literature, and Biology Keystone Exams. Students who have not achieved proficiency on all three Keystone Exams by the end of the 11th grade year may meet the requirement through one of the three alternate pathways on the following page:

<u>Keystone Exam Requirement:</u> Exhibit proficiency on the Algebra I, Literature, and Biology Keystone Exams (Minimum score of 1500 on each exam)		
		
<u>Keystone Composite Pathway:</u> <i>Proficient or Advanced on one</i> Keystone Exam (Algebra I, Literature, or Biology) and Basic on the remaining exam(s) with a 3 – test composite score of 4452 or a 2 – test composite score of 2939 (2 – test score composite based on eligibility under §121.2).	<u>Alternate Assessment Pathway:</u> Earn a passing course grade in Algebra I, English 10, and Biology/Human Biology classes, and successfully complete one alternate method of assessment.*	<u>Evidence Based Pathway:</u> Earn a passing course grade in Algebra I, English 10, and Biology/Human Biology classes, and provide three pieces of evidence consistent with the student’s goals and career plans.**

***Alternate Assessment Pathway:**

Earn a passing course grade in Algebra I, English 10, and Biology/Human Biology classes, **AND** met **one** of the following alternate assessment criteria:

- Attainment of an established score on an approved alternate assessment (SAT-1010, PSAT-970, ACT-21, ASVAB-31)
- Attainment of an a 3 or better on an Advanced Placement Program exam in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score
- Successful completion of a concurrent enrollment (dual enrollment) course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score
- Successful completion of a state approved Pre-Apprenticeship program (Construction, Electrician, Manufacturing).
- Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.

**** Evidence Based Pathway:**

Earn a passing course grade in Algebra I, English 10, and Biology/Human Biology classes, **AND** provide **three** pieces of evidence consistent with the student’s goals and career plans, including:

- a. **One** of the following:
 - i) A SAT subject test or Advanced Placement Program Exam,
 - ii) Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college level coursework
 - iii) Attainment of an industry-recognized credential
 - iv) Successful completion of a concurrent enrollment or postsecondary course
- b. **AND** two additional pieces of evidence from the following:
 - i) A SAT subject test or Advanced Placement Program Exam,
 - ii) Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college level coursework
 - iii) Attainment of an industry-recognized credential;
 - iv) Successful completion of a concurrent enrollment or postsecondary course
 - v) Satisfactory completion of a service learning project

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

- vi) Attainment of a score of proficient or advanced on a Keystone Exam
- vii) A letter guaranteeing full time employment
- viii) A certificate of successful completion of an internship or cooperative education program
- ix) Satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

For more information, visit:

<https://www.education.pa.gov/K-12/Assessment%20and%20Accountability/GraduationRequirements/Pages/default.aspx>

HOMEWORK POLICY

The Southern York County School District encourages homework assignments as reinforcement of instructional activities within each classroom. Homework is a valuable tool in the learning process and should be given at all levels. The purpose of homework is to reinforce classroom concepts, to develop thinking and study skills, to promote student responsibility, and to enlighten parents/guardians as to course content and teacher expectation. Homework may consist of a variety of assignments at varying cognitive levels including, but not limited to drills, application, written paragraphs, reading, memorization, and note-taking. The amount and frequency of homework shall be determined at the discretion of the teacher.

Homework should be graded on quality. Appropriate opportunities for assistance should be provided for any student that has difficulty with an assignment.

Teachers are encouraged to solicit the assistance of parents/guardians in helping the student meet homework expectations in an effort to avoid a negative effect with any assignment.

Assignments that are turned in late will be accepted and credit given at the discretion of the teacher.

Teachers will provide reasonable flexibility in implementing this homework policy. Cases involving unique circumstances such as family emergencies will be given special consideration as warranted and determined by the teacher.

HONOR ROLL ELIGIBILITY

To be eligible for the honor roll, a student must have a 3.25 average on a 4-point scale. To be eligible for the distinguished honor roll, a student must have a 3.75 average on a 4-point scale.

In calculating honor roll, all subjects are considered and weighted the same without regard to course weight. Semester courses are treated as full-year courses for honor roll purposes. To calculate the grade point average, find the numerical equivalent of each percentage grade on the 4.0 scale and add all numerical equivalents together. Divide that number by the total number of classes.

Grading Scale						
A+	98-100	4.0		C+	77-79	2.4
A	93-97	4.0		C	73-76	1.95
A-	90-92	3.7		C-	70-72	1.6
B+	87-89	3.7		D+	67-69	1.3
B	83-86	3.05		D	60-66	1.05
B-	80-82	2.7		F	0-59	0

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

Sample Report Card Calculation

Course	Percentage Grade	Numerical Equivalent
English	92	3.70
Chemistry	83	3.05
US Gov't and Economics	95	4.00
Health	98	4.00
Intro. To Art	85	3.05
Phys. Ed.	89	3.40
Total		21.20

Grade Point Average for Honor Roll: Total Numerical Value divided by total number of courses.

Example (21.2 divided by 6 = 3.533)

INDEPENDENT STUDY

An independent study program is available. Enrollment is open only to 10th, 11th and 12th grade students who have an average of 2.75 for all work completed since the end of ninth grade. The student will engage in concentrated study of some aspect of an academic area of his or her choice. Further information and applications are available in the School Counseling Office.

RECEIVING CREDIT FOR COURSES TAKEN OUTSIDE THE CURRICULUM

Students sometimes request permission to complete courses and receive credit for participation in programs outside of the Susquehannock High School Curriculum. The following guidelines apply:

1. Credit for any course work must receive prior approval from the high school administration to be accepted as credit.
2. Pre-approval for any course work must specify if the course work is intended to qualify for a required high school course and/or elective credit.
3. A passing grade must be earned in the approved course work to qualify for credit.
4. The institution must certify the course work with an official transcript.
5. The decision of the high school administration to accept a course for credit is final.

REPORT CARDS

Grade Meaning

A+	=98-100	4.00
A	=93-97	4.00
A-	=90-92 Superior	3.70
B+	=87-89	3.40
B	=83-86	3.05
B-	=80-82 Above Average	2.70
C+	=77-79	2.40
C	=73-76	1.95
C-	=70-72 Average	1.60
D+	=67-69	1.30
D	=60-66 Below Average	1.05
F	=0-59 Failure	0.00
I	=Incomplete Work	0.00

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

Courses are weighted on a scale from 1.0 to 1.1, according to their degree of difficulty. These weights are used only for class ranking purposes and not for honor roll which weights all subjects the same.

The averages for ranking are calculated as a weighted grade point average. This is done by calculating the product of the grade, credits and weight for each course and dividing by the total number of credits.

The information contained on a report card is intended for the use of the student, school, and parent/guardian. It is anticipated that the report, along with the quarterly interim reports and parent/guardian-teacher conferences will help foster a close working relationship between the home and the school. Report cards are distributed every nine weeks. Distribution dates are marked on the District calendar.

VALEDICTORIAN AND SALUTATORIAN

The title of Valedictorian will be given to the graduating senior who has attained the highest weighted grade point average. Calculations begin with the ninth grade year and extend to and include the third marking period of the senior year. The title of Salutatorian will go to the student who attained the second highest weighted grade point average. The initial ranking is based solely on the letter grades and point values received by the student. If, after the numerical equivalents were carried out to the fifth decimal place, a tie still results, the next step will be to consider the exact numerical grade earned and recorded in the teacher's grade book. At this stage, consideration will also be given to the total number of courses taken by each student involved.

It shall be the duty of the high school principal to consider all of the factors in the procedures mentioned and to determine, to the best of the student's ability, who shall receive the title.

NATIONAL HONOR SOCIETY

The following information regarding National Honor Society membership is taken directly from the Chapter By-Laws.

MEMBERSHIP

- Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character.
- New members shall be inducted at a special ceremony.
- A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter advisor to the new school's advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
- Members who resign or are dismissed are never again eligible for membership or its benefits.

SELECTION OF MEMBERS

- To be eligible for membership the candidate must be a member of those classes (Junior, Senior) designated as eligible in chapter by-laws. Candidates must have been in attendance at the school the equivalent of one semester. Candidates will be selected after the first semester of Junior year.
- Candidates must have a cumulative scholastic average of at least 3.50 (on a 4.0 scale) or the equivalent standard of excellence for the school.
- Candidates cannot have violated school rules, extracurricular contracts or civic laws. Suspension from classes or extracurricular activities for violations in any of the above areas renders a student ineligible for membership.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

- Candidates must have participated in activities/organizations that served and/or represented the school or community according to the criteria below. Activities/organizations that benefit only the individuals participating do not meet the criteria of service or representation.

Note Chapter Requirements:

- Minimum of 8 activities over a 2-year span
- Minimum of 11 activities over a 3-year span

Suggested Track:

- 9th grade: Minimum of two activities
 - 10th grade: Minimum of 3 activities
 - 11th grade: Minimum of 3 activities
 - 12th grade: Minimum of 3 activities
- Two (2) activities each year may be a community activity. Jobs do not count.
 - No Community Service activities are needed if you have all school activities.
 - Member selection shall be by a majority vote of the faculty council.
 - A description of the selection procedure shall be published in an official school publication which is widely available to all students and parents/guardians in the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.
 - The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

SOCIETE HONORAIRE DE FRANCAIS (FRENCH HONOR SOCIETY)

Membership is an honor bestowed upon a student enrolled in the fourth semester of French or higher. At Susquehannock, this honor is calculated at the end of the first semester of the third year of French studies. Candidates must have maintained an A average in French during the semester of selection, as well as an averaged cumulative grade of A- for all French work accorded secondary school credit. Candidates must also have maintained a B average or higher in all other subjects during the semester of selection, as well as an averaged cumulative grade of B- in all other subjects for work awarded secondary school credit. French may not be used to calculate this average. Students must show interest in French by participating in French Club and continuing through the fourth level of French.

MEDAL HONORS

Students who have excelled academically at Susquehannock High School will be awarded medals featuring the school seal at the commencement ceremony. Medals will be awarded according to the following criteria:

Summa Cum Laude	4.0 Weighted GPA	Blue Ribbon
Magna Cum Laude	3.7 Weighted GPA	Red Ribbon
Cum Laude	3.5 Weighted GPA	Yellow Ribbon

The GPA will be determined at the end of the third marking period during the senior year. There will be NO rounding of GPAs

STUDENT COUNCIL

The purpose of the Student Council is to promote more perfect communication between students, faculty, administration, the School Board, and the community. School spirit, pride and morals are to be developed through its leadership activities. The suggestions and needs of the student body are its prime concern.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

The membership of the council shall be composed of eight representatives from each grade. Each homeroom will be assigned a representative. The members shall be President, Vice-President, Secretary, Treasurer and School Board Representative.

Qualifications for these members, including officers shall be a combination of good civic and school attitude, dependability and a willingness to work. Representatives must have and maintain a scholastic average of 76%; officers must have and maintain a scholastic average of 80%. Grades will be checked at the end of each marking period. Also, a representative and officer may at no time be failing more than one course (per the school's extracurricular contract) and still remain an active member of student council.

School Counseling and Social Services

COURSES FOR CREDIT RECOVERY

Susquehannock High School recognizes a variety of online and correspondence courses for the purpose of credit recovery. Prior approval must be acquired through the school counseling office before taking any online or correspondence courses. To qualify for participation in the graduation ceremony all official transcripts for credit recovery courses must be turned in one week prior to morning of graduation. Correspondence courses can only be taken for courses that have been failed. They cannot be taken for advanced credit or for the purpose of early graduation.

Any questions regarding the acceptance of credits will be forwarded to the principal whose decision will be final.

SCHEDULE CHANGES

A student may change his or her schedule up to two weeks after the close of the school year with parent/guardian permission. Schedule changes must meet the following conditions:

1. Students in grades 9, 10, and 11 may not request study halls.
2. Students in grade 12 may not have more than one study hall per day.
3. The schedule change will not overload sections not on original schedule.
4. The following types of changes cannot be made:
 - Change of a lunch period
 - Change of a course from one period to another
 - Request for a course for which the student does not have a prerequisite
 - Request for a specific teacher
5. Changes from one level of a course to a higher level require a teacher recommendation or signed disclaimer form from a parent/guardian.

Students who are repeating a course due to failure and receive the same teacher for the course that is being repeated have the option of requesting a different teacher if available.

Any schedule change after the start of school would be granted as a result of school error or incomplete schedule.

STUDENT WITHDRAWAL FROM A COURSE

A student may withdrawal from a course up to 10 days into the first marking period with the following conditions:

1. Must have parent/guardian permission.
2. Another course is available during the same period for which the student has the necessary prerequisites or has not already taken.
3. Will not overload enrollment in the new course.

Withdrawal requests after the 10-day deadline:

1. Must have parent/guardian permission.
2. Another course is available during the same period for which the student has the necessary prerequisites or has not already taken.
3. Will not overload enrollment in new course.
4. Will result in a zero.
5. Will be accompanied by a doctor's note.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

MAKING UP WORK AND TESTS

Students who are returning to school from an absence or suspension are responsible for contacting their teachers for work missed during the absence. One day will be granted to make up work for each day absent or suspended.

Students absent from school for one to two days will obtain their missed assignments from their classroom teachers upon their return to school. A student who is absent for three or more consecutive days may contact the school counseling office on the third day to request assignments. Parents/guardians should allow a 24 hour period for teachers to prepare and submit these assignments. Students/parents/guardians should make arrangements for the assignments to be picked up from the school counseling office.

PARENT/GUARDIAN/TEACHER CONFERENCES

It is our belief that close parent/guardian-teacher contact is beneficial to the educational growth of the student. During the school year, two parent/guardian-teacher conferences are scheduled. The dates of all parent/guardian-teacher conferences are listed in the Southern York County School District Activities Calendar. Prior to the conference dates, parents/guardians may schedule a parent/guardian-teacher conference through the student's counselor.

SOCIAL SERVICES

The mission of the Social Services Department is to eliminate barriers that impact a student's social, emotional wellness and academic success. This mission calls for a variety of services including, but not limited to: case management and referrals to outside services, direct student services (student check-ins, individual student support, and group counseling), assisting parents/guardians with applications for free/reduced lunch and state benefits, home visits, and coordination of programs that support students within the school district.

The Social Services Department works closely with all stakeholders to ensure that barriers to social, emotional wellness and academic success are addressed and the students receive the skills and support necessary to be successful.

STUDENT ASSISTANCE PROGRAM/SCHOOL BASED COUNSELING

The Student Assistance Program (SAP) is a program of systematic responses to students' problems in school. SAP is coordinated by professional staff who have received training in recognizing student behaviors which inhibit educational growth.

Referral to the SAP program may be made by the school staff, a student's parents/guardians, peers, students themselves, or any other concerned individual. Referrals are made when academic success in school is affected by personal problems and/or inappropriate behavior. A referral is made by contacting a school counselor. Confidentiality between the student and school personnel will be respected and maintained in the best interest of the student. Parents/Guardians in need of further information may contact the school counseling department.

SUMMER TUTORIAL POLICY

Secondary students who receive failing grades in any course may attempt to complete satisfactorily the requirements of the failed course through summer tutoring. It is the responsibility of the student to secure the services of the tutor. Summer tutoring must meet the following requirements:

1. Tutoring must be performed by a qualified person. A properly qualified tutor is one who:
 - a. Possesses Pennsylvania public school certification in the area being tutored or the equivalent as approved by the Superintendent.
 - b. Receives a fee
 - c. Has not been convicted of any crime specified by the provisions of Act 34.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

2. To make up a one credit course, 36 hours of instruction must be received. For a one-half credit course, 18 hours of instruction must be received. A passing grade must be achieved in order to receive credit.
3. Each tutor is required to submit a narrative description of the student's experience in the tutor program. This narrative will become part of the student's permanent file.
4. Tutors must give the school's final exam if that particular course requires an exam.

SUMMER SCHOOL

Susquehannock High School may offer an online summer school (based upon enrollment) for any high school student interested in credit recovery. Please see the school counseling office for additional information.

TRANSFER AND WITHDRAWAL

Parents/Guardians should notify the School Counseling Office of their child's withdrawal from school. Parents/Guardians must provide the following information: Date of the student's withdrawal, new address and telephone number of the family, and the name and address of the receiving school. The student must clear all school obligations and return all school property in order for records to be released. Students should obtain a withdrawal from the School Counseling Office on the last day of attendance. A student shall be removed from school enrollment upon notification and confirmation of a change in residency.

Extracurricular Activities

The extracurricular program of the Southern York County School District is viewed as a valuable supplement to the academic program. In order to ensure the successful operation of a sound extracurricular program and to create a desire to excel, it is necessary to formulate objectives and regulations for all participants. Students and parents/guardians should be aware that participation is a privilege and not a right.

The extracurricular program is designed to satisfy the following objectives:

1. To develop the habit of accepting personal responsibility.
2. To develop leadership qualities in each person.
3. To develop a sense of fairness in relationships with others.
4. To develop an appreciation of cooperation and working together.
5. To represent the school with pride at all times.
6. To develop a respect for authority and the abilities of others.
7. To develop skills and abilities individually and as a group.

A student must be in school by 11:25 AM the day of the activity in order to participate in or attend the activity that night. In case of emergency, this policy may be waived by special permission secured from the high school administration.

ACTIVITY BUS POLICY AND PROCEDURE

All students who participate in after-school activities are entitled to ride the activity bus provided that they secure a bus pass from their advisors or complete the activity bus request form on the school's website. The activity bus departs from the high school at approximately 5:15 PM and has designated stops. Students will be expected to wait in the gym lobby for the activity bus.

GUIDELINES TO EXCUSE STUDENTS FROM RIDING BUS HOME FROM ANY ACTIVITY

Parent/Guardian of a student who has participated in a school-sponsored activity that is held away from school grounds may request that the student be released into their custody following that activity. The following conditions apply:

1. Parent/Guardian must present a written request to the advisor prior to the event.
2. Parent/Guardian must present themselves to the advisor in order to receive the student.

CLUBS AND ORGANIZATIONS

Students are encouraged to join and participate in any of the clubs, organizations or extra-curricular music programs listed below that are of interest to them. New clubs, organizations or programs may be added during the school year based on student interest and availability of a staff advisor. Contact the Counseling Office at (717) 235-4811, ext. 4521 for additional information.

Aavidum Club
Alliance Club
Anime Club
Aspiring Medical Professionals Club
Band/Color Guard
Big Buddy Program
Book Club
Chess Club
Class Council (9-12)

Concert Choir
Creative Writing/Literary Magazine
Forensics Club (Speech and Debate)
Envirothon
Fellowship of Christian Athletes (FCA)
French Club
Gardening Club
History Club
In-Car Driving

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

- Latin Club

Leo/Community Service Club

Link Crew Leaders

Math Club

Mini-THON

Multicultural Club

National Honor Society

Powerlifting Club
- SHS Theatre (Fall Play and Spring Musical)

Ski Club

Student Council/Senate

Tabletop Gaming Club

Tri-M Music Honor Society

Video Games Club

Unified Club

A designated bulletin board will be available for student clubs and organizations to advertise membership, meeting dates and times, and activities. Prior administrative approval is required for all posted items.

FUNDRAISING

All school organizations that desire to become involved in any fundraising activities requiring students to sell items must secure approval from the designated assistant principal prior to such activities. Food/candy is not to be sold during the day but may be sold after school.

LIABILITY FOR PERSONALLY OWNED MUSICAL INSTRUMENTS

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

PLAY AND MUSICAL REHEARSAL TIME LIMITS

All rehearsals shall start no earlier than 6:00 PM and shall terminate at 9:00 PM. The only exception to this requirement is during the final eight days prior to the first performance when rehearsals will be permitted until 10:00 PM. Rehearsals scheduled for Sunday are not to begin until 1:00 PM and must terminate at 6:00 PM. Rehearsals for Saturday must be approved by the principal.

ACADEMIC COMPETITION TEAMS

- Academic Bowl Team

Envirothon

Forensic Team
- Science Olympiad Team

Debate Team

ATHLETIC TEAMS

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football	Boys Basketball	Boys Tennis
Boys Soccer	Girls Basketball	Boys Track & Field
Girls Field Hockey	Wrestling	Girls Track & Field
Girls Volleyball	Cheerleading	Girls Softball
Golf	Swimming	Boys Baseball
Cheerleading	Student Trainer	Boys Volleyball
Girls Tennis		Boys Lacrosse
Boys Cross Country		Girls Lacrosse
Girls Cross Country		
Student Trainer		
Girls Soccer		

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

ATHLETIC AWARDS

All students participating in interscholastic competition are eligible for athletic awards if certain requirements and standards are met. The following information explains the set-up for earning athletic awards at Southern York County School District.

1. The varsity letter is awarded to the student meeting the requirements in varsity competition for the first time. A varsity certificate is included with this award.
2. The metal insert pin is awarded to the student after the student has earned the student's second varsity letter. Varsity letter winners receive one letter. All future varsity awards are inserts and certificates.
3. The junior varsity award certificate is presented to the student who has met the requirements for junior varsity competition.
4. The squad award certificate is presented to the student who has been a member in good standing throughout a sport season, but has not met the requirements for a junior varsity or varsity award.

***Coaches will determine all awards. In situations where a decision is questioned, the problem may be referred to a review committee consisting of the Athletic Director and Head Coach.*

REQUIREMENTS FOR VARSITY HONORS

Coaches will determine all awards based on established criteria. In situations where a decision is questioned, the problem will be addressed by the athletic director and head coach.

1. Baseball/Softball: Varsity, junior varsity – Participate in at least $\frac{1}{2}$ of the total number of innings during the regular season. Pitchers may be recommended by the head coach.
2. Basketball/Soccer/Football/Boys Lacrosse: Varsity, junior varsity, junior-high (9th) – Participate in at least $\frac{1}{2}$ the total number of quarters in the season.
3. Cross-Country: Must earn enough points to match at least $\frac{1}{2}$ the number of dual meets in the season. A point is earned by finishing in front of one of the opponents.
4. Field Hockey/Girls Lacrosse: Varsity, junior varsity – Participate in at least $\frac{1}{2}$ of the total halves in the season.
5. Golf/Tennis: Participate in at least $\frac{1}{2}$ of the total matches in the season.
6. Track & Field: Varsity, junior varsity – Must have 100% participation as a top three competition in any two running events – or – 100% participation as a top three competitor in any two field events – or – be a top three competitor in one or more events and score a computed number of points. Formula $1.75 \times \text{total no. events during season}$ which equals the no. points needed to earn a letter.
7. Volleyball: Varsity, junior varsity, junior high – Participate in at least $\frac{1}{2}$ of the total number of games in the season.
8. Wrestling: Varsity, junior varsity, junior high – Participate in at least $\frac{1}{2}$ of the total number of matches in the season.
9. Cheerleading: Varsity, junior varsity, junior high – Must be a member in good standing throughout the specific sport season.
10. Student Trainer: Student is to have completed the season in the sport, have attended 75% of the practices and games, have met the proficiency standards set by the Athletic Trainer in the areas of taping, first aid and athletic rehabilitation.
11. Manager: At coach's discretion.
12. Swimming/Diving: Earn a total of 38 meet points.

***All athletes, managers and support staff must complete the season as defined by the Athletic Department to be eligible for awards.*

If a team qualifies to participate in play-off competitions such as sectionals, districts, regionals, states or all four, the amount of the time involved in the play-off competition shall be considered a part of the regular season and all team members shall be expected to be present for practice and contests unless excused by the coach of that sport. The above requirements also apply to individuals who become involved in play-off competitions.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

Exceptions to the above requirements

1. A student who begins a sport season and is injured or becomes ill and cannot finish the season as a participant is eligible for an award if the coach feels the student would have earned the award had the student remained healthy.
2. A student transfer may use previous playing time toward meeting the requirements for a specific sport and/or varsity jacket.
3. A senior participating in a specific sport for three years is eligible for a varsity letter.

***If a student athlete becomes injured while participating in a non-school activity including sports, they may forfeit any honors or awards.*

INTERSCHOLASTIC SPORTS STARTING DATES

The starting dates for sports programs are as follows:

- **FALL SPORTS – August 14, 2023 (August 7 for varsity football heat acclimatization)**
- **WINTER SPORTS – November 17, 2023**
- **SPRING SPORTS – March 4, 2024**

STUDENT ABSENCE FROM PRACTICE

Student athletes may participate after the established starting dates with an approved absence for one of the following reasons: Illness, injury, death in the family, transfers, or other reasons authorized by approved board policy. Any requests for approved absences from athletic practices on initial date of practice must be reviewed in advance by the head coach and approved by the Athletic Director based upon the recommendation of the head coach. Attendance at regular practice is controlled by the head coach. Excused absences from practice sessions may be authorized by the head coach.

APPENDIX A

Student Behavior Policy

SOUTHERN YORK COUNTY SCHOOL OF CHARACTER

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

RESPECT Showing high regard for authority, other people, self, and country; Treating others as you would want to be treated; Understanding that all people have value as human beings.
Expectation 1: Treat yourself, others, and all property with respect.
Procedures: <ul style="list-style-type: none"> • Be a good listener – don't interrupt. • Be respectful during the Pledge of Allegiance and Alma Mater by pausing and remaining quiet. • Treat all property with care – leave things better than you found them. • Practice good manners. <ul style="list-style-type: none"> - Please and thank you - Appropriate language - Raise hand - Appropriate names and titles • Value others' opinions – don't gossip or ridicule others.
RESPONSIBILITY Being accountable in word and deed; Having a sense of duty to fulfill tasks with reliability, dependability and commitment.
Expectation 2: Take ownership and accept consequences for your actions.
Procedures: <ul style="list-style-type: none"> • Accept consequences for your actions without confrontation. • Plan your work, work your plan, and meet deadlines. • Plan for success - come every day and be on time. • Make good choices - think before you speak and act.
PERSEVERANCE Pursuing worthy objectives with determination and patience while exhibiting fortitude when confronted with failure
Expectation 3: Have the desire and determination to finish what you start – try – try – and try again.
Procedures: <ul style="list-style-type: none"> • Ask for help when needed. • Set goals and follow through. • Quitting is not an option.
COMPASSION Showing understanding of others by treating them with kindness, care, generosity, and a forgiving spirit
Expectation 4: Demonstrate caring and kindness.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

Procedures: <ul style="list-style-type: none">• Help and support others.• Listen with empathy.• Be aware of and tolerate individual differences.• Be a friend – do random acts of kindness.
HONESTY Telling the truth, admitting wrongdoing; Being trustworthy and acting with integrity
Expectation 5: Be truthful to self and others.
Procedures: <ul style="list-style-type: none">• Do your own work.• Admit when you are wrong.• Don't lie, steal or cheat.
COURAGE Doing the right thing in the face of difficulty and following your conscience instead of the crowd
Expectation 6: Stand up for what is right regardless of the risk.
Procedures: <ul style="list-style-type: none">• Stick to your beliefs in spite of peer pressure.• Be a leader – do the right thing.• Take risks and try new things.• Defend the defenseless.

STUDENT BEHAVIOR POLICIES

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

Teachers and administrators are reminded that these policies are to be used as a guide in dealing with student behavior. Corporal Punishment is no longer an adopted policy of the SYC School Board. However, under "in loco parent/guardians" doctrine, teachers and school officials may administer physical restraints as a last resort to discipline students 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 pupils attending the public schools in the district, during such time as they are under the supervision of the Board of School Directors and teachers, including the time necessarily spent in coming to and returning from school."

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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

“Each teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents/guardians, or persons in parent/guardian relation to such pupils may exercise over them.”

DUE PROCESS

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

1. To receive notice (written or oral) specifying the violation in a clear and concise manner.
2. To have a conference at which evidence of the violation is presented.
3. To be allowed to rebut the charge.
4. To be allowed to present witnesses on 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, please refer to Board Policy 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, the 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. Per Board Policy 226, “such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology.”. 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, weapon 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 classwork and compliance with school rules and regulations.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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

STUDENT DRESS CODE

It is the expectation of the administration that a student's dress and appearance will always be within reasonable limits of decency, morality, and propriety, and will reflect pride in the 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 dress and grooming policy.

The following are not permitted:

1. Tops that expose midriff, sports bras, low cut blouses (front and/or back), and strapless tops/shirts.
2. Tank tops that do not meet the "3-finger rule" (The tank top strap must be as wide as 3 fingers on a student's 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. Sunglasses shall not be worn indoors.
5. Bare feet
6. Transparent or immodest clothing that attracts undue attention (e.g. mini skirts, sheer blouses, etc.)
7. Any clothing that presents a safety hazard or interferes with the educational process
8. Coats and jackets worn throughout the day. Coats and jackets should be kept in student lockers during the day. The staff may make exceptions to this rule.
9. Shorts and skirts of immodest length, including when seated (length must equal or exceed where the students' fingers meet the palm of the hand when the arm is extended at the side)
10. Exposed undergarments

DRUG, ALCOHOL, 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.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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

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

For additional information, please 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 referencing 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 positive learning environment for students and strictly prohibits bullying in all forms. Verbal, physical, religious or sexual harassment, racial/ethnic intimidation, bullying, and hazing are not tolerated. When an account of bullying is reported, the incident is documented, and an immediate and complete investigation occurs. Any student in violation of the district’s policy, which can be found in the Class III Violations in the student handbook will be held accountable and subject to disciplinary action up to and including expulsion.

Although the exact details of an incident or disciplinary action are not always revealed due to student privacy restrictions, the district responds to every report of bullying with an investigation that includes interviews with students and staff when applicable, communication with all involved families, disciplinary action, continued monitoring, and safety plans for all involved. The district also works with students to prevent bullying by helping students understand the ramifications of their actions and the importance of maintaining a safe and healthy learning environment that promotes acceptance and understanding.

Sexual harassment shall consist of any unwelcome sexual advance, request for sexual favors, or other inappropriate verbal

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

or physical conduct of a sexual nature, including harassment based on sexual orientation, made toward a student.

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

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.

When concerns arise, students and parents are encouraged to contact building administrators and school counselors. The partnership between parents and schools is important for curbing bullying behavior. By teaching children how to identify bullying, helping them to build confidence by participating in activities they enjoy, modeling how to treat others kindly, and keeping the lines of communication open, adults may be able to reduce or prevent the behavior. 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.

For additional information, please refer to Board Policy 249. For additional information on hazing, please refer to Board Policy 247.

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

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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. Len Reppert, Assistant Superintendent

Email: len.reppert@syicsd.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."

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, please 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.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

The definition of weapon for this law includes, but is not limited to, any knife, cutting instrument, nunchuck, 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 218.3.

BEHAVIOR MANAGEMENT PROCEDURES

Student Behavior

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

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

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

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

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

For additional information, refer to Board Policies 122, 123, and 218.

Detention

Detention is a 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 the student's transportation. 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.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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. 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.

Saturday School Program (High School and Middle School)

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

Out-of-School Suspension

Suspension shall be defined as the prohibition of 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 for misconduct which, in their judgment, is disruptive to the good order of the school and learning opportunities of the other students.

A student suspended out-of-school will be prohibited from attending school and being on school property during the entire period of the suspension. The suspended days are excused absences, and the suspended student will be permitted to make up all class work that was missed, as outlined in the make-up work and test policy. During an out-of-school suspension, the suspended student must remain at home during school hours. If at any time the student leaves home without his parent/guardian or is observed away from the immediate area of his home without parent/guardian accompaniment during the hours school is in session, the absence for that day will be considered unexcused. 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 ten 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 the student's 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, please refer to Board Policy 233.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

End-of-Year Student Behavior Obligations

Students who earn discipline assignments during the last few weeks of school will be given every available opportunity to serve these prior to the last day of school. Students with discipline obligations may, with special permission from the administration, serve this time in the main office prior to July 15.

CLASS I VIOLATIONS

VIOLATION	RECOMMENDED ACTION	
Tardiness/unexcused late to school	Offenses 1-3	No discipline penalty. Homeroom teachers will notify the student in writing that the student is being marked tardy.
	Offense 4-5	One detention per tardy. Required parent/guardian conference
	Offense 6+	Community service and/or Saturday detention plus loss of driving privileges for remainder of year. (Student may petition administration for driving privileges during the fourth marking period.)

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 • Failure to report misconduct • Leaving class without permission • Failing to report to assigned class • Being in an authorized area without permission 	<p>Any combination of the following actions may be used:</p> <ul style="list-style-type: none"> • Teacher intervention and/or one detention • Loss of elementary privilege • Conference with student • Detention • Community service or Saturday detention • In-school suspension • Required parent/guardian conference • Out-of-school suspension <p>Persistent disregard for Class II violations will be treated as a Class III violation.</p>	
<p>Academic Dishonesty (includes, but is not limited to, cheating on tests, copying term papers, forging signature of teacher and/or parent/guardian)</p> <p>(see Honor Code – Appendix B)</p>	<p>Any combination of the following actions may be used:</p> <ul style="list-style-type: none"> • Teacher intervention • Grade reduction • Possible failure of course • Required parent/guardian conference • Referral to school administrator • Community service or Saturday detention (High School) • Suspension 	

CLASS II VIOLATIONS (CONTINUED)

VIOLATION	RECOMMENDED ACTION	
<p>Inappropriate use of an electronic device during the school day.</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 	
<p>Bus Misbehavior</p>	<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 • Bus restrictions (seat change, etc.) • 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 	<p>Offense 1</p> <p>Offense 2</p> <p>Offense 3</p>	<p>Loss of driving privileges.</p> <p>Loss of driving privileges for the rest of the year or at the discretion of the administration.</p> <p>To be determined by the administration. Referral to police and/or outside agencies at administrator's discretion.</p>
<p>High School:</p> <ul style="list-style-type: none"> • Failure to comply with School District parking/traffic regulations • Forging a parking permit 	<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>	
<ul style="list-style-type: none"> • Failure to report to detention or comply with detention rules • Failure to report to Saturday School or comply with Saturday School rules • Failure to report to Community Service or comply with Community Service 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 	

CLASS II VIOLATIONS (CONTINUED)

VIOLATION	RECOMMENDED ACTION
Inappropriate or disruptive behavior at an assembly	Loss of assembly privileges and possible community service or Saturday detention
Student obligations (Includes unpaid library fines, cafeteria obligations, unpaid expenses for materials used in classes such as wood shop, etc.)	<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.

CLASS III VIOLATIONS

VIOLATION	RECOMMENDED ACTION
<ul style="list-style-type: none"> Persistent violation of a Class I or Class II violation Leaving school (building and/or grounds) without permission 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, cyber-bullying, stalking, 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 police and/or outside agency Required parent/guardian conference <p>Any offense resulting in damages will result in full restitution if appropriate.</p>

CLASS III VIOLATIONS (CONTINUED)

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 • Making threats/terroristic threats to students, staff, or school. <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, or sale of tobacco (in any form), lighter, matches, or an unauthorized substance. This includes non-tobacco products such as e-cigarettes, hookah pens, or e-hookahs.</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 court costs or alternative adjudication for possession of tobacco and/or its use. • Students caught smoking in school will be placed on restricted pass for the length of time determined by the administration. Chronic offenders will use the restroom in the nurse's suite
<p>Physical assault directed toward students</p>	<ul style="list-style-type: none"> • Out-of-school suspension • Referral to the police • Referral to Superintendent for possible School Board hearing
<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 • Referral to the police

CLASS III VIOLATIONS (CONTINUED)

VIOLATION	RECOMMENDED ACTION
<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).

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written request from the person in parental relation.
10. Non-school-sponsored educational tours or trips, if the following conditions are met:

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

- a. The person in parental relation submits a written request to the building principal for excusal prior to the absence, within the appropriate timeframe.
- b. One (1) request for an absence must be completed for each student.
- c. Determination to approve or disapprove the trip will be made by the Superintendent or designee and conveyed to the person in parental relation in writing.
- d. A total of five (5) days per year shall be granted per student.
- e. The Superintendent may approve more than one (1) trip and may exceed the five-day limit if the person in parental relation 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.

11. College or postsecondary institution visit, with prior approval.

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. After 10 absences (not including those excused as "O" and/or "TT"), SYCSD will issue a doctor's note required letter, notifying parents/guardians that their child's absences have reached the 10 day threshold, and a doctor's note will be required for future absences.

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)

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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.

Tuant and Habitually Tuant 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

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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. In addition, truancy action may be initiated, which may include the issuance of citations, or a referral for truancy to the York County office of Children, Youth, and Families.

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.

When referring a habitually truant child of any age to the county children and youth agency, the school must provide verification that a SAIC was held and the attendance plan was unsuccessful, prior to a referral being made.

Additionally, the school may, but is not required to, file a truancy citation against the person in parental relation to the child. The school must provide verification that a SAIC was held and the attendance plan was unsuccessful, prior to this filing.

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 and that the attendance plan was unsuccessful.

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.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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.

6. Work Permits

Students with work permits who are habitually truant and fail to make adequate academic progress may have their work permits revoked. Additionally, habitually truant students who are failing to make adequate academic progress may not be issued a work permit.

RELEASING STUDENTS FROM SCHOOL

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

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

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

Job Shadowing, Post-Secondary Visits and/or Work Interviews

Students in the 11th and 12th grade may be excused for a total of five college interviews, job shadowing and/or work interviews per school year. There are college, job shadowing, and work interview forms available in the school counselor's office that should be picked up by the student. Students must then return to the administration written proof from the school/potential employer verifying the visit. Failure to comply will result in an unexcused absence.

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 parents/guardians 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.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

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

TARDINESS

Students are marked tardy if they are not in their assigned class 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 partial day absence. Therefore, any accumulated time missed due to tardies may be combined to equal half and/or full days of unexcused absences, will be evaluated under the same policies. Students who would like to have their lateness evaluated as possibly meeting the criteria for a lawful excuse must turn in an excuse note within three days. (An excuse note does not automatically mean the absence meets the state guidelines for an excused absence.) Students who have excessive tardies due to illness may be placed on a doctor's note. Students who have eight tardies will be sent a warning letter, and those who have ten or more will be placed on a doctor's note requirement. Students need to refer to Class I violations under the discipline section for penalties for tardies.

Students who come to school in a private vehicle may be marked tardy/unexcused 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 the student first obtains permission from the school administration.

APPENDIX C

EXTRACURRICULAR CONTRACT

All students at Susquehannock High School and their parents/guardians sign an Extracurricular Contract at the beginning of each school year. This contract applies to all athletic teams and other extracurricular activities. The actual contract reads as follows:

Southern York County School District
3280 Fissels Church Road
Glen Rock, PA 17327

AGREEMENT FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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

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

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

1. Students must be enrolled in the Southern York County School District and be approved by their principal to be eligible for participation in an extracurricular activity.
2. Students must meet the minimum academic requirements for participation in extracurricular activities. **GRADES ARE MONITORED ON A WEEKLY BASIS.** The minimum academic standards require the following: (a) A secondary (7th-12th grade) student must, at a minimum, be passing at least all but one subject on a weekly basis in order to be eligible for extracurricular activities. Failure to do so will result in a one week participation suspension. (b) A secondary (7th-12th grade) student must, at a minimum, be passing all but one subject at the end of each marking period. Failure to meet this minimum academic requirement will result in a 15 school day participation suspension beginning the day report cards are issued (1st, 2nd, 3rd marking period only). Following the 15 school days, the student may be eligible to participate in extracurricular activities if the student is, at a minimum, passing all but one subject on a weekly basis. (c) A secondary (7th-12th grade) student must pass all subjects/credits for the year. Failure to meet this minimum academic requirement will result in a 15 school day participation suspension beginning the first day of the next school year. If the student is successful in making up the credits in summer school, the student may be eligible to participate in extracurricular activities for the first marking period of the next school year. (d) A course that has been dropped/failed anytime during the school year will be considered a failing grade for the purpose of academic eligibility. This will affect eligibility status for the current school year as well as the first marking period of the next school year. (e) The eligibility period is from Sunday through Saturday. The only exception would be for theatrical performances where the eligibility period would run from Monday through Sunday.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

3. Academic ineligibility means the student is unable to participate in any event, competition or performance that is considered to be an extracurricular activity. The decision as to whether the student may participate in practice sessions will be at the discretion of the coach/advisor of the extracurricular activity. If a student is ineligible for three weeks during the activity, the student may be dismissed from that activity.
4. Students are ineligible to participate in an extracurricular activity on any day if they meet any of the following criteria: (a) illegally absent from school; (b) tardy; (c) excused absence for more than ½ day due to illness (must be in class by 11:25 AM); (d) suspension from class or school.
5. Students with an outstanding obligation are not eligible to participate in extracurricular activities until the obligation is met.
6. Attendance at practices or meetings is mandatory unless the student receives prior permission from the advisor/coach to be late or absent.
7. The possession and/or use of tobacco, drugs, drug paraphernalia, and alcohol is forbidden. Knowingly and/or willingly remaining in association with the illegal possession and/or illegal use of tobacco/vaping devices, drugs, drug paraphernalia, prescription medications, inhalants (other than physician-prescribed inhalers), and/or alcohol is forbidden. Violations will result in the suspension from all extracurricular activities for sixty (60) school days. This policy applies to students every day of the calendar year for behaviors in school and not in school.
8. Flagrant violations of regulations as set forth in the Southern Middle School and Susquehannock High School Disciplinary Codes or civic laws may result in suspension from all extracurricular activities for sixty (60) school days.
9. A student involved in any extracurricular activity who is suspended 5 or more days for any reason will be dismissed from all current activities for the duration of those activities.

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

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

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

Student's Signature_____ Date_____

Parent/Guardian's Signature_____ Date_____

Board adopted: February 4, 1999

Board revision: May 17, 2007

APPENDIX D

Susquehannock High School Honor Code

“Integrity is not a conditional word. It doesn’t blow in the wind or change with the weather. It is your inner image of yourself, and if you look in there and see a man who won’t cheat, then you know he never will.” – John D. MacDonald

ACADEMIC INTEGRITY

Academic Integrity is our commitment to four fundamental values:

- Honesty
- Respect
- Responsibility
- Trust

It is a commitment to being 100% honest and responsible in the completion of all academic materials and interactions with the school community. It means supporting the tradition of honest excellence, involvement, challenge, and inspiration to empower all students to be productive members of society.

Through this commitment, students and faculty will maximize and achieve their fullest potential in the areas of academic excellence and personal character. All members of the learning community will follow and uphold the provisions in the Susquehannock High School Honor Code.¹

Warrior Pride:

Right is right,
Even if nobody is doing it.
Wrong is wrong,
Even if everybody is doing it.
Do the right thing!

AFFIRMATION STATEMENT

At Susquehannock High School, an Affirmation statement may be requested of each student after completing an assignment or exam, as confirmation that they did not cheat on that particular exercise. The Affirmation states:

- **I affirm on my honor that I have not given or received any unauthorized assistance on this assignment/examination.**
- Such an action promotes reflection about academic integrity, and encourages a personal commitment to integrity.
- The Honor Code must guide all submitted work.²
- The highest standards of honesty must apply to students’ actions at Susquehannock High School. Any act of dishonesty reflects upon a student and affects the entire school community. **A student’s integrity is at stake whether the student is the person who gives or receives the information; both are acts of dishonesty.** Of utmost concern is the fact that the student has been untrue to himself/herself and has damaged one of the student’s most precious possessions-the student’s character.²

WHAT IS ACADEMIC DISHONESTY?

As you know, we value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly,

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

improperly or illegally enhance a grade on an individual assignment or a course grade. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, those new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it! ²

Academic dishonesty includes, but is not limited to:

Cheating on Exams

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a “cheat sheet” (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.²
9. Altering a graded exam and resubmitting it for a better grade.
10. Working together on a take-home exam, unless specifically authorized by the teacher.
11. Gaining or providing unauthorized access to examination materials.

“Dignity consists not in possessing honors, but in the consciousness that we deserve them.” – Aristotle

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.²

Plagiarism in Papers and Assignments

1. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
2. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
 - a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person’s paper and submitting it as your own for an assignment.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge parent/guardian documentation and/or works cited.
7. Making up data for an experiment (“fudging data”)
8. Citing nonexistent sources (articles, books, etc.). ²

Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.²

“The most important human endeavor is the striving for morality in our actions. Our inner balance and even our very existence depend on it only morality in our actions can give beauty and dignity to our lives.” – Albert Einstein

Sources:

1. Goldey-Beacom College Academic Honor Code, <http://goldey.gbc.edu/advisement/honorcode.html>
2. University of Pennsylvania Code of Academic Integrity, <http://www.vpul.upenn.edu/osl/acadint/html>
3. Cornell University Code of Academic Integrity, <http://cuinfo.cornell.edu/Academic/AIC.html>

CONSEQUENCES

Violations of the Honor Code accumulate throughout a student's high school career.

1. First Offense
 - 0% on the assignment, based on the grading scale used.
 - The assignment may be redone for full credit at the teacher's discretion under the following conditions:
 - Parent/guardian must sign the original assignment and request the redo opportunity for the student
 - Teacher reserves the right to change the format for the redone assignment.
 - Student, in consultation with the teacher, must create a plan of completion that will yield a better result.
 - Student must staple the original assignment to the redone version.
 - Any offense that occurs during the last week of the grading period will not have the option of redoing the assignment.
 - Conference with teacher, student, & parent/guardian.
 - The teacher will counsel the student concerning proactive measures that the student might take to prevent further violations.
 - The incident will be documented and kept on file with the appropriate assistant principal.
 - The issue will be referred to any honor societies (if applicable) to which the student belongs.
 - The student will be informed of further consequences should another violation of the Honor Code occur.
2. Second Offense
 - 0% on the assignment, based on the grading scale used.
 - The assignment may be redone for half credit at the teacher's discretion under the same conditions as outlined in "First Offense."
 - Conference with teacher, student, parent/guardian, & appropriate assistant principal.
 - The incident will be documented and kept on file with the appropriate assistant principal.
 - Disciplinary consequences determined by appropriate assistant principal (these may include, but are not limited to, an assignment to Saturday Detention or Community Service and removal of school privileges).
 - The issue will be referred to any honor societies (if applicable) to which the student belongs.
 - The student will be informed of further consequences should another violation of the Honor Code occur.

SOUTHERN YORK COUNTY SCHOOL DISTRICT – Susquehannock High School Student Handbook

3. Third or More Offenses

- 0% on the assignment, based on the grading scale used.
- No redo option available.
- Conference with teacher, student, parents/guardians, and building principal.
- The incident will be documented and kept on file with the appropriate assistant principal.
- Disciplinary consequences determined by the building principal. (These may include, but are not limited to, out-of-school suspension, removal of school privileges, and requirement of special testing environment for remainder of student's high school career.)
- The issue will be referred to any honor societies (if applicable) to which the student belongs.

“Contrary to the cliché, genuinely nice guys most often finish first or very near It.” – Malcolm Forbes

APPENDIX E

Susquehannock High School Senior Release Form

Susquehannock High School Seniors will have the opportunity to arrive to school prior to the beginning of their first assigned class or to leave at the conclusion of their final class each day, unless an alternative schedule (i.e. mandatory assemblies, required development day lessons, and/or other required activities) is provided by administration. This privilege is extended to Seniors who are in, and remain in good standing. While the privilege is being extended to such Seniors, parent/guardian consent must be provided for Seniors to be eligible for this privilege.

Any senior who opts for this privilege and receives parental/guardian permission will have the option to arrive on campus for the start of their first scheduled class of the day and/or to leave campus at the conclusion of their final class of the day so long as the student remains in good academic, attendance, and disciplinary standing with the district as identified by the administration. The privilege is contingent upon the following mandatory expectations and rules:

1. Seniors may not make changes to their schedules to schedule late arrival or early release.
2. The parental permission slip must be completed and placed on file in the Main Office. The student shall submit their permission slip to the Main Office prior to taking advantage of this privilege.
3. The student must be passing all classes, maintain a 2.6 GPA, and have met all graduation project deadlines established by the administration to remain eligible for this privilege.
4. Teacher requests to complete outstanding work (i.e. missing assignments, make up test/quiz) and/or required participation in an academic intervention program (i.e. Study Skills) overrides the privilege.
5. Any student accumulating more than two unexcused absences and/or three unexcused tardies in a semester may forfeit their eligibility to participate in Senior release.
6. Students may have no more than one incidence of detention (lunch and/or after school) or any incidences of Wednesday detention or suspension. (Note: a major violation of SHS Behavior Management Procedures may result in permanent loss of privileges).
7. Students may not loiter on school property once the privilege is operative.
8. Early release privileges may be suspended on certain days due to inclement weather that results in flooding, icy or snow-covered roads, or any other exceptional circumstances. The high school office will notify students via announcements if the privilege is suspended.
9. In the morning, students must enter the school through the main office, sign in, and report directly to class.
10. Students that opt to be in the school building before or after their scheduled classes must remain in the library unless they have permission from a teacher to be in a different room.
11. Students must leave the building quietly and sign out at the main office without disrupting other classes.
12. The school will not provide any student transportation to facilitate Senior release privilege.

Our signatures below indicate that we have read and understand all aspects outlined within the Susquehannock High School Senior Release policies and procedures outlined above.

____ Yes, my child has permission to participate in the SHS Senior Late Arrival/Release program.

____ No, I do not want my child to participate in the SHS Senior Late Arrival/Release program.

Parent signature: _____

Date: _____

Student signature: _____

Date: _____

Student name (PRINTED): _____

Date: _____