



**Emory H. Markle
Intermediate School
Student/Parent Handbook**

E.H.M.I.S
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DISTRICT MISSION STATEMENT:

The South Western School District is dedicated to providing a continually improving educational environment, through a cooperative effort with the family and the entire community, in which all students are encouraged and expected to achieve their full potential, to express themselves clearly, to think reflectively, and to interact responsibly in preparation for lifelong personal growth.

Adopted October 1990

Revised March 2002

OUR BELIEFS:

- ❖ All students are unique, can be successful, and are entitled to a quality education that will help each to reach his or her greatest potential.
- ❖ Every staff member has the responsibility to be a model of effective communication, cooperation, and lifelong learning.
- ❖ Quality education requires the cooperation and support of students, parents, staff, and community.
- ❖ Responsible behavior is nurtured in a learning environment that provides opportunities for students to make and be held accountable for their decisions.
- ❖ Quality education provides a myriad of learning opportunities that helps each student develop confidence, teamwork, and compassion for others.
- ❖ The school environment must always be safe and promote the ideals of respect for others, strong work ethic, and self-discipline.
- ❖ The utilization of new methodologies and technologies is essential to providing students a quality education in a constantly changing world.
- ❖ Effective teaching addresses individual differences, promotes self-esteem, and encourages students to maximize educational opportunities.

Adopted September 25, 1996

EHMIS MISSION STATEMENT:

EHMIS recognizes the unique needs of middle level students; provides a safe, student-centered environment; develops academic, interpersonal/intrapersonal skills; and strives to develop life-long learners through a variety of age-appropriate activities.

Student Name: _____ Team: _____

Grade: _____

I have read and discussed the student/parent handbook with my son/daughter.

Please sign and return to your child's homeroom teacher by _____.

PARENT SIGNATURE: _____

DATE: _____

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ACADEMIC INFORMATION

Academic Honesty:

Cheating is defined as taking the work, words, ideas, and/or efforts of another and presenting it as one's own or providing one's own work to be presented as another's. It is an act of dishonesty which shows disrespect for self and others and shows lack of responsibility to apply oneself to completing satisfactorily the courses of study prescribed. Evidence of cheating will result in teachers requiring students to re-do the assignment and may result in further disciplinary actions.

C.O.L.T (Creative Opportunities for Learning & Thinking):

COLT is an intervention period that occurs during every day of the cycle. A variety of activities will occur during COLT. Students may be assigned to various academic interventions, attend band, chorus, or orchestra, or be assigned another activity at this time based on their individual academic, social, emotional, or behavioral need.

English as a Second Language (ESL) Services:

In order to identify students who would benefit from ESL instruction, a Primary Home Language Survey is completed by every student in the district. Those students whose home language is other than English are then evaluated to determine if they are proficient in English, or in need of additional language instruction. Depending on the degree of need, students receive daily pull-out ESL instruction along with major adaptations in the regular curriculum, participate in regular classes with appropriate adaptations, or are monitored to ensure appropriate placement. Services are provided until students are capable of full participation in the regular curriculum. All identified students are monitored until they reach proficiency in English. All ESL students are tested yearly to determine adequate progress in language acquisition. The ESL instruction encompasses all aspects of communication: vocabulary acquisition, oral and written comprehension, and speaking, reading, and writing in English.

Guidance Services:

Guidance services to students are provided by three counselors at the middle school. These counselors are charged with the educational, emotional, and social development of all students in relation to their total school experience. Counselors work directly with students and serve as resource

persons for parents, teachers, and administrators in helping students meet their developmental needs.

Group counseling is provided by schedule; individual counseling, as necessary, is arranged by conference. Counselors also conduct specialized testing and provide programs for career education and personal development.

Counselors serve as a first line of communications between the home, the school, and the community. In this consultative role, counselors act as interpreters and coordinators of information about individuals or groups.

The guidance staff extends an invitation to all school district residents to utilize these services. For any questions regarding our Guidance services or to contact a specific counselor, contact the Guidance office at 717-632-2548 ext. 22924. Counselors are assigned by the grade level of the student.

Grading Policy and Practices:

Students will receive an **academic grade** representing their achievement and performance during each marking period for each class. Academic grades reflect what a student knows and is able to do, rather than compliance. Only summative assessments of learning will be utilized to determine academic grades.

Students will also receive a **Habits of Learning grade** for each class which takes into account motivation, cooperation, communication, and responsibility which are defined in this way:

- Motivation -Self-directed learning; high level of engagement; effort with difficult or complex activities; stays on task and maintains attentiveness
- Cooperation - Self-control; respect for others; collaborative teamwork; positive attitude
- Communication - Initiates and sustains conversations; participates in discussions; listens and provides appropriate responses; asks questions
- Responsibility-Brings learning materials; completes assignments on time; arrives on time; is organized

More detailed information about the district's updated grading policy and practices will be made available and distributed to students and parents at the beginning of the school year.

Homework Policy:

Homework should be assigned for the purpose of establishing those concepts and skills previously introduced in class, developing within the student a sense of responsibility for learning, and the formation of habits and skills necessary for independent learning.

In order for the purpose of homework to be accomplished, the responsibilities must of necessity be shared by the teacher, the parent, and the student.

The teacher must be responsible for:

1. informing the students and parents of expectations and procedures.
2. providing homework that is consistent with the above purposes and reasonably related to the students' ability, learning level, and available time.
3. thoroughly explaining each assignment and its specific purpose.
4. following up assignments with appropriate review or correction and reteaching as necessary.
5. informing parents of deficiencies in student completion of the work.

The parent must be responsible for:

1. facilitating the completion of homework by providing an appropriate place for study.
2. encouraging and supervising daily study or reading.
3. providing reasonable assistance.
4. avoiding the creation of distractions during study time.
5. initiating contact with the school in the event of problems or concerns.

The student must be responsible for:

1. knowing the assignments and the related expectations.
2. taking the necessary materials home.
3. completing assignments accurately and submitting them on time.
4. requesting assistance from the teacher as needed.

Instructional Support (IST):

The Instructional Support Process provides students with instructional adaptations within the regular classroom to give those who are experiencing learning problems the extra support they need to succeed. Assessment

procedures and intervention strategies are used to ensure that students receive an effective instructional program. The center of instructional support is the Instructional Support Team (IST) process, which assists classroom teachers in planning and implementing these strategies. Students in regular education in grades six through eight will have access to instructional support through faculty, parental, or self referral.

On-line Grading System-Parent Portal:

The Sapphire software is designed to enable parents and students to access current grades and attendance from their home computers. Please note that our teachers will be using our K-12 Program as a grade book which means that all assignments, tests, quizzes, and projects will be listed. Please understand that the time required for careful grading and posting of assignments and tests will vary based upon the nature of the coursework. The K-12 Program will enable us to communicate with parents and students in an ongoing and meaningful manner. This enhanced communication will strongly benefit our cooperative ability to promote the academic achievement of our students.

Multi-Media Center (MMC):

The MMC is the research center of the school, housing over 18,000 titles and 29 computer work stations. Students have access to a computerized card catalog and check out system, PA Access Power Library, cd-rom programs, and the Internet.

Library hours are from 7:40 a.m.- 3:15 p.m. The loan period for fiction, paperback, and non-fiction books is 2 weeks. Reference and multimedia materials, and periodicals, may be borrowed overnight. Fines are charged for overdue materials and accumulate for each school day overdue.

Music Programs:**Choral Program**

Membership in chorus is available at each grade level. The rehearsals are held one hour per week. Each chorus performs a winter concert and a spring concert. Opportunities are sometimes available for dances, skits, and instrument playing, as well as small ensemble singing.

To join chorus:

1. Attend first session on a trial basis at the beginning of the year.

2. Attend the second session, and you're a member!

To withdraw from chorus:

1. Bring a note signed by parent/guardian at the end of the first semester.
2. Have the note signed by your team captain or homeroom teacher, chorus teacher, and the guidance counselor.
3. The teacher reserves the right to dismiss students (at the semester) for behavioral problems or lack of participation, by sending a letter home to parents.

Instrumental Music Program

Band and Orchestra instruction is provided to interested students in grades six through eight. Band and orchestra students will receive two full group rehearsals during a six day cycle. Additional rehearsals will be offered depending on the students' musical involvement. Combined seventh and eighth grade rehearsals are scheduled prior to concerts. The orchestras and bands present a number of performances each year. The sixth grade orchestra and the seventh and eighth grade orchestra present winter and spring concerts. In addition, orchestra members may choose to perform in small "chamber" ensembles that perform at various events throughout the year, including the annual Project Fair. Sixth grade band presents a winter concert, spring concert, and other performances schedules on a yearly basis. Seventh and eighth grade band is the most active of the middle school bands. Fall performances include Band-Nite during a high school football game. "Showcase of Bands" marching band competition hosted at South Western High School and the Hanover Halloween Parade. They also present both winter and spring concerts, ending the year with the Hanover Memorial Day Parade. In addition, there are also opportunities to perform in small groups or ensembles at various times throughout the years as an extracurricular activity.

To join band or orchestra:

1. Bring in a note that is signed by a parent/guardian stating that you are interested in joining the band.
2. Private lessons are encouraged for students joining the band.

To withdraw from band or orchestra:

1. Bring in a note that is signed by a parent/guardian stating that you are withdrawing from the band. Students may only withdraw at the start of the school year and at the end of the first semester.
2. The band director may contact the parents/guardian to discuss the reasons for withdraw.
3. Have the note signed by the band director, team captain, and guidance counselor.
4. All school owned band equipment that is in the student's possession must be turned in with the note to withdraw.

Physical Education:

Students will have physical education classes on a co-educational basis. In addition, adaptive physical education classes will be available for those who benefit from such a program.

State regulations require each physically able student to participate in physical education classes. In case a student cannot take part in physical education, a doctor's excuse must be on file in the Nurse's Office. This excuse will relieve the student of actual participation in classes; however, the physical education program is so designed that adapted physical education classes are available to those students who cannot participate in regular classes.

A written excuse from a parent/guardian will be accepted for one class. The student will be excused from participation for that class period, but must dress for the class in regulation PE attire. Any excuse for more than one class must be a doctor's excuse.

Although every effort will be made to keep the locker room a safe and secure environment, it is inadvisable for anyone to store valuables in gym lockers. Any personal materials should be labeled with the name of the owner and kept in a gym locker.

All students must change into appropriate PE attire which is to be different than their clothes worn to school.

PE Attire:

1. Elastic waist, solid color gym shorts.
2. Solid color T-shirt. Printed material on the shirt may be of a team, school or college, and/or sports related.
3. White socks.
4. Laced or fastened sneakers.
5. A sweat or warm-up suit may be worn over the gym suit on cold days.

6. **NO JEWELRY OF ANY KIND MAY BE WORN DURING CLASS.**
7. If a student chooses not to dress in appropriate attire as defined in the physical education guidelines, he/she will be assigned a "no dress" for the day. **If a student accumulates four (4) ND's at any time during the semester, he/she will fail physical education for the semester.** Students who fail physical education during the course of the semester will be required to attend class, dress, and participate appropriately or face disciplinary action.
8. Swim Suits:
 - a. Male Suits- Boxer-style suit, trunks must have a liner and a draw string.
 - b. Female Suits- One piece tank suit comparable to Speedo or other name brand competition swim suit.
 - c. Students will be required to wear a school issued swimsuit should they forget to bring their own.

Promotion Policy:

One of the main purposes of the Intermediate School is to treat each student as an individual and education him or her at their instructional level. Students meeting fair standards of test results, daily workmanship, punctuality of daily work, contributions to class will be promoted upon completion of the academic year. Failure to meet these fair standards will result in consideration of the student for social promotion or retention. This decision will be made with the best interest of the student involved, determined by persons knowledgeable of the child and his/her ability. Parents will be notified in all cases.

Report Cards:

Report cards are issued at nine week intervals throughout the school year. Report cards are mailed home in most circumstances, and progress reports will also be mailed home each marking period.

Student Records:

The South Western Board of Education recognizes that student records are an essential history of a student's formal education in public schools. In the collection, maintenance, and dissemination of such records, the individual's right to privacy shall be of the highest priority.

Student information collected by the South Western School District for record purposes shall be classified according to the type of information collected.

Parents, guardians, and individual students have the right to inspect, review, and request amendments to records that relate directly to them. Further details of the records policy are available through the building principal or school counselor.

The South Western School District Pupil Records Policy for Exceptional Children has been prepared to insure the privacy rights of both the parents and the exceptional child in the collection, maintenance, release, and destruction of these records. Toward this end, the policy addresses specific procedures for collection of data through individual and representational consent, the conditions for disclosure of information, and access rights of parents or eligible students to student records. Copies of the Pupils Records Policy for Exceptional Children may be obtained from the office of any District Building Principal.

Testing Programs:

The testing program is coordinated by the Guidance Department and includes local assessments conducted throughout the year include 4Sight achievement tests, Otis-Lennon mental ability testing, and Choices career surveys and ability testing. The PA State Assessments (PSSA's) are also conducted during the appropriate testing window as determined by the state.

*Contact the Guidance Department to confirm test dates

STEEDS:

The STEEDS (Structured Teaching Educational Empowerment Developing Success) program is a short term Alternate Educational Placement designed to provide a safe, supportive, and structured environment. Our focus is to address the social, emotional, and behavioral needs of students who are not coping effectively within the regular school environment. The goal of the Steeds team is to work cooperatively with the student, parent/guardian, and school personnel to bring about positive life changes.

ATTENDANCE

Philosophy

Regular school attendance aids greatly in promoting the success of students. The educational process requires a continuous sequence of instruction. When interrupted by absence, this instruction can seldom be fully regained by extra work. The primary purpose of this attendance policy is to enhance academic success and to develop a sense of responsibility and good citizenship in each pupil.

A. Student responsibility

It is the responsibility of each student to:

1. Attend school daily.
2. Arrive at school on time.
3. Arrive for each class on time.
4. Submit proper excuses for **absences within 5 days.**
5. Submit proper excuses for **tardiness within 24 hours.**

B. Parent responsibility

It is the responsibility of each parent to:

1. Insure that his/her child attends school daily.
2. Insure that his/her child arrives at school on time.
3. Submit proper excuses for **absences within 5 days.**
4. Submit proper excuses for **tardiness within 24 hours.**
5. For security reasons, to telephone school on the day of their child's absence and report the particulars of the absence in addition to submitting the excuse card.

***Illegal absences are recorded for students under age 17. Unexcused absences are recorded for students age 17 and older.**

Absences/Tardiness

A. Definitions

1. **Legal Absences** from school are limited to:
 - a. Illness
 - b. Quarantine
 - c. Impassable roads
 - d. Pre-approved educational travel
 - e. Pre-approved urgent reasons
2. **Illegal/Unexcused Absences** are:
 - a. Absences for reasons other than those listed above.
 - b. Absences for which a signed note or excuse card has not been submitted within 5 days.
 - c. Absences that may result in disciplinary action.
3. One day of absence is charged when:
 - a. The student does not report for school.
 - b. The student reports but leaves school before 10:05 AM.
4. One-half day of absence is charged when:
 - a. The student reports to school after 10:05 AM.
 - b. The student completes the morning session but leaves school before 1:30 PM.
5. Students who demonstrate a consistent lack of school attendance may be placed on doctor's excuse which will require the student, for each subsequent absence and tardy, to submit a doctor's excuse to the attendance office upon his/her return to school.
6. **Tardiness is arrival at school between 8:20 AM and 10:05 AM and any early dismissal**

occurring after 1:30 pm. It is recorded on school records and may be cause for related disciplinary action. Habitual tardiness will result in disciplinary action and may be cause for legal action by the district.

a. **Excusable** tardiness is that resulting from illness and attested to by the parent/guardian on a signed note or excuse and/or appointment card upon the student's arrival to school or return the next day, but no later than 24 hours after the occurrence. Limitations may be placed on a student in the event of excessive abuse.

b. **Illegal/ Unexcused** tardiness is that which occurs for reasons other than illness or for which a signed note or excuse and/or appointment card is not presented within 24 hours. **After the 3rd unexcused tardy, disciplinary action will be taken.**

B. General Procedures

1. Within 24 hours after each absence of one-half day a note or excuse and/or appointment card attesting to the reason for the absence and signed by the parent/guardian and/or respective medical professional must be submitted to the attendance office.
2. After three days of unexcused/illegal absences by a pupil under the age of 17 years, a first notice letter will be sent to the student's parent/guardian and copied to the York County Children and Youth Services, as required by the Pennsylvania School Code. **Only one letter will be sent during the time the student is of Compulsory School Attendance (under the age of 17).**
3. Upon the fourth illegal absence by a pupil under the age of 17 years, a first offense referral will be made to the magistrate for a violation of Pennsylvania's Compulsory Attendance Law.
4. Any student 17 years of age or older who accumulates 10 consecutive days of unexcused absence shall be given written notification that these absences are deemed excessive and he/she will be removed from the attendance rolls.
5. Absences due to suspension are considered excused.
6. Make-up work:

Following an excused student absence, class work should be made up as soon as possible. Arrangements should be made as soon as the student returns to school or prior to the absence if it is prearranged.

 - a. **The primary responsibility for making up work missed due to absence rests with the student.**
 - b. **As a general rule, 24 hours to submit make-up work will be allotted for each day of absence (1 day of**

absence = 24 hours of make-up time, 2 days of absence = 48 hours, etc.).

- c. Make-up time shall not exceed two weeks unless special extenuating circumstances exist. On such occasions the building principal may grant an extension.
- d. By the second day of an unexpected extended student absence, a request should be made to the guidance office for make-up assignments. The responsible office will contact the teachers and assignments will be made available within 24 hours of the request.
- e. **Absences that are illegal or unexcused may result in the student receiving a zero (0) on all missed assignments.**

C. Attendance Requirements for Participation in Extracurricular Activities

1. Students must earn the privilege of participation in athletic, musical, social activities (sports, theatrical productions, prom, dances, etc.) by fulfilling the following attendance requirements:
 - a. A student must arrive at school by 8:36 AM in order to be eligible to participate/practice in an extracurricular activity that day. Upon arrival a student must attend all scheduled classes.
 - b. A student must fulfill all attendance requirements on Friday in order to be eligible for weekend extracurricular activities.
 - c. Students may be granted permission to participate in weekend activities after presentation of a doctor's excuse for a Friday absence to the coach/advisor in charge of the activity.
 - d. Extenuating circumstances resulting in excused absence (funerals, approved travel, etc.) can be reviewed by administration. Participation privileges may be granted at the discretion of the administration.
 - e. Students who leave school for health reasons may not return on the same day to participate/practice in extracurricular practices or activities.
 - f. Students are expected to report for school on time on the day following an extracurricular activity. Abuse of this regulation may result in disciplinary action.
2. Student attendance at or participation in evening and weekend school activities is contingent upon successful compliance with the above requirements.

D. Excused Absences for Other Than Illness and Related Procedures

1. Appointments
Because regular school attendance is essential for maximum benefit from the educational program, appointments for non-school activities or services should be scheduled outside the school day. If a student must see a doctor, dentist, etc., during the school day, the following apply:
 - a. Written parental permission must be submitted to the school office **prior to the appointment day.**
 - b. Students will be required to provide medical appointment verification from the practitioner who scheduled the appointment.
 - c. Illegal absences will be recorded if excess time is used while moving to and from the place of appointment.
 - d. For security reasons, all students must be picked up in the school office unless other arrangements have been made prior to the appointment day.
2. Educational Travel or Leave
Learning is an experience that is not limited to the confines of a school building. Travel or other activity of an educational nature will be considered excused if properly planned and carried out. Educational Trips will not be approved for juniors on any of the PSSA testing days. **Excused absences are strongly discouraged during the first 10 and last 5 days of each semester. Attendance during these times is of utmost importance for the education of students.**
 - a. To qualify for excused educational leave:
 - (1) The student must have maintained a regular pattern of attendance.
 - (2) An application form must be requested from the office and returned a minimum of **one week in advance** of the planned absence.
 - (3) The parents, student, and responsible administrator must agree on the provisions for enhancing the educational experience or, in the case of an educational function other than school, the purpose for attending.
 - (4) An absence shall not be marked excused until provisions are completed. This shall be **within one week of return** unless otherwise specified.
 - b. Excused educational absences may not exceed 5 school days in a given

year unless specifically approved by the building administration.

c. No more than two excused educational leaves (that may not exceed the allotted 5-day total) may be taken in a given school year unless specifically approved by the building administration.

d. Upon written request from parents/guardians, a student will be excused from regular school attendance for the nationally recognized Take Your Child to Work Day provided that the absence is **pre-approved at least 24 hours in advance** and the child has **maintained a regular pattern of school attendance**. Any make-up work missed must be submitted to the teacher within 24 hours of the absence.

3. Hunting/Fishing

Although any day missed for hunting/fishing is unexcused/illegal and will be recorded as such in the attendance system, accommodations will be made for such absences during established seasons.

a. No disciplinary action will be taken against those students who comply with the following:

(1) The student must maintain a regular pattern of attendance.

(2) The student must present a written statement signed by a parent or guardian requesting release for absence.

(3) The excuse request must be accompanied by a current, valid license if required for the activity.

(4) The request must be presented to the school office before school dismisses the day prior to the absence.

b. Absences due to hunting/fishing are unexcused/illegal and accumulation of 3 days of illegal absence during a school year warrants official action. This is a state law.

(1) If two unexcused/illegal days of absence have accumulated, we strongly advise the student not to be absent from school for hunting/fishing.

(2) Students who have already received first notice will not be considered for excusal.

4. York Fair:

Absences due to attendance at the York Fair are unexcused/illegal and accumulation of 3 days of illegal absences during a school year may warrant official action. Student Day at the York Fair is not recognized as legitimate educational leave. For those students who are participating in the York Fair through such organizations as 4-H, Boy Scouts, Girl Scouts, etc. a written statement signed by a parent or guardian must

be presented 24 hours prior to the request for release. For these events, an absence will be marked excused if all provisions have been met.

5. Pregnancy

South Western School District provides all students with an educational program designed to meet their individual needs. Pregnant students will not be excluded or excused from school unless attendance is detrimental to the health of the person involved and the following requirements are met:

a. A written certification by the student's attending physician must be presented to the building principal stating that school attendance is detrimental to the student's health.

b. When permitted to leave school, the students will be offered homebound instruction if she desires to avail herself of these services. (See homebound instruction guidelines – III-C.)

c. Homebound instruction will not be continued beyond six weeks after childbirth unless the physician provides written certification that returning to school will be injurious to the mother's health.

6. Religious Purposes

a. Upon written request from parents or guardians, students may be excused from school for religious holidays observed by bona fide religious groups.

b. Students may be excused from school to engage in religious instruction for a period not to exceed 36 hours per year.

(1) A parent or guardian must sign requests for an excused absence for religious instruction.

(2) A written statement must be submitted by the group that is sponsoring the instruction. This must include the name/s of pupil/s to be excused.

(3) Verification that the instruction took place must be submitted to the school office at the conclusion of the instruction. This must be provided by the sponsoring organization.

7. Take Your Child to Work Day

Upon written request from parents or guardian, a student may be excused from regular school attendance for the nationally recognized Take Your Child to Work Day, provided that:

a. Absence is pre-approved at least 24 hours in advance.

b. Maintained a regular pattern of school attendance.

c. Any make up work will be submitted to the teacher within 24

hours of the absence. Attendance at this activity will be recorded as an excused day absence.

Basketball	Basketball
Wrestling	Volleyball
Track	Track
Cross Country	Cross Country

External Instructional Programs are programs in which part of the student's regular instruction takes place in a setting other than the school. These programs are coordinated with the in-school program and must be approved in advance by the school principal.

Homebound Instruction*

Homebound instruction will be provided at district expense for pupils whose physicians and parents request this service due to long-term absence for medical reasons. This instruction is usually limited to a maximum of five hours per week. Homebound instruction may not be provided for pupils with contagious diseases for which exclusion from school is mandated.

1. Requests should be made in writing to the building principal by the attending physician **and** the parent.
2. The principal will make all necessary arrangements for homebound instruction.

*Complete guidelines and procedures are contained in district policy 117.

Withdrawals from School

Due to Relocation:

The School Laws of Pennsylvania require that accurate records be kept of all pupils in each school. When withdrawal of a student becomes necessary due to family relocation, it is imperative that the parents or guardians provide the district with the exact date of withdrawal, their new address, and the name of the school district they will enter. The district will issue a transfer card, the report card, and the immunization card to the withdrawing pupil. All scholastic records will be sent directly to the new school upon their request.

Questions, Clarifications, Extenuating Circumstances

This is only a summary of the most commonly needed information regarding attendance regulations and procedures. In the event of extenuating circumstances or the need for clarification, building principals should be contacted.

EXTRACURRICULAR/CO-CURRICULAR PROGRAMS

Athletic Teams:

Boys	Girls
Football	Field Hockey

Attendance at Athletic Contests:

Student attendance at our athletic events is both encouraged, and appreciated. It is the expectation of the school district and athletic department that students will at all times represent our school district with class and support our athletic teams through an appropriate display of positive sportsmanship and enthusiasm. Students may be removed from any athletic contest if our security staff, management, or police determine behavior is inappropriate or unacceptable.

Home Football Games:

- Specific to the above expectation includes the expectations for attendance at our home football games.
- At no time will students be permitted at the visitor bleachers. Sitting in the visitor bleachers or walking in front of the visitor bleachers by South Western students is prohibited and cause for removal from the game.
- The lower gate will only be opened for restroom use during the designated halftime period. At all other times entry and exit must occur at the main ticket gate.
- At no time may students be unsupervised on the hill at the South end of the stadium. The use of the hill is with parent or adult supervision only.

While the South Western School District and athletic department understands that an athletic event provides a time for socialization for our student body, and creates a strong connection to our schools, the above expectations must be followed to foster positive school spirit and keep our sporting events safe for all spectators.

REGULATIONS FOR EXTRA/CO-CURRICULAR PROGRAMS:

It is the philosophy of our school that students must earn the privilege to participate in extracurricular/co-curricular activities by fulfilling the following academic requirements.

1. Students must be passing all coursework during a semester in order to be eligible to participate in extracurricular and co-curricular activities.
2. Students' grades will be monitored on a weekly basis in order to determine academic eligibility.
3. Students who are not passing all coursework at the end of a school week will not be

allowed to participate in extracurricular contests or performances for a period of one week (Sunday through Saturday).

4. Students who are not passing all coursework at the end of a marking period will not be allowed to dress, travel or participate in extracurricular contests or performances for a period of fifteen school days from the date report cards are issued.
5. Students who are not passing all coursework at the end of a semester will not be allowed to dress, travel or participate in extracurricular practices, contests or performances for a period of fifteen school days from the date report cards are issued.
6. Students who are not passing all coursework at the end of a school year will not be eligible to dress, travel or participate in extracurricular practices, contests or performances for a period of fifteen school days during the next school year.
7. Extracurricular activities are to include Ski Club. It is the responsibility of the student to remain in good academic standing in order to participate in this club and the trips that are sponsored by this club after school hours. No refunds will be issued for any trips a student in unable to attend due to academic ineligibility.
8. Extracurricular activities are privileges, not a right. Students may be prohibited by school administration from participation due to behavior and conduct.
9. It is the responsibility of coaches and advisors to provide students with a copy of the district's Extracurricular Code of Conduct.
10. A student must be present the day of the extracurricular event in order to be eligible to participate in that activity. Friday attendance is necessary for participation in weekend activities.

If a student is placed on academic ineligibility from a school-sponsored activity, it is expected that they will put forth an effort to remediate his/her grade. During the period of ineligibility the student should use after-school time to meet with his/her classroom teacher in tutorial when convenient. Other alternatives include using one (1) hour of school assigned detention or academic accountability following school.

Code of Conduct:

Philosophy Statement

The extracurricular and co-curricular programs of the South Western School District are designed to promote the growth and development of our students. Participation in our programs is a privilege contingent upon compliance with established rules. The regulations set forth in

this Code are designed to positively promote the growth, development, and team orientation of our participants. The success of our programs will depend upon each individual participant developing to their fullest extent and accepting his/her responsibility to the organization. Adherence to the regulations contained in this Code will enable our participants to maximize their ability while fulfilling their classroom responsibilities. Students are expected to uphold the high standards of behavior of a South Western student while participating in our extracurricular or co-curricular programs.

Definition of a South Western Extra/Co-curricular Participant:

Any student whose name appears on the academic eligibility checklist (ACADEL) during the previous or current school year is considered a South Western Extra/Co-curricular participant.

Period of Applicability:

The regulations set forth in this Code are in effect from the first legal practice date for fall activities (or the first day of school for all other participants) until the last day of the school year. In the event that an individual or organization continues to compete beyond the last day of school, the participants will be expected to adhere to all rules until the completion of the last event.

Confirmed Violation:

The Conduct of Code will be enforced when an incident has been confirmed by an advisor, member of the coaching staff, teaching staff, administration, school district directors, or by law enforcement records.

Category I Regulations

The sale or distribution of alcoholic beverages, controlled substances, anabolic steroids, or their look-a-likes is prohibited.

First Offense

1. Suspension of eligibility to participate in any South Western Extra/Co-curricular activity for a period of one (1) year from the date of the first offense.
2. Referral to the Student Assistance Program.

Second Offense

1. Permanent suspension of eligibility to participate in any South Western Extra/Co-Curricular activity from the date of the second offense.

Category IA Regulations

The possession or use of tobacco products, alcoholic beverages, controlled substances,

anabolic steroids, or look-a-likes is prohibited. (State law requires that any anabolic steroid violation result in expulsion for the remainder of the year.)

First Offense

1. A minimum suspension of thirty (30) calendar days up to a maximum of expulsion from the organization activity for the remainder of the year. The head coach or advisor will determine the exact disciplinary action based upon the investigation of the offense.
 - a) If the coach decides to “suspend” a participant for a Category IA violation, the coach or advisor may allow the participant to continue to practice with the organization; however, the participant will not be allowed to dress, travel, or be with the organization for performances and/or competitions. A member who fulfills his/her responsibilities of suspension will be eligible for school and special awards at the end of the season.
 - b) If a participant is “expelled” for a Category IA violation, the participant will be removed from all program activities and forfeit all eligibility for school and special awards at the end of the season.
2. An activity suspension will continue for thirty (30) calendar days regardless of the extra/co-curricular concluding date.
3. Placement on one (1) year “Extra/Co-curricular Probation” from the date of the first offense. During this probationary period, if a participant violates any other Category IA regulation, the participant will lose his/her eligibility to participate in any activity for a period of one (1) calendar year from the date of the second offense.
4. Drug or alcohol violators will be referred to the Student Assistance Program for evaluation and referral. It is expected that the student will comply with all recommendations of the program in order to maintain eligibility to participate in any Extra/Co-curricular activity.
5. A re-entry conference involving the coach or advisor, the student and his/her parents or guardians will be required before eligibility will be reinstated following a suspension.

Second Offense

1. Suspension of eligibility to participate in any South Western activity for a period of one (1) year from the date of the second offense.

Third Offense

1. Permanent suspension of eligibility to participate in any South Western Extra/Co-curricular activity from the date of the third offense.

Category II Regulations

Any behavior unbecoming of a South Western Extra/Co-curricular member is prohibited and is justification for disciplinary action at the discretion of the coach or advisor. “Category II shall include, but not be limited to, South Western School District’s policy forbidding any and all forms of “Hazing”. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the South Western School Board. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist, or engage in any hazing activity.

First Offense

1. A coach or advisor will determine the degree of offense and administer appropriate disciplinary action up to one (1) week suspension from participation. Disciplinary action beyond this point will be determined by the coach or advisor after reviewing the situation with the Athletic Director or High School Principal (or designated administrator).

Additional Regulations

Additional rules may be established by coaches or advisors for their respective sports and activities. These rules must be in writing, receive the approval of the administration, and be on file in the High School Administration Office. All participants must be provided with a written copy of all rules at the beginning of each activity’s school year.

Appeal Procedure

A conference will be conducted between the participant and advisor or school official prior to any disciplinary action being taken. This conference will constitute an informal hearing. If the participant is dissatisfied with the results of the informal hearing, the participant may appeal his/her case to the High School Principal. The final level of appeal will be the Building Principal. The parents or guardians of the participant may be present at the appeal level hearings.

Student Activities:**EHMIS After-School Study Program:**

This program is open to any student of EHMIS who would like a structured environment and help with completing homework assignments. Students may only be placed in the program with a parent's permission. Two or three certified teachers and a group of Service Club volunteers will be available to assist students with their work. The program will be run on Tuesdays and Thursdays from 3:30 PM to 4:20 PM. Refreshments will be provided.

Objective: The student will be provided with an environment in which a teacher or student is available to provide assistance with homework upon request in order that educational success can be attained.

Rationale: Homework has been a barrier to success for several of our students at EHMIS. In order to assure student success in school some students need structure and assistance to complete homework successfully. The teams in the middle school have tried a variety of strategies to encourage students to complete assignments. For many students, these strategies work. Each grade level has a small population of students who have not responded to any strategy that has been tried. The After-School Study Program has been designed to help these students develop good homework and study habits.

Students are responsible to quietly complete homework assignments and/or study tests while attending this program. If no homework or tests have been assigned, participants are expected to silently read a book, so as not to disrupt/distract the other students. Habitual disruptive/distractive behaviors can and will result in that student being excused from the program.

Intramurals:

Various intramural activities take place during the Fall, Winter, and Spring. Most intramural activities take place after school. Students will receive a list of available intramurals near the beginning of the school year.

Publications:

There are two student publications at the Intermediate School which are written and produced by students.

1. Equus is the intermediate school are and literary magazine. It is overseen by the "Writing Club" and the art department.
2. "Hoofprints" is a memory book type of publication and is distributed in the spring of the year at a cost to the student.

A building newsletter is published quarterly and is distributed at the end of each 9 week period.

SAC:

S.A.C. is our Student Advisory Council and is made up of representatives of the various instructional teams as selected by the students of the various teams. The council meets regularly throughout the school year under the supervision of two staff members and functions primarily as a service organization for the school and community. It also acts as a liaison between the student body and the administration.

Service Club:

The Service Club is dedicated to volunteerism within the school and community. The Service Club is currently open to all eighth grade students who have an interest in volunteer service activities, maintain academic standards required for extracurricular activities, receive parental permission, and are recommended by three faculty members. Information about the Service Club and membership applications are distributed to all eighth grade students early in the school year. Past activities have included ushering at concerts, helping elementary school PTO activities, office work, American Education week activities, teacher coupons, peer tutoring, and a faculty social.

FOR YOUR INFORMATION**Assembly Programs:**

The regular school program is supplemented each year by a number of assembly programs which are both educational and entertaining. Proper respect for those persons involved in assembly programs, whether from our own schools or visitors, must be displayed at all times if assemblies are to remain part of the school program.

Books and Supplies:

All textbooks and general supplies such as paper and pencils will be supplied to each student at the expense of the district. Additional items may be supplied upon request. It is the student's responsibility to exercise proper care when using public material, equipment, and facilities. Students are accountable for the care and maintenance of school-owned property and will be held liable for all repairs or replacements necessitated by student neglect or abuse. Charges will be imposed. Report cards will not be issued until damaged or lost materials are paid for or returned.

Cafeteria:

The cafeteria is designed to provide an area for eating and wholesome socialization for students.

Students are expected to report immediately to the cafeteria and remain in the cafeteria during their designated lunch wave. Students may select a school lunch at a reasonable cost or may bring a lunch from home. While in the cafeteria, students:

1. Are to conduct themselves in an orderly manner;
2. Should be seated at a table unless they are in line to purchase food;
3. Refrain from throwing food or items in the cafeteria;
4. Request a pass from designated personnel and sign-out before leaving the cafeteria. Students will not be permitted to go to their lockers during lunch.
5. Use only the gymnasium lavatories during lunch.

Students who misbehave may be assigned lunch detention or separated from the rest of the students at an assigned table. **Delivery of food to the school for students is prohibited.**

FREE AND REDUCED LUNCH PROGRAMS:
Information concerning the free or reduced lunch program is available in the main office.

Fire and Drill Emergency Procedures:
Periodic drills at regular intervals are required by law and are an important safety precaution and will be conducted at the discretion of the administration.

FIRE DRILL:
When the fire alarm sounds, pupils will leave the room in a quiet manner at the direction of the teacher. Students will use the exits as indicated by the teacher. Walk briskly, but do not run. Student talking should be kept to a minimum during the entire drill.

Any student in a lavatory or otherwise not directly under a teacher's supervision should step into line with the first group of students and become part of that group. Whenever possible, once outside, the student should report to designated location.

WEATHER DRILL:
During a severe weather emergency, all students will move in a quiet manner as directed by the teacher, to the location which provides the greatest degree of security and safety.

Fund Raising Policy:
The following procedures must be followed by all groups wishing to engage in a fundraising activity.

1. All groups requesting fundraising activities must demonstrate a need or purpose for the requested activity.
2. A written plan of the proposed fundraising activity must be presented at the time of request. This plan should designate the participants, list suggested dates for beginning and ending of the activity, identify the intended use of the profits, etc.
3. Plans for all fundraising activities should be developed by group sponsors or advisors and student representatives and must be approved by the building principal or his assistant.
4. All groups or organizations that are associated with the school and use the school name and/or facilities must clear all dates for fundraising activities with the principal or assistant principal.
5. All plans shall be developed and conducted in compliance with existing district and school regulations.
6. **Money, cash, checks, or sale items never should be left in student lockers.**
7. **No individual or private fundraising (selling) by students is permitted.**
8. The sale of consumable food items (candy, lollipops, etc.) is prohibited. All fundraising products must be approved by the administration.

HEALTH SERVICES

To insure the health protection of your child, a nurse is available from 8:10 AM to 3:20 PM everyday. Students must obtain a pass from their classroom teacher before reporting to the nurse's office.

- DISPENSING MEDICATION:**
When a student requires medication during school hours, **the parent must bring to the school nurse:**
1. The medication needed in a container appropriately labeled by the pharmacy or physician.
 2. A medication form signed by the parent and the physician prescribing the medication. Upon receipt of this form the nurse will administer the medication.
 3. The self-administration of emergency medications, including asthma inhalers, will be permitted with the following guidelines:
 - a. A written order from a physician.
 - b. A statement from the parent/guardian giving permission and acknowledgement that the school is not responsible for ensuring the medication is taken.

- c. The student agrees to use responsible behavior in carrying and/or taking the medication.

At no time should a student bring medication on to school property. It must be delivered by a parent or guardian. The school reserves the right to withdraw permission for a student to carry emergency medication if the above procedures are not followed.

EXCUSED FROM SCHOOL FOR ILLNESS:

If illness occurs after a student has arrived at school, he/she should secure permission (obtain a pass) from the classroom teacher to report to the school nurse. If the nurse is not available, the student should report to the school office. At no time should a student leave school for reasons of illness without first being excused by the school nurse. If a student leaves school for reasons of illness without the consent of the school nurse, any/all time missed from school that day will be marked as unexcused/illegal. If the condition is thought to be serious enough, the following guidelines will be used:

1. The parents will be contacted and the child will be taken home. Parents must provide transportation of an ill student.
2. In case of an emergency when parents cannot be contacted, the child will be taken to the family physician, the school physician, or the hospital emergency room at the parent's expense.
3. All students suspected of having a communicable or infectious disease will be excluded from school and will be issued an exclusion notice stating the reason for exclusion.

LATEX ALLERGY ALERT:

Because of the increased number of students with latex allergies, latex balloons are not permitted in school.

IMMUNIZATION:

Pennsylvania Department of Health regulations require that all students attending school must be fully immunized. To keep your child's health and immunization records up to date, please send a note to the school nurse whenever your child receives additional protection including boosters. Parents are required to provide proof of having received the following immunizations:

1. Four doses DTP, TD, or DT vaccine for protection against tetanus.
2. Three doses of Oral Polio Vaccine or, if prescribed by a physician, four doses of Salk Injectable Polio Vaccine (Students 18 years of age or older are exempt).

3. Two doses of Live attenuated Rubella Vaccine (German Measles) or a blood test showing immunity.
4. Two doses of Live attenuated Measles Vaccine or a blood test showing immunity.
5. Two doses of Live attenuated Mumps Vaccine or a signed statement from the physician stating that the child has had the disease.
6. Hepatitis B Series of three injections.
7. Varicella (chicken pox) vaccine or proof of disease. **Any suspected and/or confirmed case of chicken pox must be reported to the school immediately.**

MEDICAL EXAMINATIONS:

A complete physical examination is given to each pupil on original entry in grades K or 1, 6, and 11. Parents have the option of having the examination conducted by their family physician. Additional health services include:

1. An annual weight, height, and vision screening in all grades.
2. An annual hearing test in grades K, 1, 2, 3, 7, 11.
3. An annual hearing test will be conducted for special ungraded classes.
4. A hearing test for any student who is known to have a hearing loss or history of hearing difficulties.
5. A dental examination will be given by the school dentist to any students in grades K, 1, 3, 7, who have not returned a completed Dental form.

It is requested that students with a fever of 100 degrees Fahrenheit should not return to school for at least 24 hours.

PARENT INFORMATION

Conferences:

1. Students and parents may confer with teachers by contacting them and establishing a mutually agreeable time and place for a meeting.
2. Students will be able to confer with the principal and assistant principal throughout the school day.
3. Parents are invited to confer with the principal or the assistant principals by calling the school office **717-633-4840**.
4. Parents are invited to confer with teachers by calling the main office **717-633-4840** or contacting them via email to arrange a mutually agreeable time.

Emergency Cards:

At the beginning of each school year parents are requested to review the information that exists in our Sapphire Database as presented on the Student Data Form. Any necessary corrections to this form should be made directly on this sheet

and returned to the student's home room teacher. This provides the school district with the necessary information in case of an emergency. Changes should be made by contacting the school nurse.

pick-up point, and sign a release register prior to release of a student to their custody.

In the event your child has a personal means of transportation (auto or motorcycle) at school during a declared emergency and ordered evacuation, your consent is also required before the student (child) will be released and authorized to evacuate in his/her own mode of transportation.

We specifically urge that you not telephone schools, or attempt to make different arrangements. That will only create confusion, and divert staff and faculty members from their assigned emergency duties.

In the event telephone service is lost, mass media will be used to communicate status, procedures, and future considerations. Loss of mass media communications could necessitate the use of route altering and/or a neighborhood communications network.

Emergency Operations Plan:

The District's emergency plan provides for response actions to be taken in all types of emergencies; therefore, several types of protective responses are planned as follows:

Condition	Response
Building Evacuation	Evacuation to safe area on school ground in case of fire.
Delayed opening Cancellation of Classes Early or delayed release of students	These actions are normally taken in case of a winter storm. Cancellation of classes may be necessary in case of disruption of public utility service.
In-Place Sheltering	Sudden occurrences such as tornadoes and hazardous material accidents may dictate taking cover in place as the best immediate response.
Evacuation	Total evacuation may become necessary if the school is in an endangered area. Hazardous material accidents, major storms, etc. are examples.

Additionally, if your residence should be in an endangered area, and the school is not, your children will be cared for in their regular school until the danger has passed, or you or a person you authorize may come to the school to regain custody. If a total evacuation becomes necessary, your children will be bused to a host school unaffected by the emergency. That school is/may be designated by the York County Emergency Management Agency as the reception center to which the general public evacuates should the latter also be necessary. In either case, you will be kept informed on the location where you can regain custody of your children through local radio and television announcements.

Parents or others authorized to pick up a student will be required to provide identification at the

Family Emergencies:

If a student is to be notified of an emergency situation for which he/she is to be excused, please call the school office (717-633-4840). The school office and attendance office must be notified prior to a student leaving school property.

Gifts Teachers/Students:

Gifts exchanged between teachers and students are discouraged.

Integrated Pest Management:

From time to time it may be necessary to use chemicals to control pest problems. When chemicals must be used, the school will try to use the least toxic products and the treated areas will be secured against unauthorized use/access. Notices will be posted at the application sites and will remain there until the posted safe re-entry time is met. If a parent/guardian would like to be placed on the notification registry a request must be made to Mr. Mike Wildasin **in writing** to the district office (225 Bowman Road). Please include the school where your child attends.

Mandatory Parent Meetings:

The Board desires to develop a positive, caring relationship with the parents/guardians of its students. Given the opportunity to meet with parents, administration may share with parents the importance of their maintaining a significant presence in their children's school lives which is critical to the student's academic and personal success.

The Board directs establishment of mandatory parental meetings when a student enrolls in the District or moves from one level to

another, i.e. elementary, middle school and high school. These meetings shall require the presence of appropriate staff members and a parent/guardian. The focus of the meeting shall be to make parents/guardians aware of the developmental changes that will occur with their children at each level. The administration shall also share the District's counseling and academic services with the parent/guardian at these sessions.

Parenting strategies, signs of at-risk behavior and counseling and school readiness skills available through the District shall be emphasized. The content shall focus on information critical for success at each level: parenting strategies, signs of at-risk behavior, school readiness skills, safety, peer relations, and any other area the staff believes important.

Mandatory meetings would be held as each student enters a new level in the school system: elementary, middle school and high school, and for any student transferring into the South Western School District from another district or home school or cyber school. Letters shall be sent to parents/guardians during the summer to explain mandatory meetings. An evening meeting will be scheduled at each level for all parents/guardians to attend.

Two evening make-up meetings will be held to accommodate parents/ guardians who are unable to attend the regularly scheduled meeting. Failure to attend any of the three opportunities may be followed up by a home visit. All parents attending any of the meetings will be required to sign in as they enter the meeting. At least one parent/guardian with whom the child resides must attend a meeting.

Parental Participation:

Parental participation in our school is crucial to our success. Positive attitudes towards school work and the importance of education help to insure maximum student achievement. Parents are in the most responsible position for the success of their child. Please contact your child's teachers or school administration for tips and suggestions on how to best support your child at school.

PTO:

PTO is our Parent Advisory Committee, and membership is open to all parents of E.H.M.I.S. students. This committee meets regularly throughout the school term and functions primarily as a liaison between students, parents, faculty and administration discussing and solving various concerns as they develop during the school term. Committee members represent academic teams during meetings. All parents are invited to become active members of PTO.

School Board Policies:

All school board policies, including those not summarized in this handbook, are available on the district's Website and in all district buildings.

Smoking on School Property:

All school district property is designated "smoke free," including buildings, grounds, the stadium and environmental centers.

Student Insurance Information:

At the opening of the school term, information will be sent home concerning school medical and dental insurance. If you wish to purchase the insurance, please fill out the necessary forms and follow directions as to their proper forwarding procedure. Medical insurance claim forms can be obtained from the office. It should be noted that both medical and dental insurance policies have prescribed limits of coverage. Policy information should be read carefully.

Weather Related Emergencies:

In case of inclement weather or impassable road conditions, please listen to radio stations WHVR or WSBA for school closings. **Please do not call the radio stations or school as it is essential that telephone lines remain open for emergency use.** Announcements will be made before 7 a.m. whenever possible or whenever it is determined to close school early. **For weather related school cancellations or delays, please check our district web-site for information.**

POSITIVE BEHAVIOR SUPPORT AND DISCIPLINE

School Wide Expectations:

The following expectations are expected of students throughout the school:

- Be Respectful
- Be Responsible
- Have Self-Discipline
- Safety First
- Kindness

Failure to meet a school wide expectation will be considered a disciplinary infraction according to the school's discipline policy. See **appendix** for more information and **behavior matrix**.

Positive Incentive Program (PIP):

What is the purpose of PIP?

- PIP is designed to recognize and reward students who:
 - Demonstrate good behavior
 - Regularly attend school and class on time.
 - Show consistent effort academically.

- Consistently do their homework and are prepared to learn.
- **Regularly follow the EHMIS School Wide Expectations.**

A handout will be provided to every student at the beginning of the school year outlining the specific criteria students must meet in order to be eligible to participate in PIP activities. Criteria will be based on a student's attendance, discipline record, and "Habits of Learning" grades.

The school may deny any student participation in PIP activities for major discipline violations at the administrators discretion.

E.H.M.I.S. BUILDING DISCIPLINE POLICY & PROCEDURES

GENERAL EXPECTATIONS OF ALL CLASSROOM TEACHERS AND TEAMS

1. School Wide Expectations and General Classroom Rules are clearly stated, displayed in the classroom, taught, modeled, and reinforced to all students.
2. Any discipline problem is addressed immediately by teacher with the offending student.
3. Students acknowledge the inappropriate behavior to the teacher.
4. Teachers and teams will implement teacher level interventions and consequences for level 1 and level 2 infractions including parent contact and student conferences (individual and team) prior to office involvement.

Yellow slips indicate team discipline for level 1 & 2 infractions and will be managed in the following way:

1st Yellow Slip- Student Warning

2nd Yellow Slip- Student

Warning/Parent Contact

3rd Yellow Slip- Team Detention/Parent Contact

4th Yellow Slip- Team Detention/Parent Contact

5th Yellow Slip- Office Referral

All students with three or less yellow slips in any quarter will start the next quarter with a clean slate.

Any student who receives four or more yellow slips in any quarter will be managed in the following way during the next quarter.

1st Yellow Slip- Team Detention

2nd Yellow Slip- Team Detention/Parent Conference

3rd Yellow Slip- Office Referral

Level 3 & 4 disciplinary infractions may be referred to the office on an office referral form when deemed appropriate by the teacher.

GENERAL EXPECTATIONS OF SCHOOL ADMINISTRATION

1. Assigned assistant principal will deal with all referrals for level 3 and 4 behavioral and disciplinary infractions.
2. All students will be given appropriate due process when it comes to disciplinary issues. Reported discipline incidents will be handled through a consistent process of fact finding, looking at individual considerations, and addressing what disciplinary measures will best correct the undesired behavior. Disciplinary actions will be consistently applied per guidelines established by the assistant principals.
3. Parents will be contacted anytime the educational setting of a student is altered (Alternative Education or Out of School Suspension). Parent contact may be made at other times at administrative discretion.
4. When possible and/or necessary, restorative measures may be taken to correct behavior. This includes corrective teaching, student reflection, restitution, community service, and collaborative behavior action plans for students.
5. **Discipline of Students with Disabilities:** It is recognized that students with service plans, IEP's, behavior management plans, or other special needs students will be treated on an individual basis. Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and to reduce identified inappropriate behaviors.
6. Police contact may be made at administration discretion for disciplinary issues that may involve a legal matter. Parent notification will be made when police contact is deemed necessary
7. STEEDS or other alternative educational placements may be recommended if persistent and pervasive disregard for school policies is evident.

**DEFINITION OF
BEHAVIORAL/DISCIPLINARY
INFRACOIONS**

1. **Level I Infractions:** Level I infractions are those behaviors that although undesired, sometimes take place during adolescence. These behaviors, unless they become persistent, should be handled with teacher/classroom level interventions.

Examples of Level 1 Infractions:

- Classroom Disruption
- Running/ Horseplay in hallway.
- Gum in gum-free zone.
- Profanity not aimed at another
- Not following Directions
- Refusal to complete work/engage in class.
- Putting hands or feet on someone else.
- Disregard for classroom rules, procedures, or expectations.

2. **Level II Infractions:** Level II infractions, although not major infractions, interfere with the safety of students and/or the educational process if they become persistent. These infractions should be handled with teacher/classroom level interventions including a call home from the affected teacher, team interventions, and possible documentation on a yellow slip. Persistent and repeated violation of Level II infractions may be referred to the office.

Examples of Level II Infractions:

- Disregard for a **School Wide Expectation.**
- Persistent violation of Level I infractions which have been documented and resulted in parent contact.
- Forgery
- Plagiarism
- PDA (Holding hands, hugging, kissing, inappropriate touching)
- Verbal Altercation between students.
- Cell Phone (Confiscate and turn in to office on first offense)
- Dress Code Violation (Documentation to office and student must change or call home for first violation)
- Insubordination
- Late/Tardy to class (Document)
- Skipping Learning Lunch

3. **Level III Infractions:** Level III infractions are considered serious violations of discipline guidelines, school rules, and/or policy, but do not present an immediate disruption. These infractions should be referred to an administrator, but do not require immediate removal of the student from the instructional setting or administrative contact. Level III infractions may result in AE, Suspension, or Expulsion in serious cases.

Examples of Level III Infractions:

- Persistent violation of Level II infractions which have result in classroom and team level interventions
- Bullying, Cyber-bullying, and Harassment
- Vandalism/Destruction of School Property.
- Failure to attend Team Detention or disregard for other team discipline.
- Computer Violation/Acceptable Use Policy Violation.
- Roaming the halls/In specific area of building without permission.
- Theft
- Truancy
- AUP Violation

4. **Level IV Infractions:** Level IV infractions are considered very serious violations of discipline guidelines, school rules, and/or policy. Level IV infractions involve an immediate safety concern or extreme disruption to the education process where student(s) need immediate removal from the instructional setting. Administration should be contacted immediately to come to the scene of the incident, or at teacher's discretion student should be sent to office with referral. Level IV infractions may result in AE, Suspension, or Expulsion in serious cases. ***In a situation involving a serious threat to student safety, the schools emergency response procedures should be followed.***

Examples of Level IV

Infractions:

- Arson
- Assault
- Fighting
- Profanity (Towards Teacher)
- Threatening Comments
- Student leaves school building
- Alcohol & Drugs (Use/Possession/Distribution)

- Tobacco (Use/Possession/Distribution)
- Pocket Knife Possession
- Weapon Possession
- Harassment (Sexual or Other)

Examples of Teacher Level Behavior Interventions and Consequences (Should be documented):

- Conference privately with student before/after class.
- Corrective Teaching/Problem Solving with student.
- Student Written Reflections/Discipline Essays (Apology letters, Time-Out lessons, Graphic Organizers, etc.)
- Parent Contact (phone call, email, conference)
- Alternative Assignments/Re-doing assignments (In cases involving forgery and plagiarism)
- Yellow Slips and Teacher-Held Detention
- Informal Behavior Plans

Examples of Team Level Behavioral Interventions and Consequences:

- Yellow Slip
- Team Detention (1/2 Hour)
- Informal Behavior Plans/Token Economy Systems
- Team conference with student

Examples of Office/Administrative Interventions, Consequences, and Disciplinary Actions:

- **Office Detention-** Served for an hour before or after school. Students assigned detention will be given a days notice prior to the date(s) assigned. The following guidelines apply for office detention:
 - Students are responsible for transportation and must leave school premises immediately following dismissal from detention.
 - Students who are absent on the day of an assigned detention are responsible for making up the detention.
 - Failure to attend detention will result in further disciplinary action.
 - Students are expected to work on academic assignments while in detention.
- **Alternative Education (In School Suspension)-** Students in Alternative Education (AE) receive assigned classwork and additional related assignments and work under the direction of an assigned teacher while remaining isolated from the regular school population. The program serves as a final step before an out of school

suspension. **Students who have already been assigned AE two times in a given marking period, or three times in a semester, will no longer be assigned AE and will automatically be assigned Out of School Suspension for further disciplinary infractions.** General

guidelines for AE are as followed:

- **During the period of assignment, the student may not participate in any school activities during or after the school day.**
- Students will be required to complete all assigned work before returning to the regular classroom setting.
- Students who misbehave while in AE will receive an out of school suspension.
-
- **Out of School Suspension-** Out of school suspension is the removal of a student from on-going instruction within the school building. An out of school suspension may not exceed ten consecutive school days. It is reserved for those students who continually disregard school discipline policies and/or students whose violations are of the most serious nature. Only the superintendent, principal, or assistant principal may assign an out of school suspension. Generally, the following questions should be considered prior to suspending a student:
 1. Does having the student in the classroom setting or on school grounds present a safety concern?
 2. Will having the student in the classroom setting or in school interrupt the learning of others and the educational process?
 3. Will a suspension result in correcting the behavior?

Suspension Guidelines:

1. Students will be given appropriate **Due Process** rights in incidents where suspension is considered.
 2. Students or parents may request assignments for the period of time a student is suspended from school.
- Recommendation for Expulsion
 - Restitution
 - Additional administrative actions may include parent contact, verbal warnings, lunch detention, police notification, student reflect/behavior assignments, assigned service, request for a parent/teacher conference, or loss of specific privileges.

ADDITIONAL DISCIPLINE INFORMATION

BULLYING PREVENTION:

EHMIS is dedicated to creating a physically and emotionally safe environment. The following expectations are in place for students regarding bullying prevention:

1. We will not bully others.
2. We will help others who are being bullied by providing support to them or reporting to an adult.
3. We will make an extra effort to include all students in activities in our school.

Any bullying incident reported to staff members will be thoroughly investigated and appropriate discipline may result. **See school board policy for more details.**

CELL PHONES:

Cell phones are not to be a part of the school day. However, if a student brings a cell phone to school they must be turned off and stored in a school locker during school hours. Cell phones should be turned off and put away between 7:40 a.m. and 3:22 p.m. Students who need to contact a parent during the school day should go to the main office, and parents who need to contact their child should call the main office.

Students found with cell phones during the school day will have them confiscated.

Phones will only be returned to the student when the parent or guardian comes to the office to pick them up. Repeat offences may result in further disciplinary action.

ACCEPTABLE USE OF COMPUTER NETWORK AND THE INTERNET:

The use of the South Western School District's information technology tools and network facilities is a privilege, not a right. Inappropriate, unauthorized and illegal use may result in cancellation of the privileges of users and appropriate disciplinary action consistent with the District's disciplinary code.

The use of District information technology tools, network facilities and the Internet for illegal, inappropriate or unethical purposes by students or staff is prohibited. More specifically the following are prohibited:

1. Use of the network for commercial or for-profit purposes, product advertisement, political lobbying or to facilitate illegal activity.
2. Unauthorized attempts to access network resources, spamming or use of the network to develop programs or files that harass other users or infiltrate a computer system and/or damage the software components of a computer or system.
3. Accessing or transmitting files dangerous to the integrity of the District's information

technology or network facilities.

4. Attempting to circumvent or disable any filter, information security or other security measure.
5. Use of the network to access materials, images or photographs that are obscene, pornographic, lewd or otherwise illegal.
6. Use of the network to transmit material likely to be offensive, objectionable or inflammatory to recipients such as hate mail, harassment or discriminatory remarks.
7. Use of the network to misrepresent other users on the network, forge electronic mail messages or quote personal communications in a public forum without the original author's prior consent.
8. Loading or use of unauthorized games, programs, files or other electronic media.
9. Use of District information technology tools or network facilities to disrupt the work of others; intentionally disrupt information network traffic or crash the network and connected systems; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
10. Use of the network which results in any copyright violation.
11. Posting of anonymous messages, possessing any data which might be considered a violation of these rules in paper, electronic or any other form or using inappropriate language or profanity.
12. Revealing personal information or passwords related to any users on the network other than by District staff in the performance of assigned duties.
13. Use of any social networking or communication medium, on or off-campus, that causes a disruption to the educational process (e.g. posting inflammatory comments about another student or staff member).
14. Attaching personal technology tools directly to the network without the express permission of the Superintendent or designee.

Actions Resulting from Misuse

Deliberate and/or negligent abuse of the network, computing resource or any other district resource could lead to disciplinary action. Any such action would be subject to applicable procedures established by the District. The network user, whether student or employee, may be responsible for restitutions for damages to the equipment, systems or software resulting from negligent, deliberate or willful acts.

Consequences of violations include but are not limited to:

- Suspension of information network

- access;
- Revocation of information network access;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion; and
- Legal action and prosecution by the authorities.

Remediation and Recourses

The District has the right to restrict or terminate information network access at any time for any reason. The District further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

The entire text of the Acceptable Use Policy of the Computer Network and the Internet Policy #815 is available for review in the school office or on the Internet at www.swsd.k12.pa.us.

CORPORAL PUNISHMENT:

Corporal punishment may not be used to discipline students. Reasonable force can be used to:

1. quell a disturbance.
2. obtain possession of weapons or other dangerous materials.
3. to defend oneself.
4. protect persons or property.

DRESS CODE:

Good grooming and dress are expected at EHMIS. It is expected that students will strive to look their best at all times, keeping in mind that cleanliness, good grooming, and appropriate dress transcend all school attire. The following guidelines will be followed:

1. Clothing should not be too tight, short, suggestive, or revealing. Examples of inappropriate school apparel include, but are not limited to the following:
 - a. Tank-tops, muscle shirts, tube tops, or spaghetti straps less than "three fingers" wide.
 - b. Visible undergarments.
 - c. Tops or pants that do not meet at the waist (midriff baring).
 - d. Boxer shorts worn as outerwear.
 - e. Short skirts or shorts that do not meet the tips of the thumbs when standing in a normal manner.
 - f. Clothing of any kind with a suggestive connotation, message, or design, that may include obscenities, profanity, tobacco, drugs and alcohol, sexual innuendos, or a message that

intends to harass, threaten, or intimidate others.

- g. Sunglasses, caps, hats, bandanas, or any type of head covering (exceptions may be made if covering is deemed religious in nature).
 - h. Head, wrist, or leg bands.
 - i. Decorative contact lenses (excluding colored contacts).
 - j. Pajamas and/or slippers.
 - k. Pacifiers.
2. Attention-getting clothes or jewelry are not acceptable at any time- this includes but may not be limited to large decorative chains that are deemed unsafe.
 3. Clothing, jewelry, or accessories that may be damaging to school property.
 4. Students should dress appropriately and according to weather conditions.
 5. Outer-wear, including jackets, coats, hats, and gloves, may be worn to and from school but must be kept in a locker and not worn throughout the school day. Hooded sweatshirts may be worn, but hoods must not be worn up while inside the school building.
 6. Bare feet in school are permitted only in the locker room

Any clothing item worn to school that is deemed in violation of the above policy will require the student to make an immediate change of clothing and may result in parent contact or further disciplinary action.

DUE PROCESS:

In a case involving a suspension or possible expulsion, the student is entitled to a formal hearing which is a fundamental element of due process.

A formal hearing may be held before the board of school directors or a duly authorized committee of the board, preferably composed of no fewer than three members of the school board. The hearing committee's decision is advisory to the school board where expulsion is recommended. A majority vote of the entire school board is required to expel a student.

1. Prior to the suspension a student will be informed of the reasons for the suspension and be given opportunity to respond.
2. Parents will be notified of the length and reasons for the suspension.
3. Parents may request a conference with the building principal to review the nature of the suspension. The purpose of this informal hearing is to enable the student/parent(s) to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a

case of mistaken identity, or to show that there is some compelling reason why the student should not be suspended.

DRUGS AND ALCOHOL STUDENT USE AND ABUSE:

This synopsis of School Board policy 227 represents the South Western School District's commitment to deal openly and effectively with the use and abuse of prohibited substances by any member(s) of the student population. The entire School Board Policy may be found in the district office, school libraries or on the district website.

The Board mandates that any student on school property or at a school-sponsored activity, regardless of location, who is under the influence, possesses, uses, dispenses, sells, or aides in the procurement of controlled substances shall be subject to discipline and rehabilitative efforts in accordance with this policy.

Board Policy 227 requires that all students found in violation of the policy be taken to the Board of School Directors for an expulsion hearing.

HARASSMENT:

South Western School District is committed to providing a positive environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. Offensive or harassing behavior will not be tolerated against any student.

Offensive conduct or harassment may include but is not limited to:

- Offensive physical action, written or spoken language, and graphic communications.
- Any type of physical contact when the action is unwelcome by the recipient.
- Expectations, requests, demands, or pressure for sexual favors.
- Slurs, jokes, comments, posters, cartoons, and gestures that are offensive.

Any such offense will be considered a form of harassment when any of the following are true:

- Such conduct has the effect of creating an intimidating, hostile, or offensive environment, or unreasonably interferes with a student's learning performance.
- The sexual conduct or communications of others offends a third party.

Harassment is considered a Level II or higher violation of the student code of conduct, which carries the consequences of detention, suspension, expulsion, and referral to an outside agency, and/or law enforcement.

Anyone who believes they have been harassed is encouraged to report promptly, orally and in writing, such incidents to the designated teacher/administrators. Confidentiality of all parties shall be maintained and under no circumstances will a student be penalized for reporting what they believe to be harassment under this policy.

SEXUAL HARASSMENT:

It is the policy of the South Western School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, any student to another student, or from a student to a member of the school staff. Any student who alleges sexual harassment should report it immediately to the building principal or guidance counselor. The right to confidentiality will be respected.

STEEDS:

The STEEDS program is an alternative educational program, which assists students who, despite the support and best available services of the South Western School District, have been unable to succeed in a regular classroom setting or have otherwise violated school district rules or policies. The rationale for this program is to develop an alternate education option to meet the needs of those students who are not coping effectively with the regular school program. The utilization of an alternative education program will provide a structured option that will meet the individual needs of the student population. The STEEDS program is designed to meet the individual needs of at-risk students and help preserve an environment where learning can take place without distraction for the remaining students. Students who meet specific criteria are selected for placement into STEEDS. Limited seating is available to maintain a low student/teacher ratio. Students may be placed in the STEEDS program for a minimum of at least one semester.

STUDENT SEARCH AND SEIZURE:

The Supreme Court has found that students do have constitutional rights which 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 and/or other personal possessions if there is reasonable suspicion to justify a search. Any search and seizure, if reasonable, may lead to disciplinary action and/or criminal charges being brought against the student.

USE OF DOGS TO SEARCH SCHOOL PROPERTY:

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances, subject to the following:

1. The administration shall authorize the search and have a designee on hand while the search is taking place.
2. Parents and students will be notified of this policy through its inclusion in the student/parent handbook.
3. All school property such as lockers, classrooms, parking areas, and storage areas may be searched.
4. Individual(s) shall not be subjected to a search by dogs.
5. Once notification has been given to parents and students, through the inclusion of the policies in the student and/or parent handbook, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

The entire text of School Board Policy #227.2 is available for review in the high school office or on the district website.

TERRORISTIC THREATS/ACTS:

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act – shall mean an offense against property or involving danger to another person.

The board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member or school building.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible

or actual terroristic threat or act. The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. Based on further investigation, the Superintendent may report the student to law enforcement officials.
3. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to re-admission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

The entire text of School Board Policy #218.2 is available for review in the high school office or on the district website.

WEAPONS POLICY:

The South Western Board acknowledges that all students have the right to feel safe in school and that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students. **Weapons and replicas of weapons are forbidden on school property.**

Weapons shall include, but not be limited to: firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Dangerous weapon means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Pocket knives of any type are not permitted in school, and they will not be considered as

weapons with regard to this policy unless they are used to threaten or inflict bodily harm on another person. Possession of a pocket knife will be covered by regular discipline procedures unless it is a repeat offense. Repeat offenders will be issued more severe consequences that may include being taken to the School Board of Directors for an expulsion hearing and/or police notification. Incidents of students possessing weapons will be reported to the student's parents.

The school district shall expel, for a period of not less than one (1) year, any student who brings a weapon onto any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity. The Superintendent shall report the discovery of any weapon prohibited by this policy to local law enforcement officials and shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

***Any issue relating to student discipline that is not covered in the student handbook but is addressed under South Western School Board Policy is also applicable to the students of the South Western School District.**

STUDENT SERVICES

Lockers:

School lockers are school property provided for student use. They may be entered by school authorities at any time with reasonable cause. **Students are expected to keep lockers locked at all times. Articles taken from an unlocked locker are not the school's responsibility.** It is the responsibility of students to keep lockers locked and cleaned.

Lost and Found:

A lost and found center is located in the cafeteria. Items of a more valuable nature that are reported will be kept in the office. Lost or misplaced articles should be reported to the office immediately. The school district is not responsible for any lost or stolen personal items reported missing at school.

School Pictures:

Individual photographs of pupils are taken early in the fall. Parents are under no obligation to purchase them. However, parents may wish to maintain a pictorial history of their children's school days. Policy requires that any profits earned by the school from the sale of photographs be used to benefit the students.

Students Assistance Program (SAP):

The Student Assistance Program (SAP) is designed to identify students who are having school-related problems because of alcohol or drug use. It also identifies students who are believed to be emotionally at risk. It serves as an intervention and referral program. The Student Assistance Program consists of a group of concerned members of the professional staff who have received specialized training in recognizing and working with local drug and alcohol and mental health agencies who serve as members of the SAP.

Students may be referred to the SAP program in the following manner(s):

1. Self referral
2. Peer referral
3. Faculty or staff referral
4. Parent referral

When a student is referred to the SAP, information is gathered to determine the severity of the situation. If necessary, recommendations/referrals will be made to appropriate agencies. The referral process will be handled with confidentiality. Referral forms may be obtained in the guidance office. Completed forms may be given to any Student Assistance team member listed below.

TRANSPORTATION

Bicycles:

Special parking facilities are provided for students who choose to ride bicycles to school. Students are encouraged to keep locks on their bikes when they are parked in the racks.

Bus Discipline:

1. Bus drivers are permitted to pick up or discharge students only at the student's stop. For other considerations, parents must submit a written request to the building principal prior to the date of the change. Notes from parents to bus drivers are not acceptable for such arrangements.
2. Disciplinary infractions will be reported in writing by the bus drivers to the building principals.
3. Seats shall be assigned at the discretion of the bus driver.
4. Students are not to bring water pistols, sling shots, or skateboards on the bus.
5. Students violating the bus code of conduct may receive a warning, detention, or may have bus riding privileges suspended. Further violations may result in the Board of School Directors or its designee denying a student the privilege of riding a school bus for up to one year.

6. VIDEO CAMERAS, (BOTH AUDIO AND VIDEO) are used on our busses to monitor safety.

ACT 65 UNAUTHORIZED SCHOOL BUS ENTRY: Act 65 of 1998 Amends the Crimes Codes to classify as a third degree misdemeanor the entrance onto a school bus without proper authorization, and with the intent to commit a crime, disrupt or interfere with the driver, or refusal to disembark from the bus after being ordered to do so.

Bus Transfers:

Although the administration prefers to accommodate all special requests, their volume makes this impossible. Requests for temporary bus transfers will be honored due to an emergency. All requests must be in writing, including the student's name, bus change needed, date or dates involved, reason for the change, and signature of the parents. These requests should be presented to the office at the beginning of school the day of the requested transfer.

General Information:

1. Be at the bus stop no less than five minutes or more than ten minutes before the scheduled bus arrival time.
2. As the bus approaches, form a line.
3. Stay at least six feet from the curb or road's edge.
4. Enter the bus without pushing or crowding.
5. Go directly to your assigned seat since the bus will not move until all students are seated.

When on the bus, students should:

1. Remain properly seated when the bus is in motion.
2. Open windows only with the driver's permission.
3. Keep all limbs inside the bus.
4. Be accountable for any damage caused to the bus.
5. Refrain from throwing objects inside or out of the bus.
6. Refrain from eating or drinking any food or beverage.
7. Refrain from bringing parcels which are too large to be placed on the student's lap.
8. Refrain from any act distracting to the driver which endangers other passengers.
9. Refrain from sitting on the back of the bus seat.
10. Refrain from littering on the bus.
11. Show consideration and respect for the bus driver, other passengers, and school and personal property.
12. Understand that all school rules apply.

After leaving the bus, students should:

1. Cross in front of the bus before the driver leaves or turns off his/her safety lights.
2. Go directly home or to an assigned alternate location.

Private Transportation:

Students brought to school in private transportation should adhere to the following guidelines:

1. Between 7:15 AM and 8:30 AM and 2:50 PM and 3:30 PM. BUSES ONLY will be permitted in the front of the school.
2. All students using private transportation must arrive or depart from entrances H or G at the rear of the building.

G – near the industrial technology area

H – near the cafeteria entrance

Visitor parking area is located in the lot directly in front of the school.

Traveling to and From School:

1. Upon leaving home, students must come directly to school. When leaving school, students must go directly home.
2. If walking to and from school, students must walk single file and to the left of the road facing traffic when sidewalks are not available.
3. Students must always ride bicycles single file, obey all traffic rules and park bicycles in the bike rack at the rear of the building immediately upon arrival at school.
4. All pupils who are transported by school bus are reminded to observe safety regulations. The bus driver is in charge of the pupils assigned to his/her bus. Failure to observe the bus rules and directives of the driver will likely result in a referral to the office. Flagrant disregard for regulations will result in a suspension of bus privileges.
5. All students arriving prior to 7:30 AM should report to the auditorium and be seated.
6. Between 7:30 AM and 7:40 AM all students should report to their appropriate grade level busroom.
7. At 8:10 AM all students will be dismissed from busrooms to report to their homerooms.
8. All students arriving at school after 8:10 AM may go to their homerooms.
9. Always enter and leave the building quietly and to the right side of the halls.