

South Western Mustangs



2010-2011

Student Handbook

This Handbook Belongs To

Name _____

Address _____

Phone _____

Homeroom No. _____

911 TOLL FREE STUDENT TIP LINE

Students having any concerns about information involving potential student threats upon individuals and/or property are strongly encouraged to contact school officials or local law enforcement immediately. In the event the student would like to report the information and remain anonymous, they may then utilize the 911 Student Tip Line.

This line will not trace call numbers and the caller may choose to remain completely anonymous involving information provided. At the prompt, the student may press the pound and key 4 if they prefer to speak directly to a 911 supervisor or at the message prompt, the student may choose to press the number 2 key and leave a taped message.

When calling, it is extremely important the caller remember to provide the name of the school district and particular school building or location to be involved, the name or names of any students and individuals involved (if known), the exact nature of the threat, (such as times & dates) with a detailed description of all information of which you are aware that relate to the threat, and how you became aware of the threat.

If the threat is not school related, students are still encouraged to provide information involving potential criminal acts.

The reporting hot line number is:

1-888-332-9283

1-888-332-WAVE

PENNSYLVANIA

Suicide & Crisis Hotlines

Adams-Hanover Counseling Services, Inc.

Crisis Intervention & Emergency Services

24 hours / 7 days

- (717) 637-7633
- (717) 334-0468
- 1-866-325-0339

South Western High School

200 Bowman Road

Hanover, PA 17331

(717) 633-4807 (High School)

(717) 632-2500 (District)

www.swsd.k12.pa.us

TABLE OF CONTENTS

I. Academic Information	1
Academic Awards.....	5
Animal Dissection.....	10
Career Information (School to Career Center).....	1
College Visitation Procedures.....	8
Computer Network – Acceptable Use Policy.....	6
Credits.....	7
Early Graduation.....	8
Grading System.....	4
Guidance Services.....	1
Graduation Project.....	4
Homework Policy.....	2
Honor Roll.....	8
Music Program.....	9
Physical Education.....	9
Report Cards.....	4
Sapphire Grading Software Program.....	5
Semester Exams/Make-Up Exams.....	10
Student Records.....	9
Student Schedule Change Procedures.....	5
Testing Program for College Admission.....	8
York County School of Technology.....	9
II. Attendance	11
Absences.....	13
College Visits.....	18
Educational Travel.....	16
External Instructional Programs.....	18
Fishing.....	17
Hunting.....	17
Make-up Work.....	15
Participation in Extracurricular/Co-curricular Activities.....	15
Philosophy.....	13
Pregnancy.....	17
Religious Purposes.....	18
Senior Cut Day.....	17
Tardiness.....	13
York Fair Day.....	17
Withdrawals from School.....	19
III. Athletics/Extracurricular Activities	20
Athletic Teams.....	22
Extracurricular Code of Conduct.....	20
Regulations for Extracurricular/Co-curricular Programs.....	23

IV. Discipline.....24

- Alternate Education.....25
- Backpack and Book Bag Regulations29
- Corporal Punishment31
- Detention.....24
- Disciplinary Guidelines and Procedures.....27
- Drug & Alcohol Policy.....29
- Due Process26
- Expulsions.....26
- Harassment.....31
- Out-of-School Suspensions26
- Saturday School.....25
- Sexual Harassment.....31
- STEEDS.....30
- Student Search and Seizure30
- Suspension Guidelines26
- Suspension and Expulsion of Exceptional Students27
- Teacher’s Authority.....24
- Terroristic Threats/Acts33
- Use of Dogs to Search School Property.....30
- Weapons Policy32

V. For Your Information.....34

- Academic Honesty34
- Assembly Program.....37
- Block Scheduling.....34
- Books and Supplies37
- Cafeteria36
- Dances.....35
- Dress Guidelines.....35
- Fire Emergency and Drill Procedures36
- Free and Reduced Lunch Programs36
- Fundraising Policy.....38
- Hall Passes37
- Homeroom34
- Integrated Pest Management.....37
- Juice and Snack Machines36
- PA Announcements37
- Period 5.....34
- Smoke Free Environment38
- Stadium Guidelines.....38
- Weather Drill36

VI. Health Services.....39

- Dispensing Medication39
- Excuse from School for Illness.....39
- Immunization.....40
- Latex Allergy Alert39
- Medical Examinations40

VII. Parent Information	41
Conferences	43
Emergency Operations Plan	44
Family Emergencies	43
Gifts Teacher/Students	43
Mandatory Parent/Guardian Meetings	42
Parental Participation	42
Student Emergency Information	43
Weather Related Emergencies	43
VIII. Student Activities	45
Class Officers	45
Election Guidelines	45
Student Council	45
Student Council Officers	45
IX. Student Services	47
Bulletin Boards	48
Distribution of Materials	49
Electronic Devices	48
Library	48
Lockers	48
Lost and Found	49
School Pictures	48
Senior Privileges	47
Student Assistance Program	47
Student Insurance	49
Working Papers	49
X. Transportation	50
Automobile Regulations	50
Bicycles	50
Bus Discipline	50
Bus Information/Tips	51
Bus Transfers	50
XI. Additional Important Information	
Student Handbook Signature Page	53
Bell Schedules	55

ALMA MATER

South Western Senior High School
We love thy name so dear,
We'll always try to keep it
So high and ever near,
For you have given to us
Thy honor, strength and might
We'll raise our voices to hold high
The black and the white.

To thee dear Alma Mater
This ringing song we raise
A song that's filled with gladness
A song that's filled with praise.
We cannot e're forget thee
Nor let our spirit die,
But keep in tune with your ideals
South Western we will try.

HISTORICAL BACKGROUND

In the reorganization of school districts leading to larger administrative areas, the York County Plan placed the school in one administrative area. As early as July, 1953, townships of Manheim and West Manheim had formed a jointure known as the South Western Joint School System. In March of 1955, the first meeting was called inviting the directors of Penn Township to meet with the South Western directors to discuss common problems of education. After a series of meetings, the conclusion was reached to form a joint board and adopt Articles of Agreement as a basis of joint operation of schools. The Articles of Agreement, dated May 19, 1955, state the directors are 'desirous of furnishing the best possible educational opportunities for the boys and girls of these districts and recognize, 'that schools can be operated to better advantage and more efficiently by furnishing a complete educational program in grades 1 through 12 in larger administrative unit's. The operation of the schools in the area of the joint board began July 1, 1955. Up to that year, all pupils in grades 9 through 12 were attending Spring Grove, Littlestown, and Hanover High Schools on a tuition basis. School enrollments had increased from 1,744 in 1955 to 2,220 in 1959. Realizing that the immediate need of the Joint School operation was building for secondary school purposes, the board selected a site for the building, which was approved in February of 1956. Ground was broken on February 1, 1958. The high school building opened its doors for the first time in August, 1959, with the junior class being the upperclassmen for that first year. The first class to graduate was the Class of 1961.

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

HIGH SCHOOL MISSION STATEMENT

South Western High School is committed to challenging all students to become self-sufficient lifelong learners and productive citizens who are able to adapt to the ever-changing world.

Adopted December 2004

PERSIST . . . ACHIEVE . . . SUCCEED!

ADMINISTRATIVE STAFF

Barbara Rupp, Ed.D., Superintendent
Barbara Kehr, Ed.D., Assistant Superintendent
Cynthia Renehan, Ed.D., Assistant to the Superintendent
Jil Manga, Ed.D., Reading Supervisor
Alma Row, Director of Data and Instructional Technology
Frank Stanko, Psychologist
Melissa Bush, Psychologist
Mary Kay Kelly, Elementary Supervisor, Principal, Park Hills
Kathleen Lambe, Principal, Baresville
Kristine-Marie Strausbaugh, Principal, West Manheim
Brian Cromer - Principal, Manheim
Kevin Duckworth, Ed. D., Principal, Intermediate School
Daniel Hartman, Assistant Principal, Intermediate School
Jeffrey Smale, Assistant Principal, Intermediate School
Walter Graves, Principal, South Western High School
Judy Berryman, Assistant Principal, South Western High School
Christopher Bowman, Assistant Principal, South Western High School

BOARD OF EDUCATION

Dale Myers	President
Ray Mummert	Vice President
Ann Deitz	Member
Harriet Gaither	Member
Richard Halter	Member
Vanessa Berger	Member
M. Ann Rinker	Member
Robert Williams, Jr.	Member
Thomas Zimmerman	Member
*Jeffrey Mummert	Secretary
*Douglas Fuhrman	Treasurer
*Keith Nonemaker	Solicitor

*Denotes Non-Member

South Western High School Hanover, Pennsylvania

Dear Students and Parents:

On Behalf of the School Board of Directors, Administration, and Staff, welcome to the 2010-2011 school year. We look forward to working with you throughout the year and providing a safe and positive learning environment for everyone.

This handbook is designed to acquaint students and parents with the high school's philosophy, rules, procedures, and policies; however, each student is responsible for his/her own actions and behaviors. This handbook is a guide to follow and reference. It is unrealistic to have it include every possible situation or circumstance that may arise during the course of the year. In the event of an unforeseen situation, enforcement of rules or policies and the issuance of consequences will be at the discretion of the administration.

You are encouraged to contact ANY staff member OR building administrator if you have any question or concern regarding the daily operation of the high school, including our rules, policies, and procedures. We welcome your input and suggestions.

We are very excited to have you be a part of our South Western family and we look forward to another successful school year!

Sincerely,



Walter Graves
Principal

Walter A. Graves, Principal
717-632-2548 x21900

walt_graves@sbsd.k12.pa.us

Judy Berryman, Assistant Principal
717-632-2548 x21902

judy_berryman@sbsd.k12.pa.us

(First point of contact for students with last names A – L)

Christopher T. Bowman, Assistant Principal
717-632-2548 x21901

chris_bowman@sbsd.k12.pa.us

(First point of contact for students with last names M – Z)

(Note – for email, there is an "underscore" between the first and last name)

Important Dates to Remember

August	16	Fall sports practices begin
	23	New student orientation (Auditorium @ 7 PM)
	31	First day for 9th grade students
September	1	First day for all upperclassmen
	6	Schools closed (Labor Day)
	9	Graduation Project Night (Auditorium @ 6 PM)
	9	Fall Parent Get Acquainted Night (Auditorium @ 7 PM)
	16	School Pictures (Auditorium from 8 AM – 3 PM)
October	7	Fall Semester Parent-Teacher Conferences (7 PM)
	11, 12	Schools Closed (Teacher In-service on 10/12)
November	3	End of 1st marking period
	11	Freshmen Parents Planning for College Program (Aud. @ 6:30 PM)
	19	Winter sports practices begin
	24, 25, 26, 29	Schools closed (Thanksgiving Holiday)
December	24 -31	Schools closed (Winter Holiday)
January	1	Schools closed (Winter Holiday)
	5	Financial Aid Information Program (Auditorium @ 6:30 PM)
	17	Schools closed (Teacher in-service)
	19	Final Exams, Early dismissal @ 1:30 PM
	20	Final Exams, Early dismissal @ 1:30 PM
	21	High School Closed (Teacher in-service)
	21	End of 2nd marking period
	27	FAFSA Completion Workshop (PAC 2 6:30 PM)
February	2	Curriculum Night (Auditorium @ 7 PM)
	7	Spring Parent Get Acquainted Night (Auditorium @ 7 PM)
	18	Schools Closed
	21	Schools closed (President's Day)
March	7	Spring sports practices begin
	25	Schools closed
	28	Schools closed
April	1	End of 3rd marking period
	14	Junior and Senior Parents Forum (PAC from 6:30 – 8 PM)
	21, 22, 25	Schools closed (Spring Holiday)
May	9	Academic Awards Night (Auditorium @ 6:45 PM)
	30	Schools closed (Memorial Day)
June	4, 6	Senior Final Exams
	8, 9	Graduation Practice (all seniors must attend)
	8, 9	Underclassmen Final Exams
	9	Last day for pupils (Early dismissal @ 1:30 PM)
	10	Commencement (Stadium @ 7 PM, weather permitting)

Cancellation Make-up Days (in order listed): February 18, March 28, April 21, April 25

I. ACADEMIC INFORMATION

GUIDANCE SERVICES

Guidance services to students are provided by four counselors at the high 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 x21924.

Counselors are assigned by the last name of the student:

A – F	Dr. Thomas O'Connor	ext. 21910	thomas_oconnor@swsd.k12.pa.us
G – L	Mr. Wayne Kern	ext. 21912	wayne_kern@swsd.k12.pa.us
M – R	Mrs. Amy Devine	ext. 21914	amy_devine@swsd.k12.pa.us
S – Z	Mrs. Rachel Berkebile	ext. 21915	rachel_berkebile@swsd.k12.pa.us

(Note – for email, there is an “underscore” between the first and last name)

SCHOOL TO CAREER CENTER

The Career Center is located in a section of the library classroom and is also accessible through the guidance office. The Career Center offers information on careers and the graduation project, and is also where students are to schedule job shadowing, internships, and cooperative work/learning experiences. Students will also have access to computers to research information through the Choices program.

Mrs. Lisa Dennis and Mrs. Kathy Miserendino will assist students who may have questions regarding information related to careers. Students are welcome to use the Career Center throughout the day as long as a proper pass is acquired. During lunchtime, a special pass must be obtained in the Guidance Office on the morning it is to be used, and presented to one of the lunch monitors before exiting the cafeteria.

Mrs. Lisa Dennis ext. 21913 lisa_dennis@swsd.k12.pa.us

Mrs. Kathy Miserendino ext. 21207 kathy_miserendino@swsd.k12.pa.us

(Note – for email, there is an “underscore” between the first and last name)

HOMEWORK

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

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

The **teacher** is 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 re-teaching as necessary.
5. Informing parents of deficiencies in student completion of the work.

The **parent** is responsible for:

1. Facilitating the completion of homework by providing an appropriate place for study.
2. Encouraging and supervising daily study and/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** is 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.

HOMEWORK GUIDELINES

Types of Homework Assignments: Two types of homework assignments will be given at the high school.

Short Term Homework Assignments are those which take one to five days to complete. Examples of "short term homework" would include but not be limited to reading assignments, short reports, textbook or worksheet questions, math problems, vocabulary lists, etc.

Long Term Homework Assignments are those which take more than five days to complete. Examples of "long term homework" would include but not be limited to book reports, term papers, science projects, drawings, presentations, course projects, etc.

Homework Grading and Impact:

Students will be accountable for the completion of assigned homework. Homework will be incorporated as a part of a student's grade. Short term and long term homework should not constitute more than 20% of a student's marking period grade. Within these parameters, teachers should develop their own specific guidelines for grading homework.

In special circumstances with administrative approval, homework may constitute more than 20% of the marking period grade. In some classes, such as Practical Arts and Physical Education, homework might not be assigned due to the nature of the programs.

Make-up Homework Assignments:

When homework is assigned during a student's absence, the teacher will work with the student to determine a reasonable amount of time for completion of the assignment following the student's return to school. **It shall be the student's responsibility to make contact with the teacher and to complete the assigned homework according to the timeline agreed upon with the teacher.**

When a student is absent the day an assignment is due, it is expected that the student will submit the assignment on the day of his/her return to school.

Parents or students may request homework assignments after two consecutive days of absence due to illness. Requests for homework assignments should be directed to the Guidance Office no later than 9:30 a.m. on the day the assignments are to be collected. Requested assignments may be picked up between 3:00 and 4:00 p.m. in the Guidance Office. It is the responsibility of the parent/student to make arrangements to pick up the assignments from the Guidance Office.

When a student is aware of a future absence (Example – educational travel, college visitation, etc.), it is the student's responsibility to contact teachers for assignments prior to the expected absence. Submission of completed homework assigned prior to an absence should be agreed upon with the teacher, but the general rule of thumb is to have the work completed upon the day the student returns to school.

Weekend and Holiday Work:

In recognition of weekend and holiday family activities, short term homework assignments should be kept to a minimum. Students are encouraged to use available weekend and holiday time to work on long term assignments and leisure reading.

Recommended Homework Timelines:

High school students can expect an average of two (2) hours of homework per night. The nature and length of the homework assignments will vary depending upon the academic level of the course. Preparation for tests may require a greater length of homework time. The amount of work that students are required to complete at home will vary depending upon the student's schedule.

Long term assignments can be expected in addition to regular daily homework. Students are strongly encouraged to plan their work on these assignments in order that their completion will not be left to the last moment, thus requiring an unnecessary homework load.

GRADING SYSTEM

The purpose of the report card is to give concise information to parents about the academic progress of their children. Good grades deserve praise, while poor grades should bring about both encouragement and a change in the factors contributing to the poor grade.

Report cards will be issued four times a year in accordance with the grading scale below:

A—Excellent	90-100%	O—Outstanding
B—Good	80-89%	S—Satisfactory
C—Average	70-79%	U—Unsatisfactory
D—Passing	60-69%	I—Incomplete
F—Failing	59% and below	

Comment Sections are provided on the report card for use by the teacher in further explaining grades or recognizing progress. **Parents are urged to arrange a conference with the teacher anytime during the school year if there are any questions or concerns.**

GRADING FLOOR POLICY

No student will receive an average grade lower than 50% for the first marking period of each semester **PROVIDED ALL REQUIRED WORK HAS BEEN COMPLETED.**

HONORS AND AWARDS

The mid-year GPA of students will be used to determine qualifications for academic awards and honors.

REPORT CARDS

Report cards are issued at nine week intervals throughout the school year. The copy of the report card issued to the student may be kept by the parents and/or student. Midterm reports are to be issued near the middle of each marking period when teachers feel it is necessary for a parent to be advised of a student's progress. A parent conference with the counselor and/or teacher is advisable at this time. The final report card of each year will be mailed to the home of each student after the conclusion of the school year.

GRADUATION PROJECT

Every student in Pennsylvania is required to complete a graduation project as directed in Section 5.214 of the Chapter 4 regulations. The graduation project provides a format for students to demonstrate their intellectual, physical and/or creative abilities and must be include a verbal presentation. Students will be assigned an advisor who is member of the professional staff. Meetings with advisors will be scheduled during the school day several times throughout the school year. The entire graduation project must be complete by the designated date during the student's senior year. Seniors who fail to complete their graduation projects prior to Prom, will not be eligible to attend. Please visit the link listed below to obtain all materials and instructions necessary to complete the graduation project. (<http://www.swsd.k12.pa.us/swhigh/gradproject/>)

SAPPHIRE SOFTWARE

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. This program also allows students and parents to review student attendance records. 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.

STUDENT SCHEDULE CHANGE PROCEDURE

The selection of an appropriate schedule is an important consideration that deserves the careful attention of students and the parents or the guardian. Students must select a minimum of 8 credits. They should read the curriculum guide, consider carefully the courses that are available, and review the senior high school graduation requirements when planning a schedule. After the course selection sheets are returned to the Guidance Office, the following procedure will be used to change schedules:

1. Schedule changes desired after the close of school will not be made for convenience purposes, or for a teacher change. Schedule change requests will be considered only according to individual need. Examples of this would be (a) to get into the Diversified Occupations Program, or Teacher Aide Program, or Early Graduation Program; (b) to take make-up courses, if available; (c) to take courses necessary for post-secondary education. Parental consent will be necessary before any changes are made.
2. Schedule changes may occur during the first five (5) days of each semester with counselor approval and parent/guardian signature.
3. After completing five (5) days of a course, no schedule changes will be made for the course. All extenuating circumstances will be subject to administrative review and decision. If administrative permission would be given for a schedule change beyond the fifth day of classes, a "W – Passing (W-P)" or "W – Failing (W-F)" grade will be recorded on the permanent record. "W-F" will affect Honor Roll for that marking period. A "W-P" will not affect grade point average.

ACADEMIC AWARDS

1. Students who attain the Distinguished Honor Roll four (4) times during the school year will receive an Academic Award Medallion. This Academic Achievement also entitles the recipient to an Award Plate. Very nice!
2. Students who attain the Honor Roll four (4) times during the school year will receive an Academic Award Medallion. This Academic Achievement entitles the recipient to an Award Plate when the student has qualified for his/her second Honor Roll Medallion. (An Academic Award Plate may be seen in the Guidance Office)

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.

To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to another individual except when needed to allow for critical operations of the district function.
2. Users are not to use a computer that has been logged in under another student's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

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.

Students are required to sign the Acceptable Use Policy at the beginning of every school year. 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.

CREDITS

Credits are based on the number of periods per week per semester that a class meets. Credit value for students transferring from other schools will be determined upon receipt of their records from previous school years and by classroom teachers, counselors, and administrators for the current school year.

1. To advance from grades 9 through 12, the following credits must be earned:
 - 7 credits to qualify for 10th grade
 - 14 credits to qualify for 11th grade
 - 21 credits to qualify for 12th grade
2. The successful completion of 28 credits and a graduation project are needed for graduation. The credits must be earned in the following curricular areas:

English—4 Credits	Speech—.5 Credit
Science—3 Credits*	Fine Arts—1 Course
Social Studies—4 Credits	Arts/Humanities—2 Credits
Mathematics— 4 Credits*	Business—1 Course
Physical Education—2 Credits	Health—.5 Credits
Health—1 Credit	Safety Ed.-.25Credit
Practical Arts—1 Course	First Aid—.25 Credit

*Students in grades 11 – 12 are required to complete four credits in mathematics or science

3. Seniors MUST earn 28 credits and successfully complete their graduation project by the end of the academic school year in order to participate in the commencement ceremony.
4. All Honors and Advanced Placement courses are weighted one (1) quality point.

EARLY GRADUATION

An Early Graduation Program is available for eligible students.

To be eligible for early graduation a student must:

1. Have been in attendance at least 90% of his/her junior year.
2. Have obtained 24 credits by the end of the junior year.
3. Have successfully completed all graduation requirements during the first semester of their senior year.

A senior who has successfully completed the above requirements is eligible for Early Graduation. The student will be allowed to leave school in January to explore additional education or a chosen career. The January graduate will be allowed to participate in all school functions until formal graduation exercises in the spring of the senior year. January graduates are not permitted to participate in spring interscholastic athletic programs.

HONOR ROLL

Scholastic Honors will be granted at the end of each marking period as follows:

1. Students who have achieved a grade point average of 3.70 will be placed on the Distinguished Honor Roll.
2. Students who have achieved a grade point average or 3.00 with no more than one "C" and no other grade lower than a "C" will be placed on the Honor Roll.

TESTING PROGRAM FOR COLLEGE ADMISSION

Students should consult with their guidance counselor to determine test requirements for the college of their choice. It is recommended that students take the SAT-I Reasoning Test in the spring of their junior year. Test registration materials and further information are available in the guidance office, but the preferred method of registration is online at www.collegeboard.com.

COLLEGE VISITATIONS

Procedures: The guidance office should be aware of all college visitations prior to their occurrence.

1. Students should bring a note/excuse card from parents prior to the visitation.
2. That card should be brought to the guidance office for a signature.
3. The excuse card will be given to the attendance office.
4. The student will be given an appointment card to be signed by a college official. The card should be returned to the attendance office the next day.
5. By following this procedure, the absence will be considered excused.
6. Extended trips that require more than one day will be handled through the district policy for educational trips.

YORK COUNTY SCHOOL OF TECHNOLOGY

Vocational and/or technical educational programs are available to students at the York County School of Technology. Students may enter York County School of Technology after the successful completion of their eighth or ninth grade year. Students who are interested in the York County School of Technology should consult with their guidance counselor.

STUDENT RECORDS (Collection, Maintenance, and Dissemination)

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.

MUSIC PROGRAM: INSTRUMENTAL/VOCAL

The high school music program provides opportunities for student participation in curricular and extracurricular performing groups. It supplements the basic instructional program and is offered within the school day for academic credit.

Instrumental organizations include Symphonic Band, Concert Band, Jazz Band, Marching Band, Pep Band, Orchestra, and String Ensemble. Vocal organizations include Concert Choir, High School Women's Chorus, and Show Choir. Membership is by audition with the music director.

Performances include a Winter Concert, and a Spring Concert, in addition to programs for various school and community functions.

PHYSICAL EDUCATION

Students will have physical education classes on a co-educational basis. An advanced physical fitness course (Bigger, Faster, Stronger) may be elected by students in grades 10, 11, and 12. 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. **Locks are available for a nominal rental fee. If it becomes necessary to bring items of value to the gym, they should be given to the physical education teacher to be securely locked in the gym office.**

All students must change into appropriate PE attire (listed below) which is to be different than their clothes worn to school. All students are required to take a shower at the conclusion of each class.

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. Students will be provided with a swim suit and towel for each class if needed.
 - b. At the conclusion of class, students will return all borrowed suits and towels, so they may be sanitarily laundered for future use.

SEMESTER EXAMS AND MAKE-UP EXAMS

Semester exams are an integral part of our total educational program. It is important that students be in attendance on the day of scheduled semester exams. For students who are unable to attend due to illness or scheduled appointments, a make-up exam schedule will be developed. No make-up exams will be held during the school day. Students will be notified in advance of the make-up exam schedule. **Failure to take a semester exam will result in a failing grade and loss of credit for the course.**

ANIMAL DISSECTION

Students who object to participation in animal dissection lab experiences will be provided with non-animal alternatives which will attempt to provide experiences to acquire the same factual knowledge and information. Students who wish to exercise the non-animal option must notify their respective teacher upon being informed of the upcoming lab.

II. ATTENDANCE

ATTENDANCE QUICK REFERENCE GUIDE

Absences will be excused for the following reasons:

- Illness
- Quarantine
- Impassable roads
- **Pre-approved** educational trips
- **Pre-approved** urgent reasons

OVERSLEEPING, CAR TROUBLE AND TRAFFIC ARE EXAMPLES OF UNACCEPTABLE EXCUSES FOR BEING TARDY/ABSENT AND WILL BE RECORDED AS UNEXCUSED.

Tardy (coming in late and leaving early)

- Tardy time adds up and includes BOTH excused and unexcused time. Excessive tardiness **WILL** result in disciplinary action.

Illegal Absences (refers to students under the age of 17)

- Compulsory attendance laws apply to students under age 17 and are strictly enforced.
- **First Notice will be issued to students who accumulated three illegal absences during the same school year. Any illegal absences that occur after having been placed on First Notice will result in monetary fines being filed with the district magistrate and York County Children and Youth Services will be notified.**

Unexcused Absences (refers to students 17 years of age and older)

- After 10 consecutive days of unexcused absences, a student will be automatically withdrawn from school.

Attendance Procedures

- Students are required to submit an excuse card to the attendance office immediately upon returning from an absence or tardy. **At the time of return, a student will be issued an admittance slip which he/she MUST show to each of his/her classroom teachers.**
- **It is the sole responsibility of the student to submit all excuse cards to the attendance office and show a valid admittance slip to each classroom teacher. If appropriate excuse and/or appointment cards are not submitted in the allotted time, absences will be considered illegal/unexcused and the student may receive zeros for missed assignments, tests, and quizzes.**

Did you know????

1. Only **ONE** First Notice Letter will be issued after three days of illegal absences and will remain in effect until the student reaches the Compulsory School Attendance age of 17.
2. The First Notice Letter will remain in effect until the notified student reaches the age of 17.
3. Any unlawful absences beyond three days will result in a complaint being filed with the district justice.
4. Any student reaching **15 days** or more of excused or unexcused absences will be placed on doctor's excuse and be required to submit a valid excuse note from a physician for all future absences or tardy time.
5. If a student leaves school before **10:05 AM** and does not return, he/she is charged with 1 day of absence.
6. If a student leaves school before **1:30 PM**, he/she is charged with ½ day of absence.
7. A signed excuse card **MUST** be submitted **within 5 days** for each absence even if the absence is reported to the school by phone.
8. Excuse cards for tardiness must be signed by a parent/guardian and submitted to the attendance office **within 24 hours**.
9. **Unexcused/illegal absences may result in an inability to make up missed work, receiving zeros for missed assignments, quizzes, and tests.**
10. If a student is out of school for **3 or more consecutive days**, he/she should contact the guidance office to collect any missed assignments. Please allow the guidance office 24 hours to gather the assignments. **A doctor's excuse for these absences will also need to be presented to the attendance office upon the student's return to school.**
11. When a student is NOT in school, or is away from school and it is recorded as unexcused/illegal, he/she is NOT permitted to attend any school sponsored events that day or throughout the weekend if the absence occurs on a Friday.
12. Students must be in school by **8:20 AM** to be eligible to participate in any extra- curricular activities.
13. Educational trips are limited to 5 days per year.
14. Oversleeping, car trouble and traffic are examples of unacceptable excuses for being tardy/absent and will be recorded as unexcused.
15. A phone call is requested by a parent/guardian whenever a student is absent, and should be followed by the submission of the proper excuse card.
16. Students may not sign their own excuse cards upon the age of 18 unless they are an emancipated minor, and can produce such documentation.

ATTENDANCE

York County maintains an ongoing initiative to address attendance and truancy of all students in the county. Truancy laws will be strictly adhered to during the school year. **School attendance quick reference pages have been added to this handbook on pages 11-12.** All student absences must be addressed in a timely manner as outlined on pages 13 to 19 of this handbook. **Students who violate school attendance laws will be subject to fines and will be referred to York County Children and Youth** for additional action. All absences require a written, signed note or excuse within 5 days.

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.

Absences/Tardiness (continued)

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. Students who accumulate 15 days of absences are automatically placed on Doctor's Excuse.
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. **Upon 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 card 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 and do not apply to absences accumulated in regard to Doctor's Excuse.

Absences/Tardiness (continued)

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 8:20 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 college visits, 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.

Absences/Tardiness (continued)

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 and a valid picture ID should be presented.

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.

Absences/Tardiness (continued)

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

- a. 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. "Senior Cut Day"

- a. Regular school attendance is always important, but even more so during the final semester of a student's senior year in order to ensure successful completion of all academic requirements. **Our school policy prohibits any type of day where members of a class arbitrarily decide to be truant from school to celebrate their senior year.** Such absences are highly disruptive to our educational program for not only seniors, but other students who are negatively impacted by high rates of absenteeism.

6. 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.)

Absences/Tardiness (continued)

- 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.

7. 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.

8. College Visits

- a. We support visits to possible future post-secondary institutions, and ask that these absences be **pre-approved**. We ask each student to provide a **note or letter of verification** from each respective institution upon their return. Please be conscious of the number of visits made during one school year. The administration reserves the right to deny a college visit requests if it becomes excessive and/or interferes with the student's educational standing.

9. Final Exams

- a. **A valid doctor's excuse will be the only excuse accepted on the day of a scheduled final exam. If an illegal/unexcused absence is recorded on the day of a final exam, the student will receive a failing grade on the final exam and for the course.**

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.

A. College Courses

A senior student may take college courses part time while continuing in high school the rest of the school day. The high school principal, in conjunction with the student's guidance counselor and parents, will determine eligibility for this program.

B. Diversified Occupations

The diversified occupations program is offered to senior students who are interested in learning a vocation and gaining practical job training while still enrolled in high school. Students who participate in the diversified occupations program must:

- 1. Have less than 10 days of absence their junior year unless extenuating circumstances are reviewed and specifically approved by the building principal.

2. Have less than 10 days of absence during the senior year.
3. Not report to work on days of absence from school.
4. Not report to work on days they do not report to school before 8:36 AM.

C. 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 IGBG.

Withdrawals from School

A. 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.

B. Seventeen Years of Age

1. Any student 17 years of age or older who accumulates 10 consecutive days of absences will be removed from the attendance rolls.
2. Any student 17 years of age or older is no longer subject to Pennsylvania Compulsory Attendance Law and may withdraw from school without parent permission. This procedure, although usually discouraged, will be accommodated through the high school guidance office and the approval of the principal.

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.

III. ATHLETICS/EXTRACURRICULAR ACTIVITIES

CONDUCT CODE

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.

ATHLETIC TEAMS

Boys		Girls	
Football	Swimming	Field Hockey	Basketball
Soccer	Wrestling	Soccer	Swimming
Cheerleading	Tennis	Cheerleading	Softball
Cross Country	Baseball	Cross Country	Tennis
Golf	Track	Golf	Track
Basketball	Lacrosse	Volleyball	Lacrosse

REGULATIONS FOR EXTRA/CO-CURRICULAR PROGRAMS (NO PASS-NO PLAY)

It is the philosophy of our high 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). In the case of the fall play and the spring musical, the student would be required to miss the opening night performance if placed on ACADEL for the week of the performances.
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. **Students on ACADEL will not be able to travel with this club. No refunds** will be issued for any trips a student is unable to attend due to academic ineligibility.

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.

Upon meeting the above criteria students may participate in school-sponsored practices, scrimmages or meetings for their activity after obtaining a pass from their teacher. Participation in contests, performances, or activities is prohibited during the entire period of ineligibility. Attaining a passing grade average in all coursework is the only way for a student to be removed from ACADEL and have their eligibility reinstated for the following week.

IV. DISCIPLINE

The major goal of our staff is to provide a positive school environment in which all students can achieve to their fullest potential. As in society, rules are necessary to develop a wholesome school climate and to protect the health, safety, and welfare of our students. The following represents a general set of guidelines (although not inclusive) to help us maintain a safe school environment.

(Note- Consequences issued regarding student discipline will be done at the discretion of the building administrator and also by the severity of the student action)

Serious misconduct, such as drug and alcohol use or violence, can have a long-term or irrevocable impact on a student's future. The following consequences, among others, can result from serious misconduct in school or during school-related activities:

1. **Permanent criminal record** – District policy requires staff to call police if they have reason to believe that a student has committed a crime. This is necessary to protect the safety of all students. Police will conduct an independent investigation and, if necessary, arrest a student, which could result in a permanent criminal record.
2. **Loss of eligibility for federal loans or work-study programs** – Under the amendments to the *Federal Higher Education Act*, students convicted of drug-related offenses can lose eligibility for federal grants, work study money, and student loans. For the initial offense, students lose eligibility for one year. For a second offense, students lose eligibility for three years. And for a third offense, students lose eligibility indefinitely. Consequences for those who traffic drugs are even more serious.

CLASSROOM DISCIPLINARY PROCEDURES

Generally, discipline concerns will be handled by the classroom teacher. However, in extreme or repetitive cases students will be referred to school administrators. Disciplinary action will occur in the form of a verbal warning, detention, alternate education, suspension, or in extreme cases, expulsion.

TEACHERS' AUTHORITY

Teachers shall have the power to correct all students for any improper behavior while on their way to and from school, on school grounds, during school hours, and during school-sponsored events/activities. Proper respect should be shown to all staff members at all times.

DETENTION

There are two types of detentions, teacher and office. Office detentions are assigned by the administration. Teacher detentions are assigned by the classroom teacher. All detention is held after regular school hours.

Guidelines to Implement Detention Study:

1. Students assigned will be given a minimum of 24 hours notice prior to the date(s) assigned, unless alternate arrangements are requested by the student or parent.
2. Students assigned will be responsible for arranging their own transportation and must leave the building immediately following detention.

3. Students who are absent on the day of assigned detention will be expected to make up that detention on their first day back to school unless they make other arrangements with the detention assigner.
4. Failure to attend detention study when assigned shall be sufficient cause for further disciplinary action.
5. Students assigned to detention are expected to bring with them enough work to occupy themselves gainfully for the hour. No food, drink, use of cell phones or other electronic devices, talking, sleeping, horseplay, or tardiness will be allowed. Additional time may be assigned for failure to comply.

SATURDAY SCHOOL

Saturday School will be assigned to students who continue to fail to serve detention or violate other such disciplinary protocols. It will be assigned at the discretion of the building administrators. Students will be required to report to the high school from 8:00 AM – 11:00 AM on the assigned date. Time will be set aside for students to complete service work that will benefit the school community. Time will also be designated for Academic Study that will allow students to improve their academic status and complete any missing work that they have yet to complete for their current classes. Saturday School will be monitored by high school staff members, and failure to comply with their instructions or requests will result in further disciplinary action. If students fail to complete the required time on a Saturday, they will remain ineligible to participate in school activities until any outstanding disciplinary requirements have been successfully completed, and will receive additional disciplinary action to include, but not limited to, additional time in Saturday School and/or Out-of-School Suspension.

ALTERNATE EDUCATION (In-school Suspension)

Alternate Education is an in-school suspension in which the student will receive assigned class work and additional related assignments. Students work under the direction of a certified teacher and will be held accountable for the quality of work and its completion. The program serves as a final step before an out-of-school suspension. Students are placed in this program by one of the School Administrators when it is felt that such a placement may initiate needed behavioral or academic changes in a student's performance.

1. The student assigned to Alternative Education will be supervised and required to work on school-related assignments and services.
2. All work assigned during the suspension period is to be submitted before a student returns to regular classes. Unfinished work may result in a "zero" on the assignment, or further time spent in Alternative Education until the work is completed satisfactorily.
3. **During the period of Alternative Education, the student may not participate in any school activities** and will be restricted in privileges in accordance with building procedures.
4. The daily schedule will be as follows:
 - 8:20 Attendance
 - 8:30 Physical Activity (i.e. calisthenics, running, walking, jogging)
 - 9:30 Academic Study
 - 11:00 Lunch
 - 11:30 Academic Study
 - 1:00 Service Work
 - 2:15 Reflective activities/Time for Remediation to improve academic skills

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 regulations and/or whose violations are of a most serious nature. Only the superintendent, principal, or assistant principal may assign an out-of-school suspension.

Suspension is not meant to serve as a vacation from school, but rather a time for students to reflect upon the actions that warranted such discipline. Parents are asked to support the school during times of suspension and help their child to complete the necessary suspension requirements. Community service will be offered as a means of students earning an early return from any out-of-school suspension. Students who are suspended will receive a Community Service Accountability Slip that will contain all of the necessary information regarding the completion of community service hours, including contact persons, locations, and times. Community service assignments will be communicated through phone calls and letters home, and give our students the chance to give back to our community.

Work assigned by the teachers during suspension is to be completed and submitted immediately upon the student's return to school. The grade will be marked accordingly in the teacher's grade book. **Any work that is not submitted upon the day of return may be recorded as a zero by the teacher.**

DUE PROCESS

In a case involving a 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.

SUSPENSION GUIDELINES

1. Students will be provided with their assignments and will be held accountable for the quality and completion of the work.
2. All work assigned during the suspension period is to be submitted when a student returns to regular classes. Unfinished work may result in a "zero" on the assignment.
3. Students may not attend classes, be on school grounds, or participate in any school activities while on suspension.
4. Students will be required to complete all assigned hours of Community Service in order to return to school early from any assigned suspension.
5. Students shall be permitted to make up exams during the suspension period.

EXPULSION

Expulsion shall mean exclusion from school for a period exceeding ten (10) school days and may be permanent exclusion from the school rolls. Such action may be taken only by the School Board on the recommendation of the principal or assistant principals and the superintendent.

SUSPENSION AND EXPULSION OF EXCEPTIONAL STUDENTS

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and to reduce identified inappropriate behaviors. Students with disabilities who engage in inappropriate behavior, disruptive activities, and/or actions injurious to themselves or others shall be disciplined in accordance with their Individualized Education Program, a behavioral intervention plan, and Board policy.

DISCIPLINARY GUIDELINES AND PROCEDURES

It is not possible to list every offense. Other offenses, which in the opinion of the staff and administration pose a threat to the health, safety, and welfare of students and staff will be addressed at the appropriate level. This includes any disruption to the smooth and efficient operation of the educational program.

Level I Actions that interfere with the orderly operation of the class or school.

Options/responses: (One or more of the following may be applied as consequences)

- verbal reprimand from teacher or staff
- parent contact by teacher
- counsel or contact/counseling
- loss of privileges, special assignments, behavior contracts
- teacher detention
- office referral (school assigned detention)

Level II Actions that are frequent or serious enough to disrupt the learning climate of the class or school.

Options/responses: (One or more of the following may be applied as consequences)

- Multiple days of detentions assigned
- Alternative Education/In-school Suspension (ISS) assigned

*note – the number of detentions and days of AE/ISS are assigned depends on the circumstance, seriousness, and frequency of the misbehavior.

Level III Actions that are more frequent or serious and may involve injury or threat to persons or property.

Options/responses: (One or more of the following may be applied as consequences)

- Multiple days of detention assigned
- Alternative Education/ISS assigned
- Out-of-School Suspension (OSS) assigned
- Legal authorities may be notified

*note – the number of detentions and days of AE/ISS & OSS assigned depends on the circumstances, seriousness and frequency of the misbehavior.

Level IV Actions which are most serious violations of school rules or laws, including those involving violence or that present a threat of serious injury to persons or property.

Options/responses: (One or more of the following may be applied as consequences)

- OSS assigned, amount according to misbehavior
- Possible expulsion and/or legal action depending on the circumstances, seriousness and frequency of the misbehavior.

OFFENSE

LEVEL RANGE

Abusive Language	I-IV
Accumulated referrals	II-IV
Acts which can cause physical harm	III-IV
Agitating or teasing others	I-II
Alcoholic beverages: sale/use/possession of	IV
Arson	III-IV
Assault and battery	IV
Assignment, repeated failure to complete	I
Books, loss of, destruction of, fail to return	I
Bomb threat	III-IV
Bus regulations, infraction of	I-IV
Cafeteria misbehavior	I-IV
Cheating	I-III
Computer violation	I-IV
Cutting class	II-III
Decorum, improper	I
Defacing school property	III-IV
Destruction of school property	III-IV
Detention misbehavior	II
Detention, refusal to serve	II-III
Disruption of class	I-III
Dress code violation	I-II
Drugs, sale/use/possession of	IV
Electronic equipment, radios, CD players, games, etc.	I-III
Extortion	III-IV
Fighting	II-IV
Fire alarm system, unauthorized use of	III-IV
Fireworks, use/sale/possession of	II-IV
Forgery	II-III
Forms, failure to present	I-III
Gambling	I-III
Hall misbehavior	I-II
Harassment	II-IV
Illegal absence	I-III
Identity, failure to provide	II
Insubordination, disrespectful speech/actions/defiance	I-IV
Leaving school without permission	II-III
Lighter, matches, use/possession	II-III
Littering	I
Lying	I-II
Malicious mischief	I-III
Obscene conduct/drawing	II-IV

Plagiarizing	I-III
Pornography	I-IV
Profanity	I-III
Public display of affection	I-III
Riots, leading to /participating in	IV
Sexual misconduct	II-IV
Sleeping in class	I
Smoking/possession of tobacco product	III-IV
Stolen property, possession of / sale of	III-IV
Substitute teacher, lack of respect for	I-III
Tardiness	I-III
Theft	I-IV
Threats	II-IV
Trespassing	III
Truancy	II-III
Unauthorized areas, being in	I-II
Vandalism	III-IV
Vehicle, dangerous operation of	I-III
Weapons, possession of/ use of / transfer of	IV

BACKPACKS, BOOK BAGS and HAND BAG REGULATIONS

Backpacks and book bags will be allowed to transport school supplies to and from school. Upon arrival to school, students are to place their backpacks and book bags in the school lockers. Athletes are to store their equipment bags in their lockers if possible, or in a designated area to be determined by a coach or a teacher. **Backpacks, book bags and large hand bags are not permitted to be carried in the classrooms or hallways during the regular school day. Hand bags are required to fit in the basket beneath the student desks if used during the school day.**

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.

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.

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 items.
3. Defend oneself.
4. Protect persons or property.

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.

HARASSMENT

South Western High School 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.

**SOUTH WESTERN HIGH SCHOOL
WEAPONS POLICY 218.1**

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 may 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.

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.

V. FOR YOUR INFORMATION

HOMEROOM

Homeroom (8:20 AM – 8:27 AM) will occur during period 5 every Day 3 of the 6-day cycle. This will be scheduled during 5th period for the first five days of school in order to review and establish policies and procedures for the current school year. Beginning on the sixth day of school, students will begin the day in period one. Announcements, attendance, and other daily business will be conducted at the beginning of first period during additional time that will be added to period one for this purpose. Any student who is not in homeroom or period one when the bell rings, will be considered late and should report to the attendance office to obtain a tardy slip.

BLOCK SCHEDULING

The high school operates on a Block Scheduling system consisting of four, 77-minute class periods per semester. Period 5 will meet at the end of the day, Monday through Thursday. Fridays will remain as a club/activity period.

PERIOD 5

Period 5 has been established to help students build positive relationships with teachers in our building, monitor and improve their academic achievement, and participate in a club activity that will be both fun and rewarding socially and emotionally. Period 5 consists of students assigned to advisor (teacher) from all 4 grade levels. Therefore, not only will our students have a chance to develop a good rapport with teachers, they will also have the chance to interact with those in other graduating classes. Period 5 advisory groups meet on Days 1, 2, 4 and 5 of the 6-day cycle from 2:35 PM – 3:15 PM.

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 through admission or fact will result in the following disciplinary actions:

1. A First Offense for cheating will result in a grade of zero on that exam/assignment which will lower the final grade and which cannot be made up.
2. A Second Offense for cheating will result in a failing grade for the marking period in which the cheating incident occurred.
3. A Third Offense for cheating will result in a failing grade for the course.
4. **Cheating on a semester exam will result in a failing grade for the course.**
5. Repeated cheating will require further disciplinary action.

DANCES

Student Council sponsors various dances throughout the school year. Students are encouraged to take part in these events according to the following guidelines:

1. All students must show proper I.D. (School photo I.D. or driver's license);
2. All guests must register and sign-in at the door. Proper I.D. must be shown. Guests must comply with all school rules and regulations.
3. Middle school students are not allowed into high school dances with the exception of the 8th grade Move-up Dance scheduled in May of each year.
4. Students are asked to follow the guidelines of "**Face to face, leave some space.**" If students fail to comply with this request, chaperones will provide students with one warning. Upon the need to be addressed a second time, the student(s) will be asked to leave the dance. The school district reserves the right to prohibit attendance at any school dances for the remainder of that school year or for the duration of their time at South Western for repeated offenses of this nature.

DRESS GUIDELINES

Good grooming and dress are a matter of personal pride in one's appearance. 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. **(Remember, the building is air-conditioned!)**

1. Clothing should not be too tight, too 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 which are back-baring.
 - 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 fingertips 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, or any type of head covering including bandannas.
 - h. Head, wrist, or leg bands.
 - i. Decorative contact lenses (excluding colored contacts).
 - j. Pajamas and or slippers.
 - k. Hoods cannot be worn up during the school day.
 - l. Pacifiers
2. Attention-getting clothes or jewelry are not acceptable at any time – this includes but may not be limited to:
 - a. Large decorative chains that are deemed unsafe.
 - b. Jewelry with spiked, sharp, or protruding parts that can inflict damage.
3. Shoes or clothing that may be damaging to school property.
4. The wearing of outerwear, including coats, jackets and hats during the school day.
5. Students should dress appropriately and according to weather conditions.
6. Bare feet in school are permitted only in the locker room, at the discretion of the student.

Any item of clothing deemed not acceptable will require the student to make an immediate change of clothing. Parental notification will occur if necessary to obtain a change of clothing and appropriate discipline will be administered should problems persist. Students will not be permitted to return to regular classes until the appropriate changes have been made.

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.

JUICE AND SNACK MACHINES

The juice and snack machines were secured by the Student Council to provide cold drinks and snacks for students and staff after school. The hours of operation are from 3:15 p.m. until the school building closes at the end of the day. Rules pertaining to the juice and snack machines are as follows:

1. During the school day, students are not permitted to eat, drink, or transport cans.
2. No food or drinks are permitted on the bus.
3. Empty cans are to be placed in appropriate receptacles for recycling.
4. Students are not permitted to use vending machines while the gates are down.

FIRE EMERGENCY AND DRILL 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.

HALL PASSES

Except when changing classes, a student must have in his/her possession a signed pass from a staff member at all times he/she is in the hall. It is the student's responsibility to obtain the teacher's permission and the signed pass in order to leave the classroom for any reason. Students are also required to sign in and out on the clipboard located at the entrance of every classroom so that each teacher will have a record of where the student is whenever they are not present in the classroom. This is imperative for safety and emergency concerns. Failure to comply with these regulations may result in the student being placed on Hall Pass Restriction for an indefinite amount of time (regulated by the administration), during which time a student may not be in the halls except to pass classes. Violating this restriction will result in further disciplinary action.

ASSEMBLY PROGRAM

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.

P.A. ANNOUNCEMENTS

Many announcements of concern to teachers and students dealing primarily with school functions will be made daily over the P.A. system. P.A. announcements will be made at the end of each school day. Students or staff may acquire announcement forms from the office. Distribution of non-school materials requires approval of the principal or superintendent, but does not imply school endorsement.

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.

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.

FUNDRAISING 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.

SMOKE FREE ENVIRONMENT

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

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.

Mustang Corral Stadium Expectations

- Specific to the above expectation includes the expectations for attendance at our contests in our athletic stadium.
- 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.

VI. 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.

VII. PARENT INFORMATION

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. You can help your child succeed in school by doing the following:

1. Show a sincere and consistent interest in your child's academic success.
2. Communicate with teachers on a regular basis (especially if you have a question or concern).
3. Know your child's schedule and the names of his/her teachers.
4. Contact the high school administration if you have any questions or concerns.
5. Read this handbook carefully and abide by its regulations. Encourage your child to do the same.
6. Attend school activities – especially Back-to-School Night, Parent Conferences, and Curriculum Night. Display an interest in what your child is doing! Be involved and aware of what is happening at South Western High School!
7. Contact the school (teacher, counselor, principal, etc.) if your child experiences any academic, social, and/or emotional challenges in order to discuss and create the best plan of action to support the success of the student.

MANDATORY PARENT/GUARDIAN 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.

STUDENT SUCCESS

Below is the Pyramid of Interventions for South Western High School. In order to assist students and parents in creating a success plan for each individual student and their unique needs, this pyramid will be used as a resource to assist in creating the best path possible for each student.

South Western High School

Persist...Achieve...Succeed!

Pyramid of Interventions

LEVEL 3: INTENSIVE PROGRAM

- STEEDS
- River Rock
- York-Adams Academy
- Intensive progress monitoring
- Individualized interventions

LEVEL 2: SUPPLEMENTAL PROGRAM

- Full year Reading/Language Arts
- Full year Algebra I
- Honors courses
- Advanced Placement courses
- Academic Accountability for missed assignments
- Skills Building in Reading and Math (Study Island)
- Parent update report every three weeks
- Reading Tutorial Program

LEVEL 1: CORE PROGRAM

Support For All Students

- Intervention periods 4 out of 6 days/cycle
- Peer tutoring
- Link Crew
- Advisory/mentor program
- Counselor Watch List
- Student Assistance Program
- Truancy Elimination Plans
- Sapphire grade access

School Structures

- Safe environment
- Daily teacher collaboration
- Career exploration opportunities
- Teacher/parent communications

Core Curriculum

- Curriculum written to meet state standards
- Common assessments
- Writing across the curriculum
- Reading Apprenticeship
- C or better requirement in math

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 **717-633-4807**.
4. Parents are invited to confer with teachers by calling the main office **717-633-4807** or contacting them via email to arrange a mutually agreeable time.

STUDENT EMERGENCY INFORMATION

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. This information must be reported accurately, returned promptly, and kept up to date. Changes should be made by contacting the school nurse.

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.**

GIFTS TEACHER/STUDENTS

Gifts exchanged between teachers and students are discouraged.

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 (717-633-4807). The school office and attendance office must be notified prior to a student leaving school property.

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 a safe area on the school ground in case of a fire.
Delayed Opening, Cancellation of Classes	These actions are normally taken in case of a winter storm.
Early or Delayed Release of Students.	Cancellation of classes may be necessary in case of disruption of public utility services.
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 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.

VIII. STUDENT ACTIVITIES

STUDENT COUNCIL

Student Council is composed of student representatives from each class. Organizational responsibilities include: planning and implementing student activities and social events and expressing student viewpoints to the faculty, administration, and school board.

2010-2011 STUDENT COUNCIL OFFICERS

President: Mike Klecker
Vice President: Evan Sterrett
Treasurer: Ben Zimmerman
Recording Secretary: Kelly Raleigh
Corresponding Secretary: Jillian Gobrecht
Historian: Hillary Doucette
School Board Liaison: Josawyn Armacost
School Board Representative: Brady Shultz

ELECTION GUIDELINES

The following procedures are to be utilized in all student elections.

1. Nominations should be open to all members of the voting group.
2. All nominees, who meet an organization's eligibility requirements, will have their names placed on the ballot.
3. All voting will be done by secret ballot.
4. Ballot tabulations will take place only after voting polls have closed (students absent on the day of voting will not be given the opportunity to vote).
5. The counting of ballots will be conducted by a student committee appointed and supervised by the advisor(s). No student who is a candidate for office may serve on this committee.
6. The ballots cast and the results will be retained for one year by the advisor.
7. Any questions concerning an election should be directed to an organization's advisor. Further questions should be brought to the high school administration.

KEY CLUB

President: Austyn Grim
Vice President: Nick Alton
Secretary: Alissa Wagner
Treasurer: Alyssa Holt
Editor/Webmaster: Rosie Wescot
Historian: Katie Bathgate

Class Representatives:
Senior, Emily Doyle
Junior, Heyde Landis
Sophomore, Devon Ackerman
Freshman, TBD

Lt. Governor: Zack Townsend

CLASS OFFICERS

Class of 2011

President – Molly Glover

Vice President – McKay Schmitt

Secretary – Austyn Grim

Treasurer – Marcus Harris

Historian – Jillian Gobrecht

Class of 2012

President – Chelsea Gatz

Vice President – Mack Meyer

Secretary – Tyler Butts

Treasurer – Kaitlyn Bankert

Historian – Kaitlyn Bankert

Class of 2013

President –

Vice President –

Secretary –

Treasurer –

Historian –

IX. STUDENT SERVICES

SENIOR PRIVILEGES

Early Release

The purpose of the Early Release Program is to permit eligible seniors to be excused from school during the advisory/intervention period at 2:29 PM on Days 1, 2, 3, 4 and 5, with the exception of Pep Rallies and Class Meetings. It is hoped that the extension of this privilege will promote the opportunity for seniors to display responsible leadership and high standards of school behavior and attendance. To be eligible, a senior must:

1. Have accumulated twenty-one (21) credits by the end of their junior year.
2. Have a signed parental permission form on file in the high school office.
3. Be passing four (4) credits each week. Academic eligibility will be checked on a weekly basis. Students who are not passing four (4) credits will have their senior privileges suspended.
4. Be assigned to a senior homeroom. (Seniors in junior homerooms are NOT eligible).
5. Have achieved the "Proficiency" level on the PSSAs taken in the student's Junior year.

Seniors on early release are expected to leave school property. Seniors are expected to refrain from loitering in the school halls, lobby area, and the school parking lot. Repeated tardiness, poor school attendance, and/or repeated infractions of school rules may result in the loss of early release privilege.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is designed to identify students who are having school-related problems because of alcohol or drug use. It also identified 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.

Faculty members of the Student Assistance Team are:

Ms. Danielle Alric
Mrs. Rachel Berkebile
Mrs. Judy Berryman
Mrs. Courtney Bilodeau
Mr. Christopher Bowman
Mrs. Jody Conrad

Mrs. Amy Devine
Mrs. Dee Hertzog
Mrs. Andrea King
Mr. Christopher Landauer
Mrs. Jill Lenick

LIBRARY

The library is the hub of the entire high school curriculum. It includes computer stations with Internet Access and on-line resources, CD-ROMs, library books, reference materials, and many other materials to aid the student in learning and research. Care in the use of these materials must be adhered to at all times.

Library Hours:

Open daily at 7:35 AM

Closes at 3:45 PM on Mondays and Tuesdays

Closes at 3:30 PM on Wednesdays and Thursdays

Closes at 3:20 PM on Fridays

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.

ELECTRONIC DEVICES

Students are NOT to have cell phones in their possession during the school day (including lunchtime). Failure to comply will result in disciplinary action. Parents are encouraged to assist in these efforts and not use cell phones to communicate (calls or text messaging) with their children during the school day. If necessary, please contact the main office (717-633-4807) to communicate with your son/daughter.

Music devices such as iPods and mp3 players are not permitted to be used during the school day unless teacher permission has been granted. They should not be used in the hallways or during lunch.

Video recording and photography are also prohibited unless it is during class time for an approved school project. This policy adheres to the privacy rights of all members of our school community. Violations of these policies will result in disciplinary action and/or confiscation of the device, either temporarily or permanently depending on the nature and number of infractions that have occurred. Parents will be required to retrieve the device when confiscated by the administration.

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.

STUDENT INSURANCE

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.

BULLETIN BOARDS/DISTRIBUTION OF MATERIALS

A bulletin board for student use is located at the intersection of the 200 hall and the main corridor.

Student notices shall not be placed at any other locations in the school. The following general limitations of posting shall be applied:

1. School officials shall prohibit material which is obscene according to current legal definitions, which is libelous, or which inflames or incites students so as to create a clear and present danger or the commission of unlawful acts or of physical disruption to the orderly operation of the school.
2. Identification on any posted notice shall be required of a student or student group, including the name of at least one person of the group posting such notice.
3. The school officials shall require that notices or other communications be officially dated before posting and that such material be removed after five (5) school days in order to assure full access to the bulletin board(s) to all other members of the school community.

DISTRIBUTION OF MATERIALS

Students have a right to distribute leaflets, newspapers, and other printed materials with prior approval from the building principal. Such material must be submitted to the principal no less than 3 school days before the scheduled distribution date. Guidelines have been established for such distribution and may be secured from the school office.

LOST AND FOUND

A service for lost and found articles is conducted in the nurse's office. Lost or misplaced articles should be reported to the office immediately.

WORKING PAPERS

Any student under the age of 18, who plans to work either full or part time must obtain a work permit. **The student and his/her parent must report to the main office secretary with proof of age, i.e. birth certificate, driver's license, etc.**

X. TRANSPORTATION

AUTOMOBILE REGULATIONS

Automobiles and other vehicles must be operated and parked only on paved areas. Parking must be between the white painted lines. The following regulations pertain to student use of automobiles, trucks, or motorcycles on school property during school hours or at school-sponsored activities. Failure to comply with these regulations or safety precautions will result in the loss of parking privileges.

1. Students must obtain a parking permit sticker in the high school office at the beginning of each school year. This permit must be displayed in the lower left hand corner of the rear window. Notify the office immediately of lost or damaged stickers.
2. For security reasons, students will not be permitted to go to their vehicles once they have entered the building until the end of the school day.
3. Loitering in the parking lot or student vehicles is prohibited.
4. Students who drive to school may not pick up students who arrive at school by other means and leave the property before school.
5. Students should operate vehicles in a safe and orderly fashion.
6. Students may not park in spaces designated for the handicapped or for visitors.
7. **The entire parking lot in the front of the school is designated as visitor/faculty parking. Students may not park in this lot at any time while school is in session.**

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 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 Director of Transportation, Mr. Chuck Baumgardner, no later the beginning of school the day of the requested transfer.

BUS DISCIPLINE

GENERAL INFORMATION

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 Information/Tips

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.

Student Handbook Signature Page

In our continuing effort to keep students and parents aware of school policies and regulations, we have prepared a handbook and will distribute the handbook to each student who attends South Western High School.

So that we can be sure your child fully understands the contents of this handbook, we are asking you to read this handbook and discuss the contents with your child.

Please review the entire handbook closely.

Please sign this form and have your child return it to their homeroom teacher no later than Tuesday, September 7, 2010. (Signing this page does not denote approval, but simply indicates that you and your student have read and understand the handbook).

Parent's/Guardian's (Printed Name) (Signature) (Date)

Student's (Printed Name) (Signature) (Date) (Grade/Homeroom)

Drug and Alcohol and Attendance Update

There are two significant changes to policy. One policy notes that **any student found in violation of Board Policy 227, dealing with drugs and alcohol, will be taken to the Board of School Directors for an expulsion hearing.** The second is in reference to student attendance. Please read this section of the handbook carefully.

York County has instituted a new initiative to address attendance and truancy of all students in the county. Truancy laws will be strictly adhered to during this school year. **A school attendance quick reference page has been added to this handbook on pages 11-12.** All students absences must be addressed in a timely manner as outlined on pages 13 to 19 of this handbook. **Students who violate school attendance laws will be subject to fines and will be referred to York County Children and Youth Services** for additional action. All absences require a written, signed note or excuse within 5 days.

Your signature indicates that you are aware of these policy changes.

Parent's/Guardian's (Printed Name) (Signature) (Date)

Student's (Printed Name) (Signature) (Date) (Grade/Homeroom)

Technology Acceptable Use Policy

As the parent or guardian of this student I have read the South Western School District Acceptable Use Policy. I understand it is impossible for the South Western School District to restrict access to all controversial materials, and I will not hold them responsible for materials viewed or acquired by my child on the district network. Further, I understand that failure by my child to abide by the Acceptable Use Policy may result in disciplinary consequences that may include legal action.

Please see the Technology Acceptable Use Policy outlined on page 6-7. Responsible use of district technology is expected of all students and staff. Unacceptable use could result in not only district disciplinary consequences, but legal ones as well.

(Parent's/Guardian's Printed Name) (Initials) (Date)

(Student's Printed Name) (Initials) (Date)
(Grade/Homeroom)

South Western School District Media Waiver Form

I give _____ (initials) I do not give _____ (initials)

my consent for the South Western School District to use the student's name, comments, photographs or video recordings to promote events and activities occurring within the school district for the 2010-2011 school year.

Parent/Guardian's Name Student's Name (Grade/Homeroom) _____
_____(Print) _____(Print)

South Western School District Online Account Waiver Form

I give _____ (initials) I do not give _____ (initials)

my consent for the South Western School District to create online accounts for the student that will be used for instructional purposes during the 2010-11 school year.

Parent/Guardian's Name Student's Name (Grade/Homeroom) _____
_____(Print) _____(Print)

South Western High School 2010-2011 Bell Schedules

Daily Bell Schedule

Dismissal from the Cafeteria		8:10
Warning Bell, entire building		8:15
Mustang Vision	(5)	8:20 - 8:25
Period 1	(79)	8:25 - 9:44
Period 2	(79)	9:50 - 11:09
Period 3	(79/30)	11:15 - 1:04
Period 4	(79)	1:10 - 2:29
Advisory Period	(40)	2:35 - 3:15

4Sight Bell Schedule

Dismissal from the Cafeteria		8:10
Warning Bell, entire building		8:15
Homeroom		8:20 - 8:27
4Sight Testing		8:27 - 9:43
Period 1	(67)	9:49 - 10:56
Period 2	Lunch (77/30)	11:02 - 12:49
Period 3	(67)	12:55 - 2:02
Period 4	(67)	2:08 - 3:15

Period 3 Lunch Schedule

Wave A	Lunch	11:15 - 11:45
	Class	11:45 - 1:04
Wave B	Class	11:15 - 11:30
	Lunch	11:30 - 12:00
	Class	12:00 - 1:04
Wave C	Class	11:15 - 11:45
	Lunch	11:45 - 12:15
	Class	12:15 - 1:04
Wave D	Class	11:15 - 12:00
	Lunch	12:00 - 12:30
	Class	12:30 - 1:04
Wave E	Class	11:15 - 12:15
	Lunch	12:15 - 12:45
	Class	12:45 - 1:04
Wave F	Class	11:15 - 12:34
	Lunch	12:34 - 1:04

4Sight Period 2 Lunch Schedule

Wave A	Lunch	11:02 - 11:32
	Class	11:32 - 12:49
Wave B	Class	11:02 - 11:17
	Lunch	11:17 - 11:47
	Class	11:47 - 12:49
Wave C	Class	11:02 - 11:32
	Lunch	11:32 - 12:02
	Class	12:02 - 12:49
Wave D	Class	11:02 - 11:47
	Lunch	11:47 - 12:17
	Class	12:17 - 12:49
Wave E	Class	11:02 - 12:02
	Lunch	12:02 - 12:32
	Class	12:32 - 12:49
Wave F	Class	11:02 - 12:19
	Lunch	12:19 - 12:49

Finals (Period 2 & 3 Exams)

Dismissal from the Cafeteria		8:10
Warning Bell, entire building		8:15
Mustang Vision (Period 1)		8:20 - 8:27
Period 2	Exam (100)	8:33 - 10:13
Period 4	Lunch/Review (85)	10:19 - 11:44
Period 3	Exam (100)	11:50 - 1:30
	Early Dismissal	1:30

Finals (Period 1 & 4 Exams)

Dismissal from the Cafeteria		8:10
Warning Bell, entire building		8:15
Mustang Vision (Period 1)		8:20 - 8:27
Period 1	Exam (100)	8:33 - 10:13
Period HR	Lunch (85)	10:19 - 11:44
Period 4	Exam (100)	11:50 - 1:30
	Early Dismissal	1:30

South Western High School 2010-2011 Bell Schedules

One-hour Delay Schedule

Dismissal from the Cafeteria		9:10
Warning Bell, entire building		9:15
Mustang Vision	(5)	9:20 - 9:25
Period 1	(64)	9:25 - 10:29
Period 2	(64)	10:35 - 11:39
Period 3	(75/30)	11:45 - 1:30
Period 4	(63)	1:36 - 2:39
Advisory Period	(30)	2:45 - 3:15

D.O. Students released at 11:39 AM, after second period.

AM Teacher & Tech Aides report to elem. at 8:45 and HS at 11:45 AM.

PM Teacher and Tech Aides report to the elementary by 12:30 PM.

Two-hour Delay Schedule

Dismissal from the Cafeteria		10:10
Warning Bell, entire building		10:15
Mustang Vision	(5)	10:20 - 10:25
Period 1	(56)	10:25 - 11:21
Period 2	(Lunch) (75/30)	11:27 - 1:12
Period 3	(56)	1:18 - 2:14
Period 4	(55)	2:20 - 3:15
No Advisory Period		

D.O. students do not report to the high school on two-hour delays.

AM Teacher and Tech Aides report to elem. at 9:45 and HS at 11:27 AM.

PM Teacher and Tech Aides report to the elem. by 12:30 PM.

(PM Teacher and Tech Aides will miss second period)

One-hour Delay Lunch Schedule (Period 3)

Wave A	Lunch	11:45 - 12:15
	Class	12:15 - 1:30
Wave B	Class	11:45 - 12:00
	Lunch	12:00 - 12:30
	Class	12:30 - 1:30
Wave C	Class	11:45 - 12:15
	Lunch	12:15 - 12:45
	Class	12:45 - 1:30
Wave D	Class	11:45 - 12:30
	Lunch	12:30 - 1:00
	Class	1:00 - 1:30
Wave E	Class	11:45 - 12:45
	Lunch	12:45 - 1:15
	Class	1:15 - 1:30
Wave F	Class	11:45 - 1:00
	Lunch	1:00 - 1:30

Two-hour Delay Lunch Schedule (Period 2)

Wave A	Lunch	11:27 - 11:57
	Class	12:57 - 1:12
Wave B	Class	11:27 - 11:42
	Lunch	11:42 - 12:12
	Class	12:12 - 1:12
Wave C	Class	11:27 - 11:57
	Lunch	11:57 - 12:27
	Class	12:27 - 1:12
Wave D	Class	11:27 - 12:12
	Lunch	12:12 - 12:42
	Class	12:42 - 1:12
Wave E	Class	11:27 - 12:27
	Lunch	12:27 - 12:57
	Class	12:57 - 1:12
Wave F	Class	11:27 - 12:42
	Lunch	12:42 - 1:12

Finals - One-hour Delay (Period 2 & 3 Exams)

Dismissal from the Cafeteria		9:05
Warning Bell, entire building		9:15
Mustang Vision (Period 1)		9:20 - 9:25
Period 2	Exam (85)	9:30 - 10:55
Period 4	Lunch/Review (60)	11:00 - 12:00
Period 3	Exam (85)	12:05 - 1:30
	Early Dismissal	1:30

Finals - One-hour Delay (Period 1 & 4 Exams)

Dismissal from the Cafeteria		9:05
Warning Bell, entire building		9:15
Mustang Vision (Period 1)		9:20 - 9:25
Period 1	Exam (85)	9:30 - 10:55
Period HR	Lunch (60)	11:00 - 12:00
Period 4	Exam (85)	12:05 - 1:30
	Early Dismissal	1:30

South Western High School 2010-2011 Bell Schedules

Pep Rally/Assembly Schedule (AM Assembly)

Dismissal from the Cafeteria		8:10
Warning Bell, entire bldg.		8:15
Mustang Vision	(5)	8:20 - 8:25
Wave 1	Assembly (65)	8:35 - 9:40
	----- Period 1 (75) -----	9:45 - 11:00
Wave 2	Period 1 (80)	8:25 - 9:45
	----- Assembly (65) -----	9:55 - 11:00
Period 2	(75/30)	11:06 - 12:51
Period 3	(66)	12:57 - 2:03
Period 4	(66)	2:09 - 3:15

Pep Rally/Assembly Schedule (PM Assembly)

Dismissal from the Cafeteria		8:10
Warning Bell, entire bldg.		8:15
Mustang Vision	(5)	8:20 - 8:25
Period 1	(66)	8:25 - 9:31
Period 2	(66)	9:37 - 10:43
Period 3	(75/30)	10:49 - 12:34
Wave 1	Assembly (65)	12:50 - 1:55
	----- Period 4 (75) -----	2:00 - 3:15
Wave 2	Period 4 (80)	12:40 - 2:00
	----- Assembly (65) -----	2:10 - 3:15

Pep Rally/Assembly Lunch Schedule (Period 2)

Wave A	Lunch	11:06 - 11:36
	Class	11:36 - 12:51
Wave B	Class	11:16 - 11:31
	Lunch	11:21 - 11:51
	Class	11:51 - 12:51
Wave C	Class	11:06 - 11:36
	Lunch	11:36 - 12:06
	Class	12:06 - 12:51
Wave D	Class	11:16 - 11:51
	Lunch	11:51 - 12:21
	Class	12:21 - 12:51
Wave E	Class	11:06 - 12:06
	Lunch	12:06 - 12:36
	Class	12:36 - 12:51
Wave F	Class	11:06 - 12:21
	Lunch	12:21 - 12:51

Pep Rally/Assembly Lunch Schedule (Period 3)

Wave A	Lunch	10:49 - 11:19
	Class	11:19 - 12:34
Wave B	Class	10:49 - 11:04
	Lunch	11:04 - 11:34
	Class	11:34 - 12:34
Wave C	Class	10:49 - 11:19
	Lunch	11:19 - 11:49
	Class	11:49 - 12:34
Wave D	Class	10:49 - 11:34
	Lunch	11:34 - 12:04
	Class	12:04 - 12:34
Wave E	Class	10:49 - 11:49
	Lunch	11:49 - 12:19
	Class	12:19 - 12:34
Wave F	Class	10:49 - 12:04
	Lunch	12:04 - 12:34

For afternoon pep rallies, we will follow the above schedule, with all students going to period 4 from 12:40 - 2:00 PM. We would then dismiss back to HR and call students to the gymnasium from homeroom.

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 30 Day ____	PERIOD 1		Due Date
	PERIOD 2		
A U G U S T	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 31 Day ____	PERIOD 1		
	PERIOD 2		
A U G U S T	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 1 Day ____	PERIOD 1		
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 6 Day ____	PERIOD 1		Due Date
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 7 Day ____	PERIOD 1		
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 8 Day ____	PERIOD 1		
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 13 Day ____	PERIOD 1		Due Date
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 14 Day ____	PERIOD 1		
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 15 Day ____	PERIOD 1		
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

		SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 20 Day ____	PERIOD 1			Due Date
	PERIOD 2			
S E P T E M B E R	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
TUESDAY 21 Day ____	PERIOD 1			
	PERIOD 2			
S E P T E M B E R	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
WEDNESDAY 22 Day ____	PERIOD 1			
	PERIOD 2			
S E P T E M B E R	PERIOD 3			
	PERIOD 4			
	ADVISORY:			

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 27 Day ____	PERIOD 1		Due Date
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 28 Day ____	PERIOD 1		
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 29 Day ____	PERIOD 1		
	PERIOD 2		
S E P T E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

		SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 4 Day ____	PERIOD 1			Due Date
	PERIOD 2			
O C T O B E R	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
TUESDAY 5 Day ____	PERIOD 1			
	PERIOD 2			
O C T O B E R	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
WEDNESDAY 6 Day ____	PERIOD 1			
	PERIOD 2			
O C T O B E R	PERIOD 3			
	PERIOD 4			
	ADVISORY:			

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 11 Day ____	PERIOD 1		Due Date
	PERIOD 2		
O C T O B E R			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 12 Day ____	PERIOD 1		
	PERIOD 2		
O C T O B E R			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 13 Day ____	PERIOD 1		
	PERIOD 2		
O C T O B E R			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 18 Day ____	PERIOD 1		Due Date
	PERIOD 2		
O C T O B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 19 Day ____	PERIOD 1		
	PERIOD 2		
O C T O B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 20 Day ____	PERIOD 1		
	PERIOD 2		
O C T O B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 25 Day ____	PERIOD 1		Due Date
	PERIOD 2		
O C T O B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 26 Day ____	PERIOD 1		
	PERIOD 2		
O C T O B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 27 Day ____	PERIOD 1		
	PERIOD 2		
O C T O B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 1 Day ____	PERIOD 1		Due Date
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 2 Day ____	PERIOD 1		
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 3 Day ____	PERIOD 1		
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 8 Day ____	PERIOD 1		Due Date
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 9 Day ____	PERIOD 1		
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 10 Day ____	PERIOD 1		
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 15 Day ____	PERIOD 1		Due Date
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 16 Day ____	PERIOD 1		
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 17 Day ____	PERIOD 1		
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 22 Day ____	PERIOD 1		Due Date
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 23 Day ____	PERIOD 1		
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 24 Day ____	PERIOD 1		
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 29 Day ____	PERIOD 1		Due Date
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 30 Day ____	PERIOD 1		
	PERIOD 2		
N O V E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 1 Day ____	PERIOD 1		
	PERIOD 2		
D E C E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 6 Day ____	PERIOD 1		Due Date
	PERIOD 2		
D E C E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 7 Day ____	PERIOD 1		
	PERIOD 2		
D E C E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 8 Day ____	PERIOD 1		
	PERIOD 2		
D E C E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 13 Day ____	PERIOD 1		Due Date
	PERIOD 2		
D E C E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 14 Day ____	PERIOD 1		
	PERIOD 2		
D E C E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 15 Day ____	PERIOD 1		
	PERIOD 2		
D E C E M B E R	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 20 Day ____	PERIOD 1		Due Date
	PERIOD 2		
D E C E M B E R			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 21 Day ____	PERIOD 1		
	PERIOD 2		
D E C E M B E R			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 22 Day ____	PERIOD 1		
	PERIOD 2		
D E C E M B E R			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 27 Day ____	PERIOD 1		Due Date
	PERIOD 2		
D E C E M B E R			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 28 Day ____	PERIOD 1		
	PERIOD 2		
D E C E M B E R			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 29 Day ____	PERIOD 1		
	PERIOD 2		
D E C E M B E R			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 3 Day ____	PERIOD 1		Due Date
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 4 Day ____	PERIOD 1		
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 5 Day ____	PERIOD 1		
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 10 Day ____	PERIOD 1		Due Date
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 11 Day ____	PERIOD 1		
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 12 Day ____	PERIOD 1		
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 17 Day ____	PERIOD 1		Due Date
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 18 Day ____	PERIOD 1		
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 19 Day ____	PERIOD 1		
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 24 Day ____	PERIOD 1		Due Date
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 25 Day ____	PERIOD 1		
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 26 Day ____	PERIOD 1		
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 31 Day ____	PERIOD 1		Due Date
	PERIOD 2		
J A N U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 1 Day ____	PERIOD 1		
	PERIOD 2		
F E B R U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 2 Day ____	PERIOD 1		
	PERIOD 2		
F E B R U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 7 Day ____	PERIOD 1		Due Date
	PERIOD 2		
F E B R U A R Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 8 Day ____	PERIOD 1		
	PERIOD 2		
F E B R U A R Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 9 Day ____	PERIOD 1		
	PERIOD 2		
F E B R U A R Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 14 Day ____	PERIOD 1		Due Date
	PERIOD 2		
F E B R U A R Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 15 Day ____	PERIOD 1		
	PERIOD 2		
F E B R U A R Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 16 Day ____	PERIOD 1		
	PERIOD 2		
F E B R U A R Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 21 Day ____	PERIOD 1		Due Date
	PERIOD 2		
F E B R U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 22 Day ____	PERIOD 1		
	PERIOD 2		
F E B R U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 23 Day ____	PERIOD 1		
	PERIOD 2		
F E B R U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 28 Day ____	PERIOD 1		Due Date
	PERIOD 2		
F E B R U A R Y	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 1 Day ____	PERIOD 1		
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 2 Day ____	PERIOD 1		
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 7 Day ____	PERIOD 1		Due Date
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 8 Day ____	PERIOD 1		
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 9 Day ____	PERIOD 1		
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 14 Day ____	PERIOD 1		Due Date
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 15 Day ____	PERIOD 1		
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 16 Day ____	PERIOD 1		
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

		SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 21 Day ____	PERIOD 1			Due Date
	PERIOD 2			
M A R C H	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
TUESDAY 22 Day ____	PERIOD 1			
	PERIOD 2			
M A R C H	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
WEDNESDAY 23 Day ____	PERIOD 1			
	PERIOD 2			
M A R C H	PERIOD 3			
	PERIOD 4			
	ADVISORY:			

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 28 Day ____	PERIOD 1		Due Date
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 29 Day ____	PERIOD 1		
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 30 Day ____	PERIOD 1		
	PERIOD 2		
M A R C H	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

		SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 4 Day ____	PERIOD 1			Due Date
	PERIOD 2			
A P R I L				
	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
TUESDAY 5 Day ____	PERIOD 1			
	PERIOD 2			
A P R I L				
	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
WEDNESDAY 6 Day ____	PERIOD 1			
	PERIOD 2			
A P R I L				
	PERIOD 3			
	PERIOD 4			
	ADVISORY:			

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 11 Day ____	PERIOD 1		Due Date
	PERIOD 2		
A P R I L			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 12 Day ____	PERIOD 1		
	PERIOD 2		
A P R I L			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 13 Day ____	PERIOD 1		
	PERIOD 2		
A P R I L			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

		SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 18 Day ____	PERIOD 1			Due Date
	PERIOD 2			
A P R I L				
	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
TUESDAY 19 Day ____	PERIOD 1			
	PERIOD 2			
A P R I L				
	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
WEDNESDAY 20 Day ____	PERIOD 1			
	PERIOD 2			
A P R I L				
	PERIOD 3			
	PERIOD 4			
	ADVISORY:			

		SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 25 Day ____	PERIOD 1			Due Date
	PERIOD 2			
A P R I L	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
TUESDAY 26 Day ____	PERIOD 1			
	PERIOD 2			
A P R I L	PERIOD 3			
	PERIOD 4			
	ADVISORY:			
WEDNESDAY 27 Day ____	PERIOD 1			
	PERIOD 2			
A P R I L	PERIOD 3			
	PERIOD 4			
	ADVISORY:			

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 2 Day ____	PERIOD 1		Due Date
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 3 Day ____	PERIOD 1		
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 4 Day ____	PERIOD 1		
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 9 Day ____	PERIOD 1		Due Date
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 10 Day ____	PERIOD 1		
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 11 Day ____	PERIOD 1		
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 16 Day ____	PERIOD 1		Due Date
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 17 Day ____	PERIOD 1		
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 18 Day ____	PERIOD 1		
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 23 Day ____	PERIOD 1		Due Date
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 24 Day ____	PERIOD 1		
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 25 Day ____	PERIOD 1		
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 30 Day ____	PERIOD 1		Due Date
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 31 Day ____	PERIOD 1		
	PERIOD 2		
M A Y			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 1 Day ____	PERIOD 1		
	PERIOD 2		
J U N E			
	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

	SUBJECTS/DAILY ASSIGNMENTS	Long Term	
MONDAY 6 Day ____	PERIOD 1		Due Date
	PERIOD 2		
J U N E	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
TUESDAY 7 Day ____	PERIOD 1		
	PERIOD 2		
J U N E	PERIOD 3		
	PERIOD 4		
	ADVISORY:		
WEDNESDAY 8 Day ____	PERIOD 1		
	PERIOD 2		
J U N E	PERIOD 3		
	PERIOD 4		
	ADVISORY:		

