

Salisbury-Elk Lick Jr. Sr. High School

Parent/Student Handbook

2025-2026



Salisbury-Elk Lick School District

196/200 Smith Avenue

PO Box 68

Salisbury PA 15558

High School: (814) 662-2741/Fax (814) 662-2091

Elementary: (814) 662-2733/Fax (814) 662-2544

www.selsd.com

Foreword

Welcome back teachers, parents, and students! Every year is an opportunity for learning, growth, and new goals -- this year is no different. Through hard work and a drive toward achieving those goals, we will all be stronger and more capable than we were last year. Let's work together to be the best we can be!

As the Jr./Sr. High School Principal, I want each of you to feel free to reach out with any ideas, questions, or concerns. I am here to serve this community, and I will work relentlessly to make this the best school district in the county and beyond!

Sincerely,

Jason Collier

Jason Collier
High School Principal, SELSD

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2025-2026 High School Bell Schedule

Normal Schedule		2-Hour Delay Schedule		Planned Early Dismissal Schedule	
Student Arrival	7:50 – 8:10	Student Arrival	9:50 – 10:10	Student Arrival	7:50 – 8:10
Homeroom	8:10 – 8:15	Homeroom	10:10 – 10:15	Homeroom	8:10 – 8:15
Period 1	8:15 – 8:57	Period 1	10:15 – 10:47	Period 1	8:15 – 8:45
2 nd Chance Bfast	8:59 – 9:12	Period 3	10:49 – 11:21	2 nd Chance Bfast	8:47 – 8:59
Period 2	9:14 – 9:56	Period 4	11:23 – 11:55	Period 2	9:01 – 9:31
Period 3	9:58 – 10:40	Period 5	11:57 – 12:29	Period 7	9:33 – 10:03
Period 4	10:42 – 11:24	Lunch	12:31 – 1:06	Period 3	10:05 – 10:35
Period 5	11:26 – 12:08	Period 6	1:08 – 1:39	Period 6	10:37 – 11:07
Lunch	12:10 – 12:45	Period 2	1:41 – 2:12	Period 8	11:09 – 11:39
Period 6	12:47 – 1:27	Period 7	2:14 – 2:45	Period 4	11:41 – 12:11
Period 7	1:29 – 2:09	Period 8	2:47 – 3:18	Period 5	12:13 – 12:43
Period 8	2:11 – 2:51	Student Dismissal	3:18	Lunch	12:45 – 1:20
Period 9 (Clubs)	2:53 – 3:18			Student Dismissal	1:20
Student Dismissal	3:18				

Flexible Instruction Day Schedule	
Period 1	9:00 – 9:28
Period 2	9:30 – 9:58
Period 3	10:00 – 10:28
Period 4	10:30 – 10:58
Period 5	11:00 – 11:28
Lunch	11:30 – 11:58
Period 6	12:00 – 12:28
Period 7	12:30 – 12:58
Period 8	1:00 – 1:28
Period 9	1:30 – 1:50
Student Dismissal	1:50

**Salisbury-Elk Lick School District
2025 – 2026 School Calendar**

August 21		In Service Day – Meet the Teacher Night 5:15 pm – 7:15 pm (No School for Students)
August 22		Act 80 Day (No School for Students)
August 25		1st day of school Early Dismissal 1:15
September 1		Labor Day (No School for Students)
October 3		Folk Festival (No School)
October 13		Act 80 Day (No School for Students)
October 27		End of 1 st Quarter
November 10		Act 80 Day – Parent/Teacher Conferences 12 pm – 6:45 pm (No School for Students)
November 27, 28 & December 1		Thanksgiving Break (No School)
December 24-January 2		Christmas Break (No School)
January 13		End of 1 st Semester/2 nd Quarter (Tentative)
January 19		Act 80 Day (No School for Students)
February 16		President’s Day (No School)
March 18		End of 3 rd Quarter
April 3 & 6		Easter Break (No School)
May 13		End of 4 th Quarter Seniors Last Day (Tentative)
May 22	Awards Assembly	11:15 Dismissal for Students Last Day of School (Tentative)
May 24		Senior Graduation 2 pm (Tentative)
May 25		Memorial Day (No School)

Salisbury-Elk Lick School District
2025-2026 Schedule for early Dismissals

August 25		1st day of school Early Dismissal 1:15
September 12		Curriculum Assessment Early Dismissal 1:15
September 26		Curriculum Assessment Early Dismissal 1:15
October 10		Curriculum Assessment Early Dismissal 1:15
October 24		Curriculum Assessment Early Dismissal 1:15
November 26		Early Dismissal 1:15 (Thanksgiving Break)
December 12		Curriculum Assessment Early Dismissal 1:15
December 23		Early Dismissal 1:15 (Christmas Break)
February 13		Curriculum Assessment Early Dismissal 1:15
March 13		Curriculum Assessment Early Dismissal 1:15
March 27		Curriculum Assessment Early Dismissal 1:15
April 2		Early Dismissal 1:15 for (Easter Break)
April 17		Curriculum Assessment Early Dismissal 1:15
May 1		Curriculum Assessment Early Dismissal 1:15
May 15		Curriculum Assessment Early Dismissal 1:15
May 22	Awards Assembly	Last Day of School Early Dismissal 11:15

Attendance Policies

The Law

Effective with the 2020-2021 school year, a child must comply with compulsory attendance requirements from age 6 to age 18. Specifically, a child who has attained the age of 6 on or before September 1 must enroll and attend school or begin a home school program that year. Additionally, any student less than 18 years of age must comply with compulsory school age requirements.

Compulsory Attendance Policies

What are Excused/Lawful Absences? Below are the valid excuses for being absent. If your reason for absence is not listed below, and you still believe it is valid, please contact administration.

- Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
- Quarantine
- Family Emergency
- Recovery from an accident
- Required court attendance
- Death in the family
- Impassable roads
- Severe inclement weather
- Medical and dental appointments
- Authorized school activities
- Educational travel, with prior administrative approval

What are Unexcused Absences? Any absence that is not listed above or given administrative approval will be considered unlawful/unexcused.

How to Notify the School of an Excused Absence: A written parental statement indicating specifically the “urgent reason” for absence must be submitted within 3 days of returning to school. The principal will determine if the absence from school is legal or not. The absence is considered unexcused if not returned to the office during that time period.

How Many Excused Absences can a Student Have Before Requiring a Physician’s Note?

Once a student has had 15 excused absences, a physician’s note will be required for all subsequent absences. Every absence thereafter that does not include a doctor’s note will be considered unexcused.

High School Attendance Times

Arrival after 8:10 a.m. & before 10:15 a.m. (A.M. Tardy)

Arrival after 10:15 a.m. (1/2 day absent)

Arrival after 1:15 p.m. (full day absent)

Leave before 10:15 a.m. (does not return) (full day absent)

Leave between 10:15 a.m. & 1:20 p.m. (does not return) (1/2 day absent)

Leave between 1:20 p.m. – 3:20 p.m. (P.M. Tardy)

Parent Notification for Daily Absences

- On any day in which a student is not in school, a text message and phone call will go out to parents letting them know that their child is not here.
- On the day that a student returns from being absent, a text message will be sent to remind parents that an excuse for the absence is required. After 3 days of text messages, no additional reminders will be sent. If no excuse is provided by the end of the 3rd day after returning to school, the absence(s) will be regarded as unexcused.

Summary of District Policies for Unexcused Absences

Number of Unexcused Absences	Action Taken
Any single unexcused absence	<ul style="list-style-type: none">• Parent notification (text or phone call)
3 unexcused absences	<ul style="list-style-type: none">• Written parent notification (and text or phone call)• A parent conference may be offered.• Student may be referred to the Student Assistance Program.
4-5 unexcused absences	<ul style="list-style-type: none">• Parent notification (text or phone call)• A parent conference will be offered.• Student will be referred to the Student Assistance Program.
6 unexcused absences	<ul style="list-style-type: none">• Written parent notification (and text or phone call).• Student will be referred to the Student Assistance Program.• Student will be referred to the Youth Advocate Program (YAP), which is an attendance improvement program.• Citation with magistrate may be filed.• CYS case referral may be required.
15 in a single semester	<ul style="list-style-type: none">• In addition to above, student fails any single-semester courses.
30 in a full year	<ul style="list-style-type: none">• In addition to above, student fails all classes for the year.

Exceptions: Exceptions to the actions described above may be made if there are special circumstances. These include, but are not limited to, cases in which a student is chronically absent due to a disability or medical condition. In any of these cases, please contact the building principal.

School Board Attendance Appeals: Students who have fifteen (15) or more unexcused absences in a semester or thirty (30) or more unexcused absences in their full year courses and who haven't demonstrated sufficient reason or special circumstances will be assigned failing grades for the courses as mentioned in the above table. Parents or guardians have the right to appeal to the Salisbury-Elk Lick School Board in writing by presenting a letter to the Superintendent's Office within ten (10) days of the denial of credit.

Tardy Policy: Students are expected to be at school by the start of the homeroom period. Students that are not here by that time and do not have a parent note giving a valid excuse for why they are late are considered tardy. Valid excuses for being tardy are identical to the valid excuses for being absent. A student that is tardy (unexcused) for 3 or more days may receive any or all of the following consequences:

- Referral to the student assistance program (SAP).
- Referral to the school counselor.
- Parent meeting by phone or in-person.
- Required tutoring during study halls or clubs period.
- Lunch or after-school detention.
- Loss of driving privileges.

Vo-Tech Attendance Policy

Vo-Tech students are tardy beginning at 11:40 a.m. until 12:40, absent a (half day Vo-Tech) if they arrive between 12:40 and 1:40. A student is considered absent (full day Vo-Tech) if he/she arrives after 1:40 P.M.

Flexible Instruction Day (Online Synchronous) Attendance Policy

Planned FIDs will be announced the day before it will occur if at all possible. On planned FIDs, students are expected to attend all classes online using Google Classroom links provided by teachers. Students should use the "Flexible Instruction Day Schedule" at the beginning of the handbook to ensure they are on time to classes. Students missing classes will have attendance marked as follows:

- 1 missed class – student is **tardy**.
- 2-4 missed classes – student is **half-day absent**.
- 5 or more missed classes – student is **whole-day absent**.

Emergency Remote Learning Day (Online Asynchronous) Attendance Policy

For unexpected remote learning days, students are expected to visit the Google Classroom pages for all of their teachers. Students must complete all assignments given by teachers in order to be considered "present" for the day. Teachers will mark students absent if the work given is not completed and turned in by the day following the remote learning day(s). Students that are marked absent will be assigned the following attendance codes:

- 1 missed class – student is **tardy**.
- 2-4 missed classes – student is **half-day absent**.
- 5 or more missed classes – student is **whole-day absent**.

School Closing Policy

In the event that it is necessary to cancel or delay school due to inclement weather or other unforeseen emergencies, the school will notify local radio/TV stations and use the One Call Now system to notify parents and families.

Student Arrival/Pickup in the Junior/Senior High School

Students should not enter the building prior to 7:50 a.m. and should be picked up by 3:20 pm.

If a teacher needs to see a student before or after school, prior arrangements with the student's parents should be made, and the teacher is responsible for the student's supervision.

Exceptions for students being on school property or in the building may include detention assignment, scheduled after school activities, and established practices for extra-curricular participation.

If a student misses his/her bus to go home, then the parent will be notified and the school will provide supervision of the student until the student is picked up or taken home.

Raptor Visitor Management

The Salisbury Elk-Lick School District has utilized the Raptor Visitor Management System and remind all visitors that they must have a valid driver's license in order to enter the school population. This system enables our schools to produce visitor badges and electronically check all visitors against registered sexual offender databases. The overall goal of this system is to increase the safety of our schools.

If the Raptor system indicates that you are listed as an alleged registered sex offender you must comply with the Salisbury-Elk Lick School District procedures. We request that you adhere to the following guidelines when visiting your child's school:

- Allow staff to escort you to and from your destination in the school or on school grounds.
- Allow staff to supervise any interactions with students other than your child.
- Conduct meetings and other business with the school outside of school hours, when possible.
- Comply with requests from school staff, administrators, and any other school personnel, and with any special conditions imposed with the building principals.
- Meetings will be held in the foyer area meeting room thus not requiring access to the student/ staff population areas.

The Salisbury Elk-Lick School District does not have the ability to maintain, update, or change in any way the data in the state databases. If you believe the data in the state database is incorrect, you should contact the specific state agency to get the data corrected.

Parent/Guardian involvement is a key component to student success in school. We value your participation in your child's education and seek to accommodate your involvement in our school.

If you are interested in learning more about the Raptor visitor management system, please visit the Raptor

Technologies website: <https://raptortech.com>. If you have any questions please contact the building principal.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.



Grade to GPA Table

GRADE		Standard GPA	Dual Enrollment / Honors GPA
100	A+	4.00	4.40
99	A+	3.96	4.36
98	A+	3.92	4.31
97	A+	3.88	4.27
96	A	3.84	4.22
95	A	3.80	4.18
94	A	3.76	4.14
93	A	3.72	4.09
92	A-	3.68	4.05
91	A-	3.64	4.00
90	A-	3.60	3.96
89	B+	3.50	3.85
88	B+	3.40	3.74
87	B+	3.30	3.63
86	B	3.20	3.52
85	B	3.10	3.41
84	B	3.00	3.30
83	B	2.90	3.19
82	B-	2.80	3.08
81	B-	2.70	2.97
80	B-	2.60	2.86
79	C+	2.50	2.75
78	C+	2.40	2.64
77	C+	2.30	2.53
76	C	2.20	2.42
75	C	2.10	2.31
74	C	2.00	2.20
73	C	1.90	2.09
72	C-	1.80	1.98
71	C-	1.70	1.87
70	C-	1.60	1.76
69	D+	1.50	1.65
68	D+	1.40	1.54
67	D+	1.30	1.43
66	D	1.20	1.32
65	D	1.10	1.21
64	D	1.00	1.10
63	D	0.90	0.99
62	D-	0.80	0.88
61	D-	0.70	0.77
60	D-	0.60	0.65
59	F+	0.54	0.59
58	F+	0.48	0.53
57	F+	0.42	0.46
56	F	0.40	0.44
55	F	0.30	0.33
54	F	0.24	0.26
53	F	0.18	0.20
52	F-	0.12	0.13
51	F-	0.06	0.07
50	F-	0.00	0.00

Junior High School Course Listing

7th Grade

English Lit. & Comp.
Intro to Algebra or Pre-Algebra
Life Science
World Cultures
Physical Education
Invention & Engineering
Art
Home Economics
Band/Chorus
Orientation

8th Grade

English Lit. & Comp.
Intermediate Algebra or Algebra I
Physical Science
Geography
Health
Physical Education
Technology Systems
Art
Home Economics
Intro to Ag/Horticulture
Band/Chorus

Graduation Requirements

- **PA Requirements**
 - ✓ Meet a PA graduation pathway, as detailed below.
- **SELSD Requirements**
 - ✓ Earn 25 high school credits, using the table below as a guide.
 - ✓ Provide community service hours, as detailed below.
 - ✓ Complete one of the ELK Pathways, as detailed on the following page.

PA Graduation Pathways

Students are required to meet one of the graduation pathways identified by the state of Pennsylvania. A summary of the pathways is provided below:

1. Earn a score of proficient or advanced on all Keystones. This includes the biology, literature, and algebra Keystones.
2. Earn a score of proficient or advanced on at least one of the three Keystones, while not scoring below basic on any of them. For this pathway, the sum of the Keystone scores must be at least 4452.
3. Meet one of three alternative pathways. If this is the student's intention, then a meeting with the H.S. principal and/or school counselor will be necessary to plan the pathway.

Credits Required for Graduation

*For 2026 Graduates

Subject	Credits
Math	4
Science	3
English	4
Social Studies	4
Health	0.5
Driver's Ed	0.25
P.E.	0.75
Typing I or Computer Apps	0.5
Electives	8
Total Credits	25

*For 2027 Graduates

Subject	Credits
Math	4
Science	3
English	4
Social Studies	4
Health	0.5
Driver's Ed	0.25
P.E.	0.75
Typing I or Computer Apps	1
Electives	7.5
Total Credits	25

*For 2028 (and beyond) Graduates

Subject	Credits
Math	4
Science	3
English	4
Social Studies	4
Health	1
Driver's Ed	0.25
P.E.	0.75
Typing I or Computer Apps	1
Electives	7
Total Credits	25

Note: Math credits must include Algebra 1, Geometry and Personal Finance.

Community Service Requirement

Starting with the class of 2026, all students are required to provide **80 hours** of community service to qualify for high school graduation.

Students may obtain community services forms from the high school office. These logs require an adult's (not a parent's) signature. Each student is encouraged to turn their hours to the high school office as soon as the community service is complete.

Students that do not complete their required number of hours before the end of their final year at Salisbury – Elk Lick High School **will not be eligible** for graduation. In this case, the student will be required to finish his/her community service hours before receiving a diploma.

Student Name: _____

Community Service Notes:

- The supervisor for a service may not be your parent.
- In order to qualify as community service, you may not receive payment in any form.
- Each student is encouraged to turn their hours in as soon as the community service is complete. Each student should keep a record of their hours in the case of a dispute.

Location & Description of Service		Location & Description of Service	
Date of Service		Date of Service	
# of Hours		# of Hours	
Name of Supervisor		Name of Supervisor	
Supervisor Signature		Supervisor Signature	
Supervisor Phone #		Supervisor Phone #	

ELK Pathways

The following ELK Pathways are meant to be a guide for students on their journey to complete high school at SELSD. They should be used in coordination with the parents, the principal, and/or the school counselor as a starting point to ensure that the student maintains a goal for post-graduation and has a sufficient number of credits in the appropriate areas. Each student may end up with slightly different course selections depending on his/her needs, but in most cases, a student's schedule will very closely resemble one of these pathways, given on the following pages.

Math Note: The accelerated math schedule shown in the college preparatory pathway may apply to any of the other pathways.

Social Studies Note: Prior to the 2025-26 school year, most students took Civics in 9th grade. Thus, students in the classes of 2026, 2027, and 2028 will take American History 2/Street Law in 12th grade. Starting with the class of 2029, students will take American History 1 in 9th grade, American History 2 in 10th grade, and Civics/Street Law in 12th grade.

College Preparatory Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math (accelerated)	Geometry	Algebra 2	Trigonometry / Pre-Calc	Calculus and/or a college math course
Math (typical)	Algebra 1	Geometry	Algebra 2	Trigonometry / Pre-Calc and/or a college math course
English	College Prep English 9	College Prep English 10	American Lit. & Composition 11	Literature & Analysis 12
Science	Earth Science	Biology	Chemistry 1	Chemistry 2, Biology 2, and/or Physics
Social Studies	Civics	American History 10	World History	American History 12 / Street Law
Physical Education	Health / P.E. 9	Health / D.E. / P.E. 10		
Business Education	Typing 1 or Computer Apps			Personal Finance
SAT Prep			SAT Prep English & Math	
Electives	2 Elective	2 Electives	2 Electives	2 Electives
Total Credits	8	7	6	7
PA Grad Pathway Recommendation	Keystone Proficiency Pathway or Keystone 4452 Score Pathway			

Career Ready Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	Geometry	Career Ready Math	Personal Finance
English	Career Ready English 9	Career Ready English 10	Career Ready English 11	Career Ready English 12
Science	Earth Science	Biology	Physical Science	
Social Studies	Civics	American History 10	World History	American History 12 / Street Law
Physical Education	Health / P.E. 9	Health / D.E. / P.E. 10		
Business Education	Typing 1 or Computer Apps			
Electives	2 Electives	2 Electives	3 Electives	3 Electives
Total Credits	8	7	7	6
PA Grad Pathway Recommendation	Determined on an individual basis			

Agriculture Mechanics Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	Geometry	Any Math Course	Personal Finance
English	Any English 9 Course	Any English 10 Course	Any English 11 Course	Any English 12 Course

Career Ready Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Typing 1 or Computer Apps Algebra 1	Geometry	Career Ready Math	Personal Finance
English	Power Equip. or Career Ready English 9 AND 1 additional Ag. elective.	Power Equip. or Career Ready English 10 AND 1 additional Ag. elective.	Welding or Ag. Construction Career Ready English 11 AND 1 additional Ag. elective	Senior Ag. Internship AND Ag. Career Ready English 12 Mechanics Lab
Science	Earth Science None	Biology None	Physical Science 1 other elective	1 other elective
Social Studies	8 Civics	7 American History 10	7 World History	6 American History 12 / Street Law
Physical Education	Health / P.E. 9	CTE Pathway through NOCTI test or Agriculture Certifications Health / D.E. / P.E. 10		
Business Education	Typing 1 or Computer Apps			
Electives	2 Electives	2 Electives	3 Electives	3 Electives
Total Credits	8	7	7	6
PA Grad Pathway Recommendation	Determined on an individual basis			

Agriculture Mechanics Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	Geometry	Any Math Course	Personal Finance
English	Any English 9 Course	Any English 10 Course	Any English 11 Course	Any English 12 Course
Science	Earth Science	Biology	Physical Science or Chem. 1	
Social Studies	Civics	American History 10	World History	American History 12 / Street Law

Veterinary Science Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	Geometry	Any Math Course	Personal Finance
English	Any English 9 Course	Any English 10 Course	Any English 11 Course	Any English 12 Course
Science	Earth Science	Biology	Physical Science or Chem. 1	
Social Studies	Civics	American History 10	World History	American History 12 / Street Law
Physical Education	Health / P.E. 9	Health / D.E. / P.E. 10		
Business Education	Typing 1 or Computer Apps			
Veterinary Science Classes	Vet. Sci. 1 or Natural Resources AND 1 additional Ag. elective.	Vet. Sci. 1 or Leadership AND 1 additional Ag. elective.	Vet. Sci. 2 or Equine Science AND 1 additional Ag. elective.	Senior Ag. Internship
Electives	None	None	1 other elective	2 other electives
Total Credits	8	7	7	6
PA Grad Pathway Recommendation	CTE Pathway through Agriculture Certifications			

Horticulture Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	Geometry	Any Math Course	Personal Finance
English	Any English 9 Course	Any English 10 Course	Any English 11 Course	Any English 12 Course
Science	Earth Science	Biology	Physical Science or Chem. 1	
Social Studies	Civics	American History 10	World History	American History 12 / Street Law
Physical Education	Health / P.E. 9	Health / D.E. / P.E. 10		
Business Education	Typing 1 or Computer Apps			
Horticulture Classes	Natural Resources or Leadership AND 1 additional Ag. elective.	Natural Resources or Leadership AND 1 additional Ag. elective.	Greenhouse/Floral Design AND 1 additional Ag. elective.	Greenhouse Floral Design and Senior Ag. Internship
Electives	None	None	1 other elective	1 other elective
Total Credits	8	7	7	6
PA Grad Pathway Recommendation	CTE Pathway through Agriculture Certifications			

Agriculture Mechanics Pathway

Veterinary Science Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	Geometry	Any Math Course	Personal Finance
English	Any English 9 Course	Any English 10 Course	Any English 11 Course	Any English 12 Course
Science	Earth Science	Biology	Physical Science or Chem. 1	
Social Studies	Civics	American History 10	World History	American History 12 / Street Law
Physical Education	Health / P.E. 9	Health / D.E. / P.E. 10		
Business Education	Typing 1 or Computer Apps			
Veterinary Science Classes	Vet. Sci. 1 or Natural Resources AND 1 additional Ag. elective.	Vet. Sci. 1 or Leadership AND 1 additional Ag. elective.	Vet. Sci. 2 or Equine Science AND 1 additional Ag. elective.	Senior Ag. Internship
Electives	None	None	1 other elective	2 other electives
Total Credits	8	7	7	6
PA Grad Pathway Recommendation	CTE Pathway through Agriculture Certifications			

Administrative Assisting Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	Geometry	Any Math Course	Personal Finance
English	Any English 9 Course	Any English 10 Course	Any English 11 Course	Any English 12 Course
Science	Earth Science	Biology	Physical Science or Chem. 1	
Social Studies	Civics	American History 10	World History	American History 12 / Street Law
Physical Education	Health / P.E. 9	Health / D.E. / P.E. 10		
Business Education	Typing 1 or Computer Apps	Typing 1 or Computer Apps	Office Tech 1 AND Accounting 1	Office and Admin Technology, Office Tech 2
Electives	2 other electives	1 other elective	1 other elective	1 other elective
Total Credits	8	7	7	6
PA Grad Pathway Recommendation	CTE Pathway through NOCTI test or Business Certifications			

Vo-Tech Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	None (or online Geometry course)	Geometry (or other math course if already taken)	Personal Finance and another math course if needed to reach 4 credits
English	Any English 9 Course	Any English 10 Course	Any English 11 Course	Any English 12 Course
Science	Earth Science	Biology	Physical Science or Chem. 1	
Social Studies	Civics	American History 10	World History	American History 12 / Street Law
Physical Education	Health / P.E. 9	Health / D.E. / P.E. 10		
Business Education	Typing 1 or Computer Apps			
Vo-Tech Course		3 Credits from SCTC course of study	3 Credits from SCTC course of study	3 Credits from SCTC course of study
Electives	2 Electives	None		None
Total Credits	8	7	7	7
PA Grad Pathway Recommendation	CTE Pathway through NOCTI test			

Administrative Assisting Pathway

	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	Geometry	Any Math Course	Personal Finance
Math	Algebra 1	Geometry	Any Math Course	Personal Finance
English	Any English 9 Course	Any English 10 Course	Any English 11 Course	Any English 12 Course
Science	Earth Science	Biology	Physical Science or Chem. 1	
Social Studies	Power Equip. or Civics Leadership AND 1	Power Equip. or American History 10 Leadership AND 1	Welding World History Construction AND 1 additional Ag. elective	American History 12 / Street Law Mechanics Lab
Physical Education	Health / P.E. 9	Health / D.E. / P.E. 10		
Business Education	Typing 1 or Computer Apps	Typing 1 or Computer Apps	Office Tech 1 AND Accounting 1	Office and Admin Technology, Office Tech 2

College Classes – Dual Enrollment

We are proud of our partnerships with both Penn Highlands and Garrett College that provide opportunities for SELSD students to obtain college credit while they are still in high school. Together, we are able to offer a variety of settings for college courses, including some that are in-person and others that are online, often including recordings of college classroom lectures.

Students who are enrolled in a college math or science course (e.g. College Accounting, College Algebra, College Biology) will receive 3-4 college-level credits as well as 1 high school math credit.

Students who are enrolled in any other college course (e.g. Psychology, Sociology, Public Speaking, English Composition) will receive 3-4 college level credits as well as 1 high school elective credit for each course. These credits will not count toward the English or Social Studies graduation requirements.

Progress Reports

All students will receive a progress report at the mid-point of each quarter. This should allow families to gauge success and determine if changes need to be made in the student's academic routine.

Honor Roll Rules

High Honors – all A's

Honors – all A's and/or B's

Honorable Mention – all A's and/or B's with one (1) C

Note: Honor roll is only applicable to students who are enrolled in a minimum of four (4) credited courses.

Incomplete Grades

An incomplete (I) grade means the student has not met the requirements of the course to date. If the requirements are not met within a specified time (determined by the teacher and/or administration) an incomplete automatically becomes a failing grade (F).

Final Grades

The final grade for a class is the average of the independent quarterly grades for that class, including the final examination (if any) weighted equivalent to a quarter grade.

Minimum Grades for Quarters 1 and 2

Under most circumstances, the minimum grade that a student may receive during quarter 1 or 2 of the school year is 40%. The administration reserves the right to assign grades lower than 40% when it is determined that a student put forth little or no effort. There is no minimum grade for a student in quarters 3 and 4.

Class Rank Determination

Grade point averages are calculated by the following method: The number of credits a course is worth is multiplied by the GPA for each course (given by the above table) which gives the number of grade points for each course. Grade points for all classes taken are added up, and the sum is divided by the total number of credits taken.

Class rank shall be determined by the final grade in all subjects for which credit is awarded.

Students who did not receive all their credits at or through the Salisbury-Elk Lick School District will not be ranked with their class. Students should list on scholarship/college applications that their high school “Does Not Rank”. Letters will not be written to colleges regarding class rank for students entering SELSD after 9th grade.

A student’s grade point average and rank in class shall be entered on the student’s record and transcripts and shall be subject to Board policy on release of student records.

Homework Pickup Due to Absence

If your child is absent because of illness and wishes to have their homework for the day(s) missed, parents are asked to call the high school office **before 8:30 a.m.** Teachers will then have time during their planning period to write instructions and gather any materials needed for those days’ assignments. Arrangements for pick-up will be made when you call.

Promotion and Retention

Grades 9-12

A high school student shall be promoted on a yearly basis. However, if he/she has not received credit for classes that were taken in previous years, those courses will be rescheduled as necessary. All high school students must meet the graduation requirements set forth in this handbook in order to receive a high school diploma.

Grades 7-8

A student in grade 7 or 8 will be promoted to the following grade as long as passing grades have been achieved in two out of four core classes. Core classes include English, math, science, and social studies. In the case that a student fails three or more core classes, he/she will be given the opportunity to take up to three credit recovery courses during the summer, at the student’s expense. Upon completing and passing these courses, if the student has demonstrated proficiency in at least two of the four core classes, the student will be promoted to the next grade level. A student who fails to do so will be retained.

Early Graduation

If a student intends to graduate in fewer than 4 years, it must be brought to the attention of the H.S. principal by the end of the year prior to intended graduation. This most often will apply to students that want to graduate after 3 years of high school, and in that case, the student must announce intent to graduate early at the end of his/her sophomore year.

In the event that a student wishes to graduate early, a parent meeting will be required. If, at the end of that meeting, it is deemed in the student's best interests to graduate early, and the student has an administratively approved pathway toward meeting graduation requirements, then it will be permitted.

Loss of Privilege to Participate in the Graduation Ceremony

All students who have met the requirements for graduation will receive a high school diploma. However, participation in the high school graduation ceremony is a privilege and could be denied to any student that holds a negative balance with the school due to loss or damage of school property, holding a negative cafeteria balance, or for any other reason. All parents will be billed when a negative balance occurs and monthly thereafter. All families will be given a minimum of 30 days to pay off a negative balance without incurring any penalty to the student.

Educational Policies

Online Options at SELSD

Full-Time Online/Virtual Students (Extended Campus)

Any student that would like to attend school online will have an option through IU08's Extended Campus. A student interested in this option should contact the high school principal or school counselor for details and to obtain paperwork related to this option.

Individual Online Courses

Summer School: We have partnered with IU08 to provide summer courses online. This allows students to recover credits for failed courses or, in some cases, to take classes at an advanced pace. Permission to take advancement classes in this way will be evaluated on an individual basis by the high school principal. The cost for these courses must be paid for by the student and his/her family.

Online Credit Recovery: If a student fails a course and would like to take an online credit recovery course to make up that credit, the district will partner with IU08 to offer the course if possible. Credit recovery courses are typically offered both during the school year and during the summer. In either case, these online courses must be paid for by the student and his/her family. Note that a student can retake a course with one of our teachers during the normal school year at no extra cost. Contact the high school principal for more information.

Vo-tech Students – Online Choice

Salisbury students that attend the SCTC are not currently offered an in-person math course during their 10th grade year. As a result, these students have a choice.

- Option 1: take two math classes during their senior year to make up for the missed course.
- Option 2: take an online math class (likely geometry) during their 10th grade year, with teacher tutoring support during the school day. Option 2 will be paid for by SELSD.

Online Language Courses

The language courses that are currently offered through SELSD are provided by IU08's World of Learning. For the 2025-26 school year, those courses are German, Japanese, Spanish, and American Sign Language. These courses are paid for by SELSD. However, in the case that a language course is failed, and the student wishes to take a credit recovery course, it must be paid for by the student and his/her family.

Other Online Courses

For all online high school courses that are not subject to other established guidelines in this handbook, the following guidelines will be followed.

- The course must be taken through the district's established partnerships. As of the 2025-26 school year, this includes online programs through IU08.
- Online courses paid for by SELSD:
 - A course that is necessary for graduation and would not fit in a student's schedule.

- Online courses paid for by the student and his/her family:
 - A course that is necessary for graduation and will fit in a student’s schedule, but the family prefers the online option.
 - A course that is not specifically required for graduation. This includes any online electives.

Online/Virtual for Extended Absences

In special circumstances, an in-person student may be required to be out of school for an extended period of time. If this is the case, parents must contact the high school office to set up a plan for the student, which may include attending school virtually for a set period of time. Students will only be permitted to attend school virtually if it is approved by the building principal.

Quarantines: If a student is made to quarantine or isolate at home by the school district, then online classes will be offered for any course in which it is feasible to offer online instruction. This includes all core classes, but it may exclude some electives courses due to their hands-on nature.

“Normal” Absences: For standard absences, students will not be offered an online option for classes. In these cases, students will make up work when they are able to attend school again.

Work Mentoring and Cooperative Learning Programs

Students in their senior year at SELSD that are on track to graduate successfully, as determined by the building principal, may have the option of leaving school early for either the Work Mentoring Program or the Cooperative Learning Program. The requirements and details of each program are below:

Work Mentoring Program (0 high school credits)

The work mentoring program allows students who are on track to graduate successfully to leave school early and work at a local business, without obtaining high school credit. Students interested in this opportunity will be encouraged, and receive assistance, to obtain a job in a field related to career interest.

The requirements for the work mentoring program are below:

- The student must be a senior and must have successfully completed at least 21 credits by the start of his/her senior year.
- The student’s senior year GPA must remain at 2.0 (C average) or higher. If a student ends a marking period with a senior year GPA lower than 2.0, he/she will be given two weeks to allow employer notification that the employment opportunity will be terminated. After that 2-week period, the student will return to a normal school day schedule.
- The student must not have more than 3 unexcused absences.
- The student must not have been placed on disciplinary probation. A student that is placed on disciplinary probation for disciplinary reasons may immediately lose the privilege of participating in this program. In this case, he/she will be given two weeks to allow employer notification that the employment opportunity will be terminated. The principal will determine if/when that privilege will be reinstated.

Cooperative Learning Program (3 high school credits)

The cooperative learning program allows students to obtain 3 credits for leaving school early and working in a career and technical education field. The specifics of the program are below:

Students can only be selected for cooperative learning if they are in 12th grade and have participated in a CTE Program for three consecutive years, with program teacher's recommendation, or if the student is a Special Populations student, with program teacher's recommendation.

The specified connecting activities and responsibilities include, but are not limited to, the following:

1. School-based learning activities including career awareness, career exploration (career shadowing & supervised career experience), counseling, and the initial selection of a career objective (PDE career objective form completed at the start of each school year) by interested students.
2. Student enrollment in a PDE-approved career and technical education program which facilitates linkages with postsecondary education, a coherent multi-year sequence of instruction and the opportunity for full-time employment.
3. A written training agreement outlining responsibilities and a training plan detailing work based competencies relevant to the student's career choice, agreed to by the employer, student, and parent(s). The agreement will include:
 - Job description and new learning opportunities.
 - Specified minimum work period's equivalent in length to an academic term (quarter, semester or trimester).
 - In alternating programs, students work approximately **40 hours/week, full-time during the term.**
 - In parallel programs, students work approximately **20 hours/week, part-time during the term.**
 - Work monitored by the school and supervised by employers.
 - Official school enrollment during employment.
 - Students are required to meet all state attendance requirements or be removed from their cooperative learning experience.
 - 15 unexcused /illegal absences and/or 3 unexcused /illegal tardies
 - Students must be scheduled to work during the school day. If a student is not scheduled to work during the school day, they are required to be in school for the whole school day or will receive an illegal absence.
 - Recognition as a co-op employee by the employer.
 - Evaluations by the student, the school, and the employer, with guided reflection by the student.
 - Remuneration for the work performed.
4. Students receive pay comparable to entry-level wage.
5. Supervision, coordination, monitoring and evaluation of student progress and performance between the school-based and work-based learning components are performed by appropriately certified professional school personnel because school credit is to be awarded for this experience. A minimum of one on-site visit per month is required.
 - Students are required to maintain a minimal GPA of 2.60 or be removed from their cooperative learning experience.
 - Student must be in good behavioral standings for all classes, sports, and any other school related organizations/activities or be removed from their cooperative learning experience.
6. An employer/employee relationship exists; therefore, all state and federal laws regarding employer/employee relationships are enforced. Particular attention shall be given to the Child Labor Act regarding work permits, working hours, insurance, workers' compensation, safety and hazardous occupations.

- Employer clearances must be received the week before school starts for students.
 - Work Permit of Minors in PA must be received the week before school starts for students
 - Employer training will take place each year the week before school starts for students at the High School.
7. Cooperative education teacher-coordinators shall complete a training agreement and training plan and receive copies of each student’s employment certificate or work permit and proof of workers’ compensation before the student is placed at the work site.
 - All Paperwork Must be received the week before school starts for students
 - Employer Clearances
 - Work Permit of Minors in PA
 - Written training agreement outlining responsibilities and a training plan detailing work based competencies relevant to the student’s career choice. Agreed to by the employer, student, and parent(s).
 8. Provision for employer and school evaluation of quality and relevance of the work experience and curriculum.
 9. Designed to maximize outcomes for students, employers and the school.
 10. All students who have taken part in a career shadowing and/or cooperative learning will take part in two events throughout the school year:
 - College/Career Graduate Social that will take place before the Winter Break of each school year.
 - Mock Interviews with local business that will take place in May of each school year.

Responsible Use of District Technology Resources

Purpose, Scope & Guiding Principles

Salisbury–Elk Lick School District (SELSD) provides students with digital devices, networks, and accounts exclusively to support teaching and learning. This Responsible Use Policy (RUP) applies to all SELSD students whenever they use District-owned technology—on or off campus. All use must:

- serve an educational purpose tied to coursework or school-sponsored activities;
- comply with Board policy, Pennsylvania law, and federal law; and
- model safe, respectful, and responsible digital citizenship.

Compliance With Law

- **Children’s Internet Protection Act (CIPA)** – Internet content is filtered and activity is logged. Each year students receive instruction in online safety, respectful digital communication, and strategies to address cyber-bullying.
- **COPPA & FERPA** – Student personal information (PII) is protected. The District will not share PII with third-party services without written parent/guardian consent.
- **Annual Review & Signature** – Students and their parents/guardians review and sign this policy at the start of each school year.

Acceptable & Encouraged Uses

- Research, draft, and submit assignments;

- Create original work that demonstrates critical thinking and problem-solving;
- Collaborate responsibly with classmates and teachers via District-approved tools;
- Practice good digital citizenship, including respect for intellectual property.

Remember: District technology is for **educational use only**. Game-playing, streaming entertainment, online shopping, or any other non-instructional activity is prohibited.

Prohibited Uses (Examples)

A. Safety & Well-Being

- Accessing or sharing obscene, violent, or sexually explicit content.
- Harassment, hate speech, hostile or inflammatory language.

B. Security & Integrity

- Bypassing or attempting to bypass District filters or security controls (e.g., VPNs, proxy sites, personal hotspots).
- Installing or running unapproved software, apps, firmware, or executables.
- Introducing malicious code or interfering with files, passwords, or accounts of others.

C. Legal & Ethical

- Uploading, downloading, streaming, or file-sharing unlicensed or copyrighted media or software.
- Engaging in any illegal activity or personal for-profit enterprise.

D. Privacy, Identity & Communication

- Disclosing personal or sensitive information about self or others without authorization.
- Impersonating another person or creating accounts under a false identity.
- Using any social-media platform (posting, messaging, browsing, or creating content) unless specifically directed by a teacher for an academic lesson.

E. Non-Educational Use

- Gaming, entertainment streaming, online shopping, or any activity not directly tied to coursework.

Consequences & Due Process

- Verbal or written warning and reteaching of expectations.
- Temporary or permanent loss of specific technology privileges.
- Referral to administration with possible suspension or other disciplinary actions.
- Notification of law enforcement when required.
- Discipline follows the Student Code of Conduct.

Monitoring & No Expectation of Privacy

SELSD monitors and logs all activity on its networks and devices. Students should have no expectation of privacy for any data created, stored, or transmitted using District resources.

Limitation of Liability

The District makes reasonable efforts to maintain reliable systems but is not responsible for loss of data, interruptions, or damages arising from use.

Curriculum Review by Parents and Students

The educational interests of students, families, and society require that parents have access to, can review, and when appropriate, exclude students from district established curriculum and state standardized assessment.

The rights granted by this policy are granted to parents of students enrolled in the school district when the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over, unless the student is incapable of making the decision due to a disability.

The district shall assure that students, parents and/or guardians have the following:

1. Access to information about the curriculum including academic standards to be achieved, instructional materials, and assessment techniques.
2. A process for the review of instructional materials.
3. The right to have their children excused from specific instruction, which conflicts with their religious beliefs, upon receipt by the school district of a written request from the parents or guardians.
4. If upon inspection of state assessments, parents or guardians find the assessments in conflict with their religious belief and wish their student excluded from the assessment, the right of parents or guardians will not be denied upon written request to the district Superintendent.
5. Opportunity for involvement in the strategic planning process under law.
6. The right to have their children excluded from research studies or surveys conducted by entities other than the school district, unless prior written consent has been obtained.
7. The right of the parent or guardian to review the state assessments in the school district two (2) weeks prior to their administration during convenient hours for parents and guardians. All necessary security requirements to maintain validity of the assessment must be taken in accordance with the state assessment administration instructions.

Current Events

The Board believes that consideration of current events has a legitimate place in the educational program of the schools. Properly introduced and conducted, discussion of such events can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop skills for formulating and evaluating positions.

For purposes of this policy, a **current event** is a topic not expressly enumerated in the course guide as appropriate for the course of study.

The Board shall permit the introduction and proper educational use of current events provided that their use in the instructional program:

1. Is related to the course's instructional goals and the student's level of maturity.
2. Does not tend to indoctrinate or persuade students to a particular point of view.
3. Encourages balanced presentations and open mindedness.
4. Is conducted in a spirit of scholarly inquiry.
5. In the discussion of any event, a teacher may express a personal opinion but shall identify it as such and must not express an opinion for the purpose of persuading students to his/her point of view.

Discipline Policies

Code of conduct

The purpose of this code is to provide students in the Salisbury-Elk Lick School District an effective and safe learning environment. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities.

Student Responsibilities

- **Participate fully in the learning process.**
 - Report to school and class on time.
 - Attend all regularly scheduled classes, remain in class until excused or dismissed.
 - Pay attention to instruction
 - Complete assignments to the best of their ability
 - Ask for help when needed.
- **Avoid behavior that impairs your own or other student's educational achievement**
 - Includes any behavior that disrupts education in the classroom or causes a disturbance in other educational settings.

Although this handbook contains a listing of infractions, it is clearly not intended to be all-inclusive, since no list can be. It is also intended that the administration and/or the Board of Education have the power to administer discipline for any other offense which is in violation of law or school district policy or procedures, or in violation of what is deemed accepted standards of conduct for students in the Salisbury-Elk Lick School District.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of the individual will be ensured and protected. The Salisbury-Elk Lick School

District will make every reasonable effort to administer the discipline code consistently. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

Disciplinary Procedures

The following is an outline of the four levels of behavioral infractions and their consequences.

Level 1 Behavioral Infractions and Consequences

Definition: Level 1 behaviors are actions that interfere with the orderly operation of the class or school.

Explanation: It is understood that certain actions or expressions may cause students to violate established school policies. These violations are not sufficiently serious to render major disciplinary action. Certainly some violations must be followed by consequences or else the policies set forth here become meaningless. All offenses will be handled on an individual basis with the understanding that constant violators will be handled with increasing severity.

Examples of these violations include, but are not limited to:

- Disruptive/inappropriate behavior
- Failure to follow attendance procedures, return required forms, return school-loaned equipment or books
- Hall pass violation
- Public displays of affection
- Tardiness to school and/or class
- Unauthorized use of electronic devices
- Violation of Dress Code

Consequences for Level 1 offenses may include, but are not limited to: verbal warning, written warning, detention (lunch or after school), community service, referral to guidance counselor and/or Student Assistance Program, loss or suspension of specific privileges.

Level 2 Behavioral Infractions and Consequences

Definition: Level 2 behaviors are actions that are frequent or serious enough to disrupt the learning climate of the class or school.

Explanation: Certain offenses against the well-being of the educational community may require a more formal disciplinary response, although they may not involve infractions of the state penal laws. The reason for this is that these offenses interfere with the rights of others in the system and the smooth operation of the educational process and must be dealt with accordingly.

Examples of these violations include, but are not limited to:

- Continuation of Level 1 misconduct

- Acceptable Use of Technology policy violation
- Cheating and plagiarism
- “Cutting class”
- Defacing school property
- Misconduct on school trips
- Failure to serve detention
- Falsifying documents, forgery
- Insubordination, disrespectful speech or actions, or open defiance of authority
- Leaving school without permission
- Threatening, intimidating, or bullying fellow students
- Using profanity and/or obscenities on school premises

Consequences for Level 2 offenses may include, but are not limited to: Detention, community service, in-school suspension, out-of-school suspension, referral to guidance counselor and/or SAP, referral to law enforcement, loss or suspension of specific privileges.

Level 3 Behavioral Infractions and Consequences

Definition: Level 3 behaviors are those actions directed against persons or property but limited to the degree that they endanger the health or safety of others.

Explanation: Such offenses are clearly of a serious nature and not only are disruptive of the educational process but also may be in violation of the state penal laws. There is no excuse for their commission in the school setting and it is expected that they will be dealt with promptly and firmly. Disciplinary action involving violations of the Penal Crimes Code will result in immediate suspension, along with notification of the incident to the superintendent and police. Additionally, there may be a recommendation for prosecution and/or expulsion.

Examples of these violations include, but are not limited to:

- Continuation of Level 2 misconduct
- Criminal trespassing
- Disorderly conduct
- Destruction of school property
- Harassment
- Indecent exposure
- Theft
- Minor altercation/fighting
- Endangering the safety of others
- Sexting
- Sexual harassment
- Unauthorized use of the school fire alarm system
- Institutional vandalism
- Being found to be under the influence of drugs or alcohol on school property.
- Violation of the Tobacco policy

Consequences for Level 3 offenses may include, but are not limited to: Disciplinary probation, in-school suspension, up to 10 days of out-of-school suspension, referral to law enforcement, assignment to an Alternative Education placement, loss or suspension of specific privileges, expulsion, restitution of property damage and/or loss, Smokeless Saturday attendance, and referral to the guidance counselor, SAP, and/or outside agencies.

Level 4 Behavioral Infractions and Consequences

Definition: Level 4 behaviors are those actions which result in violence to another's person or property or which pose a direct threat to the safety of the individual or others in the school.

Examples of these violations include, but are not limited to:

- Continuation of Level 3 misconduct
- Assault/Battery
- Major vandalism
- Arson
- Terroristic threats
- Threatening phone calls or bomb scares
- Extortion
- Possession or use of firearms, firecrackers, knives, or other weapons,
- Possession, use, sale, or transfer of drugs or alcoholic beverages
- Theft, possession, or sale of stolen property

Consequences for Level 4 offenses may include, but are not limited to: Disciplinary probation, in-school suspension up to 10 days of out-of-school suspension, referral to law enforcement, assignment to an Alternative Education placement, loss or suspension of specific privileges, expulsion, restitution of property damage and/or loss, and referral to the guidance counselor, SAP, and/or outside agencies.

Disciplinary Probation

In the case that a student exhibits exceptionally poor behavior, the student may be placed on *disciplinary probation* by the building principal. In this case, the student and his/her parents will be notified, and the student will lose access to work mentoring opportunities and extracurricular activities. This includes dances, athletic events as a participant or observer, prom, club meetings, non-academic field trips, etc. Students on disciplinary probation may lose access to sports and/or academic field trips depending on the severity of the behavior. Students and their families will be notified of the terms of the disciplinary probation that will result in students regaining access to extracurricular activities.

Suspensions and Expulsions

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

The Board may, after a proper hearing, suspend a student for such time as it deems necessary or may permanently expel a student.

Exclusion from School – Out of School Suspension

The principal or designee in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. The parents shall be notified immediately in writing when a student is suspended.

When the suspension exceeds three (3) school days, the student and parent or guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension. When extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

A student may be suspended up to ten (10) school days following a hearing by the principal

Any student that is assigned out-of-school suspension will not be permitted to attend classes virtually. A student may request that classwork be sent home for him/her to complete. Academic support will be provided for the student if necessary.

Exclusion from Class – In School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent or guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent or guardian shall be offered an informal hearing with the designated school official. Such hearing shall take place prior to the eleventh day of the in-school suspension.

Any student that is assigned in-school suspension will not be permitted to attend classes virtually. Teachers will be asked to provide work for the student while he/she is in in-school suspension. Academic support will be provided for the student if necessary.

Expulsion

The Board may either expel for a period exceeding ten (10) school days or may permanently expel from the district rolls any student whose misconduct and disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board and upon action taken by the Board after the hearing.

A student under eighteen (18) years of age who is expelled has forfeited his/her right to an education in the district schools, but s/he has not been excused from compliance with the compulsory attendance statute.

The initial responsibility for providing the required education rests with the student's parent or guardian. Parents or guardians who are unable to provide an education for their student shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education.

If thirty (30) days pass without satisfactory evidence that the required education is being provided, the district shall contact the parent or guardian and make provisions for the student's education.

The Board directs the Superintendent or designee to assist the parent or guardian in placing the student in an appropriate educational program other than in this district.

If the approved educational program is not complied with, the school district may take action to ensure that the student will receive a proper education.

Eligibility for Sports & Other Extracurricular Activities

For the purposes of this policy, extracurricular activities include:

1. All athletics.
2. Esports.
3. Any club or activity that meets beyond the school day.
4. Field trips that are not directly related to a curriculum, as determined by the teacher.

Participation in extracurricular activities is a privilege and therefore the following standards of academic eligibility have been developed to ensure that participants continue to achieve satisfactory grades in their academic programs.

- 1.) The participating student must not be failing more than one subject.
 1. Grades for the week will be turned into the principal every Friday by 11:30 a.m. and the principal and athletic director will determine eligibility for the following week.

If a student fails two or more subjects when the grading period ends, he/she becomes ineligible for the first fifteen (15) school days succeeding grading period.

- 2.) The participating student must be in attendance on the day of a scheduled activity prior to 11:30 A.M. or at the discretion of the principal in order to be eligible to participate that day.
- 3.) A student that is on Disciplinary Probation may lose access to all extracurricular activities.

Cell Phone Policy

1. **Starting with the 2025-26 school year, student cell phone use is no longer permitted in any location. The sole exception is given in #2 below.**
2. If a student needs to contact a parent/guardian or vice versa, this will be done by calling to or from the high school office.
3. Consequences for a cell phone (or smart watch, etc.) being used/checked/looked at:

- The 1st time a teacher sees a student phone, it will go to the office for the day. The student may pick it up at the end of the day.
 - The 2nd time a teacher sees a student phone:
 - The student will be required to bring his/her phone to the office every morning for one week, where it will be held for the entire school day. This will start from the date that the phone is picked up by a parent.
 - The 3rd time a teacher sees a student phone:
 - It will be held by the school district until a parent is able to pick it up.
 - The student will be required to bring his/her phone to the office every morning for 8 weeks, where it will be held for the entire school day. This will start from the date that the phone is picked up by a parent.
 - The student will receive disciplinary action in the form of after-school detention or in-school suspension. The type and number of these days of discipline will vary depending on a student's handling of the infraction.
 - The 4th time a teacher sees a student phone:
 - It will be held by the school district until a parent is able to pick it up.
 - The student will be required to bring his/her phone to the office every morning for the remainder of the school year, where it will be held for the entire school day.
 - The student will receive disciplinary action in the form of after-school detention or in-school suspension. The type and number of these days of discipline will vary depending on a student's handling of the infraction.
4. Students shall not engage in the unauthorized audio or video recording of another person during the school day or while on a school bus.
 5. Students shall not use cell phones to bully, harass, or threaten another person in violation of District policies and rules.
 6. Students shall not use cell phones to take, display, or transfer video images depicting nude or partially nude individuals. Students who have received such images must report such activity to school officials.
 7. Students may use cell phones after school hours, on school grounds, and at school functions so long as such use does not disrupt school activities, violate state or federal law, or violate any school policy or directive associated with a student's participation in interscholastic athletics, extracurricular activities, or school-sponsored events.
 8. Coaches of interscholastic athletic teams and sponsors of extracurricular activities shall have discretion to regulate and limit student use of cell phones while participating in interscholastic athletics, extracurricular activities and school-sponsored trips.
 9. These cell phone policies also apply to similar personal electronic devices, such as smart watches.

Listening Devices (e.g. Earbuds, AirPods)

Students are not permitted to use earbuds, airpods, or other listening devices in school unless there is an educational reason for doing so, and the student has teacher permission. One example

of a good educational reason is students that are taking classes online. Students may use these devices during their lunch period.

Loss or Damage to Personal Cell Phones

Students are solely responsible for safe storage of the cell phones they choose to bring to school. The District shall not be liable or responsible for the loss or damage to any cell phone that a student brings to school, interscholastic athletic events, extracurricular activities, or school-sponsored events or any financial loss stemming from the confiscation of a cell phone as a result of a policy violation.

Other Items Prohibited for Use in School

Blankets, covers, and any similar non-clothing material that is used to cover a person are prohibited from use by students at all times during the school day.

School Dress Code/Policy

A school dress code establishes the expectations for what students are and are not permitted to wear. The purpose of this dress code is two-fold; it will:

- 1.) Help to establish a respectful, educational atmosphere, similar to what one might expect in a professional environment.
- 2.) Eliminate distraction to the educational process.

Although a school is a place where there is considerable social interaction among the students, its primary purpose is to provide an education for the students. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and health of oneself or others, or is in violation of any statute, it will not be permitted in school. Garments that are perceived to cause disruption to the learning process in the classroom are not permitted. The policy governing specific articles of clothing is below.

Sleepwear

- Sleepwear is not permitted. This includes, but is not limited to: pajama pants, slippers.

Tops

- Shirts exposing the midriff, tube tops, tank tops with less than a 2-inch strap, strapless, low-cut, or other revealing tops, are not permitted.
- All shirts will have sides stitched up to the hole for the arm. Shirts that have exaggerated arm holes where the torso can be seen will not be permitted.
- Shirts must be buttoned up to the collarbone or above.
- If one of the tops above is worn under a covering such as a flannel, shoulders must be covered at all times, and there must be no exposure of bras, bra straps, or ribs.

Pants/Leggings/Shorts/Skirts/Etc.

- The length of dresses, skirts, shorts, etc., must reach at or below mid-thigh. For the purposes of this policy, mid-thigh is defined as halfway between the hip joint and the knee.
- If wearing ripped jeans or jeans with holes, those holes must start below the student's mid-thigh. Alternatively, a solid print or fabric can be worn under the jeans to cover bare skin. Undergarments must not be visible.

- All bottoms should be a material appropriate for outerwear and may not be see-through, nor should they expose undergarments when the child is moving about, bending, stretching, or otherwise navigating throughout the school day.

Hats/Head Coverings

- Hats and head coverings are not to be worn in school.

Other

- Gloves and sunglasses are not to be worn in school.
- Spiked chains and other potentially dangerous jewelry are not permitted.
- Apparel that has any stated or implied reference to drugs, sex, alcohol, tobacco, violence or obscene language is not permitted.
- All undergarments are to be covered by outerwear at all times.

Note: Although this policy aims to be comprehensive, fashions change regularly. Thus, the principal reserves the right to determine that something is inappropriate even if it is not explicitly stated in the dress code policy. Such determinations will be limited to situations in which the student's dress is either diminishing the standards of our educational environment or providing a distraction to the educational process.

Students may be required to wear certain types of clothing while participating in particular classes such as agricultural mechanics, biology, industrial arts, or physical education or in extracurricular activities such as athletics, band, and school sponsored trips or events. In these cases, standards of dress may differ from this dress code, and will be permitted for the duration of the specialized class or the extra-curricular activity only and not in the general education classroom.

Violations of Dress Code Policy: If a staff member believes that a student has violated the dress code, he/she will notify the principal and/or his designee. If it is determined that the student has violated the dress code, the procedures below will be followed:

- 1st Offense: The student will be required to correct the violation: this may be done by visiting the school nurse for alternate apparel or having his/her parent bring a change of clothing.
- 2nd Offense (and subsequent offenses): In addition to being required to alter his/her apparel to meet the dress code, student may receive one day of lunch detention. A parent meeting may be required.

Eligibility for Prom

Prom is a special event, and therefore only a certain subsection of the high school student body is permitted to attend. In order to be eligible to attend prom, you must satisfy all of the following:

- You are either a junior, a senior, or a sophomore class officer.
- You are not on disciplinary probation.

Any student that is eligible for prom may bring a guest. All guests must be:

- Under 21 years of age at the time of the prom.
- Not on disciplinary probation.

- If the student is from another school district, he/she must be deemed to be in good standing by the principal of that district.
- If the student is in school, he/she must be in at least 9th grade.

Loss of, or Damage to, School Property: In the case that a student loses or damages a textbook, school device (such as a Chromebook), or any other property of the school, the parent of the student will be billed for all replacement costs for the item. In the event that a student has a negative balance at the end of his/her final year of high school, he/she may forfeit the privilege to participate in the graduation ceremony.

Public Displays of Affection: Salisbury – Elk Lick High School recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but are not limited to: holding hands, kissing, wrapping arms around another.

Bullying Policy

The Salisbury-Elk Lick School District strives to provide a safe, positive learning environment for all the students in the school district. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the policy of the school district will be that bullying as defined below will not be tolerated in any form.

Definition:

Bullying is when someone **repeatedly** and **intentionally** says or does mean or hurtful things to another person who has a hard time defending him or herself and which includes one or more of the following:

- Physically, emotionally or mentally harming a student
- Damaging, extorting or taking a student's personal property
- Placing a student in reasonable fear of physical, emotional or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying: Includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by using text messages, e-mails, digital pictures, images or websites, including blogs especially if they have the effect of:

- Physically, emotionally or mentally harming a student
- Putting or placing a person in reasonable fear of physical, emotional or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that can jeopardize a student's opportunity for an education.

The Salisbury-Elk Lick School District believes that all forms of bullying are unacceptable and create a disruption to the educational process of the District and all offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

Discipline may include: Counseling within the school, parental conference, loss of school privileges, transfer to another school building, classroom, or bus, exclusion from school sponsored activities, detention, suspension, expulsion, counseling/therapy outside of school, and referral to law enforcement officials.

Delegation of Responsibility:

Each staff member shall be responsible to maintain a bullying free educational environment in the school and in the classrooms. Students should feel free to report bullying or cyber bullying to any administrator or school staff person and feel that their needs have been met.

All staff members receiving reports of bullying or cyber bullying should gather information and seek help from the administration. If the reports turn out to be true, corrective action shall be taken and confidentiality of all parties shall be maintained.

Tobacco/Vape Policy

For purposes of this policy, **tobacco/vape use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; e-cigarettes; vapes; and smokeless tobacco in any form.

The Board prohibits tobacco/vape use and possession by students at any time in a school building and on any property; buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits tobacco/vape use and possession by students at school sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco/vape in violation of this policy.

A student convicted of possessing, using, or selling tobacco/vape products in violation of this policy may be subject to the following:

- Required to pay for and attend classes related to the dangers of tobacco/vape use.
- Issued a citation by the school police officer for illegal use of tobacco/vapes.
- Referral to the SAP (student assistance program) team.
- In-school suspension for one or more days, depending on the severity of the offense and the number of offenses for an individual student.
- Referral to a drug/alcohol program.

THC Vapes

THC vape possession, usage, or sales is considered a violation of the controlled substance policy. Students in violation of this policy will be subject to disciplinary action consistent with possession, use, or sale of drugs/alcohol.

Terroristic Threats/Acts

The Board recognizes the danger that terroristic threats and acts by student's 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.

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.

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. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The building principal or Superintendent may inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent shall 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 readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

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

Weapons

The Board believes that the physical safety of students, employees, and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. With this as a precept, the Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

Weapons shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nunchaku stick, or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, Taser, shocker or stun gun, any explosive device, firearm (including pellet guns and BB guns), gun, slingshot, bow, arrow or any other similar device for which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable. The term weapon shall include weapon look-a-likes, including any instrument or implement designed to look like a weapon. Firearm shall have the meaning set forth in law.

Possess and possession shall mean being on the person of any student or in a person's car, locker or otherwise under his/her control. Possession of any article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity.

In compliance with the requirements of the "Gun-Free Schools Act of 1994", any student determined to have brought a firearm to school shall be expelled from the school for a period of not less than one (1) year, unless the Board shall modify such requirement on a case-by-case basis. The district shall comply with all requirements of the "Gun-Free School Act of 1994".

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

A student, who otherwise violates this policy or assists in the violation of this policy, will be subject to one or more of the following actions depending upon the specific violation and intent:

1. Suspension from school for ten days.
2. Mandatory hearing before the Board (or, as authorized by the Board, a committee of the Board, or hearing examiner). The Superintendent may exclude the student from school pending the hearing.
3. For the most serious offenses, the standard penalty will be expulsion from school of not less than semester or permanent expulsion from school when one or more of the following aggravating circumstances exist:
 - a) Possession of a firearm.
 - b) Possession of a knife or cutting instrument, the blade of which is exposed in an automatic way by push-button, switch, spring mechanism or otherwise.
 - c) Possession of a bomb or similar explosive device, the use of which could cause serious bodily injury or property damage.
 - d) Use of a weapon to put another in fear of imminent bodily injury.

Violation of this policy shall require that the proceedings from the expulsion of the student involved shall be initiated immediately by the building principal. In all cases, parents will be notified, students will be reported to the local and/or state police, and legal charges where applicable will be filed.

Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall report the same to the administration immediately. Administrators shall report individuals suspected of possessing weapons on school property, at school activities, or on school transportation to the appropriate law enforcement officials immediately, such duty to report being subject to review by the district's Solicitor. Staff members shall cooperate with law enforcement officials in the detection and prosecution of all violators of this policy.

Weapons under the control of law enforcement personnel are permitted.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion.

Unlawful Harassment

The term **harassment** includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive

language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Guidelines

When a student believes that s/he is being harassed, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure

1. A student shall report a complaint of harassment orally or in writing to the building principal or designated employee, who shall inform the student of his/her rights and the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.
3. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
4. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
5. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Appeal Procedure

- If the complainant or accused is not satisfied with the principal's decision, the student may file a written appeal to the Superintendent.

Grievance Procedures

Grievances or complaints from students or parents shall be initiated in the following manner:

1. All grievances shall be submitted in writing to the principal. They should be as detailed as possible.
2. The principal, after receiving the grievance in writing, shall arrange a meeting date which is mutually convenient to all parties involved. At this time, concerns and suggestions for improvement will be discussed.

All Other Policies

School Police Officer

Purpose

The board is committed to providing a safe, secure, and nurturing school environment while creating strong relationships amongst the students, facility, staff, visitors, and law enforcement. The school police officer will serve as a resource for the Salisbury-Elk Lick School District, providing support to students, faculty, staff, and families in any and all matters related to law enforcement and law related education or safety training, and will act as a liaison between the district and the local law enforcement community.

Essential Duties and Responsibilities

Provide law enforcement and police services to the school buildings, school grounds and on school buses and if authorized by the court, to exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by the police of the municipality wherein the school property is located.

Enforce federal, state, and local laws or ordinances and assist in making administrative regulations regarding student conduct when requested by building principals. Make appropriate referrals to District Magisterial Courts, juvenile authorities, Court of Common Pleas, or other governmental agencies.

Build positive working relationships with school principals, faculty, staff, students, and parents to develop a positive law enforcement/education relationship.

Refrain completely from functioning as a school disciplinarian. The school police officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.

Serve as a positive role model to students.

Serve as resource for students, enabling them to be associated with a law enforcement figure in the school environment; provide guidance and consultation for students experiencing problems related to law enforcement; make appropriate referrals for outside agencies that contribute to the wellness of students and their families.

Patrol school facilities (grounds, buildings, buses, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.

Work in coordination with school officials to present classroom instruction to faculty, staff, and students on law enforcement related topics, crime prevention programs, and a basic understanding of the law and safety practices.

Parameters for the Use of Force

School police officers should use only the amount of force necessary to mitigate an incident, make an arrest, or protect themselves or others from harm. The levels, or continuum, of force school police officers may use include presence, verbal direction, soft empty hand techniques, hard empty hand techniques, less-lethal force, and lethal force.

School police officers must only use the amount of force that is objectively reasonable, necessary under the circumstances and proportional to the threat or resistance of a subject. Any use of force that is objectively unreasonable or unnecessary may subject officers to disciplinary action, up to and including dismissal, as well as civil and criminal liability.

Prior to using force, when safe and without compromising law enforcement objectives, school police officers will use de-escalation techniques to attempt to slow down and/or stabilize a situation to allow for more time, options, and resources for incident resolution. Following any use of force, the school police officer will evaluate the subject for injuries and render appropriate medical aid within their training as soon as practical. The school police officer must immediately request an ambulance, paramedics or other appropriate medical personnel for all subjects who show signs of injury/illness or complain of injury/illness following any use of force.

Questioning of Students

Law enforcement officers from outside agencies may from time to time wish to interview or question students on school premises about alleged conduct by the particular students or by other students or persons. Because this would necessitate removing a student from regularly scheduled activities and could cause disruption or alarm among the student body generally, such requests will generally be refused, absent special circumstances. Building or district administrators to whom such requests are made will inform the officer(s) that students will not be made available on school premises or during school hours without the express consent of the student's parents or legal guardian. If such consent cannot be obtained by the officer(s) or if the parent or guardian cannot be present, the request will be refused.

School officials and administrators, including school police officers, are authorized to interview and question students about alleged conduct by the particular student or by other students or persons when necessary and without the presence of a parent or guardian, notwithstanding any request by the student or the student's parent/guardian(s) to have them present during questioning. Such interviews and questioning shall be to conduct matters which occur in school buildings, on school property (including school buses), at school sponsored events, or when there is a direct nexus which could cause a material disruption to the learning process in the school buildings and/or threaten the health, safety and welfare of school students and staff. School Police Officers shall abide by any request for legal representation or the right to remain silent in accordance with the student's Miranda Rights, if applicable.

Arrest

The need for law enforcement officer, including school police officers, to make a proper arrest cannot be obstructed by school personnel. However, because an on-premises arrest can cause disruption in the orderly conduct of a school day, there is a corresponding need to have any arrest completed as unobtrusively and efficiently as possible.

School Police will make all summary arrests. They may also detain where:

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1. There is probable cause of a felony;
2. A misdemeanor is committed in the presence of the officer; or
3. There is a breach of the peace.

Controlled Substance Policy

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Section 504 Information

The following provides comprehensive guidance on the application of Section 504 of the Rehabilitation Act of 1973, which aims to prevent discrimination against individuals with disabilities in programs receiving federal financial assistance, including public schools. Here's a summary of the key sections:

1. What is Section 504?

Definition: Section 504 prohibits discrimination based on disability.

2. ADA Prohibitions

Broader Scope: The ADA prohibits disability-based discrimination across all public entities, including employment and public accommodations.

3. Section 504 vs. Special Education

Differences: Section 504 is not a special education law, though special education students may also be covered under Section 504.

- **Eligibility:** Students under Section 504 may not need specialized instruction but require accommodations or services to access education.

4. Eligibility for Section 504

Criteria: Students must have a physical or mental impairment that substantially limits one or more major life activities, have a record of such an impairment, or be regarded as having such an impairment.

- **Major Life Activities:** Include tasks essential to daily life like walking, seeing, hearing, learning, and working.

5. Section 504 Process

Referral: Can be initiated by parents, guardians, school staff, or the student.

- **Evaluation:** A team evaluates the student to determine eligibility and necessary accommodations. This can be initiated by the school district or a doctor's referral suggesting a 504 plan. The district will need a diagnosis on record in order to issue a 504 plan.

- **Meetings:** Annual meetings are held to review and update the student's 504 Plan.
- **Parental Involvement:** Parents are involved throughout the process and receive notice of meetings and decisions.

6. Student Discipline

Suspension Rules: Section 504 students can be suspended for up to 10 days under the same rules as non-disabled students.

- **Manifestation Determination:** For suspensions longer than 10 days, a meeting is held to determine if the behavior is related to the disability.

7. Extracurricular Activities

Equal Access: Disabled students must have equal access to extracurricular activities, with necessary accommodations provided without fundamentally altering the activity.

8. Notice of Procedural Safeguards

Rights: Parents and students are informed of their rights under Section 504, including the right to participate in educational programs without discrimination and to receive necessary accommodations.

Gifted Eligibility Criteria

Gifted Education in Pennsylvania

Gifted Education is defined in Chapter 16 of the School Code, which defines the rules and regulations concerning gifted education in Pennsylvania. Gifted education is defined as follows: Specially designed instruction to meet the needs of a gifted student that is:

- Conducted in an instructional setting.
- Provided in an instructional or skill area.
- Provided at no cost to the parents.
- Provided under the authority of a school district, by referral or by contract
- Provided by an agency.
- Individualized to meet the educational needs of the student.
- Reasonably calculated to yield meaningful educational benefit and student progress.
- Provided in conformity with a GIEP.

Criteria for Eligibility

The Pennsylvania Department of Education (PDE) defines a "gifted student" as a child "with outstanding intellectual and creative ability that requires specially designed programs and/or supports not ordinarily provided in the regular education program." Specifically, a gifted student is "a child with an IQ of 130 or higher or when multiple criteria indicate gifted ability.

Determination of gifted ability will not be based on IQ score alone. A person with an IQ score lower than 130 may be admitted to the gifted program when other educational criteria in the profile of a person strongly indicate gifted ability.

Multiple criteria indicating gifted ability include:

1. A year or more above grade achievement level for the normal age group in one or more subjects as measured by nationally normed and validated achievement tests able to accurately reflect gifted performance. Subject results shall yield academic instruction levels in all academic subject areas. (22 Pa. Code §16.21(e) (1))

2. An observed or measured rate of acquisition/retention of new academic content or skills that reflect gifted ability. (22 Pa. Code §16.21(e) (2))
3. Demonstrated achievement, performance or expertise in one or more academic areas as evidenced by excellence of products, portfolio or research, as well as criterion-referenced team judgment. (22 Pa. Code §16.21(e) (3))
4. Early and measured use of high-level thinking skills, academic creativity, leadership skills, intense academic interest areas, communications skills, foreign language aptitude or technology expertise. (22 Pa. Code §16.21(e) (4))
5. Documented, observed, validated or assessed evidence that intervening factors such as English as a second language, disabilities defined in 34 CFR 300.8 (relating to child with a disability), gender or race bias, or socio-cultural deprivation are masking gifted abilities. (22 Pa. Code. §16.21(e) (5))

Gifted Multidisciplinary Evaluation

Chapter 16 defines the referral and evaluation process for determining if a student meets the criteria for mentally gifted and needs specially designed instruction (§16.22).

Referral Sources

A student's teacher, administrator, or parent/guardian may refer students in any grade level for a Gifted Multidisciplinary Evaluation (GMDE). The process generally starts with the gifted screen but can begin at the formal evaluation level, particularly if the child has already been through the screening and/or evaluation process.

Teacher Referral

A teacher referral for a gifted multidisciplinary evaluation occurs when the student, regardless of any disability, is suspected of being gifted due to the student demonstrating characteristics consistent with the definition of mentally gifted; or a performance level, which exceeds that of other students in the general education classroom. The referral should be submitted to the school counselor who then initiates the gifted screening process. If the student does not qualify for further testing but the teacher feels additional evaluation is warranted, the teacher should notify the school counselor who will consult with the school psychologist to determine whether or not there may be factors masking gifted ability and if further evaluation is warranted. If further evaluation is warranted, the school psychologist will initiate the Gifted Multidisciplinary Evaluation (GMDE) process.

Parent Referral

When parents suspect their child is gifted, they may request in writing an evaluation at any time, with the limit of one (1) request per calendar year. When this request is made, parents are informed about the screening process and asked if they are willing to start with a gifted screen. If so, the gifted screening process is initiated; otherwise, the gifted evaluation process is initiated. As per, 22 PA. Code § 16.22 (c), if a parent makes the request for a gifted evaluation verbally, the school district must inform them to put their request in writing to the building principal or the Director of Pupil Services. When the District receives the written request, the parents will receive Permission to Evaluate form within ten (10) calendar days of the written request. The District must receive a parent's signature on the form in order to continue with the evaluation process. Parents will also be asked to provide information that will be included in the evaluation including a gifted rating form and questionnaire.

Gifted Evaluation

When the District's screening process indicates that a student has potential consistent with the definition of mentally gifted or a performance level which exceeds that of other students in the regular classroom or a parent(s) suspects their child is gifted and requests an evaluation in writing, the District will initiate a Gifted Multidisciplinary Evaluation (GMDE) as described in Title 22 Pennsylvania Code, Chapter 16 to be conducted by the Gifted Multidisciplinary Team (GMDT). The GMDE must be sufficient in scope and depth to investigate information relevant to the student's suspected giftedness, including academic functioning, learning strengths, and educational needs.

The evaluation process must take into consideration any Intervening Factors Masking Giftedness. "Documented, observed validated or assessed evidence that intervening factors such as English as a Second Language, learning disability, physical impairment, emotional disability, gender or race bias, or socio-cultural deprivation are masking gifted abilities." (22 PA. Code §16.21 (e) (5))

The Gifted Multidisciplinary Team (GMDT)

Multidisciplinary evaluations are conducted by GMDTs. The GMDT is anyone with information about the student's educational needs and strengths and consists of the student's parents, a certified school psychologist, other professionals familiar with the student's educational experience and performance, one or more of the student's current teachers and, when possible, persons familiar with the student's cultural background.

"The GMDT has the responsibility of contributing information to the GMDE that:

- Assures that comprehensive data has been collected on the student to indicate
- academic instructional levels, thinking skills and other learning skill levels, rate of acquisition/retention for mastery of new content/skills, academic interests/strengths, and, as appropriate, developmental levels (young students) and career goals.
- Provides clarifying information about the ability of children who score below IQ 130 (within the standard of measurement for the test) and have strong indications of gifted performance.
- Determines if additional assessment, such as out-of-level academic testing, is needed. When normed and validated individualized standardized testing is used, a clear explanation of subtest results should be part of the Gifted Written Report. Such explanation may include:
 - Mastery level
 - Functional/instructional level and frustration level
 - Grade level equivalencies
 - District performance criteria for competency
 - Mastery and excellence of output
 - Comprehensive developmental levels in subtests
 - Implications in the learning process of the student
 - Recommends whether a student is gifted and in need of specially designed instruction.
 - Recommends appropriate integrated programming for a student if there is more than one area of exceptionality.
 - Provides information about the student's adaptive and social behavior if this is appropriate.

The Gifted Written Report (GWR) should be compiled based on a complete evaluation and carry the recommendations of all individuals participating, whether or not the individuals are in concurrence. The determination of giftedness, i.e., eligibility under Chapter 16, resides with the GMDT, which includes the parents.” (Pennsylvania Department of Education Gifted Guidelines August 2010, pages 13-14).

Gifted Determination

Any parent who wishes to review the detailed criteria for determination of gifted eligibility should request this information from the elementary or high school offices.

Removal from the Gifted Program

A student that is failing one or more academic classes will be considered for removal from the gifted program by the GIEP team.

Cafeteria Policy

This is to provide you with information regarding the computer based meal accounting system being used at the school cafeteria. It will provide confidentiality between free, reduced price and paying students. Each student is given an ID number to use when purchasing lunches and Ala Carte items. Students are required to enter this number when making all purchases.

Parents may make advanced payments for meals and milk with cash or check, made payable to Salisbury-Elk Lick School Cafeteria Fund. Parents can also make deposits online through the parent portal for a minimal fee (\$1.50 for use of checking or savings account and a percentage of the deposit for use of credit or debit card). To use, login to your parent portal from the school website, www.selsd.com, click on more, then click on fees. All payments must be identified by the child’s first and last name. Please put all payments in an envelope on which you list the child’s full name, grade, ID number, homeroom teacher’s name and amount of money enclosed. If more than one child’s payment is enclosed, please be sure to include all information for each child so all money can be credited to the right account. Money remains in your child’s account until it is deducted for purchases.

Student Breakfast and Lunch

- Both breakfast and lunch are free for the 2025-26 school year.
- However, students must pay for extra meals and a la carte items.

Adult Prices

- Breakfast - \$2.83
 - Lunch - \$4.73
-
- Parents can keep track of their children’s purchases & deposits by logging on to the school’s website.
 - A la carte items are not free and can only be purchased if a student has money in his/her account or pays with cash.
 - If you have any questions regarding your child’s account, please contact the cafeteria manager at 814 662-2733 ext. 1207

Delinquent Accounts

- Automatic generated emails will go out to the parent/guardian of any student with a negative cafeteria balance on a weekly basis.
- Once a student's account reaches a negative \$50.00 the cafeteria manager will make an attempt to call the parent/guardian and set up a payment plan or allow 10 days to pay in full.
- Any amount over \$50.00 that has not been paid in full or does not have a payment plan in place will be turned over to the Board designated collection agency within 15-30 days of the attempted phone call.
- A la carte items are not permitted if account balance is in arrears.
- Parents may send a written letter to the cafeteria manager allowing the transfer of funds from one student to another student account.
- Negative account balance will carry over from year to year.
- Any student that withdraws from school or graduates and has an outstanding balance will be turned over to collections after 30 days of leaving the district if not paid in full.
- All fees associated with collection on debts will be the responsibility of the parent/guardian.
- Parent/guardian is responsible to make sure the cafeteria manager has the correct email address for notifications.
- Any student with a balance at the end of a school year over \$25.00 will be turned over to the Board designated collection agency by June 30th. If a graduate or withdrawn student has a negative balance of \$10.00 or more it will be turned over to the Board designated collection agency by June 30th or within 30 days of leaving the district.
- The district has the right to serve an alternative meal to a student with a negative balance of \$75.00 or more.

Child Abuse Policy

Duty to Report

School employees who in the course of their employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of their medical, professional, or other training and experience, that a child coming before them in their professional or official capacity fit the profile/requirements to be reported to Childline.

Closed Campus Policy

A student that arrives on campus may not leave the campus unless authorized by the school. Unauthorized leave from the school campus constitutes truancy and can be sanctioned for under the Pennsylvania School Law.

Property Inspection Policy

WHEREAS, the use of drugs alcohol, or controlled substances by students is already prohibited by law and policy; and

WHEREAS, The reinforcement of the right to search or inspect desks and lockers is appropriate at a time when eliminating drugs, alcohol, and controlled substances is a major concern of school personnel; and

WHEREAS, in the effort to eliminate drugs, alcohol, and controlled substances form school property, it would be helpful to use trained dogs to "sniff" for the presence of such contraband.

NOW THEREFORE BE IT RESOLVED by the Salisbury-Elk Lick Board of School Directors as follows:

1. SCHOOL LOCKERS AND DESKS

- a) These are school property provided as a convenience to students for their use. Students must understand that desks and lockers are subject to inspection by school authorities.
- b) The lockers and desks must not be used for or contain illegal contraband. Upon inspection, any materials not permitted may be seized by school authorities and may be used in any proper manner against the student.
- c) Pennsylvania School Code 12.14 shall apply: "School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search the students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning."
- d) Lockers shall be cleared at the end of the school year and at other times in accordance with instructions given by school authorities. After any clean-out date and before reassignment, anything found in said lockers may be removed by school authorities and disposed of as they see fit with no responsibility to students.

2. USE OF TRAINED DOGS

School administrators are authorized to request and/or permit, at times as they deem appropriate, any state or municipal police department K-9 Narcotics Detection Team on school property and in school buildings, at no cost to the District, dogs specially trained to "sniff" for drugs or other controlled substances or contraband. Such dogs may be used to examine school buildings or property and anything on or in school buildings or property.

3. NOTIFICATION TO STUDENTS AND EMPLOYEES

School administrators shall make students, employees, parents, and the public aware of this policy in a manner as shall be appropriate. This policy shall be incorporated into the student handbook and other official school publications.

4. INCONSISTENT POLICIES

This policy, in the event of any conflict or inconsistency between existing policies, rules and regulations, shall control to the extent of such conflict or inconsistency

Creation of Clubs

If a group of students wishes to form a new club, the following conditions must be met:

- A "Request for New Club" form must be filled out. This will identify the club's purpose, future plans, and funding scheme.
- The club must identify a teacher that will serve as the club's advisor.
- The administration must approve the club. Any club that meets the above requirements but is deemed likely to negatively impact the educational process will be denied.

Video/Audio Monitors on School Buses

The board of school directors and school officials recognize that undesirable behavior and serious misconduct on a school bus not only makes it difficult for the driver and fellow passengers, but also jeopardizes the safety and well-being of all. Therefore, video/audio-monitoring cameras shall be used as an aid in discouraging misconduct. This policy also includes: athletic event transportation, field trips and other school related activities. The use of video/audio cameras on a school bus does not replace The School Bus Discipline Policy or the authority and responsibility of the bus driver or school officials to take appropriate action regarding misconduct.

Parents will not be given the opportunity to review video/audio unless their child is involved in a violation and is receiving disciplinary action as the result of an infraction and only if the video/audio was used to confirm the violation.

A student's use of bus transportation provided by the district will be considered as the relinquishment of any expectation of privacy in regards to the use of video/audio monitoring camera system.

Expected Conduct on the School Bus

Once a student boards the school bus, he or she becomes the responsibility of the district. Such responsibility of the district shall end when the student is delivered to an approved bus stop at the close of the day. The school bus is an extension of the classroom and the school district shall require students to conduct themselves in a manner consistent with established standards for classroom behavior and additional standards for safe transportation.

Pupils Must:

1. Recognize that the bus driver is the authority on the bus; obey the bus driver and be courteous to him/her and to fellow students. The driver has the authority to assign seats to maintain discipline or promote safety.
2. Conduct yourself in an orderly, courteous, dignified and respectful manner at all times.
3. Go directly to your seat and remain seated until directed by the driver to do otherwise.
4. Do not mar or deface the bus. The pupil performing the act must pay for willful or careless damage.
5. Do not use profanity or indecent language or gestures.
6. Do not wave or shout at pedestrians or passengers in other vehicles.
7. Do not throw objects in the bus or from a window or throw objects at the bus from the outside.
8. Do not carry on the bus oversized objects that would block the aisle, cause loss of passenger seat space, obstruct the driver's view or create a safety hazard. Objects will be permitted only if they can be held in the pupil's lap.
9. Do not throw paper or litter on the floor.
10. Have a written request from parents to go home on an alternate bus, one for the teacher, and one for the bus driver.
11. Be aware that no change will be made in the location of bus stops or bus routing without the approval of the transportation supervisor.
12. Remain seated on the bus until it comes to a full stop.
13. Leave the bus in an orderly manner; pupils in the front seats discharge first.

Expected Conduct at the Bus Stop

Pupils must:

1. Be on time. Be at their regular stop five minutes before the regular pick up time. The driver is not permitted to wait on a student who is not at the bus stop.
2. Stand back from the traveled portion of the roadway while waiting for the bus. Parents are responsible for children's behavior and safety at the bus stop.
3. Wait until the bus comes to a complete stop then walk to the front door. Never run or play around a moving bus.
4. Board the bus in an orderly fashion and take your seat.
5. Report immediately to the driver any illness or injury sustained on or around the bus.
6. Always walk on the left side of the road facing traffic when walking to a bus stop.
7. Do not cross the road or street to board the bus until the bus stops with lights flashing and the driver directs you to do so. Always cross in front of the bus. Be in a position where the driver can see you at all times when near your school bus.
8. When being dropped off in the evening, leave the bus stop area when safety permits as soon as discharged from the bus, do not loiter around the bus or bus stop. When it is necessary to cross a highway, always cross in front of the bus at a distance of at least ten feet; cross only when the driver has signaled that it is safe to do so.

School Bus Drills

The purpose of a school bus evacuation drill is to follow through on established procedures in the event of an accident or emergency. Each bus driver will conduct two (2) yearly drill exercises sometime during the first week of school and sometime in March as is mandated by the school code. It is for your children's safety and welfare that these drills are carried out in a cooperative and orderly manner.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Salisbury-Elk Lick School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from the child's education records. However, Salisbury-Elk Lick School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Salisbury-Elk Lick School District to include this type of information from your child's education records in certain publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation program; and
- Sports activity sheets such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Out organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the NO Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 502, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107) the legislation that provides funding for the Nation's armed forces.

Student Freedom of Expression

District Sponsored Activities

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the building principal or his designee in charge of the facilities. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property. Bulletin boards must conform to the following:

- School authorities may restrict the use of certain bulletin boards.
- Bulletin board space should be provided for the use of students and student organizations.
- School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

School newspapers and publications must conform to the following:

- Students have the right and are as free as editors of other newspapers to report the news and to editorialize within the provisions of this policy.

- School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
- School officials may not censor or restrict material simply because it is critical of the school or its administration.
- Prior approval procedures regarding the copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
- Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c). School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students. The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

Non-District Sponsored Activities

Definitions:

Expression: Verbal, written or symbolic representation or communication.

Non-School Materials: Any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements pamphlets, posters, Internet bulletin boards, personal web sites and the like.

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent. If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy. Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

Unprotected Student Expression

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

Complete policy No. 220 (Pupils) is located in the Salisbury-Elk Lick District Policy Manual

Salisbury-Elk Lick Medication Policy

Purpose

The Salisbury-Elk Lick School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Medication prescribers and parents should be made aware of the problems associated with giving medications in the school setting and arrange for medication to be administered before and/or after school hours whenever possible. When medication must be administered during school hours, the following procedure shall be followed in order to ensure student safety.

Procedure - Delivery of Medication

Any medication to be given during school hours should be delivered directly to the school nurse or other licensed health room personnel by the student's parents(s) or guardian(s), NOT the student. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container and is not to be placed in any other container for storage.

It is recommended that the licensed prescriber (a physician, physician's assistant, nurse practitioner, dentist) should issue a prescription to the pharmacist instructing the pharmacist to place all medications that should be taken during the school day in a separate and properly labeled prescription container from the portion of the medication that will be administered outside of the school day. The parent may also ask the pharmacist to put the medication that will need to be taken at school in a separate pharmaceutically dispensed and properly labeled container.

Upon receipt of the medication, the school nurse will document the quantity of medication received, the date and time of receipt. This documentation shall be signed by both the nurse and the parent or guardian delivering the medication. Under no circumstances shall the school nurse accept medications in plastic bags or any containers other than the original pharmacy container/packaging.

Consent forms for prescription and nonprescription medication must be signed by the licensed prescriber and accompany the medication. These consent forms must contain the information noted under the Administration of Medication section.

Procedure - Storage of Medication

Prescription and non-prescription (over the counter) medication will be kept in a locked cupboard in the nurse's office in the elementary school. All medications will be stored in the original pharmacy container or packaging. Access to medications is limited to the school nurse and any other licensed health room professionals except in the case of a life threatening emergency. A refrigerator is available for medications requiring cold storage.

Administration of Medication during School Hours – Prescription Medication

Only a written request signed by the parent/guardian and a medication order from a licensed prescriber containing the following will be accepted:

- Date
- Child's Name
- Name of Medication
- Route of administration and dosage of the medication
- Required administration time and frequency
- Termination date for administration of the medication
- Allergies or any particular condition or circumstances relating to this patient that should cause the school nurse not to administer the medication
- Side effects relating to this patient that school personnel should observe for
- Licensed prescriber's signature and phone number
- Additional helpful information may be provided and includes: a listing of all other medication being taken at present, any restrictions on school activities

The initial dosage of the medication shall be administered either at the student's home, the physician's office or the hospital except in the case of an emergency. In the event of an emergency the initial dosage may be given in school. "Initial dosage" refers to the first dose of medication administered from the prescription.

All medication orders must be renewed each school year. Prior to the administration of any medication, the school nurse must verify that they are administering the right medication to the right student in the right dosage and by the right route at the right time. Any medication that is distributed during school hours must be documented in the students School Health Record. The following information must be included in this record:

- Student Name
- Date and time medication was given
- Name of medication
- Dosage
- Route and site of administration
- Signature of licensed person administering/observing medication being taken

Administration of Medication during School Hours – Non-Prescription Medication

Only a written request signed by the parent /guardian and a medication order from a licensed prescriber containing the same information as for prescription medication will be accepted. The medication must be in the original pharmaceutically dispensed and properly labeled package/container.

The school nurse or other licensed health personnel will be able to administer non-prescription medication under the supervision of the school physician as directed in his/her written standing orders. Parents/guardians will have signed a permission allowing the school nurse to use the school physician's standing orders to administer selected medications to their child/children. This permission will be given by the parent on the Emergency Medical Form sent home at the beginning of the school year.

Supply of Medication

For a short term illness (1-10 school days) the original prescription container can be brought in with only the amount of medication that will need to be given in school over that time period.

For a long term illness or condition (over 10 school days) a two week to one month supply of medication can be brought in at one time. The parent of the child must inform the nurse of any change in the child's health or in the medication varying from the original written instructions. If the medication is changed, the physician and parent must complete a new consent form.

Personnel Responsible for Administering Medication

The school nurse or other licensed health room personnel will administer medication to students. In the absence of the school nurse medication may be administered by a licensed school nurse substitute. The school nurse may supervise the self-administration of medication by a student if the nurse has assessed the student and is aware the student is capable of proper self-administration and physician and parent permission have been given.

If the school nurse has prior knowledge she will be absent and an appropriate substitute is not available, the nurse will attempt to contact the parent or guardian of each child currently taking medication and request they come to the school to administer medication to their child.

Emergency Medication Guidelines

The school district realizes certain medical conditions such as asthma and severe allergic reactions, among others, require prompt administration of medication. Students needing emergency medications may keep these in the nurse's office for administration by the nurse as ordered by the child's physician and with parent consent.

Students may self-administer emergency medication in the school when they have the authorization of a licensed prescriber, their parent or guardian and the district. All medications/inhalers must have child's name to return to child if misplaced.

Prior to permitting a student to self-administer medication the school nurse will perform a baseline assessment of the student's health status and ensure that the student is competent in self-administration of the medication. Upon use of the medication the student must inform the nurse of this so proper assessment of this student's medical condition can be made and proper medical records kept.

Parents must be aware the school cannot be responsible for improper use of or loss of the medication when it is in the child's possession.

Immunization Requirements

7th Grade – Meningitis & T-dap

11th Grade – Meningitis

Salisbury Elk Lick School District Head Lice Policy

The Board is committed to maintaining a healthy environment for students and staff. To fulfill that commitment, the Board established this lice policy/procedure which is in line with evidence based practice and is based on recommendations from the Center for Disease Control (CDC), American Academy of Pediatrics, and National Association of School Nurses. Both the American Academy of Pediatrics and the National Association of School Nurses advocate that “no-nit” policies should be discontinued. “No-nit” policies that require a child to be free of nits before they can return to school should be discontinued.

At any time during the school year, the school nurse may examine a student for head lice. Pediculosis (infestation by head lice) should not disrupt the educational process. In cases that involve head lice, as in all school health issues, it is vital that the school nurse prevent stigmatizing and maintain the student’s privacy, as well as the family’s right to confidentiality. If lice are identified, the following procedures shall be implemented:

1. The school nurse will provide information to the parent/guardian regarding treatment. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment of live lice has begun. Nits may persist after initial treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
2. Determine if the student has siblings in the district. If yes, then check the siblings and others in close contact with the affected child. Children found with live head lice should remain in class, but be discouraged from close, direct head contact with others. The school nurse should contact the parents/guardians to discuss treating the child at the conclusion of the day.

After the in-home treatment has been initiated and live lice have been removed, the child may return to school, even if nits persist. Additional information regarding this policy is available in each school office and questions or concerns can be directed to the school nurse.

Disease Control

Under the provisions of the Act of April 23, 1956, Public Law 1510, school students are to be excluded from school because of symptoms suggestive of a communicable disease. It is the responsibility of the school to exclude children suspected of having conjunctivitis (pink eye), Methicillin-resistant Staphylococcus aureus (MRSA) infections, impetigo, tinea corporis (ring worm), scabies, streptococcal infections, scarlet fever, and chicken pox. No child will be readmitted until cleared by the school nurse or by written note from a physician. (Unless infected area can be contained, i.e. covered or patched, closed bandage over area)

Healthy Hand Hygiene Behavior

All children and staff should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage

Parents can help children adjust to these routines by having children wash hands at home throughout the day.

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Supervise children when they use hand sanitizer.

After assisting children with handwashing, staff should also wash their hands.

Infection Control and Universal Precautions Policy

Objective - To prevent the spread of organisms that cause illness among students and staff, and affect the health and attendance of these individuals at school.

The need for the control of infectious diseases is well documented in medical literature and is necessary for health, economic, and educational reasons. The control of infectious diseases in the Salisbury-Elk Lick School District is desired by administration, the school nurse, teachers, parents, students, and custodial staff. These individuals need to be concerned about the spread of communicable diseases such as respiratory infections, conjunctivitis, mononucleosis and chicken pox, to name a few, which affect an individual's health and school attendance. In addition, an increased incidence of individuals infected with Human Immunodeficiency Virus and Hepatitis B has made the need to follow infection control procedures more urgent.

In order to implement better infection control in our school district it is advisable for certain procedures to be followed. Universal Precautions (UP) was developed by the Centers for Disease Control and is intended to prevent transmission of infection as well as decrease the risk of exposure to infection for school personnel and students. Since it is not possible to identify all infected individuals, precautions should be used with everyone. The use of UP pertains to handling blood and other potentially infectious materials (OPIM) which may contain blood. Body fluids and wastes such as saliva, sputum, tears, nasal secretions, vomitus, urine and feces may or may not contain blood, but can be sources of other infections and should therefore be handled as if they are infectious.

The single most important step in preventing exposure to and transmission of any infection is anticipating contact with infectious materials in routine and emergency situations. School personnel and students should be prepared to use the appropriate precautions that include:

- A. Proper hand washing
- B. The use of barriers
- C. Appropriate disposal of waste products
- D. Proper decontamination of spills

A. Hand Washing

Proper hand washing is crucial in preventing the spread of infection. Hands should be washed:

- Before physical contact with individuals and after contact is completed
- After Physical contact with blood or body fluids
- Whether or not gloves are worn, and before and after gloves are used
- After toileting or cleaning up a toileting accident
- After nose blowing, sneezing or coughing

Before drinking and eating
Before, during and after food preparation
After handling soiled garments, equipment, or used personal hygiene items

Hand Washing Guide

Remove all jewelry
Wet hands with running water
Apply antibacterial soap and lather well, washing hands for 10-30 seconds, using circular motions and friction to clean all areas of hands, including nails
Rinse well under running water
Dry hands with paper towels and use paper towel to turn off water

B. Barriers

The use of barriers is intended to reduce the risk of contact with blood and body fluids and to control the spread of infectious agents from person to person. Barriers that should be used in the school setting include disposable latex gloves, utility gloves, absorbent materials, and resuscitation devices.

Disposable gloves should be worn when:

- Handling items soiled with blood or body fluids
- Cleaning up blood, or body fluids containing blood
- Cleaning up items soiled with blood or body fluids
- Providing wound care
- Caring for open or oozing skin lesions
- Caring for nose bleeds
- Cleaning up vomitus
- Cleaning up incontinence accidents
- Cleaning the bathroom facilities

1) Absorbent Materials

These products are commercially available and should be used according to the manufacturer's recommendations to help absorb any blood or body fluids on rugs, floors, desks, or other inanimate objects before cleanup.

2) Resuscitation Devices

These devices should be available to use in event of an emergency situation requiring that cardiopulmonary resuscitation or artificial breathing be done on an individual. These devices are to be used according to product recommendations by persons trained in these life-saving procedures.

C. Disposal of Wastes

Blood, other body fluids and wastes, other potentially infectious materials, used gloves or barriers, and absorbent materials should be placed in a plastic bag and disposed in the usual procedure to dispose of waste and trash.

As a General Guide:

- 1) When the blood or other potentially infectious material is liquid, semi-liquid, caked with blood, or is not absorbed in materials and is capable of releasing the substance if compressed, special disposal as regulated waste is required. Schools would only have regulated waste in the event of a severe incident. In this case contact the school nurse for disposal instructions.

- 2) A Band-Aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste.
- 3) Body wastes such as urine, vomitus, or feces, should be disposed of in the sewer system.
- 4) Needles and syringes used in the school setting should be placed in a special puncture proof container in the nurse's office and will be disposed of as regulated waste by her.

D. Decontamination of Spills:

Spills of blood and other potentially infectious materials should be cleaned up immediately.

- 1) Wear gloves
- 2) Clean up the spill with paper towels or other absorbent material
- 3) Decontaminate the soiled area with any one of the following:
 - A solution of one-part household bleach to ten parts water prepared fresh daily
 - Ethyl or isopropyl alcohol (70%)
 - Lysol
 - Hydrogen peroxide
 - A commercial EPA registered disinfectant
- 4) Dispose of latex gloves, soiled towels, and other wastes in a plastic bag
- 5) Decontaminate utility gloves by washing in warm soapy water, rinse, dry and inspect for holes, tears or deterioration
- 6) Wash hands thoroughly

Applying an absorbent agent, used according to directions, may clean rugs that are contaminated. Vacuum or mechanically remove with broom and dustpan. Apply a rug shampoo containing a germicidal agent with a brush, vacuum when dry or disinfect with a bleach solution if this will not harm the rug. Disinfect cleaning supplies

Exposure Incidents:

- a. An exposure to blood or other potentially infectious material through contact with broken skin, mucous membranes or a puncture would require immediate action.
- b. Always wash the exposed area immediately with soap and water.
- c. If a mucous membrane (eye, nose, or mouth) splash occurs, irrigate or wash the area thoroughly with running water
- d. If a human bite occurs so that the skin is broken, the area should be washed immediately with soap and water
- e. The exposure should be reported to the school nurse who will see if the above recommendations have been followed. If not, emergency care will be provided.
 - 1) Exposure of a student to blood or other potentially infectious materials will be reported to a parent, with recommendations for follow-up by their family physician, local health department or/occupational health agency.

- 2) Exposure of an employee will be handled on an individual basis, with follow-up care advised with the employee's physician, local health department and/or occupational health agency.

Employees should be reminded that Hepatitis B vaccine is available through the school health insurance plan and is advised for all individuals for their protection.

Guidelines for the Use of Blood Products in Classroom Settings

If human blood products are used in the classroom (i.e. biology, chemistry or health classes) the following options are strongly advised by the Pennsylvania Department of Health:

- Obtain expired and prescreened blood from a blood bank
- Obtain pre-prepared slides
- Have each student prick him or herself, test only their own blood, utilize previously discussed Universal Precautions Procedures, and discard contaminants properly:
 - 1) Blood contaminated materials are to be placed in a plastic bag, tied shut, and placed in the waste can.
 - 2) Puncture devices should temporarily be placed in a covered metal container, such as a coffee can, and sent to the nurse for proper disposal.
 - 3) Disinfect all work surfaces properly as previously discussed under decontamination.

Salisbury-Elk Lick School District Aids Policy

To comply with Chapter 4 curriculum regulations, the Salisbury-Elk School District shall provide instruction about Acquired Immune Deficiency Syndrome (AIDS) and related issues to its students at least once in the Elementary grades, once in the junior high school, and once in the senior high school. This instruction shall be included in the curriculum in the health course and shall be presented in a series of systemic lessons at an appropriate time during the school year.

Educational materials and instruction shall be determined by the local district and be appropriate to the age group to be taught. Each program of instruction shall include, but not be limited to, information about the nature of the disease, the lack of a cure, the ways the disease is transmitted, and how infection can be prevented.

The Salisbury-Elk Lick School District shall excuse students from instruction in AIDS when this instruction conflicts with the religious beliefs or moral principles of the parent(s), guardian(s), or of the student. Salisbury-Elk Lick shall require written requests in letter form addressed to the appropriate administrator to be excused from the instruction.

Prior to the commencement of AIDS instruction, the school shall publicize the detailed curriculum outlines, and all curriculum materials used in connection with the instruction shall be available to the parent(s) or guardian(s) during normal school hours, or at teacher/parent conferences. Such materials, where practical, shall be made available by the school for home instruction used by the parent(s) or guardian(s) of any student excused from the districts program of AIDS instruction.

Pennsylvania AIDS Confidentiality Law (Act 148)

This statute was enacted to provide confidentiality for HIV/AIDS testing and counseling. The act states that information about a person's HIV/AIDS status is strictly confidential. It may not be disseminated without the expressed written consent of the person unless an individual or organization has been given access by law, such as through a court order.

In that an individual's HIV/AIDS status and other medical conditions are confidential information, it is all the more advisable for school personnel to follow the procedures outlined in this policy.

Recommendations to Aid the School District in Infection Control

The school nurse will follow established Department of Health policies regarding exclusion of students from school for communicable diseases.

Parents will be kept informed as problems occur with infectious diseases in the school setting. Appropriate information will be distributed, as needed, to help parents protect their children. The school nurse can be contacted at any time to answer questions.

In Addition:

1. Antibacterial soap should be available in all bathrooms
2. Plastic liners should be used in all waste baskets
3. If possible, avoid contact with the body fluids of other persons
4. Allow an injured student or staff member to help control their own bleeding and clean their own injury if they are able to, when the person attending the individual does not have protective equipment
5. Supplies will be provided to each employee for use in case a bleed occurs. The employee will be responsible for keeping the supplies readily available for use and requesting more supplies from the school nurse
6. All employees should be in-serviced on infection control procedures
7. Infection control procedures should be integrated into students curricula

Materials Adapted From:

A Sample Policy of the Keystone Central School District, 95 West Fourth Street, Lock Haven, Pennsylvania

Suggested Sample Guidelines for the Implementation of Universal Precautions in School Settings, Pennsylvania Departments of Health and Education, Harrisburg, PA
HIV Confidentiality Law (Act 148) of Pennsylvania

School Safety Committee

The purpose of The Salisbury Elk-Lick Safety Committee is to provide an avenue for all Salisbury-Elk Lick School District employees to contribute to workplace safety in hope of achieving and maintaining a safe, healthful working environment. The goal of the Salisbury Elk-Lick Safety Committee is to eliminate workplace incidents and illnesses by involving employees and managers in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents and suggesting ways to prevent future incidents.

Salisbury-Elk Lick High School Locker Policy

The lockers in the Salisbury-Elk Lick JH/SH are the property of the Salisbury-Elk Lick School District and provided by the district for the use of the students. All students will be assigned a locker and given a lock upon request for use on that locker to keep their belongings safe. The following policies apply to locker usage.

- 1) The lockers are the property of the Salisbury-Elk Lick S.D. and subject to search by school authorities at any time.
- 2) By accepting use of this locker, the student and the parent consent to any search of the locker and its contents. Students may be informed of the search and have the right to be there during the search. Students and their parents should not assume any form of privacy with the use of the lockers.
- 3) Students are responsible for any contents of the locker and anything found in the locker will be assumed to belong to the owner of the locker. The school district is not responsible for anything that is or may be stolen from the locker.
- 4) Locks will be provided upon request of the student to the school district. If the lock is lost, it is the responsibility of the student or his/her parent to pay for and replace the lock.
- 5) Students will also make sure the locker is kept clean and the high school will have periodic clean-ups of the lockers by the students.

Students and parents are reminded that the lockers are a convenience given to the student by the Salisbury-Elk Lick School District. We expect the students to treat locker use as a privilege, not a right.

Be careful of your property in locker rooms. Always deposit watches, money, and other articles with your gym teacher, when you enter the locker room.

Students are not to carry large amounts of money or valuables to school. All lockers in the locker rooms should be locked. If students need to bring large amounts of money to school, please take it to the office in the morning and pick it up before dismissal.

Non-Discrimination Policy

The Salisbury-Elk Lick School District has agreed to comply with the provisions of Title VI, Title IX and Section 504 of the Civil Rights Act and all requirements imposed pursuant thereto, to the end that no person shall, on the grounds of race, color, sex, national origin, disability or age be excluded from participation in, be denied benefit of, or otherwise be subjected to discrimination in the provision of any educational services or care.

Specifically, the above include (but are not limited to) the following characteristics:

- Students will be provided with all services and activities on a non-discriminatory basis. All pupils will be admitted and receive service without regard to race, color, sex, disability, and national or ethnic origin.
- All students will be assigned to rooms, classes and sections without regard to race, color, sex, disability, and national or ethnic origin.
- Employees will be assigned to educational services without regard to race, color, sex, national origin, or disabilities of either the student or employee.
- Staff privileges will not be denied professionally qualified personnel on the basis of race, color, sex, disability, and national or ethnic origin.
- All facilities of the institution will be utilized without regard to race, color, national origin, sex, or disability.
- Transfer of students from rooms, or classes assigned and/or selected will not be made from reasons of race, color, sex, disability or national origin.

For information regarding civil rights or grievance procedures, contact the guidance counselor, which is our Title IX coordinator, 662-2741 Ext. 6516 or Joseph Renzi, Title VI director at Salisbury High School, Salisbury, PA 15558 (814) 662-2733 Ext 6500. For information regarding Section 504 services, activities, and facilities that are accessible to and usable by disabled persons, contact the guidance counselor or superintendent using the info above.

CTE Admissions Policy

The CTE programs at SELSD have unlimited enrollment. Students that express interest in one of our CTE programs will be permitted to enroll in them, as long as it is determined by the principal, school counselor, parents, teacher, and student that it is in the student's best interest.

2025-2026 Annual Public Notice of Special Education Services and Programs

Salisbury-Elk Lick School District provides a free appropriate public education to children with disabilities who need special education and related services. School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or mental disabilities:

Autism
Emotional Disturbance
Deafness
Hearing Impairment
Specific Learning Disability
Intellectual Disability
Multiple Disabilities
Other Health Impairment
Orthopedic Impairment due to chronic or acute health problems
Speech and Language Impairment
Visual Impairment including blindness
Deaf-Blindness
Traumatic Brain Injury

Developmental Delay – Early Intervention

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer “who” or “what” questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child’s speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer “where” questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won’t touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn’t play with the car).

For screening purposes, the Intermediate Unit 8 and each school district in Bedford, Blair, Cambria and Somerset counties has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include, but are not limited to: review of group-based data

(cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move to the next level of screening activities.

Intermediate Unit 8 and each school district have an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary. **Parents, guardians or surrogate parents may contact their local school district or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities.** Contact information is listed below.

Special Education Contacts

Salisbury-Elk Lick School District
PO Box 68
Salisbury, PA 15558
1-814-662-2733
www.selsd.com

Mrs. Hannah Short,
Special Education Coordinator
1-814-622-2733, ext. 6518
shorth@selsd.com

Mr. Joseph Renzi, Superintendent
Elementary Principal, Federal Programs Coord
1-814-662-2733, ext. 6500
renzij@selsd.com

Appalachia Intermediate Unit 8
Mrs. Amy Woomer
400 Sixth Avenue
Altoona, PA 16602
1-814-940-0223 - www.iu08.org

Possession/Use of Asthma Inhalers

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, a certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

This is only a portion of this policy; you may get a complete copy of the entire policy by calling the school. A Request/Release form is available at the High School Office or from the school nurse.

Random Drug and Alcohol Testing Policy

1. Purpose

The Salisbury-Elk Lick School District considers extra-curricular activity participation to be a privilege and to be voluntary to every student. Students volunteering to participate are expected to accept the responsibilities associated with this privilege.

As a representative of the school district, students involved in extra-curricular activities are examined by the public, become role models for young children, as well as peers, and are special representatives of the community. They have chosen to accept this role and, with it, the responsibility of a drug and alcohol free lifestyle.

All students have a responsibility to themselves and other to set a good example and to conduct themselves in a way that will not cause harm to themselves or others through the use of drugs or alcohol.

Administrators, teachers and coaches recognize that drugs and alcohol have a deleterious effect on motivation, memory, judgment, reaction time, coordination and performance. These effects, in conjunction with other health and safety factors have led to the development of this policy. This policy is viewed as a viable drug and alcohol free school prevention program.

2. Policies and Procedures

Every member of a Salisbury-Elk Lick School District extra-curricular program (as designated by the principal) whose parents consent to drug and alcohol testing shall be a participant in this drug and alcohol testing program. For students involved in extra-curricular programs, testing will be during the activity season/school year in which the student is participating. Other students whose parents consent shall also be participants in the program. Each year, parent(s)/or guardian(s) consent (“permission to test”) may be signed authorizing the school district to request, at any time and without prior warning during the season or school year, the student must submit a urine sample for drug and alcohol screening.

The sample will be evaluated by an independent laboratory of the School District’s choosing, and the laboratory shall follow strict chain of custody procedures.

All costs associated with the drug and alcohol testing shall be paid by the district. Prescription medications that the student is taking must be identified by the student and verified by a copy of the prescription or a written doctor’s statement.

All test results will be provided to the district within a timely manner of the test administration time. The building principal will receive a confidential report of the test results in writing from the chosen laboratory.

If the sample tests positive, a second test will be done within forty-eight (48) hours to confirm the results. The second test will be done utilizing the original sample. If the second test is negative, no further action is taken. The building principal will provide written notice to the parents of those students who successfully test negative.

If the student’s second test is also positive, a medical review physician designated by the school district or testing facility as they may determine will confirm all positive test results, as provided in paragraph 4g. The medical review physician will investigate any medication taken by the student who has tested positive and will decide on any affect the medication taken or other legitimate circumstances had on the student’s test result, as provided in paragraph 4g.

If the medical review physician confirms the positive results, the principal or his/her designee and the Athletic Director/Advisor for students in extra-curricular activities will hold a parent conference to make the parent/guardian aware of the test results. Should the parent or student provide additional information relevant to interpretations of the test results, the principal or his/her designee may contact the medical review physician for further confirmation of the results.

Students who test positive for drugs or alcohol will complete the following:

- a. The student must participate in the student assistance program. The student will be required to participate in a drug and alcohol assessment with a certified drug and alcohol evaluator. Failure to comply with the evaluator’s recommendations will result in the student being prohibited from further participation in the competitive extra-curricular activities.
- b. The student with a first confirmed positive test will be suspended from participation in competitive extra-curricular activities (does not include practice) for a period of two weeks, including all competitions during that two-week period. If there are not two weeks remaining of the activity for which the student was tested, the remainder of the suspension will be recalculated

and applied toward the next season or activity in which the student participates. (If no competitions in a competitive activity for which the student was tested are scheduled during that two-week suspension, the student will be suspended for the two weeks and from the next scheduled competition.) The student must be retested and test negative prior to his/her return to extra-curricular activities. Parents, with cooperation of school officials, will be responsible for initiating appropriate follow-up action.

- c. The student will be required to be retested before the start of another activity in which he/she will be a participant. (Students will be subjected to future testing at any time at the discretion of the district.)
- d. The student who retests and is found to have a positive test, qualifying as a second offense (a second confirmed positive test), will be suspended from participation, practice and competition in all extra-curricular activities for the remainder of the school year. The student must be retested and must test negative prior to his/her return to extra-curricular participation.
- e. A student who accumulates three confirmed positive tests will be barred from all extra-curricular activities for the remainder of the current school year and the next two school years.

Students will be randomly selected to participate in the screening from each extra-curricular activity and from a pool of those not involved in extra-curricular activities. Selection will be done by a designated school employee not involved in the particular activity to be tested. The percentage of students to be selected from each activity or pool is to be determined by the Building Principal. Should any student, at any time, refuse to submit a sample for testing, this shall result in the student's disqualification from participation and the student will not be permitted to participate on any athletic team or any other extra-curricular activity until he/she submits to a drug and alcohol test and tests negative. The student will comply with the extra-curricular suspension guidelines as described in this policy.

For example, a first refusal will result in minimum two weeks non-participation; a second refusal will result in non-participation for the remainder of the school year; and a third refusal will result in non-participation for the remainder of the current school year and the next two school years. For purposes of the scale of suspensions, a confirmed positive test or refusal or any combination thereof will be counted.

If a student fails to follow the directions for testing or violates any requirement thereof, the student will be deemed to have refused testing and the provisions above will apply. School Board Policy on Drugs and Alcohol concerning the use, possession or distribution of illegal substances on school premises and possessing, using or distributing on non-school time shall remain unaffected by this policy.

3. Confidentiality

- a. All test results will be confidential and access to results shall be limited to the medical review physician, the student, parents or guardians, persons authorized by the student or parents or guardians, or has directed by any subpoena or court order, the Principal or his/her designee, the Superintendent, and to the extent necessary for them to perform their duties, the coach or activity advisor, the Guidance Counselor, School Nurse, Student Assistance Program personnel, certified drug and alcohol evaluators or drug and alcohol counselors and other approved by the Superintendent as needing the information to implement and enforce this policy and otherwise carry out their duties.
- b. The policy is directed toward prevention and treatment and shall not result in suspension from school, expulsion or referral to police. However, this policy does not limit the scope and extent of other laws, regulations or school policy dealing with drugs and alcohol.

4. Testing Protocol

- a. List of Eligible Students will be prepared by the advisors/coaches of each activity and by the principal with respect to the pool of students not involved in an activity. This list will be forwarded to the high school principal for the random selection of students who will be asked to submit urine specimens for testing.

- b. The principal will use a system to assure that students are selected in a random fashion. Student ID numbers will be used in the selection.
- c. Urine testing is unannounced. The day and date are selected by the Building Principal and confirmed with the testing agency. Random testing may be done weekly.
- d. Competitive Season begins the date of the official practice/organizational meeting for that activity and continues until that competitive season concludes. For other activities, the beginning and ending of the season will be fixed by the principal.
- e. Form Completion – the testing agency is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the Policy for Random Urine Drug and Alcohol Testing of Salisbury-Elk Lick School District. A student number will be used for identification with the student’s number only appearing on the copies that go to the donor, Medical Review Physician and school official. Students will complete a form that will list their ID number and their name, with that form remaining with the high school principal. The purpose of this form is for the students to verify, by their signature, that this is the ID number they are using.
- f. Collection Process – Selected students report from class to the collection site. A specimen of urine is collected following this process.
 - i. Student is brought to the collection site
 - ii. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc. are to be removed before entering the collection area.
 - iii. The drug testing custody and control form is completed by the student and collector.
 - iv. Student will first be asked to wash his/her hands with soap and water and dry them. (If water is unavailable, a non-alcoholic wipe may be used instead.)
 - v. The collector adds a bluing agent to the water in the urinal or toilet.
 - vi. The student is instructed to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also instructed to hand the container of urine to the collector.
 - vii. The student enters the stall to collect the specimen and then hands the container to the collector. The student may rewash their hands after watched their specimen being sealed.
 - viii. The collector checks the volume, reads and records the temperature within four minutes of collection and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the principal notified.
 - ix. With the student watching, the collector will pour the specimen into two bottles and recap the specimen bottles tightly.
 - x. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
 - xi. The sealed bottles are placed inside the transport bag and the top sealed as directed.
 - xii. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
 - xiii. The student may now rewash their hands and is then sent back to class
 - xiv. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRP in a timely manner.
 - xv. The principal will be notified immediately of any student who refuses to give a urine sample.
- g. Medical Review Physician (MRP) Responsibilities

The MRP will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances after a second test on a portion of the original sample will be handled in the following manner.

 - i. The MRP determines if any discrepancies have occurred in the Chain of Custody.
 - ii. Depending on the substances found in the urine, if necessary, the MRP will contact the designated school official for information needed to contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician or if there are any legitimate circumstances that might have affected the test result.
 - iii. If the student is on prescription medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what

medications the student is currently taking. If there are any other circumstances presented, the parent shall also furnish appropriate documentation within five (5) working days. Failure to provide such requested information will be considered a positive result.

- iv. The MRP will then determine if any of the prescribed medications or other legitimate circumstances presented resulted in the positive drug screen.
- v. Finally, the MRP, based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal, initial reporting positive results by phone. The MRP will also notify the Prevention Coordinator of the testing facility that a drug test returned positive giving only the dates of the collection and reporting.
 - For example, a drug screen positive for codeine may be ruled negative by the MRP when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
 - Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of his/her pills), this would likely be ruled a positive drug test by the MRP.
 - Drug screens positive for illicit drugs (amphetamines, cocaine metabolite, marijuana metabolite, opiates-heroin, phencyclidine, barbiturates, benzodiazepines, methadone, methaqualone, propoxyphene and alcohol) and not explained by the taking of prescribed medicines or other legitimate circumstances would automatically be considered positive by the MRP.
- vi. The MRP may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substances from the body. If the MRP feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- vii. The MRO will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal.
- h. Pick-Up Process
The testing agency is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.
- i. Procedures in the Event of a Positive Result
(See above – 2. Policies and Procedures)

5. Exceptions

If a student participates in more than one extra-curricular activity and if the student is randomly selected for drug testing in more than one activity at or about the same time, the appropriate Principal shall have the right to excuse a student from repetitive testing if he or she deems an excuse warranted.

6. Requested Testing

In addition to random testing, students may be tested, at the Principal's discretion, upon parental request. Such testing will not be part of or reduce the random pool and student consent is not required unless the student is 18 years of age or older.

7. Other Testing

In addition to testing on a random basis as described above, the Principal or his/her designee may require testing on a non-random basis when there is a specific reason or reasonable basis to suspect that there may be a problem.

8. Parental Consent

Participation in the drug and alcohol testing program requires parental consent. Once consent is given, it shall be valid for one (1) year of the dated signed.

Student Records Policy

The Salisbury-Elk Lick School District's policy on student records has been approved as meeting the minimum requirements of the Family Education Rights and Privacy Act of 1974 as outlined in State Board Regulations 1232(b). The educational records of students are maintained in the elementary and high school offices. Other rights and requirements of the school, the parents or eligible student, not mentioned above, are set forth in the policy regarding student educational records.

Parents and students 18 years of age or older have the right to the following:

1. The right to inspect and review the student's education record within thirty (30) days of the district's receipt of the request for access.
2. The right to request amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate, misleading or other violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The criterion for determining who constitutes a school official and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent.
5. The right to refuse to permit the designation of any or all categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

Required Reading Policy

1. A list of all required reading for students is to be published.
2. Teachers requesting to use the material must respond to a questionnaire (to be developed with board/parent involvement), which justifies the appropriateness of the material. The teacher using the material must provide evidence supporting the educational value, grade level or age appropriateness, and social value. The book should not be included on our classroom novel list if the teacher cannot justify and support the quality of the material.
3. Survey forms of books on our approved lists are to be available for board, administration, and parent review.
4. Students must receive administrative approval PRIOR to requesting alternative assignments. To the best of their ability, teachers will provide suitable alternative assignments.

Tuition Policy

1. Tuition costs for students electing to attend the Salisbury-Elk Lick School District will be set by the State annually using the following formula:
 - a) The Elementary Instruction Rate Calculation (PDE-2061) plus a per student benefit overhead cost,
 - b) The Secondary Instruction Rate Calculation (PDE-2061) plus a per student benefit overhead cost.
2. Tuition costs for students of Salisbury-Elk Lick School District employees will be waived.
3. If out-of-area students would wish to enroll in the Vo-Tech program, they would be expected to pay the full cost of that program.

In the event that an increase in enrollment requires the hiring of additional teachers, the Board of School Directors reserves the right to reconsider/rescind this policy.

McKinney-Vento Act

McKinney-Vento Homeless Assistance Act

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), PA Distance Learning Charter School is attempting to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- * Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- * Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- * Living in emergency or transitional shelters;
- * Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- * Living in substandard housing (no running water or working utilities, infestations, etc.).

Salisbury-Elk Lick School District attempts to identify homeless students during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion that a student or family is homeless, they are required to alert the Homeless Liaison. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. To the extent feasible, and in accordance with the student's best interest, a homeless students shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the Salisbury-Elk Lick School District Homeless Liaison will consider the views of the students in determining where they will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to Salisbury-Elk Lick School District's policies. However, Salisbury-Elk Lick School District may require a parent/guardian to submit contact information. The homeless liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district. Homeless families are not required to prove residency regarding school enrollment.

Salisbury-Elk Lick School District may contact the district of origin for oral confirmation that the student has been immunized, but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin as soon as possible after

the enrollment process is initiated and should not be delayed until the procedure is completed. The Homeless Liaison will assist the parent/guardian in obtaining necessary immunizations, or immunization and medical records. Homeless students shall be provided services comparable to those offered to other Salisbury-Elk Lick School District students including but not limited to: programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, and students with disabilities. Homeless families will also have access to all parent involvement activities and initiatives. Students automatically qualify for free lunch services. Salisbury-Elk Lick School District has staff members who will work with local community agencies to coordinate services in the student's community. The staff includes: (Mr. Joseph Renzi - School Superintendent, Mrs. Julie Doyle - Administrative Assistant, Mrs. Melissa Easton - Homeless Liaison and School Counselor, Miss Kennedy Beistel - Social Worker, Mrs. Hannah Short - Special Education) as well as those involved in the Student Assistance Program. Additionally, Salisbury-Elk Lick School District has a certified nurse on staff that works to ensure necessary referrals take place to appropriate health care, dental services, and other medical services.

Salisbury-Elk Lick School District will ensure the student has transportation to school related events, such as, but not limited to testing and field trips.

Placement/Dispute/Complaints: If Salisbury- Elk Lick School District is unable to determine the student's grade level due to missing or incomplete records, the school shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the Homeless Liaison who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the Homeless Liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints on noncompliance arise regarding the education of homeless students, the following steps may be taken:

- The person filing the complaint shall first contact the school's Homeless Liaison to present their concerns to the people closest to the situation and most likely to be able to resolve it quickly.
- If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
- Individual cases may be referred to PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.

PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative.

Children who are experiencing homelessness may qualify for assistance, with school supplies/materials, and/or tutoring so that they can remain in their school throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Mrs. Melissa Easton-Homeless Liaison at 814-662-6808.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

High School Staff & Extensions 25/26

Jason Collier, High School Principal, SAP	6514
Evet Wilson, Guidance, SAP	6516
Toshia Miller, H.S. Secretary	6804
Missy McKenzie, H.S. Secretary	6806 (HS) / 6504 (ES)
Kaylyn Miller, IT	2135
Emily Brady, English	2105
Carissa Brant, Math	2110
Tony DiPasquale, P.E./Health, Driver's Ed, SAP	2140 (HS) / 1215 (ES)
Jennifer Enos, Business Ed	2115
Cameron Gnagey, PA History, Geography	2107
Rachel Haning, Cafeteria Manager	1207
Linda House, History, W. Cultures	2103
Marty Kemp, Science, Athletic Director	2157
Joseph Leone, Chemistry, Biology	2161
Sable Leone, Art	2155
Jann Motchenbaugh, School Nurse	6508
Kristine Ream, Home Economics, SAP	2150
Abigail Sandy, Ag, FFA	2170
Hannah Short, Special Ed.	6518
Dara Seibert, English	2101
Mike Seibert, Tech Ed, Maintenance Supervisor	2167
Monica Sisler, Math	2106
Cory Spiker, Math	2104
Casey Stahlman, Music	2147
Becky Stutzman, P.E./Health	2142 (HS) / 1215 (ES)
Savannah Ware, English	2102
Catlyn Will, Special Ed.	2114
Maintenance	6812
1) Sharon Tuck, High School	
2) Alexis Hepple, Elementary	
3) Robert Hotchkiss, High School	

Honors and Awards

THE JOHN E. BENSON CHAPTER OF THE NATIONAL HONOR SOCIETY - Students in the 11th, and 12th grades are eligible for induction into the society. The general qualification for membership is that the student has a cumulative grade point average of 3.33. All rules, regulations, and by-laws of the National Organization will govern the local chapter. These guidelines are available upon request from the advisory committee.

It is the responsibility of the Honor Society Advisor to review the student records to determine eligible candidates. It is responsibility of the advisory committee to distribute letters of application, evaluate returned surveys, and determine admission to the society. These actions should occur at the end of the first quarter (grading period) with the formal induction ceremony, taking place during the 3rd quarter.

AWARDS PRESENTED AT THE ANNUAL HONOR ASSEMBLY

VALEDICTORY AWARD - This award is presented to the graduating senior who is determined to have the highest four-year grade point average of credit earned at or through Salisbury-Elk Lick High School. The local ELK PRIDE PARENTS provides a \$100.00 honorarium to the winner.

SALUTATORY AWARD - This award is presented to graduating senior who is determined to have the second highest four-year grade point average of credit earned at or through Salisbury-Elk Lick High School. The local ELK PRIDE PARENTS provides a \$100.00 honorarium to the winner.

Carl Lutz Award (Presented by the Salisbury-Elk Lick Faculty and Staff)

- \$200 cash award
- **Qualifications:** Presented to an outstanding graduating student who has completed a vocational program, as chosen by the faculty in the vocational departments. The vocational programs include Business, Family and Consumer Sciences, Technology Education, and Agriculture. The recipient must have a minimum 3.0 GPA, be pursuing postsecondary education, and must be accepted by a postsecondary institution.
- Business program completers must take the NOCTI exam.
- Technology Education and Family and Consumer Sciences program completers must take at least 4 courses in their respective programs during grades 9-12.
- Due to the complexity of Agriculture completion pathways, the Agriculture teacher should be consulted to determine eligible students prior to selection.

DR. ALEXANDER SOLOSKO MEMORIAL AWARD – The award is voted on by the administration of the Salisbury-Elk Lick High Schools. It is awarded to the graduating senior who is determined first, by a committee consisting of Guidance Counselor, H.S. Administrator and COSA student member who meet to determine what senior has the highest four-year academic grade point average and second, has indicated an interest in pursuing a health career. If there are no students pursuing a health care career, the selection is determined as the highest four-year academic grade point average. A trust fund provides a \$50.00 honorarium.

AMERICAN LEGION SCHOLARSHIP - Earl H. Opel Post 459 presents to a senior boy and girl. Candidates must have a relative who served in the military. Students may apply for the scholarship and must write an essay. A committee of legion members will read the essays. Students must continue their education, (military, two or four-year college course, trade school, etc.) to be eligible to receive the scholarship. If they do not continue their education, the monetary reward will not be presented. However, they will be recognized as the recipient of the award. The award is a monetary honorarium in the amount of \$1,000.00. Award winner must be present at the awards assembly to receive the award.

GOOD CITIZENSHIP AWARD - Is provided by the Great Crossings Chapter of the Daughters of the American Revolution. Selection is determined by guidelines set by the D.A.R., which involves voting by the members of the senior class and the high school faculty. Winners receive a pin, a certificate, and the right to continue in competition to a higher level.

Ron Hilt Music Award (Presented by Salisbury-Elk Lick Faculty and Staff)

- \$200 cash award
- **Qualifications:** Presented to a graduating choral or instrumental student with outstanding performance abilities, as chosen by the Music Director. The recipient must have a minimum 3.0 GPA, be pursuing postsecondary education, and must be accepted by a postsecondary institution.
- If the Music Director wishes to choose more than one recipient, the designated amount of money (\$200) will be divided among the chosen students at the discretion of the Music Director

BUSINESS CLUB AWARD – This award is presented to a graduation senior who has highest average and participated in the Business Program. The winner will receive a monetary award.

ROBERT W. MAUST MEMORIAL SCHOLARSHIP AWARD – A 250-word essay in why you are going into the science field of your choice. 50 credits of natural science courses taken in college. College syllabus serves as proof of amount of credits needed in your field of choice. Must be a science field other than the health and human resources field. (Award recipient is chosen at the Maust family’s discretion)

GRANTSVILLE ROTARY CLUB SCHOLARSHIP – A senior who demonstrates merit in community service and/or volunteer activities in grades 9 – 12. Student must have and maintain a cumulative GPA of at least a “C”. Recommendation made by school Principal or Guidance Counselor. Student must attend any post-secondary institution including college, vocational, trade or technical school. Student must attend one meeting of the Grantsville Rotary by December 31 and give a brief presentation on fall semester activities in order to receive the spring semester award. The winner will receive a \$1000 cash award to be paid in two installments one for each semester attended during their freshman year.

LAURA PECK MEMORIAL AWARD – The award, a \$50 cash award will be presented annually to a member of the Senior Class who best exemplifies those personality traits which made Laura a special person to all that knew her. As established by the Peck family the criteria are – Kind, Unselfish, Trustworthy, Compassionate and Unprejudiced.

HARRY H & FAYE I NEWMAN SCHOLARSHIP – The Harry H. & Faye I. Newman Scholarship seeks to assist students who demonstrate personal responsibility, community involvement, promising ability and have a record of high academic achievement. The applicants must also demonstrate financial need and show commitment to pursue a college or technical school education. Applicant must be enrolled full-time or part-time in an associate degree program, a baccalaureate degree program or equivalent program. Applicant must have a current 3.0 G.P.A. or better. Applicant must be in financial need. Applicant must be a graduate of the local high school located in the Salisbury borough. Applicant must demonstrate personal responsibility and community involvement. Awards will be made twice a year. Applications will be available in the H.S. Office.

Salisbury-Elk Lick Faculty and Staff Achievement Award (Presented by the Salisbury-Elk Lick Faculty and Staff)

- \$200 cash award
- **Qualifications:** Presented to an outstanding graduating student, as chosen by the high school faculty. The recipient must have a minimum 3.0 GPA, be pursuing postsecondary education, and must be accepted by a postsecondary institution. This student must not be receiving the Valedictory award, Salutatory award, or any other monetary award that is voted on by the high school faculty.

THE CLASS OF 1960 (GIVEN IN MEMORY OF CLASS MEMBER TOM TEDROW) – \$100 Cash

Qualifications: The award will be given to a senior (not the valedictorian) who attends a 2-year school, trade/technical.

Clifford Maust Scholarship – (Community Foundation for the Alleghenies) \$150

The award is voted on by the Salisbury-Elk Lick School Fund Committee. It is awarded to a graduating senior who has a GPA of 3.2 or higher. The recipient must be accepted into a post-secondary program. Candidates for the scholarship must write a short, one-page essay describing how they demonstrated leadership and write a short, one-page essay, describing what they have done to improve the community. The committee will take the candidates' financial need into consideration.

Robert Broadwater Literary Award – (Community Foundation for the Alleghenies) \$150

This award will be given to a senior who has displayed an exceptional aptitude for writing or one who has exhibited actual talent and skill at writing or journalism. The ideal candidate would be one who is planning to continue their education in the fields of journalism, creative writing or some other writing major. While continued education in the field is desirable, it should not be held above raw talent as a condition for bestowing the award. Passion and aptitude are the most important qualities. The award should be open to all forms and genres of writing.

Lester D. & Grace E. Kemerer Scholarship – (Community Foundation for the Alleghenies) \$2,000

This award will be given to a graduating senior at Salisbury-Elk Lick High School that has been accepted and will be attending an accredited post-secondary educational institution. Eligible applicants must have a GPA of at least 2.5 on a 4.0 scale their junior and senior years.

Douglas W. & Rina J. Kemerer Scholarship – (Community Foundation for the Alleghenies) \$1,000

This award will be given to a graduating senior student from Salisbury-Elk Lick School District who are pursuing an associate's program or other post-secondary trade or technical education or cash awards for students immediately entering the workforce after graduation.

CLASS OF '56 STUDENT ACHIEVEMENT AWARD - (Community Foundation for the

Alleghenies) The Class of '56 will recognize a graduating senior who has shown good character, leadership, resourcefulness, and respect for others, through school activities and community service while attending Salisbury High School. The award is a monetary honorarium in the amount of \$200.00. It is planned that this will increase as the trust fund grows through the coming years.

Janet Bittner Nursing Award – (Community Foundation of the Alleghenies)

To provide scholarship support for graduating seniors from Salisbury-Elk High School who are planning to pursue post-secondary education in the nursing field.

Challenge Programs Awards – All awards are \$200

Sponsored by Meyersdale Medical Center – given to students in grades 10-12

The Attendance Award goes to the student with perfect attendance (zero absences). SENIORS through the 3rd Quarter and Underclassmen through the 4th quarter. In the case where no students in a grade have perfect attendance (zero absences) students who have the least number of absences in accordance with school policy are finalists and entered into a random drawing.

The Academic Improvement Award is given to the student who has the highest improvement in their G.P.A. from the previous year.

The Academic Excellence Award goes to the student who has the highest G.P. A. in their class.

The Community Service Award goes to the student who has completed the most community service hours outside of school.

The S.T.E.M. Award goes to the student with the highest GPA in science, technology, engineering and math courses.

FIRST NATIONAL TRUST COMPANY

Re: Harry H & Faye I Newman Scholarship Trust # 6053

The Harry H. & Faye I. Newman Scholarship seeks to assist students who demonstrate personal responsibility, community involvement, promising ability and have a record of high academic achievement. The applicants must also demonstrate financial need and show commitment to pursue a college or technical school education.

Eligibility Criteria

1. Applicant must be enrolled full-time or part-time in an associate degree program, a baccalaureate degree program or equivalent program.
2. Applicant must have a current 3.0 G.P.A. or better.
3. Applicant must be in financial need.
4. Applicant must be a graduate of the local high school of Salisbury borough.
5. Applicant must demonstrate personal responsibility and community involvement.

Notice to All Applicants: The Following Must Accompany This Application

1. All letters of requests for financial aid for a given academic year
2. Letter of acceptance and high school transcript (1st semester freshman only) or transcript of most recent grades from the institution of higher learning.
3. Copy of prior year's income tax return to establish family income or individual income tax return if financially independent.
4. Copy of FAFSA if available.
5. Copy of cost of tuition, room and board, books, fees, personal expenses/travel etc.
6. Written statement by applicant to include community involvement activities, examples of personal responsibility, family and personal financial situation, and current academic standing.
7. Two letters of recommendation (1) one must be from a former teacher.

***Applications which do not include these documents will not be considered.**

***Check with H.S. office or guidance counselor for due dates.**

***Scholarship is awarded twice a year.**