

2026 - 2027

SOUTHERN COLUMBIA AREA HIGH SCHOOL HANDBOOK

812 Southern Drive, Catawissa, PA 17820
(570) 356-3450

The purpose of the Southern Columbia Area High School Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Southern Columbia Area High School.

In case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually because policy adoption and revision is an ongoing process. The changes will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the district's discretion. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

Henry P. Hynoski
High School Principal

MISSION STATEMENT

The Southern Columbia Area School District will provide a safe, dynamic, rigorous and relevant learning environment that meets the needs of today's learner. We embrace innovation as a means to develop the critical thinking, problem solving, creativity and interpersonal skills needed to compete and thrive in the 21st century. Every student will reach their individual potential for academic excellence and every student will demonstrate the character traits of a productive and honorable citizen in a global community.

SHARED VALUES

The Southern Columbia Area School District believes:

- **Students are our purpose.**
- All students are entitled to a rigorous and relevant education.
- Each student can learn and be successful.
- Teaching methods must be responsive to individual students' needs.
- Innovation in our schools must be embraced and encouraged to ensure we are providing a learning environment that meets the needs of today's learners.
- An effective education is enriched by the arts, service, work-based learning, hybrid and other flexible learning opportunities, athletics, and extra-curricular activities.
- Student achievement is positively impacted by the active involvement of caring adults in a supportive environment.
- Every person has intrinsic value and unique gifts and talents.
- Students and staff must adhere to high ethical standards and practice effective citizenship.
- Students and staff are entitled to a healthy, safe, clean, and well-maintained learning environment.
- Employees must be provided encouragement, time, resources, and professional development in best practices, to meet elevated expectations for continuous improvement.

SOUTHERN COLUMBIA AREA ALMA MATER

Perched on a hill back from the road
'Mongst field and ridges fair
There stands our school Southern Area High
A grand Alma Mater, for you I sigh Ooh.
Proudly we hail thee, faithful and true
Honor and Courage we will give to you.
All through our lives, as we march by,
We will love thy name, Oh, Southern High, So
On, Gold and Black, be Tigers for good,
Scholars and athletes too.
Now sing her name with voices
Praising Southern High.

SOUTHERN COLUMBIA AREA HIGH SCHOOL

812 Southern Drive
Catawissa, PA 17820

Telephone (570) 356-2331
Fax (570) 356-2835
www.scasd.us

SCHOOL HOURS: Classes begin 7:58am, Dismissal is 2:55pm

The Southern Columbia Area School District is composed of Catawissa Borough, and the Townships of Catawissa, Cleveland, Franklin, Roaring Creek, and Locust in Columbia County, and Ralpho Township in Northumberland County.

High School Principal
Henry P. Hynoski

Guidance Counselors
Jenna Sellers
Amber Uranko

Athletic Director
Steve Pesarchick

School Nurses
Alexis Spade
Beth McGinley
Amber Leshinski

Superintendent
Jillann J. Shupp

Student Services Coordinator
Cassandra Gum

Business Office Manager
Christopher Snyder

Director of Curriculum
Crystal Gajkowski

Director of Technology
Brian Davis

Director of Special Education
Amy Willoughby

Southern Columbia School District Board of Education

Brianna Maciejewski, President
Cynthia Brassington
Jill Haas

Joshua Hoagland, Vice-President
Drew Hampton
Blaine Madara Jr.

Josh Maciejewski - Treasurer
James Levan
Kendall Hayman

High School Instructional Staff

Lori Becker –BCIT
John Becker – Learning Support
Andrea Borys – Spanish/French
Cora Charlton – Science/Bio
Theodore Deljanovan – Phys Ed. & Health
Stephen DeLong – Chem
Matthew Dunn – CTE/Protective Services
Christopher Gengler –BCIT
Tricia Hoffman – Social Studies
Michael Johnston – English
Sherry Jones – Learning Support
Brian Leslie– Mathematics
Jerid Lindenmuth – Social Studies
Carissa Long – Social Studies
Stephen Major - Physics
Lexi McWilliams - Music
Nick McWilliams – Music
Ryan Mensch – English
Maria Nunkester – Mathematics
Jack Rarig – Technology Education
Brian Rennalls – Learning Support
Leanne Roughton – English
Kim Roulin – Art
Steve Roth - Agriculture
Dani Schwalm – Learning Support
Jennifer Stine – Mathematics
Shannon Troutman – Mathematics
Emily Zysset – Family & Cons. Science

Support Staff

Sarah Maize
Prevention Specialist

Nest Clinic
School Based Therapist

Mary Hockenbroch
High School Principal's Secretary

Janae Semian
Student Information Systems

Caeley McCollum
Guidance/Athletics Secretary

Mary Hockenbroch
Attendance Secretary

Staff e-mail and telephone directory may be accessed online at www.scasd.us

HANDBOOK AND CODE OF STUDENT CONDUCT OF THE SOUTHERN COLUMBIA AREA HIGH SCHOOL

Table of Contents

SOUTHERN COLUMBIA AREA SCHOOL DISTRICT 1-3
ARTICLE I. IMPORTANT INFORMATION AND LEGAL NOTICES 7
§1.1 School Board Policy 7
§1.2 School Board Approval of Handbook and Code of Student Conduct 7
§1.3 COVID-19 7
§1.4 Anti-Discrimination Notice 7
§1.5 Sexual Harassment; Sexual Misconduct and Sexual Assault 7
§1.6 Student Records 8
§1.7 Release of Student Information 11
§1.8 Student Privacy and the Protection of Pupil Rights Amendment ("PPRA") 12
§1.9 English as a Second Language 14
§1.10 Special Education Programs and Services 14
§1.11 Wellness 15
§1.12 Child Nutrition Programs 16
§1.13 Children's Internet Protection Act ("CIPA") 16
§1.14 Student Services 17
§1.15 Allergies 18
§1.16 Asbestos Hazard Emergency Response Act ("AHERA") 19
§1.17 Student Expression/Dissemination of Materials 20
ARTICLE II. DEFINITIONS, CONSTRUCTION, AND BURDEN OF PROOF 22
§2.1 Definitions 22
§2.2 Rules of Construction 24
§2.3 Burden of Proof. 24
§2.4 Legal Citations 24
ARTICLE III. DISCIPLINARY CONSEQUENCES; EXCLUSIONS FROM SCHOOL 25
§3.1 Types of Discipline 25
§3.2 Additional Consequences 25
§3.3 Determination of Discipline and Other Consequences 25
§3.4 Behavior/Education/Attendance Contracts 26
§3.5 Restorative Practices 26
§3.6 Duty of Cooperation 26

§3.7 Students with Disabilities 26
§3.8 Suspensions 26
§3.9 Expulsion 27
§3.10 Exclusion from Classes—In-School Suspension 27
§3.11 Hearings 28
ARTICLE IV. HEALTH AND SAFETY 29
§4.1 Generally 29
§4.2 Emergency Closing of School, Delays, And Early Dismissals 30
§4.3 Health Services 30
§4.4 Medication 31
§4.5 Insurance 34
ARTICLE V. SCHOOL RULES AND REGULATIONS 33
§5.1 Attendance 35
§5.2 Grading and Graduation 36
§5.3 Transportation 39
§5.4 Telephones 40
§5.5 Electronic Devices 41
§5.6 Visitors 41
ARTICLE VI. DAILY SCHOOL LIFE 42
§6.1 Cafeteria 42
§6.2 Candy, Food, And Drink 42
§6.3 Care of School Property 42
§6.4 Hall Passes 43
§6.5 Hall Traffic 43
§6.6 Lavatories 43
§6.7 Lockers 43
§6.8 Lost and Found 44
§6.9 Field Trips 44
§6.10 Sales Campaign/Fundraising 45
§6.11 School Dances and Social Events 45
§6.12 Senior Pictures 45
§6.13 Student Meetings 45
§6.14 Backpacks/Purses/Handbags/Gym Bags 45

ARTICLE VII. STUDENT DISCIPLINE 46

§7.1 Philosophy 46
§7.2 Academic Dishonesty, Cheating 46
§7.3 Student Dress..... 49
§7.4 Disciplinary Matrix and Rules 50
§7.5 Drugs and Alcohol..... 54
§7.6 Fighting 55
§7.7 Bullying/Cyberbullying, Harassment and Threats 55
§7.8 Tobacco/Nicotine Products; e-Cigarettes and e-Cigarette Paraphernalia. 57
§7.9 Searches..... 57
§7.10 Acceptable Use of School Computers, Computer Offenses 57
§7.11 Artificial Intelligence Policy..... 60
§7.12 Act 17 of 1994: Institutional Vandalism and Criminal Mischief 60
§7.13 Forgery..... 60

Act 158 Pathway..... 61

Bell Schedules..... 63

SOUTHERN COLUMBIA AREA SCHOOL DISTRICT

Southern Columbia Area High School

ARTICLE I. IMPORTANT INFORMATION AND LEGAL NOTICES

§1.1 School Board Policy. In accordance with section 510 and 511 of the School Code, 24 P.S. §§5-510, 5-511, and other Applicable Law, the Board of School Directors ("the School Board") has adopted policies governing the operations of the Southern Columbia Area School District ("the School District"). The School Board's Policy Manual can be found on the School District's website at the following link:

https://www.scasd.us/page/board-of-education

Essential information not contained in this Handbook can be found on the School District's website and in the School Board Policy Manual posted on it.

§1.2 School Board Approval of Handbook and Code of Student Conduct. The School Board adopted and approved this Handbook and Code of Student Conduct in accordance with 22 Pa. Code §12.3 at a public-School Board meeting that occurred on June 15, 2026.

§1.3 COVID-19. As the School Board and School District administrators respond to the ever-changing conditions of the pandemic, the safety and health of the School District's students, employees and visitors is paramount, as is compliance with Applicable Law. Notwithstanding anything herein to the contrary, individual provisions contained in this Handbook and Code of Student Conduct may be superseded by Applicable Law or by the provisions contained in such documents as the School District's Health and Safety Plan or orders by state or local officials.

§1.4 Anti-Discrimination Notice. The School District complies with Applicable Law and does not discriminate based on race, color, national origin, age, disability, sex, sexual orientation,gender expression or transgender status or based on any other legally protected status. The School District does not exclude people or treat them differently because of race, color, national origin, age, disability, sex, sexual orientation, gender expression or transgender status, or based on any other legally protected status.

§1.4.1 *Anti-Discrimination Coordinator.* The following administrator has been designated to handle complaints and inquiries regarding the School Board's anti-discrimination policies:

Jillann Shupp, Superintendent/Christopher Snyder, Director of Finance
800 Southern Drive
Catawissa PA 17820
570-356-2331
jshupp@scasd.us / csnyder@scasd.us

§1.5 Sexual Harassment; Sexual Misconduct and Sexual Assault.

§1.5.1 *Definitions*.

§1.5.1.1 "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

§1.5.1.1.1 A School District employee conditions the provision of an aid, benefit, or service of the School District on an individual's participation in unwelcome sexual conduct (sometimes referred to as *quid pro quo* sexual harassment);

§1.5.1.1.2 Unwelcome conduct determined by a reasonable person to be sosevere, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or

activity (sometimes referred to as “hostile environment” sexual harassment); or

§1.5.1.1.3 “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

§1.5.1.2 “Sexual misconduct” means conduct and speech of a sexual nature that does not rise to the level of sexual harassment as defined in this **§1.5.1.1** and that is not protectedunder Applicable Law.

§1.5.1.3 “Sexual assault” means and includes any of the offenses specified under the following provisions of the Pennsylvania Crimes Code, 18 Pa. C.S.A. (relating to crimes and offenses): (a) Section 3121 (relating to rape); (b) Section 3122.1 (relating to statutory sexual assault); (c) Section 3123 (relating to involuntary deviate sexual intercourse); (d) Section 3124.1 (relating to sexual assault); (e) Section 3125 (relating to aggravated indecent assault); and (f) Section 3126 (relating to indecent assault).

§1.5.2 *Prohibitions.* Sexual harassment, sexual misconduct and sexual assault are strictly prohibited. *See* School Board Policy 104 for more information relating to the prohibitions of sexual harassment and other forms of unlawful discrimination.

§1.5.3 *Examples.* Under the definitions stated in **§1.5.1.1**, sexual harassment may take many forms and occur in many situations. It is possible that there may be “student-on-student” sexual harassment, that an employee may sexually harass a student, or that there may be “same sex” sexual harassment—meaning that a girl sexually harasses another girl, or a boy sexually harasses another boy. All forms of sexual harassment or sexual misconduct as defined in **§1.5.1.1** are prohibited.

§1.5.4 *Reporting Sexual Harassment; Complaints.*

§1.5.4.1 *Victims.* Any student who believes that he or she is a victim of sexual harassment, sexual assault or sexual misconduct is encouraged to file a complaint.

§1.5.4.2 *Witnesses.* Witnesses, including students, employees, and visitors, are encouraged to report sexual harassment, sexual assault, or sexual misconduct. All such complaintsor reports are to be made to the Title IX Coordinator.

§1.5.4.3 *Title IX Coordinator.* The School District’s Title IX Coordinator and contact information is as follows:

Christopher Snyder, Director of Finance
800 Southern Drive
Catawissa PA 17820
570-356-2331
csnyder@scasd.us

§1.6 Student Records. The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. Subject to the terms and conditions of Applicable Law,these rights include: (a) the right to inspect and review; (b) the right to amend; (c) the right of prior consent; and (d) the right to file a complaint.

§1.6.1 *Inspection and Review.* The right to inspect and review the student's education records within 45 days after the day the School District receives a request for access. Parents or eligible students who wish to inspect their child’s or their education records should submit to the principal

or other appropriate School District official a written request that identifies the records they wish to inspect. The school official will arrange for access and notify the Parent or eligible student of the time and place where the records may be inspected.

§1.6.2 *Amendment.* The right to request the amendment of the student's education recordsthat the parent or eligible student believes are inaccurate, misleading, or otherwise in violation ofthe student's privacy rights under FERPA. Parents or eligible students who wish to ask the School District to amend their child's or their education record should write the school Principal or appropriate School District official, clearly identify the part of the record they want changed and specify why it should be changed. If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

§1.6.3 *Prior Consent.* The right to provide written consent before the school discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosurewithout consent, is disclosure to school officials with legitimate educational interests. Such a school official typically includes a person employed by the school or school District as anadministrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), and, in certain situations, a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would do otherwise use its own employees and who is under the direct control of the school with respect tothe use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

§1.6.4 *Complaints to United States Department of Education.* The right to file a complaintwith the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

§1.6.5 FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record ofdisclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

> **§1.6.5.1** To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(I)(B)(1) - (a)(1)(I)(B)(3) are met. (§99.31(a)(1))

§1.6.5.2 To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§99.31(a)(2))

§1.6.5.3 To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures underthis provision may be made, subject to the requirements of §99.35, in connection with an audit orevaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§99.31(a)(3) and 99.35)

§1.6.5.4 In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

§1.6.5.5 To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justicesystem and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§99.31(a)(5))

§1.6.5.6 To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs;or (c) improve instruction, if applicable requirements are met. (§99.31(a)(6))

§1.6.5.7 To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

§1.6.5.8 To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

§1.6.5.9 To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§99.31(a)(9))

§1.6.5.10 To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§99.31(a)(10))

§1.6.5.11 Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§99.31(a)(11))

§1.6.5.12 To an agency caseworker or other representative of a State or local childwelfare agency or tribal organization who is authorized to access a student's case plan when suchagency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. §1232g(b)(1)(L))

§1.6.5.13 To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. §1232g(b)(1)(K))

§1.6.6 More information regarding student records is contained in School Board Policies 216 (regarding student records) and 216.1 (regarding supplemental discipline records) and may be obtained by contacting the following administrator:

Amy Willoughby, Director of Special Education
812 Southern Drive
Catawissa PA 17820
570-356-2331
Awilloughby@scasd.us

§1.7 Release of Student Information.

§1.7.1 Military Recruiters. The School District is required to provide names, addresses, and telephone numbers to military recruiters of our current junior and senior students periodically. Families have the choice to opt out of this release of information. Parents must send a letter in writing twenty-one (21) days before the list becomes available to the military branches. In order to make this easier, a letter will be mailed home to all juniors during the summer. A return response within the deadline is only necessary if the parent is refusing release of this information. *See* Policies 216 and 250 for more information.

§1.7.2 Local Tax Collectors. At the end of the school year, the local tax collectors requirea list from the school of all graduating seniors. This is mandatory and will be sent during the summer months.

§1.7.3 Directory Information. FERPA requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of PII from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the School District to the contrary inaccordance with School District procedures. The primary purpose of directory information is to allow theSchool District to include information from your child's education records in certain school publications. Examples include:

§1.7.3.1 A playbill, showing your student's role in a drama production;
§1.7.3.2 The annual yearbook;
§1.7.3.3 Honor roll or other recognition lists;
§1.7.3.4 Graduation programs; and
§1.7.3.5 Sports activity sheets, such as for wrestling, showing weight and height of team members.
§1.7.3.6 Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outsideorganizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies ("LEA's") receiving assistance under the Elementary andSecondary Education Act of 1965, as amended ("ESEA") to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parentshave advised the LEA that they do not want their student's information disclosed without their prior written consent. *See,* 20 U.S.C. §7908 and 10 U.S.C. §503(c).

§1.7.3.7 If you do not want the School District to disclose any or all of the types of information designated below as directory information from your child's

education recordswithout your prior written consent, you must notify the School District in writing by September 30 each school year. The School District has designated the following information as directory information:

§1.7.3.7.1 Student's name;
§1.7.3.7.2 Address;
§1.7.3.7.3 Telephone listing;
§1.7.3.7.4 Electronic mail address;
§1.7.3.7.5 Photograph;
§1.7.3.7.6 Date and place of birth;
§1.7.3.7.7 Major field of study;
§1.7.3.7.8 Dates of attendance;
§1.7.3.7.9 Grade level;
§1.7.3.7.10 Participation in officially recognized activities and sports;
§1.7.3.7.11 Weight and height of members of athletic teams;
§1.7.3.7.12 Degrees, honors, and awards received;
§1.7.3.7.13 The most recent educational agency or institution attended;
§1.7.3.7.14 Student ID number, user ID, or other unique personal identifierused to communicate in electronic systems but only if the identifier cannot be used to gain accessto education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user; and
§1.7.3.7.15 A student ID number or other unique personal identifier that isdisplayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

§1.8 Student Privacy and the Protection of Pupil Rights Amendment ("PPRA"). PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

§1.8.1 Consent before students are required to submit to a survey that concerns one or moreof the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

§1.8.1.1 Political affiliations or beliefs of the student or student's parent;
§1.8.1.2 Mental or psychological problems of the student or student's family;
§**1.8.1.3** Sex behavior or attitudes;
§1.8.1.4 Illegal, anti-social, self-incriminating, or demeaning behavior;
§1.8.1.5 Critical appraisals of others with whom respondents have close family relationships;
§1.8.1.6 Legally recognized privileged relationships, such as with lawyers, doctors, ministers;
§1.8.1.7 Religious practices, affiliations, or beliefs of the student or student's or parent; or
§1.8.1.8 Income, other than as required by law to determine program eligibility.

§1.8.2 Receive notice and an opportunity to opt a student out of

§1.8.2.1 Any other protected information survey, regardless of funding;

§1.8.2.2 Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision,

or scoliosis screenings, or anyphysical exam or screening permitted or required under State law; and

§1.8.2.3 Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products orservices for, or to, students or educational institutions.)

§1.8.3 Inspect, upon request and before administration or use

§1.8.3.1 Protected information surveys of students and surveys created by a third-party;

§1.8.3.2 Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

§1.8.3.3 Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

§1.8.4 The School District has adopted policies, in consultation with parents, regarding these rights, *see* Policy 235.1, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

§1.8.4.1 The School District will notify parents directly of these policies at least annually at the start of each school year and after any substantive changes.

§1.8.4.2 The School District will also directly notify, such as through U.S. Mail oremail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out ofparticipation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the School District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school lyear starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys.

§1.8.4.3 Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

§1.8.4.3.1 Collection, disclosure, or use of personal information collectedfrom students for marketing, sales, or other distribution;
§1.8.4.3.2 Administration of any protected information survey not fundedin whole or in part by the U.S. Department of Education; and
§1.8.4.3.3 Any non-emergency, invasive physical examination, or screening as described above.
§1.8.4.4 Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

§1.9 English as a Second Language. English Language Learners ("ELL's") in the School District's English as a Second Language ("ESL") Program have equal access to the full school curriculum, extra-curricular activities, career education, and technology including guidance materials, registration forms, schedules, handbooks, and safety instructions.

§1.9.1 Additional information regarding English as a Second Language programs and services is contained in School Board Policy 138 and may be obtained from:

Cassandra Gum, Coordinator of Student Services
800 Southern Drive
Catawissa PA 17820
570-356-2331
cgum@scasd.us

§1.10 Special Education Programs and Services. The School District provides special education programs and services to meet the needs of students identified as eligible under the Individuals with Disabilities Education Act ("IDEA") and/or state regulations. Procedures followed in determining eligibility and programming are in accordance with Title 22 PA Code, Chapters 14 and 16.

§1.10.1 Eligibility generally is determined through multi-disciplinary evaluation, of which parents are an integral part. Following the multi-disciplinary evaluation, a conference is held to determine whether or not the student is eligible and in need of services. Procedural safeguards are issued at each step of the process to ensure the rights of the parents and students are protected.

§1.10.2 The School District provides inclusion for students in accordance with ApplicableLaw. Inclusion is matching students appropriately in the least restrictive academic and social environment, providing whatever supports are necessary, and utilizing adaptations and accommodations – which constitute specially designed instruction resulting in positive outcomes for all students and staff. The process includes ongoing evaluation (including formal and/or informal assessments) to determine the current program's success and the need for program change if necessary.

§1.10.3 The School District ensures the protection of the confidentiality of personally identifiable information. Records are maintained, stored, destroyed, or accessed in compliance with FERPA and another Applicable Law.

§1.10.4 The IDEA requires the School District at certain times to provide parents of children with disabilities a copy of the School District's procedural safeguards identifying the procedural rights under the IDEA and Applicable Law. The School District's Procedural Safeguards Notice is on the School District's website and can be found on the district website.

§1.10.5 Additional information regarding Special Education Programs and Services is contained in Policies 113 (regarding Special Education), 113.1 (regarding Discipline of Students with Disabilities), 113.2 (regarding behavior support), 113.3 (regarding screenings and evaluations), 113.4 (regarding confidentiality), and 114 (regarding gifted education). These Policies and relevant information may be obtained from:

Amy Willoughby, Director of Special Education
812 Southern Drive
Catawissa PA 17820
570-356-2331
awilloughby@scasd.us

§1.11 Wellness. The School District has a wellness program in accordance with the Healthy, Hunger-Free Kids Act. 42 U.S.C.A §§1751-1769. *See* Policy 246.

§1.11.1 *Wellness Committee.*

§1.11.1.1 The School District has a Wellness Committee comprised of one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher andmember of the public. It is the goal that committee membership will include representatives fromeach school building and reflect the diversity of the community.

§1.11.1.2 The Wellness Committee meets at least four (4) times per year and serves as an advisory committee regarding student health issues. It is responsible for developing, implementing, and periodically reviewing and updating the School Wellness policy. The Wellness Committee reviews and considers evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school-based activities that promote student wellness as part of the policy development and revision process.[3]

§1.11.2 *Advisory Health Council.*

§1.11.2.1 The School District has an active Advisory Health Council to study student health issues and to assist in organizing follow-up programs. The Advisory Health Councilmay:

§1.11.2.1.1 examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues;
§1.11.2.1.2 make policy recommendations to the School Board related to other health issues necessary to promote student wellness;
§1.11.2.1.3 survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations and engage in similar activities, within the budget established for these purposes; and
§1.11.2.1.4 provide periodic reports to the Superintendent regarding the status of its work.

§1.11.2.2 The following administrator is responsible for the School District'sWellness Program.

Christopher Snyder
800 Southern Drive
Catawissa, PA 17820
570-356-2331
csnyder@scasd.us

§1.12 Child Nutrition Programs. The School District participates in the National School Lunch Program, the School Breakfast Program, and the Special Milk Program. Information relatedto eligibility and application for free and reduced-price benefits are available on the School District's website at the following link:

https://www.scasd.us/page/food-services

§1.12.1 The School District will make appropriate food service and/or meal accommodations to students whose disability restricts their diet in accordance with Applicable Law. *See* Board Policy 808.

§1.12.2 If you have any questions regarding nutrition or food service, please contact the following administrator.

John Rosselli
800 Southern Drive
Catawissa, PA 17820
570-356-2331
jrosselli@scasd.us

§1.13 Children's Internet Protection Act ("CIPA"). CIPA was enacted by Congress to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools that receive discounts for Internet access or internal connectionsthrough the E-rate program – a program that makes certain communications services and productsmore affordable for eligible schools and libraries.

§1.13.1 The School District may not receive the discounts offered by the E-rate program unless it certifies that it has an Internet safety policy that includes technology protection measures.The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). The School District was also required to certify that: (a) its Internet safety policies included monitoringthe online activities of minors; and (b) its policies provide for educating minors about appropriateonline behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The School District's required policies are contained in Policy 815.

§1.13.2 CIPA requires the School District to adopt and implement an Internet safety policy addressing:

§1.13.2.1 Access by minors to inappropriate matter on the Internet;
§1.13.2.2 The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
§1.13.2.3 Unauthorized access, including so-called "hacking," and other unlawfulactivities by minors online;
§1.13.2.4 Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
§1.13.2.5 Measures restricting minors' access to materials harmful to them.

§1.13.3 The administrator in the School District responsible for compliance with CIPA is:

Brian Davis, Director of Technology
800 Southern Drive
Catawissa PA 17820
570-356-2331
bdavis@scasd.us

§1.13.4 Filing a complaint. You have multiple options for filing a complaint with the FCC:

§1.13.4.1 File a complaint online at https://consumercomplaints.fcc.gov

§1.13.4.2 By phone: 1-888-CALL-FCC (1-888-225-5322); TTY: 1-888-TELL-FCC (1-888-835-5322); ASL: 1-844-432-2275
§1.13.4.3 By mail (please include your name, address, contact information and as much detail about your complaint as possible):

Federal Communications
Commission Consumer and
Governmental Affairs

BureauConsumer Inquiries
and Complaints Division
45 L Street NE
Washington, DC 20554

§1.14 Student Services.

§1.14.1 *Guidance*. The School District's Guidance Department is concerned with the educational, emotional, and social development of all students in relation to their school experienceand complete preparation for successful living. The guidance counselors help the students develop a positive image and awareness of their abilities. They assist in giving direction to achieving successful educational and vocational experiences. Parent(s) are encouraged to be involved in developing effective communication between home and school for the benefit of the student. Please feel free to contact our Guidance Counselors, Mrs. Jenna Sellers, 570-356-3458 or Mrs. Amber Uranko, 570-356-3464, should you have questions relative to the school's educational program orthe services the school offers our students.

§1.14.2 *McKinney-Vento Homeless Assistance Act*

§1.14.2.1 The McKinney-Vento Homeless Assistance Act was enacted to aid homeless persons. The Act defines the term "homeless children and youth" broadly as individuals who lack a fixed, regular, and adequate nighttime residence. This may include families or students who live in a homeless shelter, who double up with other people, who live in a car, empty building,bus, or train station, or in a motel or campground, for example.

§1.14.2.2 Eligible children have the right to:

§1.14.2.2.1 receive a free, appropriate education;
§1.14.2.2.2 enroll in school immediately, even if lacking documents normally required for enrollment;
§1.14.2.2.3 enroll in school and attend classes while the school gathers needed documents;
§1.14.2.2.4 enroll in the local school, or continue attending their school of origin if that is your preference;
§1.14.2.2.5 receive transportation to and from the school of origin, if requested;
§1.14.2.2.6 receive educational services comparable to those services provided to other students, according to the child's needs.

§1.14.2.3 More information can be found in Policies 200 and 251 and on the School District's website at the following link:

https://www.scasd.us/page/parent-resources

§1.14.2.4 If you believe you may be eligible, please contact the School District's Homeless Liaison or your school counselor to find out what services and supports may be available. The School District's Homeless Liaison is:

Amy Willoughby, Director of Special Education
800 Southern Drive
Catawissa PA 17820
570-356-2331
awilloughby@scasd.us

§1.14.2.5 If the School District believes that the school you selected is not in the best interest of the student, the School District must provide you with a written explanation of its position and inform you of your right to appeal its decision.

§1.14.3 *Financial Aid Night*. "Financial Aid Night" is held one night each year in order to assist Parents in obtaining financial aid for any post-high school educational schooling. FinancialAid Night will be held in the high school cafeteria at a date to be announced in late fall.

§1.14.4 *Career Planning*. Students who intend to go to college should ascertain the entrance requirements for the institutions of their choice and select the high school courses necessary to meet these requirements. Students who are planning post-secondary education or employment upon graduation are encouraged to speak with their counselor regarding appropriate courses to take.

§1.14.5 *Working Papers*. Students under the age of eighteen must have a work permit before they can begin employment during vacation or after school hours. An application for a work permit is available in the high school office. You must also present a document that verifies your age. The Child Labor Law prohibits the use of educational records to be used to verify age, so students will need a birth certificate, baptismal certificate, passport, or photo driver's license as proof of age.

§1.15 Allergies.

§1.15.1 *Definitions*. The following terms have the following meanings:

§1.15.1.1 "Allergy" means a reaction to an otherwise harmless food, food component, or substance that involves the body's immune system. A reaction occurs when the body's immune system responds abnormally to any foreign substance. The body reacts by floodingthe system with histamines and other chemicals to fight off what is perceived as an invader in thebody. Allergic reactions are potentially life threatening. Reactions to food or food ingredients thatdo not involve the immune system are called food intolerance or sensitivities.

§1.15.1.2 "Anaphylaxis" means serious and rapid allergic reactions usually involving more than one part of the body which, if severe enough, can kill.

§1.15.1.3 "Serious Allergy" means an allergy that poses a significant health or safety risk. An allergy that poses a significant health or safety risk means an allergy or allergies where exposure to nuts or other allergens will likely result in one or more of the following symptoms or conditions: (a) deterioration of consciousness; (b) difficulty breathing whether due to swelling in the throat or to asthma; (c) anaphylaxis or anaphylactic shock, from eitherobstruction to breathing or extremely low blood pressure; (d) swelling in the throat causing difficulty in swallowing or breathing; (e) the effects resulting from any of the foregoing; and/or (e) any other illness or disease that is not transitory or *di minimums*. Effects of exposure to nuts orother allergens that do not fall within the definition of a serious risk of health or safety include thefollowing when none of the foregoing symptoms are conditions are likely to occur: (a) tingling feelings; (b) itchy nettle rash; (c) hives; (d) itching; (e) or any other symptom that is transitory andwill not lead to any serious adverse health condition.

§1.15.1.4 "Food Intolerance" means a metabolic disorder and does not involve theimmune system. Lactose intolerance is one example of food intolerance. A person with lactose intolerance lacks an enzyme that is needed to digest milk or sugar. When the person eats milk products, symptoms such as gas, bloating, and abdominal pain may occur.

§1.15.2 Please contact the principal, the school nurse, or the Section 504 Coordinator for information related to Allergy and to secure appropriate accommodations and/or protections from risk. *See* Policy 209.1 for more information.

§1.15.3 The Section 504 and ADA Coordinator is the following administrator:

Amy Willoughby, Director of Special Education
800 Southern Drive
Catawissa PA 17820
570-356-2331
awilloughby@scasd.us

§1.16 Asbestos Hazard Emergency Response Act ("AHERA").

§1.16.1 AHERA required the School District to inspect schools for asbestos-containing building material and prepare management plans that make recommendations for the reduction ofasbestos hazards. For more information about AHERA rules, the responsibilities of the School District and asbestos itself, please visit the EPA's website. Specifically, AHERA rules required the School District to take the following actions:

§1.16.1.1 Perform an original inspection and re-inspection every three years of asbestos-containing material;

§1.16.1.2 Develop, maintain, and update an asbestos management plan and keep a copy at the school;

§1.16.1.3 Provide yearly notification to parents, teachers, and employee organizations regarding the availability of the school's asbestos management plan and any asbestosabatement actions taken or planned in the school;

§1.16.1.4 Designate a contact person to ensure the responsibilities of the School District are properly implemented;

§1.16.1.5 Perform periodic surveillance of known or suspected asbestos-containing building material;

§1.16.1.6 Ensure that properly accredited professionals perform inspections and response actions and prepare management plans; and

§1.16.1.7 Provide custodial staff with asbestos-awareness training.

§1.16.2 The School District's AHERA Coordinator is:

Scott Tomcavage
Maintenance Director800
Southern Drive
Catawissa PA 17820
570-356-2331
stomcavage@scasd.us

§1.16.3 The Principal has on file the type, amount, and location of any asbestos- containing materials within that building. This "Management Plan" of identification and appropriate handlinghas been approved by the School Board and is available for review to the public upon request.

§1.17 Audio Recordings on Buses and Vehicles. As allowed by section 5704 of the Crimes Code,18 Pa. C.S.A. §5704, the School District} equips its school buses and vehicles with audio-recording equipment. Video and audio surveillance equipment may be installed on school buses or school vehicles and events

or actions captured on videotape and/or audio may be used for disciplinary or security purposes. *See* Policy 810.2.

STUDENT EXPRESSION/DISSEMINATION OF MATERIALS

Administrative Regulations

These procedures address the dissemination by students of non-school materials not part of the district's curricular or extracurricular program. Materials sought to be disseminated as part of the curricular or extracurricular program of the district will be regulated as part of the district's educational program and are not subject to the time, place and manner provisions set forth herein.

Students may disseminate non-school materials, provided that the form of expression and/or the use of public-school facilities and equipment is/are in accordance with Board Policy 220 (Student Expression/Dissemination of Materials), the Code of Student Conduct, these procedures, and the school dress code, if applicable. Students intending to disseminate non-school materials are responsible for becoming familiar with the provisions of Board Policy 220 and the Code of Student Conduct.

The district has no responsibility to assist students in or to provide facilities for the dissemination of non-school materials.

Dissemination of Non-school Materials

The dissemination by students of all non-school materials will be governed by the following procedures:

1. All non-school materials, together with a copy of the plan of dissemination, must be submitted to the building principal no later than 10 a.m. on the school day prior to the requested dissemination. The building principal will forward such information to the Superintendent or designee for approval. The plan will detail the desired time, place and manner of dissemination, and the individuals involved.

2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to disseminate such material must provide their name, address, telephone number and organization, if any. This information will be filed in the building principal's office.

3. The Superintendent or designer will review the material, determine if it constitutes expression that is prohibited by Board policy, and inform the building principal or designer of the decision. The building principal or designer will notify the student(s) planning to disseminate non-school materials of the decision to grant or deny permission. If the decision is to not permit the dissemination, the building principal or designee will specify the reasons for the decision as well as the changes in the content of the material or in the plan of dissemination which must be made, if any, to secure such permission. If the student(s) desiring to disseminate such material make(s) such changes in a manner satisfactory to the Superintendent or designer prior to the planned dissemination, the building principal or designer may then grant permission to disseminate.

Time

When permission has been granted, students may disseminate approved non-school materials only at the following times:

- before the official start of school.

- at school-sponsored activities.

- When permitted by the school principal.

Place

Dissemination of approved non-school materials will be permitted in location(s) approved by the Building Principal.

Manner

All non-school materials must bear the district disclaimer.

DISCLAIMER: THE SOUTHERN COLUMBIA AREA SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.

Any student who disseminates materials will be responsible for cleaning any resulting litter, including any discarded pamphlets, fliers, or other documents.

No student will harass or otherwise interfere with the dissemination of approved non-school materials by student(s), nor may a student in any way compel or coerce a student to accept any materials.

Disciplinary Consequences

Any student who violates any provision of Board Policy 220 or these procedures will be subject to disciplinary action, in accordance with Board policy and the Code of Student Conduct, which may in appropriate cases include suspension and/or expulsion from school.

ARTICLE II. DEFINITIONS, CONSTRUCTION, AND BURDEN OF PROOF

§2.1 Definitions. The following terms in this Handbook when capitalized herein shall have the following meanings unless the context clearly indicates otherwise. The terms and conditions of this Handbook are to be interpreted in accordance with the following definitions, definitions elsewhere in this Handbook and the rules of construction set forth herein.

§2.1.1 "ADA" means the Americans with Disabilities Act and its implementing regulations. 42 U.S.C.A. §12101 *et seq.*

§2.1.2 "Applicable Law" means any federal, state, or local law, regulation, ordinance, policy, or the holding of any court decision that is applicable to the situation, including applicable constitutional provisions.

§2.1.3 Except when Applicable Law requires otherwise, "At School" means any of the following:

§2.1.3.1 any time, at or away from school, over which the School District has authority to discipline students under Applicable Law, including when attending school remotelyfrom home or other location;

§2.1.3.2 whenever the student is at school at any time during the school day or at any activities of the School District, such as school trips, Extracurricular Activities, etc.;

§2.1.3.3 when a student is coming to or returning from school or any School District activity;

§2.1.3.4 while a student is at any school bus stop;

§2.1.3.5 while a student is on any school bus or school vehicle; or

§2.1.3.6 conduct by a student that occurs away from school, but that becomes connected with school and/or causes a disruption at school or involves a situation for which the School District is required to act under Applicable Law;

§2.1.4 "Code of Student Conduct" means and includes all rules contained in this Handbookregarding student conduct or rules of the school or School District contained in this Handbook oradopted by the School Board after adoption and approval of this Handbook, all as may be amended from time-to-time.

§2.1.5 "Crime(s)" means any crime as defined in Pennsylvania or Federal law, other than summary offenses relating to driving. The term includes any "Delinquent Act" as defined in the Juvenile Act. See 42 Pa C.S.A. § 6302.

§2.1.6 "Extracurricular Activities" means exercises, athletics, or games of any kind, school publications, debating, forensic, dramatic, musical, and other activities related to the school program, including raising and disbursing funds for any or all of such purposes and for scholarships, organizations, clubs, societies and groups of the members of any class or school that are subject to section 511 of the School Code, 24 P.S. §5-511. The term includes any activity within the authority of the School Board under section 511 of the School Code and includes interscholastic athletics.

§2.1.7 "Extracurricular Discipline" means and includes any discipline or sanction imposed regarding a student's participation in Extracurricular Activities, including any reasonable sanction,extra workouts, suspension from practices, meetings, or competitions, or temporary or permanent removal from Extracurricular Activity(ices).

§2.1.8 "Handbook" means both this Handbook and the Code of Student Conduct contained herein.

§2.1.9 Except as otherwise defined in this Handbook for situations, "Parent(s)" means natural or adoptive Parents, guardians or others who have custody or control of the student and includes those within the definition of a "Parent(s)" in 34 C.F.R. §300.30.

§2.1.10 "Policy" means any policy as adopted by the School Board and that is contained either in the policy manual as published on the School District's website or that is contained in or approved by any action of the School Board at a public meeting.

§2.1.11 "Principal" means the School Principal and Assistant Principal(s) and any interim or substitute Principal or the designee of any of them.

§2.1.12 "School Discipline" means and includes all discipline allowed by Applicable Law regarding school, including detention, in-school suspension, out-of-school suspension, expulsion, and assignment to an alternative program for disruptive youth.

§2.1.13 "School District" means the Southern Columbia Area School District.

§2.1.14 "School" means the Southern Columbia Area High School

§2.1.15 "School Board" means the Board of School Directors of the School District.

§2.1.16 "Section 504" means section 504 of the Rehabilitation Act of 1973 and its implementing regulations. *See* 29 U.S.C.A. §794, 34 C.F.R., Part 104, 22 Pa. Code, Chapter 15.

§2.1.17 "Season" means: (a) in the case of a sport or activity that has a set schedule of games, tournaments or contests, it means that number of games, tournaments or contests scheduled during the regular season or the equivalent of a regular season; (b) in the case of an activity that does not have a set schedule of games, tournaments or contests, it means that amount of time between when the activity is scheduled to begin in any school year and when the activity is expected to end in any school year; or (c) in the case where the foregoing definitions would not be applicable or equitable, the coach and/or Principal may determine an appropriate time period for that is meant by the word "Season."

§2.1.18 "Supportive Measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The recipient must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures.

§2.1.19 "Weapon(s)" means and includes any knife, cutting instrument, cutting tool, Nun chuck stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury. The term "Weapon(s)" also includes bombs or other explosive devices.

§2.2 Rules of Construction.

§2.2.1 For purposes of this Handbook, (a) the words "include," "includes" and "including"are deemed to be followed by the words "without limitation"; (b) the word "or" is not exclusive; and (c) the words "herein," "hereof," "hereto" and "hereunder" refer to this Handbook as a whole.

§2.2.2 Unless the context otherwise requires, references herein: (a) to Articles, sections and paragraphs mean the Articles, sections of and paragraphs of this Handbook; and (b) to a statute means such statute and any successor legislation there to and any regulations promulgated there under.

§2.2.3 Whenever the masculine is used in this Handbook, the same shall include the feminine and whenever the feminine is used herein, the same shall include the masculine, where appropriate. Whenever the singular is used in this Handbook, the same shall include the plural, and whenever the plural is used herein, the same shall include the singular, where appropriate.

§2.2.4 The School District does not intend an interpretation that is in violation of Applicable law or that is unreasonable or absurd. Where a provision is ambiguous such that there are two or more reasonable interpretations of the provision, the School District does not intend the interpretation that would be inconsistent with or in violation of Applicable Law.

§2.2.5 Notwithstanding anything herein to the contrary, specific disciplinary consequences connected to any conduct described in this Handbook shall not be considered to the exclusive consequences that may be imposed. Any stated consequence may be increased to a harsher consequence or decreased to a reduced consequence considering relevant mitigating circumstances or aggravating circumstances. In all instances, all relevant factors shall be considered before imposing discipline, including the standards set forth in this Handbook.

§2.2.6 *Governing Rules, Conflict Between or Among Governing Documents*.

§2.2.6.1 This Handbook, together with any other documents specifically and expressly incorporated herein by reference, and all related or cited School Board Policies constitutethe Code of Student Conduct and supersedes all prior and Handbooks or Policies that are inconsistent and adopted prior to the adoption of this Handbook.

§2.2.6.2 In the event of any inconsistency between the statements in the body of this Handbook and any other documents specifically and expressly incorporated herein byreference, the terms and conditions in the body of this Handbook shall control; provided, however,that any School Board Policy adopted and approved by the School Board after its approval of this Handbook shall take precedence over the terms and conditions of this Handbook should there be an irreconcilable inconsistency between the terms and conditions of this Handbook and the subsequently adopted School Board Policy.

§2.3 Burden of Proof. The School District will apply a preponderance of evidence standard in determining whether there has been an infraction or violation of any of the rules in this Handbook.

§2.4 Legal Citations. Legal citations are contained in this handbook in order to assist parents and students to engage in further research and for purposes of clarity. To help understand the legal citations, the School District offers the following information. The School District will follow the accepted citation conventions described herein when citing Applicable Law.

§2.4.1 *Federal Law.*

§2.4.1.1 *Statutes.* Federal statutes are compiled in the "United States Code Annotated" ("U.S.C.A.") Each volume is numbered, and the volume number is placed before the acronym U.S.C.A. Laws regarding education are generally found in volume 20 of the U.S.C.A. Sections are designated with the symbol § and follow the acronym "U.S.C.A." The individuals with Disabilities Education Act ("the IDEA") begins with 20 U.S.C.A. §1401, for example.

§2.4.1.2 *Regulations.* Federal regulations are compiled in the "Code of Federal Regulations: ("C.F.R.") Volume numbers appear before "C.F.R." and section numbers appear after. Regulation applicable to education appear in volume 34 of the C.F.R. Volumes are referred to as "Titles." Consequently, federal education regulations appearin Title 34 of the C.F.R. For example, the regulations implementing the IDEA begin at 34 C.F.R.
§300.1. Groups of federal regulations that relate to a single subject are grouped in "Parts." Regulations relating to special education, for example, are in Part 304. That would be cited as 34C.F.R., Part 304.

§2.4.2 *State Law.*

§2.4.2.1 *Statutes.* State statutes are contained in one of two different compilations—one referred to as "Purdon's Statutes" ("P.S.") (referring to the original publisher of the statutes), and the other referred to as the "Pennsylvania Consolidated Statutes Annotated" ("PC.S.A."). The numbering convention is like the federal system with the volume number first, followed by either "P.S." or "Pa C.S.A.", followed by the section number. The state education laws are generally found in volume 24 and the School Code begins at 24 P.S. §1-101.

§2.4.2.2 *Regulations.* State regulations are published in a compilation called the Pennsylvania Code ("Pa. Code"). The education regulations generally appear in volume 22. The volume numbers appear first, followed by "Pa. Code" and then by

either the section or chapter number. The state regulations governing special education, for example, are found in 22 Pa. Code,Chapter 14.

ARTICLE III. DISCIPLINARY CONSEQUENCES; EXCLUSIONS FROM SCHOOL.

§3.1 Types of Discipline. Any student who violates any rule contained in this Handbook or classrules established by the teacher shall be subject to discipline. Discipline may take the form of (I) class discipline as determined by a teacher; (ii) suspension or termination of privileges; (iii) detention before or after school or on Saturday; (iv) restitution; (v) student conference; (vi) community service; (vii) assignment to the in-school suspension room; (viii) suspension from school; (ix) assignment to an alternative school; (x) reflective assignment; (xi) expulsion; (xii) removal or exclusion from extra-curricular or co-curricular activities; (xiii) removal from Honor Society; (xiv) confiscation of contraband; (xv) removal or exclusion from a particular class, program or activity; (xvi) transfer to an Alternative Educational Program for Disruptive Youth; or (xvii) such other discipline as may be appropriate. Additional conditions may be assessed with any discipline imposed. In the case of exclusions from school or activities, conditions may be imposed for readmission to School.

§3.2 Additional Consequences. In addition to discipline, the School District may take the following actions: (I) Parent contact or meeting; (ii) referral to Pro-Team; (iii) peer mediation; (iv)referral to law enforcement; (v) referral to Juvenile Court; (vi) an apology; (vii) referral to guidance counselor or other support service; (viii) required and successful training; (ix) requirement for an evaluation to ensure that the student does not present a threat to himself/herself or others; (x) Supportive Measures; (xi) transfer to a different school; and (xii) other actions as deemed necessary by the School District.

§3.3 Determination of Discipline and Other Consequences. Notwithstanding anything herein to the contrary, the disciplinary consequence will be determined based upon the consideration of relevant factors, which may include any one or more of the following: (I) the egregiousness of thestudent's conduct; (ii) the student's academic record; (iii) the student's past disciplinary record; (iv) mitigating factors; (v) aggravating factors; (vi) the student's true remorsefulness, or lack thereof; and (vii) the student's level of cooperation and/or acceptance of responsibility. The weight, if any, to be given to any relevant factor will be determined by the School District. The egregiousness of the student's conduct may be determined in accordance with the levels of offenses as described subsequently in this Code of Conduct. Although the levels of offenses shall be considered, they are not determinative. Instead, they are just one of the factors that will be considered.

§3.3.1 The School District complies with Applicable Law regarding the imposition of disciplinary consequences.

§3.3.1.1 *Weapons.* Under section 1317.2 of the School Code, school districts are compelled by law to expel, for a period of not less than one year, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsoredactivity. 24 P.S. §13-1317.2. Further, the Superintendent is required to report weapons offenses tothe Pennsylvania Department of Education.

§3.3.1.2 *Sexual Assault.* Under section 1318.1 of the School Code, if a student enrolled in the School District is convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the School District, the School District, will take one of the following actions: (I) expel the convicted or adjudicated student; (ii) transfer the convicted oradjudicated student to an alternative education program; (iii) reassign the convicted or adjudicated student to another school or educational program within the School District.; or (iv) any combination of the foregoing actions. *See* 24 P.S. § 13-1318.1 and Policy 218.3.

§3.4 Behavior/Education/Attendance Contracts. The School District may develop and require a student to enter a behavior/education/attendance contract for students who exhibit repeated misbehavior and/or academic and attendance problems.

§3.5 Restorative Practices. The student may be required to engage in restorative practices and processes.

§3.6 Duty of Cooperation. Students have a duty of cooperation with the School District to: (a) answer questions asked by teachers, administrators, and the School Resource Officer; and (b) allowsearches requested and to provide records or other materials when requested. A student's failure to cooperate is a basis for discipline and will be considered an aggravating factor when combined with other infractions.

§3.7 Students with Disabilities. Suspensions or expulsions affecting students with disabilities as defined in the Individuals with Disabilities Education Act ("IDEA") shall be governed byApplicable Law, including 22 Pa. Code §14.143 (relating to disciplinary placements) and 34 CFR §§300.519—300.529 (relating to discipline procedures).

§3.8 Suspensions.

§3.8.1 "Suspension" means exclusion from school for a period of from one (1) to ten (10) consecutive school days. *See* 22 Pa. Code §§12.6, 12.7 and 12.8.

§3.8.2 Suspensions may be imposed by the School Board, the Superintendent, the Principal, or the Assistant Principal.

§3.8.3 Generally, a student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond; provided however, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

§3.8.4 The Parent(s) and the Superintendent shall be notified immediately in writing when a student is suspended.

§3.8.5 When a suspension exceeds three (3) school days, the student and Parent(s) shall be given the opportunity for an informal hearing consistent with Applicable Law.

§3.8.6 Suspensions may not be made to run consecutively beyond the ten (10) school dayperiod for any one infraction.

§3.8.7 Students are responsible to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments as determined by the principal,or another authorized administrator, including the Superintendent.

§3.9 Expulsion.

§3.9.1 "Expulsion" means an exclusion from school for a period exceeding ten (10) schooldays and may be permanent expulsion. *See* 22 Pa. Code §12.6(b)(2). An expulsion may be permanent.

§3.9.2 Expulsions may be imposed only by the School Board after a hearing in accordance with Applicable Law. *See* 22 Pa. Code §12.8.

§3.9.3 During the period prior to the hearing and decision of the School Board in an expulsion case, the student shall be placed in his normal class except as allowed under Applicable Law.

§3.9.4 Students who are under eighteen (18) years of age are subject to the compulsory school attendance law even though expelled. *See* 22 Pa. Code 12.6(e).

§3.9.4.1 The initial responsibility for providing the required education rests with the student's Parent(s), through placement in another school, tutorial or correspondence study, oranother educational program approved by the Superintendent.

§3.9.4.2 Within thirty (30) days of action by the School Board, the Parent(s) shall submit to the Superintendent written evidence that the required education is being provided in accordance with Applicable Law or that they are unable to do so. If the Parent(s) is unable to provide the required education, the School District shall, within ten (10) days of receipt of the notification, make provision for the student's education.

§3.9.5 A student with a disability as defined in the IDEA shall be provided educational services as required by Applicable Law, including the IDEA (20 U.S.C.A. §§ 1400 to 1482)

§3.10 Exclusion from Classes—In-School Suspension.

§3.10.1 A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

§3.10.2 Communication to the Parent(s) shall reasonably promptly follow the suspension action taken by the school.

§3.10.3 When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the eleventh (11th) school day in accordance with Applicable Law

§3.10.4 The School District has the responsibility to make provision for the student's education during the period of the in-school suspension.

§3.11 Hearings.

§3.11.1 *General*. Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing. (This provision does not apply to exclusions or removals from extra-curricular activities that do not involve school discipline.)

§3.11.2 *Formal Hearings*. A formal hearing is required in all expulsion actions. This hearing may be held before the School Board or an authorized committee of the School Board, ora qualified hearing examiner appointed by the School Board. When a committee or a hearing examiner conducts the hearing, a majority vote of the entire School Board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

§3.11.2.1 Notification of the charges shall be sent to the student's Parent(s) by certified mail;

§3.11.2.2 At least three (3) days' notice of the time and place of the hearing shall be given.

§3.11.2.2.1 A copy of the expulsion policy, notice that legal counsel mayrepresent the student and hearing procedures shall be included with the hearing notice.

§3.11.2.2.2 A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

§3.11.2.3 The hearing shall be held in private unless the student or Parent(s) requests a public hearing.

§3.11.2.4 The student may be represented by counsel, at the expense of the Parent(s), and may have a Parent(s) attend the hearing.

§3.11.2.5 The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses if there are any.

§3.11.2.6 The student has the right to request that the witnesses appear in personand answer questions or be cross-examined.

§3.11.2.7 The student has the right to testify and present witnesses on his own behalf.

§3.11.2.8 A written, or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

§3.11.2.9 The hearing shall be held within fifteen (15) school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

§3.11.2.9.1 Laboratory reports are needed from law enforcement agencies;

§3.11.2.9.2 Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act(20 U.S.C.A. §§ 1400—1482); or

§3.11.2.9.3 In cases in juvenile or criminal court involving sexual assault orserious bodily injury, delay is necessary due to the condition or best interests of the victim.

§3.11.2.10 Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

§3.11.3 *Informal Hearings*. The purpose of the informal hearing is to enable the student tomeet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

§3.11.3.1 The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

§3.11.3.2 The following due process requirements shall be observed in regard to the informal hearing:

§3.11.3.2.1 Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

§3.11.3.2.2 Sufficient notice of the time and place of the informal hearing shall be given.

§3.11.3.2.3 A student has the right to question any witnesses who may bepresent at the hearing, but witnesses are not required for such a hearing.

§3.11.3.2.4 A student has the right to speak and produce witnesses on his own behalf.

§3.11.3.2.5 The School District shall offer to hold the informal hearing within the first 5 days of the suspension.

ARTICLE IV. HEALTH AND SAFETY

§4.1 Generally. Emergency school fire drills, school security and safety drills are conducted in accordance with Applicable Law. *See also,* Policy 805; and 24 P.S. §15-1517(a.1).

§4.1.1 The school security drill for the 2026-2027 school year scheduled for the following date(s) and time (s): TBD

§4.1.2 The date and time of the school security drill may have to be changed due to operational needs or other unexpected exigencies.

§4.2 Emergency Closing of School, Delays, And Early Dismissals.

§4.2.1 Information concerning delays, early dismissals, and/or cancellations will be broadcast on various television, radio stations, and School District Webpage as well as the Apptegy system. Please do not call the stations, teachers, administration, or the school. Flooding the station/school with calls ties up the phone lines and makes communication impossible.

§4.2.1.1 Information concerning delays or cancellations will be called to the stations at 6:00 a.m. (in case of delay, stay tuned to School District Webpage, radio or TV in case status changes to cancellation.)

§4.2.1.2 Information concerning early dismissal will be called to the stations immediately following the decision to dismiss.

§4.2.1.3 High School Students Driving to School. In case of an early dismissal due to inclement weather, there will be times when we will recommend or require student drivers to ridethe bus home and come back for their vehicle when driving is less hazardous. If students choose to drive, they will be dismissed at the same time as other students.

§4.2.1.4 We encourage Parents of younger students to have a family emergency plan for childcare in the event of an early dismissal or cancellation of school. This will reduce your child's anxiety over an uncertain situation and reduce phone calls to and from school.

§4.2.2 Energy Management.

§4.2.2.1 As a means of improving energy management, the School District participates in a “demand response” program. Demand response programs provide financial incentives for businesses and schools to reduce or shift electricity during periods when the energy grid is being taxed. A hot day when many people are using air conditioners is an example of when this might occur.

§4.2.2.2 During the months of June through September, the School District has agreed to reduce its electric consumption to a predetermined level when notified by the power company. In return for this, the School District receives payment which is then deposited into the general fund. This money ultimately helps support the School District's educational programs.

§4.2.2.3 Although most demand response notices will occur during summer vacation, there may be rare occasions when one is received while school is in session. If this wereto occur, the School District may dismiss students early. The School District receives all demand response notices two (2) hours before they are needed. If it is determined that an early dismissal is necessary, this decision will be made shortly after the demand response notice is received. Parents and guardians, in turn, will be promptly notified via School Messenger and radio and television announcements.

§4.3 Health Services.

§4.3.1 Health services are provided by a nurse who covers the health office and a certified school nurse who does state mandated screenings. Students who are ill should report to the health office. Treatment for illness and injury is provided on an emergency basis only. All accidents and injuries that occur at school should be reported promptly. Any injury that occurs at home should be cared for at home. When it is necessary for a student to leave school due to illness or injury, the nurse will notify the emergency contact beginning with the parent/guardian. Students will be sent home for vomiting and temperatures greater than 100.5º. Students who have driven to school will not be allowed to leave until a parent/guardian is notified. In the event that the nurse is not available, the student should report to the general office.

§4.3.2 Emergency cards, private physician's physical examination reports, dental exam reports, reports from eye doctors or other medical specialists should be returned to the health office promptly. Please notify the school nurse of any changes in your child's health or medical condition. Physical examinations are mandated by the Department of Health for all eleventh-grade students. Students participating in PIAA sports must have a physical examination prior to the firstpractice. Mandated and PIAA examinations may be done at school by the school physician (with written parent permission) at no cost or may be done by private physicians at their own expense.

§4.4 Medication.

§4.4.1 When capitalized in this **§4.5**, the following terms shall have the following definitions unless the context clearly indicates otherwise:

§4.4.1.1 "IDEA" means the Individuals with Disabilities Education Act, 20 U.S.C.A. §1401 et seq., its implementing state and federal regulations, and applicable case law.

§4.4.1.2 "IEP" means an individual education program prepared in accordance with the IDEA.

§4.4.1.3 "Licensed Prescribers" shall mean any health care professional who is licensed in Pennsylvania to prescribe medicine, such as and including physicians (M.D. and D.O.),podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians' assistants.

§4.4.1.4 "Medication" means any substance that is ingested, injected, inhaled, or used topically in the diagnosis, treatment and/or the prevention of disease. This includes prescription drugs, over the counter and non-prescription drugs.

§4.4.1.5 "Section 504" means Section 504 of the Rehabilitation Act of 1973, 29

U.S.C.A. §794.

§4.4.1.6 "Service Agreement" means a written agreement issued in accordance with 22 Pa. Code, Chapter 15. Tylenol and ibuprofen are available in the health office and may be given provided that written permission is given by the parent on the student's emergency card. Any questions, please contact the health office at 570-356-3462, or 570-356-4462.

§4.4.2 *Coordination with the IDEA and Section 504*.

§4.4.2.1 *Exceptions*. It would be impossible to enumerate all of the possible scenarios as to when or why medication issues would not be included in either an IEP or a Service Agreement, but where they are not, the terms and conditions of this AR shall apply.

§4.4.3 *Procedure for Medications at School.*

§4.4.3.1 *Student Prohibitions*.

§4.4.3.1.1 No student may take or possess any Medication at School except in strict accordance with the terms or conditions of this Handbook.

§4.4.3.1.2 No student may possess or take medication At School unless such is medically necessary as determined by the student's physician and documented as required by this Handbook.

§4.4.3.1.3 Medication shall not be brought to school, possessed in school, stored at or by the school, provided to any student at school for self-administration, or administered to any student at school except in accordance with the terms and conditions of this Handbook.

§4.4.3.2 *Medication Procedures*. If there is a need for medication to be taken at school, the following procedures must be implemented.

§4.4.3.2.1 Medication Request. Except as otherwise addressed in an IEP or Service Agreement, Parents may request that Medication be kept and taken At School by submitting the following forms:

§4.4.3.2.1.1 The "Request for Administration of Medication" form; and

§4.4.3.2.1.2 The "Medication Administration Consent & Licensed Prescriber Order" form.

§4.4.3.2.1.3 The School District will not consider any request that Medication be kept or taken At School without these forms. Medication shall not be accepted for use or storage At School without these forms being properly completed.

§4.4.3.3 *Acceptance and Storage of Medication*. Acceptance and storage of medication shall be in accordance with the following terms and conditions:

§4.4.3.3.1 *Generally*. The School District will accept and store Medication only: (I) when required by Applicable Law; (ii) in accordance with a Service Agreement or IEP; or (iii) when the failure to take such Medication during school hours would jeopardize the health of the student or prevent the student from attending school or participating in school safely.

§4.4.3.3.2 *Means of Delivery*. Medication brought to school for storage and use in school shall be brought by the Parent(s).

§4.4.3.3.3 *Prescription Medication*. Prescription medication shall be brought to and stored at school in the original pharmacy-labelled container and kept in a lockedcabinet designated for the storage of Medication. Medication that requires refrigeration shall be stored and locked in a refrigerator designated only for medication.

§4.4.3.3.3.1 No more than a thirty (30) day supply of anindividual student's medication may be accepted and stored at school.

§4.4.3.3.3.2 The package label must contain all of the following:

§4.4.3.3.3.2.1 Name, address, telephone number and federal DEA number of the pharmacy;

§4.4.3.3.3.2.2 Student's name;

§4.4.3.3.3.2.3 Directions Of use i.e., dosage, frequency and time of administration, route, special instructions);

§4.4.3.3.3.2.4 Name and registration number of the licensed prescriber;

§4.4.3.3.3.2.5 Prescription serial number;

§4.4.3.3.3.2.6 Date originally filled;

§4.4.3.3.3.2.7 Name of medication; and

§4.4.3.3.3.2.8 Controlled substance statement, if applicable.

§4.4.3.3.4 *Non-prescription Medication*. All non-prescription medication shall be brought to school by a Parent and stored at school in its original packaging and labelled with the student's name, student ID No., home address and home telephone number.

§4.4.3.3.5 Logging and Recording of Medications.

§4.4.4 *Confidentiality*. Confidentiality with respect to medications shall be maintained except as necessary to ensure that the health and safety of students is maintained. Staff shall be informed on a need-to-know basis.

§4.4.5 *Disposal of Medication*. Medications shall be disposed of in accordance with Applicable Law and the terms and conditions of this Handbook. When reasonably practicable, medications shall be returned to Parents.

§4.4.6 *Self-Administration by Students*. Prior to allowing a student to possess or self- administer medication, the following shall be required:

§4.4.6.1 An IEP or Section 504 Agreement allowing possession and/or self-administration of the medication.

§4.4.6.2 An order from a licensed prescriber for the medication containing a statement that it is necessary for the student to possess the medication and that the student is capable of self-administration;

§4.4.6.3 Written consent from the Parent(s); and

§4.4.6.4 Demonstration by the student of administration skills and responsible behavior, as evidenced by completion of the Medication Self-Administration Competency Assessment Form.

4.4.7 *Narcotic Medications*. Notwithstanding anything herein to the contrary, students shall not be permitted to possess or self-administer narcotic medications At School. All narcotic medication shall be properly documented, stored and administered by nurses.

§4.5 Insurance. Group accident insurance is available at a nominal rate. Information can be found on the school website, www.scasd.us. Click on "Resources" and then choose "Parent Resources" from the drop-down menu.

§4.6 Reporting. If parents or guardians have any concerns, please go to the school's website and located on the main page you will find a link for the ***Soco Concerns*** page. On that page, parents or guardian can contact the district letting them know about any concerns they might have. The concerns that a parent or guardian might have can be communicated anonymously if one chooses. An additional resource is ***Safe2Say.*** The *Safe2Say* link can also be accessed through the *Soco Concerns* page.

"Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. For more information visit www.safe2saypa.org."

ARTICLE V. SCHOOL RULES AND REGULATIONS

§5.1 Attendance.

§5.1.1 *Reporting an Absence.* Every student is expected to attend school regularly throughout the entire school year. Excuses must be handed into the office the morning of the day the student returns to school or e-mailed to mhockenbroch@scasd.us. This must be done before firstperiod**. If no written excuse is received within 3 days, the absence will be counted as unexcused.**

§5.1.2 The following situations are recognized under Applicable Law as causes for absences normally considered beyond the control of the student and therefore are considered validand legal reasons for absences from school:

§5.1.2.1 Personal illness; and
§5.1.2.2 Death in the family.

Students absent due to foregoing reasons will be allowed as much credit as they can earn on their make-up work, if completed promptly. Absences for all other reasons must be cleared up with the principal. A doctor's statement will be required in cases of chronic absenteeism. A student will receive a zero and will not be able to make-up any work missed on an unexcused absence day.

§5.1.3 The School District is required by law to keep accurate records of the attendance of each student. Each student should examine his/her report card and attendance record. If a student suspects an error, he/she should check with the attendance officer immediately. Prospective employers routinely request attendance records. A poor attendance record can never be changed.

§5.1.4 When an absence is due to a health reason, students who are absent for three or more consecutive days must provide a doctor's note upon return to school. After 10 absences, students will be sent a written notice. For every absence after 15 cumulative days, students are required to get a doctor's excuse stating that they were seen. Exceptions may be granted by the principal.

§5.1.5 *Vacation.* A student can have up to-10 excused days of absence in a given year for family vacation. Prior written approval is required. The form is available in the high school office or on the school's website. Vacations scheduled during the state testing Keystone exam window may be denied.

§5.1.6 Arriving Late or Leaving Early

§5.1.6.1 Students are required to enter classrooms as soon as possible in the morning. Students will be marked tardy if they are not in their classroom before the late bell. Tardiness of more than 105 minutes or an accumulation of tardiness up to 105 minutes will be considered a half day absence.

§5.1.6.2 Students arriving late or leaving early for any reason must be sure to sign in and report the facts to the office before first period or immediately upon arrival.

§5.1.6.3 Students having a dental or doctor appointment should have a written excuse stating that they were seen from the dentist/doctor when they return to school. Students going for their driver's test must have an excuse signed by their parents.

§5.1.6.4 Students arriving after 9:45a.m. or leaving before 1:15pm will be considered absent 1/2 day.

§5.1.6.5 Students will be warned the first time they are tardy to school. The second, third and fourth tardy will result in an additional hour of detention for each offense. An occurrence thereafter may result in suspension.

§5.1.7 *Leaving School Building/Campus***.** Students are not allowed to leave the school building or campus during the school day unless the principal grants permission, including students 18 years or older. Students with permission are required to sign out in the office before leaving the premises.

§5.1.8 *Illness at School***.** Only students who are released by the nurse due to illness will be excused from absence. If a student feels ill, he/she should report to the nurse for evaluation. Any student who contacts a parent (for example via cell phone) prior to seeing the nurse will not receive an excused absence if they choose to leave.

§5.1.9 Attendance Guidelines for Participation in Extra-Curricular Activities.

§5.1.9.1 ***Generally***. Students arriving after 9:45 a.m. are marked ½ day absent. Students leaving before 1:15 p.m. are marked ½ day absent. Any student absent for ½ day because he/she was not feeling well will receive an excused ½ day absence. In the event of the absence being on a Friday, it would preclude participating in a competition or performance on Saturday. Any student who has a half or full day unexcused absence is ineligible for any extra-curricular events that day,including practice. If this unexcused absence is on Friday, the student is also ineligible to participate on Saturday.

§5.1.9.2 ***Excused Absences, Participation Allowed.*** A student can have an excused absence and be permitted to participate in extra-curricular events for the following reasons:

§5.1.9.2.1 Doctor or dentist appointment (generally expected to be in school ½ day, note from the doctor or dentist is required);

§5.1.9.2.2 Learner's permit or driver's test (generally expected to be in school ½ day);

§5.1.9.2.3 Funeral or death in family;

§5.1.9.2.4 College visit (Written verification required); or

§5.1.9.2.5 Principal's discretion (by prior approval).

§5.1.9.3 ***Excessive Absences.*** Unless there is a more restrictive rule that is applicable, including a rule imposed by a coach, if a student is absent fifteen (15) or more days or has four (4) or more illegal absences, the student will not be permitted to participate in extracurricular activities. Exceptions may be granted by the principal.

§5.1.10 Make-Up Assignments.

§5.1.10.1 Students are permitted, and are expected, to make up work due to absences from school. However, time limits are established and should be enforced by all members of the faculty and respected by the students.

§5.1.10.2 When work is missed because of a short absence (one to three days) the student has the same number of school days as absent to make up the work.

§5.1.10.3 When work is missed because of a prolonged absence it is the responsibility of the student to meet with his/her teachers within five (5) days to make definite arrangements with the teachers as to the time when all work is to be completed. This time must beflexible in nature, but it is to the student's advantage to make up all the work as soon as possible.

§5.1.10.4 To prevent misunderstandings, it would be wise to write out the agreed-upon time schedule. Both the instructor and student should sign it.

§5.1.10.5 No work may be made up for credit if a student has an illegal/unexcused absence. Students who cut class or are absent without a valid excuse will not be permitted to makeup missed work for credit. Although the student may not make up the work for credit, the student is responsible for making up any work missed.

§5.1.11 ***Truancy.***

§5.1.11.1 *Definitions.* As used herein, the following terms have the following meanings unless the context clearly indicates otherwise.

§5.1.11.1.1 "Compulsory school age" means the period of a child's life fromthe time the child's parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

§5.1.11.1.2 "Habitually truant" means six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance under Applicable Law.

§5.1.11.1.3 "Parent" means for purposes of this **§5.1** regarding attendance a
"Person in parental relation," meaning a:

§5.1.11.1.3.1 a custodial biological or adoptive parent;
§5.1.11.1.3.2 a noncustodial biological or adoptive parent;
§5.1.11.1.3.3 a guardian of the person of a child; and/or
§5.1.11.1.3.4 a person with whom a child lives and who is acting in aparental role of a child; provided, however,
§5.1.11.1.3.5 this definition does not include any county agency or person acting as an agent of the county agency in the authority of a dependent child defined under 42 Pa. C.S. § 6302 (relating to definitions).

§5.1.11.2 Any absence of a student who is of compulsory school age for which a valid written excuse is not provided to the proper School District authorities within three (3) days is considered truant. Any student can miss up to three unexcused absences without penalty, provided it is with parent knowledge and approval of the absence. Under age 18, these unexcused absences are also considered illegal. At the third absence, a warning will be sent home to the Parent(s). Any additional unexcused absences will result in the principal issuing a citation for violation of the PA State Compulsory Attendance requirements against the parents/guardian and against the student.

§5.1.11.3 Students 18 years of age or older acquiring three illegal absences run the risk of being suspended, loss of driving privilege, suspension of extra-curricular activities or expelled if they have any additional unexcused days. The parents will receive a warning at the third unexcused absence. A parent conference with administration regarding student attendance will take place if attendance becomes an issue during the school year. An attendance contract will be assembled with input from parents and administration to remediate attendance issues.

§5.2 Grading and Graduation. For all course and graduation requirements please refer to the current Course Selection Handbook. The most updated Course Selection Handbook can be found on our website, www.scasd.us.

§5.2.1 *High School Assessment Schedule*

Assessment	Grade Level
Academic College Testing (ACT)	9th-12th
Scholastic Aptitude Testing (SAT)	10th-12th
Practice Scholastic Apt Test (PSAT)	10th-11th
Keystone Testing	9th-10th

§5.2.2 *Advanced Placement* (*"AP" Courses*). Students enrolled in AP Courses will take their AP Exams in May. The dates and times of the exams will be announced.

§5.2.3 *Honor Roll.* To be eligible for the Distinguished Honor Roll, a student must have anaverage of 95% or higher. To be eligible for the Honor Roll, a student must have an average from 88% to 94.99% with no grade lower than 70%.

§5.2.4 *Marking Period GPA.* Marking Period GPA is calculated by using the following formula:

Step 1: Determine the course's potential credit for the marking period-Potential course credits divided by the marking periods the course meets.
Step 2: Determine the grade point value for the marking period Marking period grade multipliedby course weight. (Regular- 1%; AP courses - 1.06%; Honors courses – 1.04%
Step 3: Total all potential credits for all courses.
Step 4: Total all grade points for marking period.
Step 5: Divide the Total Grade Points by the Total MP Potential Credits

Example:

	Marking Period Grade	Grade Scale (Reg = 1; Hon = 1.04; AP = 1.06)	MP Grade x weighted value	Potential Credit	# of MP Class Meets	Potential Credit for MP (Potential Credit divided by # of MP)	Grade Point Value Weighted Grade X MP Credit value	Marking Period GPA Total Grade Points divided by Total MP Potential Credits
Alge II	80	1	80	1	4	0.250	20	
Chem	72	1	72	2	4	0.500	36	
Eng 11 Hon	88	1.06	93.28	1	4	0.500	46.64	
Phys Ed-Sem 1	95	1	95	0.33	2	0.165	15.675	
					Totals	1.415	118.315	83.615

§5.2.5 *Honor Society.* One of the highest awards attainable in school is membership of theNational Honor Society. In order to qualify for this honor, the student must be superior in scholarship, service, leadership, and character. Any student with a poor discipline record will be automatically disqualified.

§5.2.5.1 *Selection of Members*

§5.2.5.1.1 To be eligible for membership, the candidate must be a memberof the sophomore, junior, or senior class and must be in attendance at the school equivalent of one semester. Candidates must have a cumulative scholastic average of at least 93 percent. Candidates meeting these criteria will be evaluated on service, leadership, and character.

§5.2.5.1.2 A description of the selection procedure will be available to students and parents of the school.

§5.2.5.1.3 The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.

§5.2.5.2 Dismissal

§5.2.5.2.1 Members who fall below the standard which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of schoolrules or civil laws a member does not necessarily have to be warned.

§5.2.5.2.2 The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

§5.2.5.2.3 Membership in the Honor Society is considered a privilege and not a right. Dismissal does not require due process. Although an informal opportunity will be provided to a student to respond to the allegations against the student in general, it is not always required.

§5.2.5.3 *Homework.* Homework is an assignment given to a student to be completed outside of the classroom. Homework is a requirement for credit in all major subjects in high school. It will average from 2 to 3 hours daily, about half of which can be done properly in school.Students who feel that they "did it all in school" are usually not given enough time to do it, though rarely it may be possible to prepare all homework assignments in school study periods. Because homework is an integral part of the educational process, we believe:

§5.2.5.4 Homework should be assigned whenever appropriate;

§5.2.5.5 Homework should be related to what is going on, or will be going on in the classroom;

§5.2.5.6 Homework assignments should be of reasonable length, but may vary depending on the level of difficulty of the course;

§5.2.5.7 Homework will be assessed in some manner and will be used as a factor determining marking period grades; and

§5.2.5.8 The homework will be assessed in a manner determined by the individual teachers. Teachers may assign detention for incomplete assignments.

Parental encouragement and support in the matter of homework will be greatly appreciated by the school. For any concerns, please reach out to your students' specific teacher.

§5.3 Transportation.

§5.3.1 *School Bus Rules and Regulations.* Safety is paramount in riding a school bus.

§5.3.1.1 All students must follow the following rules:

§5.3.1.1.1 Sit in assigned seats - do not stand, walk, or move while the bus is in motion;
§5.3.1.1.2 No excessive noise;
§5.3.1.1.3 No food or drink is to be consumed on the bus;
§5.3.1.1.4 No fighting, pushing, or tripping;
§5.3.1.1.5 No abusive language or profanity;
§5.3.1.1.6 Students boarding or leaving a bus should do so in an orderly fashion at their assigned stop;
§5.3.1.1.7 Students must not be rude or discourteous to the bus driver or other passengers;
§5.3.1.1.8 Be on time for bus pick up;
§5.3.1.1.9 Keep arms, hands, etc. away from windows and doors;
§5.3.1.1.10 No smoking or chewing tobacco or possession thereof;
§5.3.1.1.11 No smoking or possession of e-cigarettes; vaping devices
§5.3.1.1.12 No littering or vandalism;
§5.3.1.1.13 Do not block aisles or exits with musical instruments or other possessions; and
§5.3.1.1.14 Students are prohibited from riding any bus other than their assigned bus.

§5.3.1.2 As allowed by section 5704 of the Crimes Code, 18 Pa. C.S.A. §5704, theSchool District equips its school buses and vehicles with audio-recording equipment. Video and audio surveillance equipment may be installed on school buses or school vehicles and events or actions captured on videotape and/or audiotape may be used for disciplinary or security purposes.*See* Policy 810.2.

§5.3.1.3 Problems related to buses can be handled most quickly by calling Heather Nenstiel at (570) 356-7420.

§5.3.2 *Student Automobiles.*

§5.3.2.1 THE SPEED LIMIT ON SCHOOL GROUNDS IS 10 M.P.H. SPEED LIMIT WILL BE STRICTLY ENFORCED

§5.3.2.2 Students are encouraged to ride the bus to school. However, should a student have a compelling reason, he/she may drive to school subject to the following terms and conditions are fulfilled:

§5.3.2.2.1 he/she demonstrates safe driving practices;
§5.3.2.2.2 his/her vehicle has been registered online through the student's Sapphire account; and
§5.3.2.2.3 payment of the annual $20 parking permit fee has been made.
§5.3.2.2.4 Parking passes must be returned at the end of the school year. If the parking pass is not returned, a $5 obligation fee will be added to the student's account.

§5.3.2.2.5 If a student changes vehicles during the school year, he/she MUST report this to the High School office.
§5.3.2.2.6 Parking permits and assigned spaces are nontransferable.
§5.3.2.2.7 All students and staff are required to park in their assigned spot.
§5.3.2.2.8 Students wishing to secure the privilege of using an automobile,and parking it on school property, must exercise care when driving.
§5.3.2.2.9 Consequences for student vehicular violations generally include the following:

§5.3.2.2.9.1 Driving an Unregistered Vehicle: possible loss of driving privilege;
§5.3.2.2.9.2 Reckless Driving: loss of the driving privilege for 30 school days on the first offense, permanent loss of the driving privilege on the second offense; and
§5.3.2.2.9.3 Not Parking in Assigned Space: detention for the first offense, suspension of driving privileges for subsequent offences.

§5.3.2.3 School authorities may inspect vehicles at any time.

§5.4 Telephones.

§5.4.1 School District *and Classroom Phones.*

§5.4.1.1 Except as stated in **§5.4.1.2** and **§5.4.1.3,** telephones in the classroom and offices are not for the general use of the students. **In case of emergency**, messages will be delivered to the student. Students will not be called from classes to the phone.

§5.4.1.2 Telephones for student use are available-in the high school office, which eliminates the need for student cell phones during the school day.

§5.4.1.3 Parents that need to contact their child should call the school office (570-356-2331).

§5.4.2 *Student Cell Phones.* Increased student cell phone usage in schools has created several problems including text messaging during testing, unauthorized picture taking, and general classroom disruptions. These occurrences are all detrimental to the learning environment.Therefore, student cell phone usage will be restricted as follows:

§5.4.2.1 Cellular phones and other communication devices are to be turned to silent from 7:58am –2:55pm.

§5.4.2.2 Any student found to be using a cellular phone or communicative device (including sending text messages or checking time) during class time or the phone becomes visible without the permission of the classroom teacher, will have their phone confiscated and brought tothe office where appropriate discipline will be rendered.

§5.4.2.3 Cell phone use and/or visibility during a test is considered academic dishonesty and will be treated as academic dishonesty for purposes of student discipline.

§5.4.2.4 No use of cell phone photographs is permitted during the school day. Also, no cell phone photographs are permitted in the restrooms or locker room areas at any time.

§5.4.2.5 Except when circumstances such as mitigating circumstances or aggravating circumstances warrant a deviation from the following general standard for discipline,violation of the rules in this **§5.4.2** shall be as follows:

§5.4.2.5.1 First Offense, one-hour detention/Student may pick up at end of day;
§5.4.2.5.2 Second Offense, two hours detention and a parent must come in to pick up the device;
§5.4.2.5.3 Third Offense, 3 hours of detention, and a parent must come in to pick up the device; and
§5.4.2.5.4 Fourth Offense, Confiscation of the device for five (5) school days. Cell phones must be turned in to the high school office immediately when entering the building in the morning, and pick up their device at the end of the school day.

§5.4.2.6 *Emergencies.* Notwithstanding the foregoing rules, cell phone use during normal school hours will be allowed when a state of emergency has been declared (verbally or inwriting) by the principal.

§5.4.2.7 The School District assumes no responsibility in any circumstances whatsoever for the loss, destruction, or theft of any cellular phones, remotely activating paging device, or similar device that is brought to school at any time or to any extra-curricular or after school activity.

§5.5 Electronic Devices.

§5.5.1 Laser pens are prohibited at school.

§5.5.2 Students who violate these rules will have their electronic device confiscated and turned into the principal and discipline will be the same as cell phone offenses, absent aggravating or mitigating circumstances.

§5.5.3 The use of ear buds, smart watches, and headphones during school hours are also prohibited unless the need for such devices is warranted for educational activities at the teacher or staff members' discretion. The same disciplinary process will follow that of cell phones as specifically outlined on the proceeding page.

§5.6 Visitors

§5.6.1 Adult visitors are always welcome to observe our program and facilities by appointment.

§5.6.2 Student visitors, from other schools, and who are contemplating attending the school in the future are permitted to visit during school hours by appointment.

§5.6.3 All visitors must gain permission for their presence on campus from the high school office and are required to check in at the office first.

§5.6.3.1 The School District uses the Raptor Visitor Management System to track visitors, contractors, and volunteers in our schools.

§5.6.3.1.1 Upon entering any school building, visitors will be asked to present a valid state-issued ID, such as a driver's license. The ID will be scanned into the system.Once entry is approved, Raptor will issue a

badge that identifies the visitor, the date, and the purpose of his/her visit.

§5.6.3.1.2 Visitors refusing to produce such ID or identifying informationmay be directed to leave the school as their identity cannot be verified.

§5.6.3.1.3 More information about the Raptor system can be found on theSchool District website, www.scasd.us.

§5.6.4 Administrators and teachers are authorized to question visitors for identification and to request them to leave the building if the situation so demands.

ARTICLE VI. DAILY SCHOOL LIFE.

§6.1 Cafeteria.

§6.1.1 Students should enter the cafeteria in a single line and take the last position in the line.

§6.1.2 All food should be eaten at the table, and none removed from the dining area or allowed to remain on the table.

§6.1.3 Students may take their trays to the disposal window when finished and should return to their places at the table, remain seated, and refrain from loud talking until the ringing ofthe dismissal bell.

§6.1.4 All money must be paid in the cafeteria, not in the high school office.

§6.1.5 When depositing money into a student's lunch account, we urge Parents to write a check instead of cash. Checks can be sent directly to the "Southern Columbia Area Cafeteria"

§6.1.6 Parents have the option of setting a daily spending limit on their child's account by logging into the Meal Magic Family Portal at: https:///scasd.familyportal.cloud

§6.1.7 Free and reduced-price lunch applications are available in the High School office.

§6.2 Candy, Food, And Drink. Except when accommodations are made in accordance with either an IEP under the IDEA or a Service Agreement under Section 504, the consumption of candy, food, and drink in the classrooms is unacceptable. Water is the only refreshment allowed in classrooms.

§6.3 Care of School Property.

§6.3.1 Because the books, materials, equipment, and furniture which you use are the property of the School District, any waste or misuse of the materials, or careless treatment of furniture and equipment results in a loss, not only to your parents who pay the bill, but also to you, because you have to use defaced desks and books.

§6.3.2 Any student found marring, defacing or in any other way misusing/abusing the building or equipment, shall be required to restore it to original condition (by fixing it and/or paying for it), and shall be subject to further disciplinary action that may result in suspension, expulsion and/or recommendation for police involvement.

§6.3.3 We also ask that you take care of the lawn, by picking up papers and staying off the grass. Take pride in the school! Keep the School clean, cheerful, and healthy; protect it from those who are careless.

§6.4 Hall Passes.

§6.4.1 Students must secure a hall pass and complete the sign-out sheet located in the classroom or use the e-hall pass. These passes will be kept to a minimum. Any student found outside his/her designated classroom without a valid pass will be subject to disciplinary action.

§6.4.2 At no time will students be permitted to wander throughout the school at will. Students must secure permission from the teacher before leaving a classroom.

§6.4.3 Passes allowing students to report to another teacher, the Nurse, Guidance, Library,etc., will not be issued unless the receiving party is given prior notification. The receiving party must approve the request for the pass to be valid.

§6.5 Hall Traffic. Halls must be kept free of all obstacles and hazards and always orderly for the safety of students, staff, and visitors. The following rules must be followed.

§6.5.1 Sitting on the floor in the hallways is prohibited;
§6.5.2 Keep to the right at all times;
§6.5.3 Take the shortest route to your destination;
§6.5.4 Keep moving, do not stop to chat and block off those behind you;
§6.5.5 Do not shout, whistle, or engage in other forms of commotion;
§6.5.6 Do not run, shove, or trip others;
§6.5.7 Do not escort your girlfriend/boyfriend to class and then hurry to your room—there is not enough time or room for this practice; and
§6.5.8 Always be on your best behavior. It will mark you as a lady or gentleman and reflect credit upon the school and your parents.

§6.6 Lavatories.

§6.6.1 All students must secure permission from the teacher before leaving a classroom; this includes leaving to use the restroom. Students must secure a hall pass or e-hall pass and complete the classroom sign-out sheet.

§6.6.2 Students are urged to use lavatories before homeroom, between classes, and during their lunch periods. This cuts down on missing class, as well as reducing problems within lavatories.

§6.6.3 Students with kidney or other special problems should have written instructions from their doctor forwarded to the school nurse.

§6.7 Lockers

§6.7.1 *Locker Assignments.* Hall locker assignments will be assigned only by request of the student. Students must fill out a locker request form. Locker request forms are available in their Sapphire accounts.

§6.7.2 *Locker Rules.*

§6.7.2.1 The lockers are to be always kept clean and orderly; this includes proper clean up after any locker has been decorated.
§6.7.2.2 The student to whom the locker is assigned is responsible for all articles in the locker.
§6.7.2.3 Do not share your locker or the combination with others.
§6.7.2.4 Any problems with lockers should be reported immediately to the high school office.
§6.7.2.5 The school does not take responsibility for lost or stolen articles.

§6.7.2.6 A $10 locker clean up fee will be charged if a student's locker is not professionally cleaned. Students should not store perishable, open, or spoiled food items in their lockers. Food left in lockers can attract pests and create unsanitary conditions. School personnel reserve the right to remove and dispose of food items that present health, safety, or cleanliness concerns. Students are responsible for maintaining clean lockers at all times.
§6.7.2.7 School authorities may inspect lockers at any time. The lockers are school property and, as such, students and parents are advised that no expectation of privacy exists concerning school lockers. School authorities reserve the right to periodically inspect the locker for maintenance and custodial purposes. Any item(s) found in a locker (during a maintenance or custodial inspection) of suspicious or questionable nature shall be removed from the locker by school authorities and remanded to the proper law enforcement agencies.
§6.7.2.8 *Valuables.* Do not leave money or other valuables in your locker. Avoid bringing large sums of money or valuables to school. Neither the staff nor administration is responsible for lost or stolen items.

§6.8 Lost and Found. All articles found in school or on the school grounds should be turned into the office. Students who have lost articles should check with the office after they have made a conscientious effort to find them.

§6.9 Field Trips.

§6.9.1 Trips may occur during the school day or after school hours. Field trips are privileges afforded to students. The policies in this section apply to both educational and extracurricular field trips.

§6.9.2 Students must remain eligible to attend field trips through attendance, academic performance, and behavior. Students will be ineligible to attend field trips if they have 3 or more unlawful/unexcused absences AND/OR are failing 2 or more classes at the time of the field trip AND/OR have excessive disciplinary referrals, including no more than one out of school suspension. Students and parents acknowledge that any money paid toward a field trip, unless refundable, will be forfeited in the event a student is ineligible to attend.

§6.9.3 Students must have permission slips signed by their Parent(s) and returned to the teacher in order to participate in a field trip. Student participation on field trips that occur during school hours will require faculty authorization. All field trips are under the supervision of the classroom teacher or chaperones selected by the High School. Supervisors assigned to accompany students on trips have complete authority concerning student conduct and supersedes the authority given to a bus driver, except in the operation of the vehicle.

§6.9.4 The rules contained in this Handbook govern student conduct during field trips.

§6.9.5 School or class trips require that students dress in accordance with the School District dress code unless otherwise directed.

§6.9.6. Students recognize that they are responsible for completing work missed while away on the field trip. Any assignments given **before** the trip are due on their originally assigned due dates. For assignments given **during** the trip, the student will have the same number of days as missed to complete and submit the work.

§6.10 Sales Campaign/Fundraising. All fundraising activities in the name of the High School ora school program or activity must receive pre-approval from the principal. *See* Policy 229 (Student Fund Raising); and Policy 915 (Relations with Booster Organizations). Students and parents are prohibited from representing that a fundraising activity is school related unless it has received administrative pre-approval.

§6.11 School Dances and Social Events. School dances (including the Prom) and social functions sponsored by High School are an extension of the school program beyond the school day. They should be considered as opportunities for students to enlarge their school experience. In this sense, they are not public, nor intended for public entertainment. Students are expected to behave and dress respectfully befitting the School District. Student Dress Guidelines apply.

§6.11.1 Students are required to dance appropriately with respect for themselves, their partners, and others. "Suggestive dancing" is prohibited. Final interpretation of appropriate dance is at the discretion of the chaperones. Students will be given one warning and on the next offense will be asked to leave the dance.

§6.11.2 Guests may attend a High School event with prior written approval of the principal. Requests for approval must be submitted at least 7 days before the scheduled activity.

§6.11.3 Dances may be scheduled for Friday or Saturday evenings, or the evening before a school holiday only.

§6.11.4 Dances are held in the cafeteria or gymnasium

§6.12 Senior Pictures. The senior picture section of the yearbook is the most popular section amongst seniors. The goal of this section is to highlight faces and avoid visual distractions of different head sizes, backgrounds and poses. To ensure that every graduation senior has a photo in this section, we have partnered with Go Photo LLC to exclusively provide the photos for the senior section of our yearbook. The yearbook picture will be provided free of charge.Only photos provided by Go Photo will be accepted for inclusion in the formal senior picture section of the yearbook (no exceptions). This does not preclude seniors from utilizing other photographers to provide senior portraits and no one is obligated to buy additional pictures unless he/she so desires. However, only photos provided by Go Photo will be accepted for inclusion in the formal senior section of the yearbook (no exceptions). These pictures are taken during the summer months before the senior year begins with make-up dates in September. Absences for pictures taken by any other photographer during a school day will be counted as an unexcused absence.

§6.13 Student Meetings. It is necessary that a faculty member be present at all committee meetings, club meetings, conferences, athletic practices, cheerleader, or band front rehearsals, etc., held in any part of the building. Groups wanting to use the building after school hours must have a teacher in charge. Such groups must also complete a Facilities Request Form online two weeks in advance.

§6.14 BACKPACKS/ PURSES/HANDBAGS/GYM BAGS:

Backpacks brought to school will be placed in students' lockers and picked up ONLY at the time of dismissal.

Student athletes in possession of athletic bags must enter the school building through the weapons detection system and be screened by security staff. After screening, bags must be placed in the designated room and picked up at the end of the school day.

Only small purses and handbags allowed. The size of a hand with or without a handle or strap. No Larger than 4.5" x 6.5."

Any backpacks, purses, and handbags out of compliance will be confiscated and taken to an administrator's office. Students will be able to pick up their items after school.

ARTICLE VII. STUDENT DISCIPLINE

§7.1 Philosophy.

§7.1.1 *Generally.* It is the responsibility of all members of the school community to create and maintain an atmosphere that is conducive to teaching, learning, and living. This can be achieved by an interaction based on mutual respect and cooperation. The emphasis should be on courtesy, consideration, and the fulfillment of necessary obligations at all times.

§7.1.2 *Student Rights*: Students have rights. Having legal rights as persons and citizens, they may not be deprived of what the law gives them. These rights include the right to an education, the right to express opinions, and the right to be free from discrimination.

§7.1.3 *Student Responsibilities*: Students also have responsibilities, including the following:

§7.1.3.1 Awareness of all rules and regulations for student behavior and conducting themselves; accordingly,

§7.1.3.2 Willingness to volunteer information in school discipline cases;

§7.1.3.3 Dressing and grooming so as to meet fair standards of safety and healthand common standards of decency;

§7.1.3.4 Assuming that until a rule is waived, altered, or replaced, it is in full effect;

§7.1.3.5 Awareness and compliance with national, state, and local laws;

§7.1.3.6 Protecting and caring for school property;

§7.1.3.7 Attending school regularly and being on time for school, classes, and events;

§7.1.3.8 Making appropriate arrangements to make up work when absent from school;

§7.1.3.9 Treating all members, student, or staff of the school community respectfully; and

§7.1.3.10 Not engaging in sexual harassment, sexual conduct, or sexualized language.

§7.2 Academic Dishonesty, Cheating. Cheating is a serious breach of trust that will not be tolerated at High School. For the purposes of this policy, cheating may be described as "academic dishonesty".

§7.2.1 Academic dishonesty means presenting, as your own work, material produced by, or in collaboration with, others, or permitting or assisting others to present your work as their own.Cell phone use and/or visibility during a test is considered academic dishonesty. Academic Dishonesty includes:

§7.2.1.1 when a student turns in the work of another student and misrepresents this work as his or her own work (i.e., handwritten material, computer reproduced work, copied test answers, duplicated audio or visual tapes, compact discs, or digital video discs);

§7.2.1.2 when a student knowingly permits another student to duplicate work and to deliberately misrepresent that work as their own.

§7.2.1.3 when a student completes a test for another student.

§7.2.1.4 when two or more students collaborate on an assignment (without the teacher's knowledge) and each student represents the collective work of the group as his/her own individual work;

§7.2.1.5 when a student steals or obtains examinations, answer keys or other testing information from the teachers' files, computer directories or computer disk or other sources;

§7.2.1.6 when a student steals or obtains another student's work from a computer directory or computer disk;

§7.2.1.7 when a student modifies or deletes another student's or a teacher's computer files;

§7.2.1.8 when written or printed material is used in a test situation without the subject teacher's permission;

§7.2.1.9 plagiarism; and

§7.2.1.10 when a student copies either published or unpublished work of another person without giving the appropriate credit (i.e. plagiarism).

§7.2.2 Talking to another student during a test will be interpreted as cheating. All students should refrain from talking to other students during test situations.

§7.2.3 *Determination of Cheating.* Unless the circumstances justify another course of action, any teacher who has *reason to suspect* that a student has cheated, will follow the steps outlined below:

§7.2.3.1 Meet with the student(s) involved, provide evidence of cheating, discuss the matter, and determine whether cheating has actually occurred.

§7.2.3.2 If there is *sufficient evidence* of cheating, or an admission of guilt by the student, inform the principal.

§7.2.3.3 Consult the recommended penalties listed below for an appropriate response. In the case of major offenses, such as theft of tests or test answer keys, impersonating another student for the purposes of taking an exam, deliberate and malicious damage to student or teacher computer files, an *administrator must be contacted immediately*. These forms of cheatingmay be dealt with through suspension.

§7.2.3.4 Phone the parents or guardians and inform them of the cheating offense and the penalty (except for suspension - this may only be carried out by the administration). Parentswill also be notified using a discipline referral form of any incident by the teacher.

§7.2.4 *Penalties for Cheating.* Unless the presence of mitigating or aggravating circumstances justifies deviating from the guidelines below, any of the offenses enumerated will generally be met with the consequences stated.

Type of Offense	First Offense	Second Offense	Third Offense
§7.2.4.3 A student uses non-approved materials, written materials, or electronic devices in a testing situation.	Student will receive zero on test.	Student receives zero on test. 2 days after school detention	Refer to administration 5 days after school detention Student receives a failing grade for the Marking Period.
§7.2.4.4 A student knowingly allows another to copy their work	Both students receive zero (except if one student was coerced)	Refer to administration. 3 days after school detention	Refer to administration. 5 days after school detention Student (s) receive a failing grade for the Marking Period
§7.2.4.5 A student completes a test or completes an assignment for another student	Both students receive zero. No make-up permitted. Refer to administration 5 days after school detention	Refer to administration. 5 days after school detention Student(s) receive afailing grade for theMarking Period.	Refer to administration 5 days after school detention Student(s) receive afailing grade for thecourse.
§7.2.4.6 A student steals written work or work from a computer file or computer disk of another student	Student receives zero. No redo permitted. Refer to administration. 1-3 days after school detention	Refer to administration 5 days after school detention Student receives a failing grade for the MarkingPeriod.	Refer to administration 5 days after school detention Student receives a failing grade for the course.
§7.2.4.7 A student steals teacher materials, exams, answer keys either written or computer generated	Refer to administration. 5 days after school detention Student receives a failing grade for the Marking Period.	Refer to administration 5 days after school detention Student receives a failing grade for the course. Student is removed from the course.	

§7.3 Student Dress

The purpose of Southern Columbia Area High School Student Dress Code Policy is to clearly define acceptable student attire. The objective of the policy is to promote an atmosphere for academic success while recognizing significant freedom of student choice and expression. While our goal is to maintain consistency throughout the district, it is important to note that the following policy may be supplemented by specific building rules.

§7.3.1 Students may not wear head coverings of any kind, including hats and hoods, unless worn for religious, medical, or safety purposes and approved in advance by administration. Sunglasses may not be worn during the school day.

§7.3.2 The length and style of hair (both facial and head) and jewelry shall be limited if it constitutes a health or safety hazard or if it is harmful to the building or equipment. In both cases, the student may be required to wear some type of protective covering or remove jewelry.

§7.3.3 No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.

§7.3.4 No exposed cleavage will be permitted.

§7.3.5 Straps such as those found on tank tops, muscle shirts, halter tops, tube tops and/or spaghetti strap tops are permitted provided straps are at least 2 inches wide, undergarments are not visible, and the torso is adequately covered. Sleeveless shirts and muscle shirts are permitted for all students provided they fit appropriately, cover the torso, and do not expose the chest, side of the body, or undergarments. Shirts must be worn at all times. Tops that expose the back or parts of undergarments, including racerback tops or similar articles, are not permitted.

§7.3.6 All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted. Pants, shorts, or skirts must be worn at the waist and completely cover the buttocks area. Pants, shorts or skirts may not be worn in such a way as to expose undergarments or skin around the midsection.

§7.3.7 Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, alcohol, drugs, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Students wearing any article of clothing that is deemed inappropriate, offensive, or a distraction to the educational environment by the administration will be required to change.

§7.3.8 Pajamas, sleepwear, and costume wear, unless worn during a specified dress down day, are prohibited.

§7.3.9 The length and style of accessories will be limited if they constitute a health or safety hazard or if they are harmful to the building or equipment. In both cases, the student may be required to remove the accessory.

§7.3.10 Footwear must be worn. Safety considerations may dictate the type of footwear worn in specific classes or school settings.

§7.3.11 Clothing containing holes, cuts, tears and/or rips that expose undergarments or skin above the mid-thigh are not permitted.

Students who do not follow the Dress Code may be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or to accompany students' home to change. The school may also provide appropriate clean clothing if necessary and available. Repeated Dress Code infractions may result in additional consequences as noted below in alignment with the district code of student conduct.

Consequences:

First Offense: Student required to change, warning issued, and contact with parents.
Second Offense: Student required to change, assigned to detention and phone contact with parents.
Subsequent Offenses: Continued violations of the dress code policy will result in further disciplinary action including, but not limited to, suspension from school and/or school and daily checks by a SCA employee.

§7.4 Disciplinary Matrix and Rules.

§7.4.1 *Levels of Infractions.* Absent the presence of mitigating factors or aggravating factors, the disciplinary consequences for rule violations are set for this **§7.4;** provided, however,that particular rules described elsewhere herein shall prevail over the levels of discipline stated in this. **§7.4** Infractions generally are divided into the following four (4) levels:

§7.4.1.1 *Level 1 Infractions*. Level 1 infractions are minor incidents that generally do not involve or affect other Persons. It includes student behaviors that impede orderly classroom procedures or interferes with school operation to a minor or negligible extent. Except where thereare repeated instances of Level 1 infractions or other aggravating circumstances, Level 1 infractions generally do not result in suspension, in-school suspension, or expulsion.

§7.4.1.2 *Level 2 Infractions*. Level 2 infractions are infractions that are more seriousthan Level 1 infractions and that can be described as repetitive or frequent or that cause a serious disruption to the learning climate of the school or affect other Persons. Except where there are repeated instances of Level 1 or 2 infractions or other aggravating circumstances, Level 2 infractions generally do not result in suspension, in-school suspension, or expulsion.

§7.4.1.3 *Level 3 Infractions*. Level 3 Infractions are serious infractions which resultor could result in the violation of the legal rights of other, violence to another person, damage or destruction of property, conduct that poses a direct threat to the safety of others in school, or conduct that may constitute a criminal offense where exclusion from School would be justified. Level 3 Infractions can also include repeated Level 1 or Level 2 Infractions where progressive discipline does not appear to be working.

§7.4.1.4 *Level 4 Infractions*. Level 4 infractions are infractions that are serious, perhaps criminal in nature, where expulsion from School is justified or intervention by law enforcement is justified. Level 4 Infractions can also include repeated Level 1, Level 2 or Level 3 Infractions where progressive discipline does not appear to be working.

§7.4.2 *Prohibited Conduct; Guidance as to Levels of Infractions*. The conduct described in the following matrix is prohibited at School or, where indicated, Outside-of-School. Conduct outside of school that is prohibited will not consist of a suspension, in-school suspension, or expulsion unless Applicable Law allows it. To the extent that conduct outside of School is prohibited, and Applicable Law does not allow a suspension, in-school suspension or expulsion, the student may be subject to the other forms of discipline, or consequences as may be allowed by Applicable Law. Notwithstanding anything herein to the contrary, any student who violates any of the rules is subject to discipline, including possible expulsion. The following matrix sets forth the minimum infraction level a violation would justify, absent any relevant mitigating or aggravating circumstances.

STUDENT CODE OF CONDUCT	
To aid you in understanding our disciplinary policy, we are listing types of violations and penalties for those violations. This list is not all-inclusive, but it is meant to serve as a guide. Students are expected to comply with all rules and regulations in the Standards of Conduct.	
Level I Violations	
Misbehavior impedes the educational process and orderly classroom procedures or interferes with the orderly operation of the school. The following list includes, but is not limited to, examples of what constitutes Level I Violations:	
Violation	**Penalty**
Failure to dress properly	See guidelines
Failure to submit homework	Grade reduction and/or Detention (1 hr.)
Late to class or school	Detention (1 hr.)
Misuse of school permits/passes	Detention (1-3 hrs.)
Violation of lavatory regulations	Detention (1-3 hrs.)
Violation of cafeteria procedures/guidelines	Detention (2 hrs.)
Class Disruption	Reprimand or detention (1-3 hrs.)
Public display of affection	Reprimand or detention (2 hrs.)
Possession of electronic devices	See guidelines
Not Cooperating with or disrespectful to School Personnel	Reprimand, detention (2hrs)
Non-co-operation/lack of effort during testing	Detention (1-3 hrs.)
Bus Violations (Level I)	*Reprimand, detention,* or loss of riding privileges
Inappropriate Behavior	Detention (1-3 hrs.)
Level II Violations	
Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school or impacts adversely on the school operation or public image. The following list includes, but is not limited to, examples of what constitutes Level II Violations:	
Violation	**Penalty**
Cumulative violations of Level I	Suspension (1-3 days)
Willful disregard of school policy	Detention (1-3 hrs.)
Willful profanity (written or verbal)	Detention (1-3 Days)
Violation of Acceptable Use of Internet Policy	Loss of network privileges and/or suspension (1-3 days)
Cheating	See guidelines
Forgery (note, pass, etc.)	Detention (1-3 Days)
Lying	Detention (2-3 hours)
Truancy	Detention (1-3 Days), loss of driving privilege, suspension of extra-curricular activities
Leaving building/grounds	Suspension (1-3 days)
Leaving class without permission	Detention (1-3 Days)
Cutting class	Detention (1-3 Days)
Defacing/Damaging school property (not rising to institutional vandalism)	Restitution, detention (1-3 days)

Throwing food in cafeteria	Detention (1-3 hrs.)
Safety violation (no injury)	Detention (1 hr.)
Neglect or refusal to serve detention	Suspension (1-3 days)
Violations by student drivers/Parking	See guidelines
Bus Violations (Level II)	Detention (2 hrs. or loss of riding privileges)
Inappropriate Behavior	Suspension (1-3 days)
Level III Violations	
Acts directed against persons or property whose consequences endanger the health or safety of others in the school. The following list includes, but is not limited to, examples of what constitutes Level III Violations:	
Violation	**Penalty**
Cumulative violations of Level II	Suspension (10 days) and Board Hearing
Tampering with staff members personal belongings	3-10 days suspension May require referral to law enforcement and/or counseling.
Viewing graphic/explicit/highly inappropriate materials	3-10 days suspension May require referral to law enforcement and/or counseling.
Physical Bullying-Type Behaviors (hitting, kicking, spitting, pushing, taking/extorting and/or damaging personal belongings, invasion of one's personal space in an aggressive manner, sexual acts)	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Verbal/Written Bullying-Type Behavior (taunting, malicious teasing, name-calling, making threats, sexual remarks)	Reprimand Detention 1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Emotional Bullying-Type Behavior (spreading rumors, manipulating social relationships or environment, engaging in social exclusion, ridiculing, intimidating)	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Harassing Behaviors- general unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts.	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Discriminatory Harassing Behaviors- unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Sexual Harassing Behaviors- unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Failure to respond to bullying Passive Bystander-	Reprimand, Detention (1-3 hours)
Failure to respond to bullying: Active Bystander	Detention (1-3 hours), Suspension (1-2 days)
Pushing/shoving	Suspension (1-3 days)
Theft	Restitution, Suspension (3 days) referral for prosecution.
Strong abusive language to school personnel and other adults	Suspension (3 days)
Strong abusive language directed toward other students	Suspension (1-3 days)
Making Threats	Suspension (10 days) and Board Hearing
Insubordination/insolent	Suspension (3 days)
Bus Violations (Level III)	Loss of riding privileges and/or Suspension (1-5 days)
All crimes punishable under the Pennsylvania crimes code	3-10 days suspension Possible referral for prosecution/Law enforcement

	Possible board hearing/expulsion
Level IV Violations	
Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. The following list includes, but is not limited to, examples of what constitutes Level IV Violations:	
Violation	**Penalty**
Cumulative Violations of Level III	Suspension (4-10 days)
Continued Harassment- General, Discriminatory and Sexual	Suspension (3-10 days)
Bullying	(see guidelines)
Fighting	Suspension (3 days) and Referral for prosecution
Assault against another student	Suspension (4-10 days) Referral for prosecution Referral for counseling Possible Board Hearing and expulsion
Indecent exposure	Suspension (4-10 days) and possible referral for prosecution
Assault and/or battery of staff member	Suspension (10 days) and Board Hearing Referral for prosecution
Safety violation with injury	Suspension (1-3 days)
Institutional Vandalism	Suspension (3 days) Referral for prosecution
Inciting riot, demonstrations, sit-down or other similar activity	Suspension (4-10 days)
False alarm	Suspension (4-10 days)
Possession of and/or use of tobacco/nicotine products	Suspension (3 days) Participation in Tobacco/Nicotine Cessation program Referral to law enforcement- possible $50 fine plus court costs
Use, possession or under the influence of drugs or alcohol	Suspension (10 days) Referral for prosecution possible expulsion
Selling drugs or alcohol	Suspension (10 days) Referral for prosecution Board hearing, possible expulsion
Bomb scares	Suspension (10 days) and Referral for prosecution Board hearing, possible expulsion
Weapons- *the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury*.	Expulsion (minimum of 1 year unless Superintendent recommends a less severe sanction) Referral for prosecution
Bus Violations (Level IV)	Loss of riding privileges and/or Suspension (1-5 days)

§7.4.8 The foregoing examples of impermissible conduct are not all-inclusive. At the School District's discretion, any violation of School District Policies or any conduct considered inappropriate or unsatisfactory may subject the student to discipline, including expulsion. The School District reserves sole discretion whether to apply progressive discipline in any given situationor to adhere to the general guidelines stated herein after considering the totality of circumstances.*See* **§3.3.**

§7.4.9 *Disciplinary Consequences.* The array of disciplinary consequences imposed by the School District includes the following.

§7.4.9.1 *Detention*. Students who violate school rules and regulations may be assigned to detention, which is held each school day after school for one hour. Parents are expectedto provide transportation for the student in detention.

§7.4.9.1.1 Failure to report to detention will result in one to three (1-3) days of suspension.

§7.4.9.1.2 Work, and school activities are not acceptable excuses for not reporting to detention.

§7.4.9.1.3 A student serving detention must have schoolwork to do. Sleeping or "loafing" will not be tolerated. No food or drink is allowed.

§7.4.9.1.4 Notification of detentions are given to students. Students will be given at least 24-hour notice prior to detention**.**

§7.4.9.2 *Suspension***.** Suspension of a student from school is one of the more severepunishments used by school officials. This form of punishment is used only on habitual offenders or for serious infractions of school rules, absent mitigating, or aggravating circumstances.

§7.4.9.2.1 A parent conference will be requested before the student can be readmitted to the school.

§7.4.9.2.2 *In-School Suspension***.** This is a structured, supervised program in which assignments and additional work are given to the students while they are assigned to the program. Students may be assigned to this program for either full day or half-day sessions. A student who has been placed on in-school suspension will not attend/participate in any sponsored activity or field trips except by special administrative permission.

§7.4.9.2.3 *Out-of-School Suspension***.** The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. The reason for the suspension shall also be stated in written correspondence to the home. If possible, parents are contacted by phone prior to the suspension.

§7.4.9.2.4 *Suspension Features.* No student, while on out-of-school suspension, is allowed to attend/participate in any school sponsored activity, nor may he/she be present on school property at any time. Student violators may be cited for trespassing.

§7.4.9.2.5 *Class Work While Suspended*. It is the responsibility of the student to obtain work from their teachers prior to the assigned suspension. These assignments will be returned to the respective teacher for evaluation. Suspended students will be given the appropriate credit for work completed in the in-school suspension room. Students not completing assignments may, at the discretion of the teacher, receive a zero for that assignment. Failure to conform to posted in-school suspension rules is sufficient cause for additional time and/orexclusion from school.

§7.5 Drugs and Alcohol. Use or possession of drugs or alcohol at school will result in suspension.Distribution of these substances may result in permanent expulsion from school. In all cases, the student can expect prosecution to the fullest extent permitted by law.

§7.6 Fighting. Students involved in fighting on school property, or at any school-related activity,will be referred to local or state police for processing. The only exception will be self-defense. Self-defense means protecting yourself to the extent needed to run away or retreat.

§7.7 Bullying/Cyberbullying, Harassment and Threats.

§7.7.1 *Bullying, Defined.* "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts:

§7.7.1.1 directed at another student or students;

§7.7.1.2 that is severe, persistent, or pervasive; and

§7.7.1.3 that has the effect of doing any of the following:

§7.7.1.3.1 substantially interfering with a student's education;

§7.7.1.3.2 creating a threatening environment; or

§7.7.1.3.3 substantially disrupting the orderly operation of the school.

§7.7.2 *What Bullying Is and Is Not, Examples.* Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power.

§7.7.2.1 The term bullying is not appropriate when there is a mutual confrontation between two students or groups of students. It is important to distinguish bullying from other unkind, mean, and harmful behavior. Calling someone a name or pushing someone once, being rude or having an argument with someone is not bullying. Of course, these behaviors need to be addressed by the principal or teacher, but they may have different consequences and interventions.On the other hand, behavior is bullying when the elements of the definition set forth in:

§7.7.2.1.1 There is intent to harm- the bully finds pleasure in taunting and continues even when the target's distress is obvious; or

§7.7.2.1.2 The unwanted aggressive behavior(s) by another youth or group of youths include an observed or perceived power imbalance, is repeated multiple times, and is not welcomed by the target.

§7.7.2.1.3 Simply put, bullying is when a person or a group behaves in ways- on purpose and over and over- that make someone feel hurt, afraid, or embarrassed. It is a recurring and deliberate abuse of power.

§7.7.2.2 There are many diverse types of bullying behavior that can be experienced by children and adults alike, some are obvious to spot while others can be more subtle.Below are some of the ways that bullying could happen**.**

§7.7.2.2.1 *Physical Bullying* includes hitting, kicking, tripping, pinching, and pushing or damaging property.

§7.7.2.2.2 *Verbal Bullying* includes name calling, insults, teasing,intimidation, or verbal abuse.

§7.7.2.2.3 *Cyberbullying* is "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices." While the definition of cyberbullying aligns with the traditional definition of bullying, the likelihood of repeated harm from one cyberbullying incident is quite high. This is because instances of cyberbullying can be accessed by multiple parties, forwarded to, or shared with others, linked to other sites/apps, and revisited by targets of the aggression, resulting in repeated exposure and repeated harm.

§7.7.2.2.4 *Relational Aggression* is bullying that affects a child's social standing or status is a form of relational aggression. It can take many forms, including shunning, hazing, spreading rumors, excluding others or teasing. Both boys and girls engage in relational aggression.

§7.7.2.2.5 The Student Code of Conduct groups the above types of bullying behavior into three categories: (1) Physical Bullying-Type Behavior; (2) Verbal/Written Bullying-Type Behavior; and (3) Emotional Bullying-Type Behavior. All forms of bullying are unacceptable. Offenders will be subject to appropriate disciplinary consequences.

§7.7.3 *If You are Bullied or Witness Bullying.*

§7.7.3.1 Students who have been bullied are encouraged to report such incidents promptly to your principal, teacher(s) or other School District employees.

§7.7.3.2 Parents may contact the principal to report acts of bullying.

§7.7.3.3 Since bystander support of bullying can support this behavior, the School District prohibits both active and passive support for acts of bullying. Bystanders who witness bullying and fail to report it to the principal, teachers, and/or other School District employees will be subject to appropriate disciplinary consequences.

§7.7.3.4 Teachers and other staff (including but not limited to secretaries, custodians, aides, etc.) who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten an individual's safety. The purpose of the intervention is to take prompt steps to ensure the observed acts of bullying cease. The incident must be reported to the principal.

§7.7.3.5 Complaints of bullying will be investigated promptly, and corrective action will be taken when allegations are verified.

§7.7.3.6 The confidentiality of all parties will be maintained, consistent with the School District's legal and investigative obligations. No reprisals or retaliation will occur as a result of good faith reports of bullying.

Please Note: Consequences given to a bully cannot be shared with the victim or victim's family. Disciplinary records are considered a part of a student's Education Record; thus, these records are protected by the Family Educational Rights and Privacy Act and cannot be disclosed.

§7.7.4 *Consequences.* Once a student has been found to have engaged in bullying, absent mitigating or aggravating circumstances that justify deviation from the standards in this **§7.7.4,** he/she will be subject to the following consequences:

§7.7.4.1 First Offense- (this is the infraction which leads to a student being declared abully) Conference with student and parent), 1-3 days In-School Suspension, other disciplinary action as determined by administrator.

§7.7.4.2 Second Offense- Conference, Suspension from 1 to 10 school days. Loss of school privileges and/or exclusion from school-sponsored activities for 15-30 calendar days.

§7.7.4.3 Third Offense- Suspension from 1 to 10 school days, Alternative Educational Placement or Expulsion. Loss of school privilege and/or exclusion from school- sponsored activities for a minimum of one calendar year.

§7.7.4.4 Any ensuing offense will result in placement in an Alternative Educational Placement or Expulsion.

§7.7.4.5 All infractions may require referral to law enforcement and/or counseling. All infractions will require an apology to the victim.

§7.8 Tobacco/Nicotine Products; e-Cigarettes and e-Cigarette Paraphernalia.

§7.8.1 Any student possessing or using tobacco, or tobacco-related products (tobacco is defined as a lighted or unlighted cigarette, cigar and pipe; other lighted or unlighted smoking product or material, including e-Cigarettes and e-Cigarette paraphernalia and supplies; chewing tobacco and all forms of smokeless tobacco; nicotine patches or chewing gum; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces; as well as look-alike items/devices including, but not limited, to electronic cigarettes and vaporizers) while At School will be subject to disciplinary action. Absent mitigating or aggravating circumstances that justify deviation from the standards in this **§7.8,** he/she will be subject to the following consequences:

§7.8.1.1 First time offenders could be suspended for a minimum of three school days. A parent conference will be required before the student can be readmitted to school. Reoccurring offensives may result in suspension and/or loss of extra-curricular/driving privileges.

§7.8.1.2 Offenses referred to the District Magistrate are subject to fines as established by the Commonwealth of Pennsylvania. Presently, fines amount to $50.00 for all student infractions, plus court costs. Fines and court costs are subject to change.

§7.9 Searches.

§7.9.1 School lockers, desks, closets, etc. are the property of the School District. Students have no expectation of privacy when using these amenities. School property of any sort is subject to search at any time by school officials, and random/periodic or sweeping searches of all lockers and of school property may be conducted by school officials, with illegal/dangerous materials or stolen items confiscated to be used as evidence.

§7.9.2 Student vehicles may be parked on school property as a privilege, not a right. Student vehicles parked or operated at School may be searched when a school authority reasonably suspects that the student vehicle contains illegal, unauthorized, dangerous, or stolen items or contraband.

§7.9.3 Students and/or their personal effects (backpacks, purses, coats, etc.) may be searched when a school authority reasonably suspects that the student possesses illegal, unauthorized, dangerous or stolen items or contraband.

§7.9.4 A pat down search of a student by a staff member of the same sex may be done with the same reasonable suspicion described above.

§7.9.5 Searches may include, in addition to school personnel, law enforcement personnel. Specially trained canine units may be used in both announced and unannounced searches to maintain a drug-free and safe environment.

§7.10 Acceptable Use of School Computers, Computer Offenses.

§7.10.1 *Definitions*. The following terms, when set forth in this **§7.10** in capital letters, shall have the meaning set forth in the following definitions unless the context clearly indicates otherwise:

§7.10.1.1 "Computer(s)" shall mean and include School District owned, leased,operated or provided: (I) desktops; (ii) workstations; (iii) electronic readers or devices in the nature of an iPad or tablet; (iv) laptops; (v) servers; (vi) routers; (vii) Wi-Fi hotspots and apparatus;
(ix) digital switches; (x) smart phones; (xi) PDA's; (xii) Storage Devices and (xiii) any other digital device in or with the functionality of any of the foregoing.

§7.10.1.2 "Cloud Application" shall mean any service or resource available on the internet including such services or resources as virtual servers or any electronic storage that is outside of the School District's firewall, including such things as a Google™ or Google Chrome™account; My Drive™; SkyDrive™; Adobe Creative Cloud™; Dropbox™; Evernote™; and other similar services.

§7.10.1.3 "Data" shall mean all forms of digital or electronic data, including digitalor electronic: (I) records; (ii) material; (iii) data; (iv) documents; (v) files; (vi) script; (vii) code; (viii) software; and (ix) programs.

§7.10.1.4 "Digital Technology" shall mean all forms of digital technology, including data, software, hardware, the School District's network, and all components of the School District's network; and digital services of any nature and kind, that is based on digital technology and that is:

§7.10.1.4.1 owned, leased, or licensed to the School District; or

§7.10.1.4.2 that is accessed by or though Digital Technology that is owned, leased, or licensed to the School District, and that is supplied by the School District to students, employees, or volunteers. "Digital Technology" includes Computers; Data, servers; networks; the Internet; cell phones; beepers; PDA'S; modems; voicemail; e-mail; chatrooms; instant messaging; User groups; and such similar technologies.

§7.10.1.5 "Malicious Code" shall mean any code in any part of a software system or script that is intended to or that does cause undesired effects, security breaches, degradation to system speed or functionality to or damage to a system; including attack scripts, viruses, malware,worms, Trojan horses, backdoors, time bombs, and malicious active content.

§7.10.1.6 "Pornography" or "Pornographic" includes: (1) any visual or audiodepiction, including any photograph, digital image, film, video, picture, recording or computer orcomputer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct; (2) nude pictures or images of the genitalia of any male or female or the breasts of any woman, Including any photograph, digital image, film, video, picture, or computer or computer-generated image or picture of such; and (3) the definition of such terms in any federal or Pennsylvania state stature.

§7.10.1.7 "Storage Device" shall mean any device capable of storing data, code, or programs, Including CD's, thumb drives, DVD's, floppy's, hard drives, RAM devices or anything or item that has the function of storing or maintaining electronic data of any nature or type.

§7.10.1.8 "Student Record" shall mean any item of information gathered within oroutside the School District that is directly related to an identifiable student.

§7.10.1.9 "User" shall mean a student, employee or visitor who is using any Digital Technology.

§7.10.1.10 "User ID" shall mean the identification number(s) or letter(s) that is unique and that is assigned to the individual student or employee.

§7.10.2 *Computer Prohibitions*. Students shall not engage in any of the following conductor behaviors:

Prohibited Conduct	Minimum Infraction Levels
§7.10.2.1 When using the School District's Digital Technology, violating any applicable policy of the School District or rule contained in this Code	See Chart Above
§7.10.2.2 Violating any applicable School rule when using the School District's Digital Technology	See Chart Above
§7.10.2.3 Using any Digital Technology of the School District for any purpose other than for the legitimate educational purposes of School District's students	1
§7.10.2.4 Shutting down any Computer without properly logging off the computer	1
§7.10.2.5 Using any of the School District's Computers or Data unless and until a confidential User ID and password has been assigned to the student	2
§7.10.2.6 Using any of the School District's Computers or Data without using his/her User ID and password	2

§7.10.2.7 Disclosing his/her User ID or password to any other Person unless directed by a properly authorized School District administrator to do so	2
§7.10.2.8 Using or utilize the User ID and/or password belonging to or` assigned to any other individual, or impersonate, in any manner, any other person	2
§7.10.2.9 Opening or logging on to any Computer, software, program, or application using, utilizing or inputting the User ID and/or password of any other Person, or Using any default or preset User ID and/or password without express authority	2
§7.10.2.10 Misrepresenting his/her identity when using the School District's Computers	2
§7.10.2.11 Using any Computers unless and until the student has signed an acknowledgment in the form prescribed by the School District attesting to the employee's understanding of the rules governing the Using of Digital Technology	2
§7.10.2.12 Violating the legal rights of others	2
§7.10.2.13 Using any software or Internet site in violation of any applicable licensing agreement or applicable terms of Using	2
§7.10.2.14 Failing to report to the building administrator and School District's technology administrator any time when he/she inadvertently visits or accesses a pornographic site at School or through any School District Computer or Digital Technology	2
§7.10.2.15 Disconnecting any hardware from any computer without prior explicit direction to do so, except with respect to laptop computers issued with the expectation that they will have hardware, such a printer, connected and disconnected	2
§7.10.2.16 Bypassing any blocking or security software that may be used or installed by the School District	3
§7.10.2.17 Visiting or accessing pornographic websites at School or through any School District Computer or Digital Technology	3
§7.10.2.18 Using Digital Technology to violate any applicable law, Including the Wiretap and Electronic Surveillance Control Act	3
§7.10.2.19 Incurring any charges or costs of any nature or type to the School District in connection with Digital Technology or your Using of Digital Technology; except as specifically, and expressly authorized In Accordance With applicable procurement requirements established by the School District or by Applicable Law	3
§7.10.2.20 Intentionally, willfully, maliciously or through reckless indifference damaging or corrupting the functioning of any Digital Technology or any data stored, either temporarily or permanently on any Digital Technology	4
§7.10.2.21 When using the School District Digital Technology, engaging in sexual acts or sending any nude pictures	4
§7.10.2.22 Intentionally entering or hacking into any secure or confidential area of the School District's systems, network(s) or Computers without proper authority	4
§7.10.2.23 Knowingly or willfully infecting any Computer with any virus	4
§7.10.2.24 Knowingly or willfully placing any Malicious Code in any Computer, software, or network or network component	4
§7.10.2.25 Using any Digital Technology to hack into anyone else's Computers or network(s) in any way or manner that is not authorized	4
§7.10.2.26 Using any data mining, robots, or similar data gathering and extraction methods	4

Prohibited Conduct	Minimum Infraction Levels
in violation of any person's or entity's rights	
§7.10.2.27 Deleting or removing any program, application, security feature, or virus protection from any School District Computer without express authorization in writing from an administrator in the technology department	4
§7.10.2.28 Hacking into any hardware and/or software owned or licensed by the School District for any purpose	4
§7.10.2.29 Violating any applicable criminal statute pertaining to computers, property or electronic devices, Including Chapter 76 of the Crimes Code, relating to computer offenses. 18 Pa. C.S.A. §7601 *et seq*.	4

§7.10.2.30 Planting any virus, Malicious Code, pornography or other prohibited content or software on anyone's Computer, Including the School District's network or Computer(s), or any component of the School District's network	4
§7.10.2.31 Accessing another's Computer for any improper or unlawful purpose, Including to activate the audio or video functions of the computer or to search the computer's files, documents, or codes, without the person's prior permission and authority	4

§7.11 Artificial Intelligence Policy: The Southern Columbia Area School District encourages the **proper use** of artificial intelligence to assist in students' academic achievement. Please refer to the following link for more information.

https://www.scasd.us/page/scasd-ai

§7.12 Act 17 of 1994: Institutional Vandalism and Criminal Mischief. A person who intentionally defaces or otherwise damages tangible public property with an aerosol spray-paint can, broad-tipped indelible marker, or similar device commits criminal mischief. Sentencing for this offense is supervised community service as follows:

§7.12.1 Damages less than $200: not less than 50 days (about 1 and a half months) or more than 74 days (about 2 and a half months).

§7.12.2 Damages of $200 to less than $1,000: 75 to 99 days (about three and a half months).

§7.12.3 Damages of $1,000 or more: 100 to 200 days (about six and a half months).

§7.12.4 If community service is satisfactorily completed, the criminal mischief offense is dismissed and expunged from the record. A person also commits institutional vandalism if the person carries an aerosol spray-paint can, indelible marker, or similar device onto public propertywith the intent to damage property.

§7.13 Forgery. Any student caught forging the signature of a School District staff member or Parent, or other individual, will receive the following consequences:

§7.13.1 first offense, one to three hours of detention; and

§7.13.2 Future offenses, incremental application of detention and/or Out-of-School Suspension

pennsylvania
DEPARTMENT OF EDUCATION

Pennsylvania Pathways to Graduation

Keystone Proficiency Pathway
Numeric or Non-Numeric Scores

- **Algebra I** — Proficient or Advanced
- **Biology** — Proficient or Advanced
- **Literature** — Proficient or Advanced

Keystone Composite Pathway
Numeric Scores Only

- At least 1 Keystone Exam scaled score is **1500 or Greater**
- No Keystone Exam score is **Below Basic**
- The Keystone Exam 3-score composite is **4452 or Greater**
  The Keystone Exam 2-score composite is **2939 or Greater**
  (where eligible under §121.1)

CTE Concentrator

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

CTE Concentrator
1 Artifact from pathway criteria

Alternative Assessment

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Alternative Assessment
1 Artifact from pathway criteria

Evidence-Based Pathways

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Evidence-Based
3 Artifacts from pathway criteria

Waiver

A student in 12th grade, or experiencing extenuating circumstances, who meets locally established grade-based requirements for Keystone content area(s) in which the student is less than proficient, and is unable to satisfy the requirements of a graduation pathway may be granted a waiver by the chief school administrator.

Individualized Education Plan

A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes a special education program is granted a diploma under Title 22 §4.24.

NOTE: Although this infographic displays a sequential progression, students may fulfill criteria under the CTE Concentrator, Alternative Assessment, or Evidence-Based Pathways prior to demonstrating proficiency in Keystone academic content through Keystone Exam scores or locally established grade-based requirements.

1

pennsylvania
DEPARTMENT OF EDUCATION

Pathway Criteria

CTE Concentrator

1 Artifact

- Industry-based competency certification
- Likelihood of industry-based competency assessment success
- Readiness for continued engagement in CTE Concentrator program of study

Alternative Assessment

1 Artifact

- Attainment of one alternative assessment score or better: ACT (21), ASVAB AFQT (31), PSAT/NMSQT (970), or SAT (1010)
- Attainment of Gold Level or better on ACT WorkKeys
- Attainment of 3 or better on AP Exam(s) related to each Keystone content area in which less than Proficient
- Attainment of 4 or better on IB Exam(s) related to each Keystone content area in which less than Proficient
- Successful completion of concurrent enrollment course(s) related to each Keystone content area in which less than Proficient
- Successful completion of a pre-apprenticeship program
- Acceptance into accredited, non-profit Institution of Higher Education (IHE) 4yr program for college-level coursework

Evidence-Based

3 Artifacts consistent w/student goals

ONE or more from Section One
No more than TWO from Section Two

Section 1

- Attainment of 630 or better on any SAT Subject Test
- Attainment of Silver Level or better on ACT WorkKeys
- Attainment of 3 or better on any AP Exam
- Attainment of 3 or better on any IB Exam
- Successful completion of any concurrent enrollment or postsecondary course
- Industry-recognized credentialization
- Acceptance into accredited, non-profit Institution of Higher Education (IHE) for college-level coursework in an other-than-4yr program

Section 2

- Attainment of Proficient or Advanced on any Keystone Exam
- Successful completion of a service-learning project
- Letter guaranteeing full-time employment or military enlistment
- Completion of an internship, externship, or cooperative education program
- Compliance with NCAA Division II academic requirements

REGULAR BELL SCHEDULE					
Period	**Start Time**	**End Time**	**Minutes**	**Lunch**	**Grades**
Team Meetings	7:35 AM	7:55 AM	20		
Homeroom	7:58 AM	8:10 AM	12		
1	8:13 AM	8:55 AM	42		
2	8:58 AM	9:40 AM	42		
3	9:43 AM	10:25 AM	42		
4	10:28 AM	11:10 AM	42	A Lunch/FLEX	5th/6th
5	11:13 AM	11:55 AM	42	B Lunch/FLEX	7th/8th
6	11:58 AM	12:40 PM	42	C Lunch/FLEX	9th–12th
7	12:43 PM	1:25 PM	42	D Lunch/FLEX	9th–12th
8	1:28 PM	2:10 PM	42		
9	2:13 PM	2:55 PM	42		

2-HOUR DELAY BELL SCHEDULE					
Period	**Start Time**	**End Time**	**Minutes**	**Lunch**	**Grades**
Team Meetings	9:35 AM	9:55 AM	20		
Homeroom	9:58 AM	10:08 AM	10		
1	10:11 AM	10:39 AM	28		
4	10:42 AM	11:12 AM	30	A Lunch/FLEX	5th/6th
5	11:15 AM	11:45 AM	30	B Lunch/FLEX	7th/8th
6	11:48 AM	12:18 PM	30	C Lunch/FLEX	9th-12th
7	12:21 PM	12:51 PM	30	D Lunch/FLEX	9th-12th
2	12:54 PM	1:22 PM	28		
3	1:25 PM	1:53 PM	28		
8	1:56 PM	2:24 PM	28		
9	2:27 PM	2:55 PM	28		

3-HOUR DELAY BELL SCHEDULE					
Period	**Start Time**	**End Time**	**Minutes**	**Lunch**	**Grades**
Team Meetings	10:35 AM	10:55 AM	20		
Homeroom	10:58 AM	11:10 AM	12		
4	11:13 AM	11:43 AM	30	A Lunch/FLEX	5th/6th
5	11:46 AM	12:16 PM	30	B Lunch/FLEX	7th/8th
6	12:19 PM	12:49 PM	30	C Lunch/FLEX	9th-12th
7	12:52 PM	1:22 PM	30	D Lunch/FLEX	9th-12th
1	1:25 PM	1:40 PM	15		
2	1:43 PM	1:58 PM	15		
3	2:01 PM	2:16 PM	15		
8	2:19 PM	2:34 PM	15		
9	2:37 PM	2:55 PM	18		

PM ACTIVITY BELL SCHEDULE					
Period	**Start Time**	**End Time**	**Minutes**	**Lunch**	**Grades**
Team Meetings	7:35 AM	7:55 AM	20		
Homeroom	7:58 AM	8:10 AM	12		
1	8:13 AM	8:49 AM	36		
2	8:52 AM	9:28 AM	36		
3	9:31 AM	10:07 AM	36		
4	10:10 AM	10:46 AM	36	A Lunch/FLEX	5th/6th
5	10:49 AM	11:25 AM	36	B Lunch/FLEX	7th/8th
6	11:28 AM	12:04 PM	36	C Lunch/FLEX	9th-12th
7	12:07 PM	12:43 PM	36	D Lunch/FLEX	9th-12th
8	12:46 PM	1:22 PM	36		
9	1:25 PM	2:00 PM	35		
Activity Period	2:00 PM	2:55 PM	55		

ARTICLE VIII. EXTRACURRICULAR ACTIVITIES

See Extracurricular Handbook