



**2017 - 2018**

**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 generally 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 discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

A handwritten signature in black ink that reads "James A. Becker".

James A. Becker  
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 and creativity 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 has the ability to 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 learner.
- 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 high expectations for continuous improvement.

## **SOUTHERN 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 Ooooh.  
Proudly we hail thee, faithful and true  
Honor and Courage we'll give to you.  
All through our lives, as we march by,  
We'll 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  
[www.scasd.us](http://www.scasd.us)

Telephone (570) 356-2331  
or 672-2983  
Fax (570) 356-2835

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

James A. Becker

### Guidance Counselors

Jenna Sellers  
Tom Donlan

### Athletic Director

James Roth

### School Nurses

Alexis Spade  
Shawnee

Robel

### Superintendent

Paul Caputo

### Business Office Manager

Denise Kreisher

### Director of Curriculum & Technology

Stephanie Ziegmont

### Director of Special Education

Jennifer Snyder

### Southern Columbia School District Board of Education

Kaye Keller  
Thomas Reich  
Gary Wilson

Joseph Klebon  
Gail Zambor Schuerch  
Michael Yeager, President

Charles Porter  
Timothy Vought  
John Yocum

### High School Instructional Staff

Kristie Anderson – Business Education  
Casia Baker – Art  
Andrea Borys – Spanish  
Dean Brewer – Physics  
Chris Brown – Technology Education  
Allison Burrell – District Librarian  
Claire Campbell – Physical Education  
Brian Davis – Technology Coordinator  
Lauren Day – Foreign Lang/Learning Sup.  
Theodore Deljanovan – PhysEd. & Health  
Stephen DeLong – Physical Science/Chem  
Christopher Gengler – Computers  
George Henry – Biology  
Tricia Hoffman – Social Studies  
Shannon Jeffrey – Mathematics  
Michael Johnston – English  
Sherry Jones – Learning Support  
Emily Karas – Family & Cons. Science

Tina Kistler – Mathematics  
Kelly Konyar – Learning Support  
Jerid Lindenmuth – Social Studies  
Ian McCoog – Gifted Program  
Ryan Mensch – English  
Andrew Meyer – Technology Education  
Maria Nunkester – Mathematics  
Lynn Robinson – Spanish  
Leanne Roughton – English  
Dani Schwalm – Learning Support  
Lori Shively – Computers  
Jennifer Stine – Mathematics  
Letha Stone – Music  
Joel Thomas – Music  
Brandon Traugh – Social Studies  
Kristen Vitkauskas – Science  
Jill Zanolini – Social Worker

Instructional Staff e-mail and telephone directory may be accessed online. [www.scasd.us](http://www.scasd.us)

### Support Staff

#### Beth Fegley

Guidance Secretary

#### Colleen Lane

Attendance Secretary

#### Adriane Halon

High School Principal's Secretary

#### Nicole Heim

Student Information Systems

## School Calendar

### 2017

August 23 & 24 Non-Instructional Days K-12 (1, 2)  
August 28 FIRST PUPIL DAY 4 4  
September 4 Labor Day (Offices and Schools Closed)  
September 28,29 Bloomsburg Fair Days (Offices & Schools Closed) 18 22  
October 9 Act 80 Days - (No Classes) Columbus Day 22 44  
November 20-21 Act 80 Days - (No Classes) Parent-Teacher Conferences  
November 22-24, 27 Thanksgiving Recess (Offices & Schools Closed) 18 62  
December 22 Winter Recess - Early Dismissal (11:00 - Students / 11:15 Staff)  
December 25-29 Winter Recess (Offices & Schools Closed) 16 78

### 2018

January 1 New Year's Day Observance/Winter Recess (Offices & Schools Closed)  
January 2 Non-Instructional Day K-12 (3) 21 99  
February 19 Presidents' Day - Non-Instructional Day K-12 (4) 19 118  
March 28-30 Spring Recess (Offices & Schools Closed)\* 19 137  
April 2 Spring Recess (Offices & Schools Closed) 20 157  
May 25, 29 7th - 12th Gr. Final Exams - Early Dismissal (11:30 - K-12 Students)  
May 28 Memorial Day (Offices & Schools Closed) 22 179  
June 1 LAST PUPIL DAY (GRADUATION)  
**MAKE-UP DAYS: March 28, March 29 and June as needed**

## **CONFIDENTIALITY OF STUDENT RECORDS**

The Southern Columbia Area School District maintains student records for all pupils enrolled in educational programs. Information, which is necessary for planning the pupil's educational program, is maintained in the student's record. Parents have the right to access the student's record and review the educational information, request that records be amended, and request that a records hearing be held.

Parents who are interested in reviewing their child's records or obtaining additional information regarding the district's policies and procedures should contact the Guidance Counselor or Principal.

## **RELEASE OF INFORMATION**

**From time to time, the school is required by the government to provide names, addresses, and telephone numbers to military recruiters of our current junior and senior students. Families have the choice to opt out of this release of information. Parents must send a letter in writing 21 days before the list becomes available to the military branches. In order to make this easier, a letter will be sent home to all juniors the first day of school. A return response within the deadline is only necessary if the parent is refusing release of this information.**

**At the end of the school year, the local tax collectors require a list from the school of all graduating seniors. This is mandatory and will be sent during the summer months.**

## **GUARANTEED ACCESS**

English Language Learners (ELL's) in the Southern Columbia Area School District's ESL Program are guaranteed equal access to the full school curriculum, extra-curricular activities, career education, and technology including guidance materials, registration forms, schedules, handbooks, and safety instructions.

## **SPECIAL EDUCATION PROGRAMS AND SERVICES**

The Southern Columbia Area School District provides special education programs and services to meet the needs of students identified as eligible under IDEA and/or state regulations. Procedures followed in determining eligibility and programming are in accordance with Title 22 PA Code Chapters 14 and 16. Eligibility 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.

Our district has developed a working definition of inclusion for our students. Inclusion at Southern Columbia is appropriately matching students with 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.

The school district ensures the protection of the confidentiality of personally identifiable information. Records are maintained, stored, destroyed, or accessed in compliance with the Family Rights and Privacy Act of 1974, Chapter 12, and other applicable law.

Additional information on Special Education Programs and Services may be obtained from the Director of Special Education, District Office, Southern Columbia Area School District, 800 Southern Drive, Catawissa, PA 17820; 570-356-2331 or 672-2983.

*The Southern Columbia Area School District follows a policy of nondiscrimination on the basis of sex, race, creed, or color.*

## SCHOOL REGULATIONS

### I. ATTENDANCE ISSUES

#### REPORTING AN ABSENCE

Every student is expected to attend school regularly throughout the entire school year. A written excuse should be handed into the office the morning of the day the student returns to school, or e-mailed to [hsattendance@scasd.us](mailto:hsattendance@scasd.us). This should be done before first period. **If no written excuse is received within 3 days the absence will be counted as unexcused.**

The following situations are recognized by the Pennsylvania Department of Education as causes for absences normally beyond the control of the student and therefore are considered valid and legal reasons for absences from school:

1. Personal illness
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 with the principal. A doctor's statement will be required in cases of chronic absenteeism.

The school is required by law to keep accurate records of the attendance of each student. Each student should examine his/her report card every 9 weeks, or access Community Portal online, with respect to the attendance record and if he/she 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.

We ask students who are absent for 3 or more consecutive days to return to school with a doctor note. A student can have up to 7 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.

After 10 absences, students will be sent a written notice. For every absence after 15 days, students are required to get a doctor's excuse stating that they were seen. Exceptions may be granted by the principal.

#### ATTENDANCE GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students arriving after 8:45 a.m. are marked ½ day absent. Students leaving before 2:00 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, but will be unable to participate that day in any extra-curricular event, including practice. In the event of the absence being on a Friday, it would preclude participating in a competition or performance on Saturday.

A student can have an excused absence and be permitted to participate in extra-curricular events for the following reasons:

- Doctor or dentist appointment (generally expected to be in school ½ day. Note from the doctor or dentist is required.)
- Learner's permit or driver's test (generally expected to be in school ½ day)
- Funeral or death in family
- College visit (Written verification required)
- Principal's discretion (by prior approval)

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.

If a student is absent 15 or more days or has 4 illegal absences, the student will not be able to participate in extracurricular activities. Exceptions may be granted by the principal.

#### TRUANCY

Any absence of a student who is of compulsory school age for which a valid written excuse is not provided to the proper Southern Columbia Area School District authorities within three (3) days is considered truant. The term "compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall be no later than the age of eight years, until the age of 17 years.

Any student can miss up to 3 unexcused absences without penalty, provided it is with parent knowledge of the absence. Under age 17, these unexcused absences are also considered illegal. At the third absence, a warning will be sent home to the guardian/parents. 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.

Students 17 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.

### **REPORTING LATE OR LEAVING EARLY**

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.

Students arriving late or leaving early for any reason must be sure to sign in and report the facts to the office before 1<sup>st</sup> period or immediately upon arrival.

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.

Students arriving after 8:45 a.m. or leaving before 2:00 p.m. will be considered absent 1/2 day.

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.

### **LEAVING SCHOOL BUILDING/CAMPUS**

Students are not permitted to leave the school building or campus any time during the school day unless permission is granted by the principal. Students are required to sign out before leaving the premises.

### **OFF CAMPUS ACTIVITIES**

A student shall be considered "in attendance" and subject to all school policies and regulations when engaged in:

- A. Field trips or class trips.
- B. Sporting events/practices, either as a participant or a spectator.
- C. Waiting at a bus stop or riding a school bus.

### **EMERGENCY CLOSING OF SCHOOL, DELAYS, AND EARLY DISMISSALS**

Information concerning delays, early dismissals, and/or cancellations will be broadcast on various television and radio stations as well as the School Messenger phone 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.

1. Information concerning delays or cancellations will be called to the stations at 6:00 a.m. (in case of delay, stay tuned to radio or TV in case status changes to cancellation.)
2. Information concerning early dismissal will be called to the stations immediately following the decision to dismiss.
3. High School Students Driving to School: In case of an early dismissal, we will recommend student drivers ride the 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. We encourage parents of younger students to have a family emergency plan for child care 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.

### **ENERGY MANAGEMENT**

As a means of improving energy management, the Southern Columbia Area 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.

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

While 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 were to occur, the District may dismiss students early. The 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.

### **SCHOOL MESSENGER PHONE SYSTEM**

The Southern Columbia Area School District has a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by School Messenger, a company specializing in school-to-parent communications.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from the building principal name or another school administrator. The service will deliver the message to both live answer and answering machines. No answer and busy signals will be automatically retried twice in fifteen minute intervals after the initial call.

NOTE: 1) This requires NO registration by the parent on the School Messenger website. 2) All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know:

- **Caller ID:** The Call ID will display 570-356-2331, which is the main number for Southern Columbia School District.
- **Live Answers:** There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would; "hello" and hold for the message to begin. Multiple "hellos" will delay the message. Inform all family members of this process who may answer your phone.
- **Answering Machines:** The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hang-up is five. Make sure your machine answers after four rings or you may miss the message.
- **Broadcast Calls:** In the event a cancellation decision is made, the broadcast message will be sent to home phone and alternate phone numbers as soon as possible following the decision.
- **Message Repeat:** At the end of the message you will be prompted to 'press one' to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then 'repeat' the message in its entirety.

If you have any questions, please contact the building principal or call the district office.

School Messenger the service provider, uses the best available technology in the industry to detect the difference between human answer and machine answer.

Here's how the detection works:

1. The system detects and measures the voice energy when the phone is answered.
2. The system measures this energy in combination with the background noise and line impairments.
3. If the system determines that it is a "live" answer it will immediately start playing the message.
4. If the system determines that it is a machine, it will wait for three full seconds of silence before playing the message with a maximum wait time of twenty seconds.
5. If the system cannot make the determination, it will default to answering machine thus requiring three seconds of silence for the message to play. In this case, you may hear a prompt to "press any key" to hear the message immediately.

Some reasons for false detection:

1. Loud background noise; television, radio, general noisy environment.
2. A cordless phone that has static or other foreign noise.
3. Not saying "hello" or delaying saying "hello".

What can be done to remedy this?

1. Do not say "hello" more than once. If the system detected your answer incorrectly, all noise will reset the three second counter.

2. If, after you answer, the message does not immediately play, cover the mouthpiece of the phone to cutout all background noise. The message should begin after three seconds.

## **II. ISSUES RELATED TO GRADING AND GRADUATION**

### **SENIOR HIGH SCHOOL GRADUATION REQUIREMENTS**

\*Students are required to successfully complete 25 credits.

The following courses must be included in the twenty-five (25) credits:

- A. Four years of English
- B. Four years of Social Studies
  - American History 9 (Pre-discovery to 1920), American History 10 (1920 to present), World History, Problems of Democracy
- C. Four years of Mathematics
- D. Four years of Science
  - Grade 9 - Physical Science/Intro to Biology
  - Grade 10 - Biology
  - Grade 11 - Chemistry or Bio-Chem
  - Grade 12 - Elective Science
- E. Junior Health
- F. Four years of Physical Education
- G. Arts and Humanities
- H. One year of a Computer Course

Transfer students may not be held to specific graduation requirement, depending on Principal's discretion.

Students in grade 9 are required to schedule 7.33 credits.

Students in grade 10 are required to schedule 6.33 credits.

Students in grade 11 are required to schedule at least 6.66 credits.

Students in grade 12 are required to schedule at least 6.33 credits.

Each student is required to successfully complete a graduation project. This project is a multi-year, multi-phase project, which culminates in a verbal/visual presentation of career research portfolio and exit interview in the spring of their junior year.

It is the goal of Southern Columbia Area High School is to have all students attain proficiency in the Pennsylvania common core standards. Keystone exams are currently given after Algebra I, Biology, and English courses. Students are required to score in the "proficient" or "advanced" range in each of these assessments. If a student scores in the "basic" or "below basic" range in any of the three assessments, he/she is required to retest.

The Southern Columbia Area School District will make available additional instructional opportunities during school for any student striving for "proficiency" on the Pennsylvania Common Core Standards. Students who have not scored in the "proficient" or "advanced" range will be placed in an alternate Keystone course which will address individual deficiencies and assist students to reach proficiency levels.

### **HIGH SCHOOL CREDITS DURING MIDDLE SCHOOL**

Any high school courses taken at the middle school level, excluding Algebra 1, French 1, and Spanish 1, will count as high school credit and count toward meeting graduation requirements. These courses will not count towards cumulative GPA. Approval for taking high school courses during middle school must be approved both Middle and High School Principals and meet the individual educational needs of each student.



## PROMOTION REQUIREMENTS

To advance to a 10<sup>th</sup> grade level homeroom, all students must have successfully completed a minimum of four (4) credits. Students must have completed a minimum of ten (10) credits to be considered a junior. Eighteen (18) or more credits will classify a student as a senior.

## 2016-2017 HIGH SCHOOL ASSESSMENT SCHEDULE

Assessment	Grade Level	Date
Academic College Testing (ACT).....	9-12 <sup>th</sup> .....	Posted in Guidance Office
Scholastic Aptitude Testing (SAT)....	10-12 <sup>th</sup> .....	Posted in Guidance Office
Practice Scholastic Apt Test (PSAT).10-11 <sup>th</sup> .....		October 2016
Keystone Testing.....		Fall/Spring TBA

Students enrolled in AP courses will take their AP Exams in May. The dates and times of the exams will be announced.

## ACADEMIC ELIGIBILITY CRITERIA

The following eligibility criteria will be applied to all athletic and extra-curricular activity participants:

1. To be academically eligible, a student may not be failing 2 credits.
2. Academic eligibility will be reviewed on a weekly cumulative basis.
3. A student who is determined academically ineligible at the end of a given week of school will be ineligible for a period of one (1) week starting on the following Sunday to the next Saturday.

## GRADING SYSTEM

The school year is divided into four grading periods. At the end of each nine weeks, a report card is issued showing the student's progress. A numerical grading system is used, with a grade of 70% or above is passing.

93 -100%	A - Advanced	70 – 74%	D - Below Basic
84 – 92%	B - Proficient	0 – 69%	F - Failure
75 – 83%	C - Basic		

All courses are graded on a percentage basis. In the calculation of GRADE POINT AVERAGES, Honors Courses receive a 1.04 weighting factor and Advanced Placement Courses receive a 1.06 weighting factor.

In full year subjects with a final exam, the final grade is determined by a weighted average. Each quarter grade counts 22% and the final exam counts as 12%.

In semester length subjects with a final exam, the final grade is determined by a weighted average. Each quarter grade is determined by a weighted average. Each semester grade counts 45% and the final exam counts 10%.

In subjects that do not have a final exam, the final grade is determined on a straight average of the quarter grades. Final exams will not be given in the following subjects: Physical Education, Chorus, Band, Health and Yearbook.

## ADVANCED PLACEMENT

The Advanced Placement courses are for students who meet specific requirements and standards of an academic and personal nature. Courses in this program follow the syllabi prepared by the College Entrance Examination Committee on Advanced Placement.

Outstanding students are urged to consider taking the CLEP (College Level Examination Placement) tests of the College Board or the Advanced Placement tests. These tests are designed to evaluate knowledge acquired in various courses with the object of granting credit.

## DUAL CREDIT

Dual credit is a program whereby Southern Columbia Area High School students enroll in a class taught either at the high school or at a college campus, for both high school and college credit. Course grades **will** be included in Cumulative GPA. Dual credit is different from Advanced Placement in that the student does not take a national qualifying exam to receive the credit.

Dual credit courses offered at Southern Columbia Area High School are taught by qualified staff. Students will have a tuition cost, plus the cost of textbooks. Classes from administrative approved college or university are typically available to our students.

## **DUAL ENROLLMENT GRADING PROCEDURE:**

All final grades for dual enrollment are calculated into a student's final GPA and ranking at a weighted grading of 1.06.

Students may take college courses at approved Universities in conjunction with their high school course work. Students wishing to take advantage of this opportunity are recommended to meet with their school counselor before registering for the college course or courses. Information concerning BU's Advanced College Experience program and LCCC's Young Scholars program are available in the guidance office and at the universities web page.

The Southern Columbia Area High School administration and guidance office recommends that a student interested in participation meet the following requirements: the student is in the top half of their class in rank and have a GPA of 90%. Students that have a score of 500 on the SAT test in both the Critical Reading and Math composites do not have to take placement testing.

## **LCCC PARTICIPATION (read below)**

Southern Columbia has had a cooperative agreement with LCCC to provide courses at Southern Columbia Area High School. Students that are interested in participating must pass a placement test administered by LCCC. When a student has been approved for admissions to the college they can enroll and take four courses on campus at SCA, 2 courses junior year and 2 courses senior year.

Conversion scale: For courses that receive a letter grade will be as follows, A+ = 100, A = 97, A- = 93, B+ = 92, B = 88, B- = 84, C+ = 83, C = 79, C- = 75, D+ = 74, D = 72, D- = 70

## **RESPONSIBILITIES AND OBLIGATIONS FOR STUDENTS AND PARENTS:**

- Students must attend an informational meeting in March to review and show their interest for the dual enrollment program.
- Students and parents must attend an informative meeting to participate in off campus dual enrollment program in May.

### **Part time/full-time dual enrollment students:**

- Students and parents must sign a contract of agreement to participate in the program.
- Contracts must be signed and approved by the principal before the start of school.
- Students must have their scheduled courses for the spring and fall semesters turned in to the guidance office for approval. Students should have course approval two weeks prior to the beginning of the fall semester. This will be necessary to show proof that the student is full-time. For example: Students that are doing both high school courses and college courses need a minimum of 6 courses each semester, students that are full-time at the college need a minimum of 4 courses that total 12 credits each semester. Students are not to be withdrawing from courses, this could drop a student from full-time status.
- Students are responsible for having their course of study for the spring semester scheduled by the end of December. Their tentative schedule for the spring must be approved by the principal before winter break.
- It is the responsibility of the student to make sure they have had a senior meeting with their high school counselor to verify what courses they need to meet graduation requirements.
- All courses that are taken must be reported on your transcript for grading, students cannot select courses they would like to report.
- Students that do not have their contract signed and approved before the beginning of the school term will be given a schedule at Southern Columbia Area High School. Students must attend their classes scheduled at SCA.
- Students and parents are responsible for all cost, tuition, books, fees, and transportation.

## **PARENTS AND STUDENTS ARE ENCOURAGED TO HAVE A CONFERENCE WITH A GUIDANCE COUNSELOR TO PARTICIPATE IN DUAL CREDIT**

*See Mr. Donlan and/or Mrs. Sellers for additional information including an updated list of course offerings.*

## SUMMER SCHOOL AND/OR TUTORING

Students who do not successfully complete a required course will be given the opportunity to make up this deficiency. However, if the final grade in the subject is 54% or less, the student will not be permitted to make up the subject via summer school or tutoring, and must instead repeat the subject if it is required for promotion or graduation. Only two (2) classes will be permitted to be made up over one summer. There is one exception to this, and it is for seniors only. They will still be able to make up the subject via tutoring.

Students who choose tutoring as an option to remediate a deficiency must complete a minimum of 36 hours of tutoring and successfully complete the final exam of that failed course.

Payment for summer school programs and private tutors is at the parent/guardian's expense. All private tutors must be Pennsylvania certified teachers and receive prior approval from the high school principal. Summer school options will be sent to parents towards the end of the school year.

## HONOR ROLL

To be eligible for the Distinguished Honor Roll, a student must have an average 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 a 70%.

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 multiplied by course weight. (Regular- 1%; AP courses - 1.06%; Honors courses – 1.04%)

Step 3: Total all potential credits for all courses. (Step 1)

Step 4: Total all grade points for marking period. (Step 2)

Step 5: Divide the Total Grade Points by the Total MP Potential Credits (Step 3 & 4)

Example:

	Marking Period Grade	Grade Scale  (Reg = 1; Hon = 1.04; AP = 1.06)	MP Grade x weight 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
Alg 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

## HONOR STUDENTS

Those students completing ninth, tenth, eleventh, and twelfth grade with a 95% or higher cumulative grade point average will be recognized as an honor student at graduation exercises.

## HONOR SOCIETY

One of the highest awards attainable in school is membership in the National 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.

Selection of Members

- To be eligible for membership the candidate must be a member of 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 and shall be then be evaluated on service, leadership, and character.

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

#### Dismissal

1. The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.
2. 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 school rules or civil laws a member does not necessarily have to be warned.
3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.
4. In all cases of impending dismissal, a member shall have a right to a hearing before the advisor and principal.

### HOMework

Homework is an assignment given to a student to be completed outside of the classroom. Homework is a requirement for credit in nearly 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 giving enough time to 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:

- Homework should be assigned whenever appropriate.
- Homework should be related to what is going on, or will be going on in the classroom.
- Homework assignments should be of reasonable length, but may vary depending on the level of difficulty of the course.
- Homework will be assessed in some manner and will be used as a factor in determining marking period grades.
- 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. A homework hotline is available online. Students are encouraged to use it. <http://moodle.scasd.us>, or the Sapphire Portal.

### MAKE-UP ASSIGNMENTS

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

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.

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 be flexible in nature, but it is to the student's advantage to make up all work as soon as possible.

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

***No work may be made up if a student has an illegal/unexcused absence. Students who cut class or are absent without a valid excuse will not be permitted to make up missed work.***

### III. TRANSPORTATION ISSUES

#### SCHOOL BUS REGULATIONS

Safety is all-important in riding a school bus. All students shall follow the following list of rules:

- A. Sit in assigned seats - do not stand, walk, or move while the bus is in motion.
- B. No excessive noise.
- C. No food or drink is to be consumed on the bus.
- D. No fighting, pushing, or tripping.
- E. No abusive language or profanity.
- F. Students boarding or leaving a bus should do so in an orderly fashion at their assigned stop.
- G. Students should not be rude or discourteous to the bus driver or other passengers.
- H. Be on time for bus pick up.
- I. Keep arms, hands, etc. away from windows and doors.
- J. No smoking or chewing tobacco or possession thereof.
- K. No littering or vandalism.
- L. Do not block aisles or exits with musical instruments or other possessions.
- M. **At no time will students be permitted to ride any bus other than their assigned bus.**

As authorized by Act 9 of 2014, the Southern Columbia Area School District will equip its school buses and vehicles with audio-recording equipment. Prior to the passage of this act, only videotaping was permitted. Please be advised that video and audio surveillance equipment may be installed on your child's school bus or school vehicle and that events or actions captured on videotape and/or audiotape may be used for disciplinary or security purposes.

Parents, any problems related to buses can be handled most quickly by calling Pam Pheasant at 356-7420.

#### STUDENT AUTOMOBILES

##### ***THE SPEED LIMIT ON SCHOOL GROUNDS IS 10 M.P.H.***

Students must register the license number of any vehicle driven to school. Driving an unregistered vehicle to school may result in a loss of driving privilege.

Students are to ride the bus to school. However, should a student have a compelling reason to drive, this is permitted as long as they demonstrate safe driving practices. Students wishing to have the privilege of using an automobile, and parking it on school property, must exercise care when driving. Reckless driving will result in loss of the driving privilege for 30 school days on the first offense. The loss will become permanent on the second offense. Students may only park their vehicles in their assigned parking spot. Use of parking spaces designated for staff, other students, or bus drivers will result in 2 hour detention for the first offense and loss of privilege for 30 school days thereafter. **A \$20 parking permit fee per year is required to park on campus. Vehicles must be registered online through the student's Sapphire account and payment is to be made in the high school office after the vehicle is registered. 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.**

**Due to the Anti-Terrorism Act, all students and staff are required to park in their assigned spot. The following consequences will be instituted for vehicles not parked correctly in their spot.**

<b>1<sup>st</sup> Offense</b>	<b>Detention</b>
<b>2<sup>nd</sup> Offense</b>	<b>Suspension of Driving Privileges</b>

## **IV. ISSUES RELATED TO DAILY SCHOOL LIFE**

### **SCHOOL ANNOUNCEMENTS**

Announcements concerning school activities are made during homeroom periods via Tiger News. These should be written neatly, dated, signed, and filed in the Principal's Office by 3:00 p.m. the day before, or no later than 7:45 a.m. the morning of announcement.

### **LOCKER ASSIGNMENTS**

Hall locker assignments will be given out by homeroom teachers on the first day of school. Every student is assigned a hall locker for the storage of books, clothing and school supplies. The lockers are to be kept clean and orderly at all times, this includes proper clean up after any locker has been decorated. The individual to whom the locker is assigned is responsible for all articles in the locker. Do not share your locker or the combination with others. Any problems with lockers should be reported immediately to the high school office. The school does not take responsibility for lost or stolen articles. A \$10 locker clean up fee will be charged if a student's locker is not properly cleaned.

A "Lock Waiver Form" is available in the high school office for those who are willing to forego this protection. **We strongly advise against this.**

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.

### **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.

### **LOST AND FOUND**

All articles, which are found in the building or on the school ground, should be turned into the general office. Students who have lost articles should check with the office after they have made a conscientious effort to find them.

### **BOOKS AND EQUIPMENT**

Through the use of public tax money, the school district provides textbooks, locks, laptops, and other materials to all students. When a student accepts these books and materials, they also accept the responsibility of properly caring for them and maintaining them. Any lost or damaged school property issued to the students becomes the responsibility of the students. Students will be expected to pay the replacement cost.

### **CARE OF SCHOOL PROPERTY**

Since the books, materials, equipment, and furniture which you use are the property of the Southern Columbia 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. 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.

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

### **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:

- Damages less than \$200: not less than 50 days or more than 74 days.
- Damages of \$200 to less than \$1,000: 75 to 99 days.
- Damage of \$1,000 or more: 100 to 200 days.

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 property with the intent to damage property.

### **HALL OR PASS PERMITS**

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

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 in order for the pass to be valid.

### **LAVATORIES**

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 and complete the sign-out sheet located in the classroom.

We urge students to use lavatories before homeroom, between classes, and during their lunch period. This cuts down on missing class, as well as reducing problems within lavatories.

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

### **HALL TRAFFIC**

Traffic is a problem at times. Sitting on the floor in the hallways is prohibited due to fire code regulations. To avoid confusion, the following rules will help:

1. Keep to the right at all times and take the shortest route to your destination.
2. Keep moving, don't stop to chat and block off those behind you.
3. Refrain from shouting, whistling, or other commotion. Loud talking, yelling, or whistling is not necessary and not permitted. Such actions always leave the wrong impression upon visitors who come into the building on business.
4. Do not run, shove, or trip your classmates. These are serious violations.
5. Do not escort your girlfriend/boyfriend to class and then hurry to your room--there is not enough time or room for this practice.
6. Finally, remember to always be on your best behavior. It will mark you as a lady or gentleman and reflect credit upon the school and your parents.

### **GUIDANCE**

Students must secure a written pass from either Mrs. Sellers or Mr. Donlan prior to being released from their scheduled class or assignment. Students must also secure permission from their respective teacher(s). Students are responsible for any missed work.

Should urgent issues arise which necessitate an unscheduled visit with our counselors, students will be released at the discretion of the teacher.

### **TELEPHONE**

Telephones in the classroom 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.

### USE OF CELL PHONES/PAGERS/PDA's

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:

- Cellular phones and other communication devices are to be turned to silent from 8:10 – 3:00. Any student found to be using a cellular phone or communicative device (including sending text message 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 to the office where appropriate discipline will be rendered. Communication devices may be used only during the three minute class changing time periods and during the student's lunch.
- Cell phone use and/or visibility during a test is considered academic dishonesty.
- 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.

#### DISCIPLINE

- |   |  |
|---|--|
| <input type="checkbox"/> First Offense  | One hour detention/Student may pick up at end of day                         |
| <input type="checkbox"/> Second Offense | Two hours detention and a parent must come in to pick up the device          |
| <input type="checkbox"/> Third Offense  | One day In-School Suspension and a parent must come in to pick up the device |
| <input type="checkbox"/> Fourth Offense | Confiscation of the device for 5 school days                                 |

Telephones for student use are available before school, at lunch, and after school at no cost in the high school office, which eliminates the need for student cell phones during the school day. Parents that need to contact their child should call the high school office (356-3450 or 672-2983). Cell phone use during normal school hours will be allowed when a state of emergency has been declared (verbally or in writing) by the principal or designee.

Southern Columbia Area High School 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.

### RADIOS, VIDEO GAMES, AND OTHER ELECTRONIC DEVICES

Radios, video game players, DVD devices, walkmans, CD players, headsets, iPods, and other similar devices are not permitted in the school unless special permission is given for the student to use these devices for class presentations or special projects only. Laser pen usage by students will not be permitted at any time.

Students who violate this policy will have their electronic device confiscated and turned into the principal's office. At dismissal, students must come to the office to claim the confiscated device. A second offense will result in two hours of detention and the requirement that the student's parent/guardian pick up the confiscated device. Continued abuse of the policy will result in further action determined by the Principal and could include prolonged confiscation, additional detentions and/or suspension.

### CAFETERIA

Students should enter the cafeteria in a single line and take the last position in the line. All food should be eaten at the table and none removed from the dining area or allowed to remain on the table. 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 of the dismissal bell.

All money must be paid in the cafeteria, not in the high school office. When depositing money into a student's lunch account, we urge parents to write a check instead of cash. You can send checks directly to the "Southern Columbia Cafeteria".

**Food for Thought:** Parents have the option of setting a daily spending limit on their child's account. Call the high school cafeteria at 356-3457 to make arrangements with the Food Service Director.

Free and reduced price lunch applications are available in the high school office.



## CONDUCT IN STUDY HALLS

Study halls should be relatively quiet. At no time is talking allowed without permission of the assigned teacher. Regular homework that doesn't require library reference should be done in study hall. Study halls are for your convenience, so don't misuse them.

### Rules for Study Hall

- 1) No electronic devices.
- 2) No playing cards.
- 3) Students should be seated as far apart as possible.
- 4) Students are to be seated per grade level.
- 5) Sign-outs:
  - Students can sign themselves out only.
  - Students cannot go anywhere unless they have a pass from receiving teacher.
  - Students must have a pass to go anywhere with name, date, and time on the pass.
  - Students must use sign-out sheet with date, name, place, and time in/out.
- 6) No sleeping or laying head on table.
- 7) Computers must be used in the front of the cafeteria, so staff can ensure proper use.
- 8) Students should not be sitting with staff unless that individual is helping student with class work.
- 9) No signing out until attendance is taken.

## LIBRARY PROCEDURES

The library is to be used for reference work, reading supplement, and aid classroom teaching, recreational reading, and teaching the use of the library and its materials. Each pupil visiting the library must present a pass signed by one of their subject teachers. Students coming from a study hall must sign out of there first.

Any behavior or conduct which impedes scholarly pursuits will not be tolerated.

### KNOW YOUR LIBRARY

<b>WHERE?</b>	Next to the cafeteria.
<b>WHEN?</b>	Open each school day between 8:05 a.m. and 3:00 p.m.
<b>WHAT?</b>	Books: for study, for pleasure -- magazines and newspapers
<b>WHY?</b>	To supplement class study; to provide recreational reading; to teach you the use of any library.
<b>WHO?</b>	Every student in Southern Columbia.
<b>HOW?</b>	

#### **To borrow books:**

1. Select a book or books from the library shelves.
2. Take book to circulation desk for computer sign out, and a date due slip will be placed in the book.

#### **To return books:**

1. Books are circulated for 20 school days.
2. Place books you are returning in the slot of the circulation desk or in the bin placed outside the library door.
3. An overdue fine of \$.05 per day is charged for each day the book is late.

#### **To renew or reserve books:**

Give the name of your book to the desk librarian, and it will be dated for two additional weeks. Books may be renewed just once.

#### **To come to the library:**

Present your pass at the desk.

#### **To leave the library:**

Push chairs up to tables. Take your books and study materials you brought to the library.

#### **To care for the books:**

1. Always have clean hands.

2. Use a flat bookmark; never turn down the corner of a page.
3. Keep books clean.
4. A charge is made for damaged or soiled books and plastic covers.

Unpaid fines or unreturned books will result in an obligation being levied.

### **PROCEDURES TO BE FOLLOWED BY PHYSICAL EDUCATION STUDENTS**

- Girls shall enter their locker room via gym lobby and through doorway in locker room corridor.
- Boys shall enter their locker room by way of Technology Education hall at the north end of the gymnasium. The door leading directly into the locker room opposite the weight room shall be used for entrance.
- All students are required to participate regularly in physical education classes. The School Laws of Pennsylvania do not provide for the permanent excusal of pupils from any course or subject, health education and physical education not excepted, on religious grounds or for other personal reasons.
- The physical education uniform shall consist of a shirt, shorts, socks, and sneakers. Sweats may be worn when weather warrants. Gym clothes may not be worn to other classes.
- No street shoes may be worn by physical education students on the gym floor. There shall be no exceptions to this rule.
- Equipment should be laundered frequently and lockers kept in neat order.
- Student's personal items are to be kept in a locker, and locked at all times. Lost and/or stolen items are not responsibility of the school.
- No students shall be permitted to return to the locker rooms after class is in progress until dismissed.
- Students are to use all equipment fixtures and building with proper care and respect. Defacing of walls, lockers, or careless treatment is not to be tolerated.
- All class activity will cease with the ringing of the gymnasium-warning bell.
- Criteria for grading will be uniform (cleanliness); attitude (cooperation, sportsmanship, effort, regularity, neatness, leadership); knowledge of rules and strategy; performance-demonstrated skill; posture and interest in improving physique of figure; physical fitness.
- Students are to remain in the locker room until bell for passing of classes rings.
- Lockers should be kept locked between classes.
- Varsity equipment issued to team members should not be used for physical education classes.
- Students are not to walk across the gym floor between classes.

### **ADAPTIVE PHYSICAL EDUCATION**

Adaptive physical education is an alternative physical education program for any student who is either temporarily or permanently disabled. The student is provided with a modified physical education program that falls within their current capabilities. This program is designed with the advice of the family physician.

## **V. HEALTH AND SAFETY ISSUES**

### **EMERGENCY SCHOOL SAFETY PLAN**

The Southern Columbia Area School District Emergency Safety plan should be followed in all emergency situations. Copies of emergency school safety plan handbooks are found in every teacher's classroom, in the high school office, and on the district website.

When the alarm sounds, or instructed by the PA system, students should leave the room in an orderly fashion and move quietly toward the assigned exits. **Do Not Run.**

Faculty members will remain in corridors until all students have exited. They shall be sure that all students have left the building, and that the classroom windows and doors are closed before they exit.

First floor students using East Exit will remain in the building until the second floor students have vacated. At all other points in the building, students nearest the Exits will leave the building first. At South Exit, second floor students will use the two exit doors to the left; first floor students will use the two exit doors to the right.

After students have left the building, they shall proceed to assigned areas between the two buildings unless it is a Level II evacuation, where students are to report to their assigned areas on the football field.

### **Emergency Codes:**

#### **CODE RED**

Level One – Evacuation from school that follows the fire drill procedures.

Level Two – Evacuation from school that requires all students to report to the football stadium.

#### **CODE YELLOW**

Level One - Lockdown.

Level Two - Severe Weather Alert.

#### **CODE GREEN**

All Clear – Return to normal operating procedures.

### ***Fire Drill and Emergency Regulations***

- Shut all windows. Leave the lights on. Close the door(s) after leaving the room.
- Pupils must move quickly, but quietly. Running, pushing, talking, etc. will not be permitted.
- Books, lunches, gym bags, etc. are to be left in the classroom. Purses and sweaters may be taken with the student.

### **EMERGENCY DRILL EXITS**

Rooms: 101, 102, 103, 104, 105, 106, 201, 202, 204, 205, 206, 207,

208, Small Group A, Guidance, and General Office area will use front main exit.

Rooms: 209, 210, 211, 212, 213, 214 will use Middle School exit on east side of building.

Rooms: 107, 108, 109, 110, and Cafeteria will use cafeteria exit on north side of the building.

Rooms: 112, 113, and students in the auditorium will exit through auditorium lobby.

Rooms: 115, 116, and Small Group B will exit between rooms 116 and 117.

Rooms: 117, 118 will use exit through new gym lobby.

Rooms: 111, 114, Girl's gym area, auxiliary gym will exit through gym lobby.

Rooms: 119, 120, 121, 122, Boy's gym area, and weight room will use exit at northwest corner of building.

Library: Students in library exit directly from library.

### **HEALTH SERVICE**

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 100.5°. 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.

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 first practice. 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 own expense.

### **MEDICATIONS**

All medications (over-the-counter or prescription; short-term or long-term) must be administered in the health office. A physician order is required for students to self-carry asthma inhalers, epinephrine auto-injectors or insulin via a pump. **No student is permitted to carry medication in the school.** A parent/guardian must bring any medication (over-the-counter or prescription) into the school with a signed physician's order for the medication. **No medication will be accepted by the school nurse if it is not brought in by the parent/guardian and/or if there is no physician order.** The parent/guardian must give the medication directly to the school nurse, verify the medication, and complete the designated paperwork. Medication must be brought into the school in the original container or prescription bottle with the student's name and prescription on the bottle. A physician order is then required for any medication that is to be discontinued. A parent/guardian is required to pick up any remaining medication from the health office at the time of discontinuation.

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.

### **INSURANCE**

Group accident insurance is available to students at the beginning of the school year at a nominal rate. Applications and payment of premium must be made at that time.

### **VISITORS**

Adult visitors are always welcome to observe our program and facilities by appointment. Student visitors, from other schools, and who are contemplating attending Southern Columbia in the future are permitted to visit during school hours by appointment.

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

## **VI. ISSUES RELATED TO STUDENT DISCIPLINE**

### **PHILOSOPHY**

- A. Introduction: 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.
- B. Student Rights: Students do 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.
- C. Student Responsibilities: The student responsibilities include:
  1. Awareness of all rules and regulations for student behavior and conducting themselves accordingly.
  2. Willingness to volunteer information in school discipline cases.
  3. Dressing and grooming so as to meet fair standards of safety and health and common standards of decency.
  4. Assuming that until a rule is waived, altered or replaced, it is in full effect.
  5. Awareness and compliance with national, state, and local laws.
  6. Protecting and caring for school property.
  7. Attending school regularly and being on time for school, classes, and events.
  8. Making appropriate arrangements to make up work when absent from school.
  9. Treating all members, student, or staff of the school community respectfully.
10. Sexual Harassment: It is the policy of the Southern Columbia Area School District to maintain a learning and working environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment. Refer to School Board Policy No. 248.

## ACADEMIC DISHONESTY

Cheating is a serious breach of trust that will not be tolerated at Southern Columbia Area High School. For the purposes of this policy, cheating may be described as "academic dishonesty". 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 but is not limited to:

- 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)
- when a student knowingly permits another student to duplicate work and to deliberately misrepresent that work as their own.
- when a student completes a test for another student.
- 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.
- 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.
- when a student steals or obtains another student's work from a computer directory or computer disk.
- when a student modifies or deletes another student's or a teacher's computer files.
- when written or printed material is used in a test situation without the subject teacher's permission.
- when a student copies either published or unpublished work of another person without giving the appropriate credit (i.e. plagiarism).

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

### Determination of Cheating

Any teacher who has *reason to suspect* that a student has cheated, will follow the steps outlined below:

- Meet with the student(s) involved, provide evidence of cheating, discuss the matter and determine whether cheating has actually occurred.
- If there is *sufficient evidence* of cheating, or an admission of guilt by the student, inform the principal.
- 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 cheating may be dealt with through suspension.
- 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). Parents will also be notified using a discipline referral form of any incident by the teacher.

### Penalties for Cheating

Any of the offenses listed below may result in a school suspension and/or failure of a course.

Type of Offense	First Offense	Second Offense	Third Offense
Copying another student's work	Zero on assignment.	Student receives zero on assignment.  2 days AEI	Refer to administration.  5 days AEI  Student receives a failing grade for the Marking Period.
Copying from a periodical, text or another type of published work including content found on the world wide web.	Original assignment receives zero.	Student receives zero on assignment.  2 days AEI	Refer to administration  5 days AEI  Student receives a failing grade for the Marking Period.
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 AEI	Refer to administration  5 days AEI  Student receives a failing grade for the Marking Period.
A student knowingly allows another to copy their work	Both students receive zero (except if one student was coerced)	Refer to administration.  3 days AEI	Refer to administration.  5 Days AEI Student (s) receive a failing grade for the Marking Period
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 AEI	Refer to administration.  5 days AEI Student(s) receive a failing grade for the Marking Period.	Refer to administration  5 days AEI Student(s) receive a failing grade for the course.
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.  5 days AEI	Refer to administration  5 days AEI Student receives a failing grade for the Marking Period.	Refer to administration  5 days AEI Student receives a failing grade for the course.
A student steals teacher materials, exams, answer keys either written or computer generated	Refer to administration.  5 days AEI  Student receives a failing grade for the Marking Period.	Refer to administration  5 days AEI  Student receives a failing grade for the course. Student is removed from the course.	

## STUDENT DRESS

Students are required to be dressed to the standard dress code policy while in school or at school directed activities. This may be a combination of the following options:

### I. Dresses and Skirts

1. Dresses, skirts and shorts are to be of approved length, which is to be five (5) inches from the top of the kneecap. Leggings/undergarments do not affect the required length of student clothing.
2. Biker shorts are not acceptable. (Spandex)
3. Wearing layered garments which do not meet any of the district's dress guidelines are not permitted.

### II. Slacks and Jeans

1. The wearing of slacks, jeans and sweatpants are permitted.
2. Pants must be worn around the natural waistline, not to expose the midriff area. Absolutely no skin or underwear should be showing at any time.
3. Distressed jeans/pants are discouraged. If pants are deemed inappropriate, the student will be asked to change.
4. No low rise jeans.
5. No pajama/flannel pants.

### III. Shirts

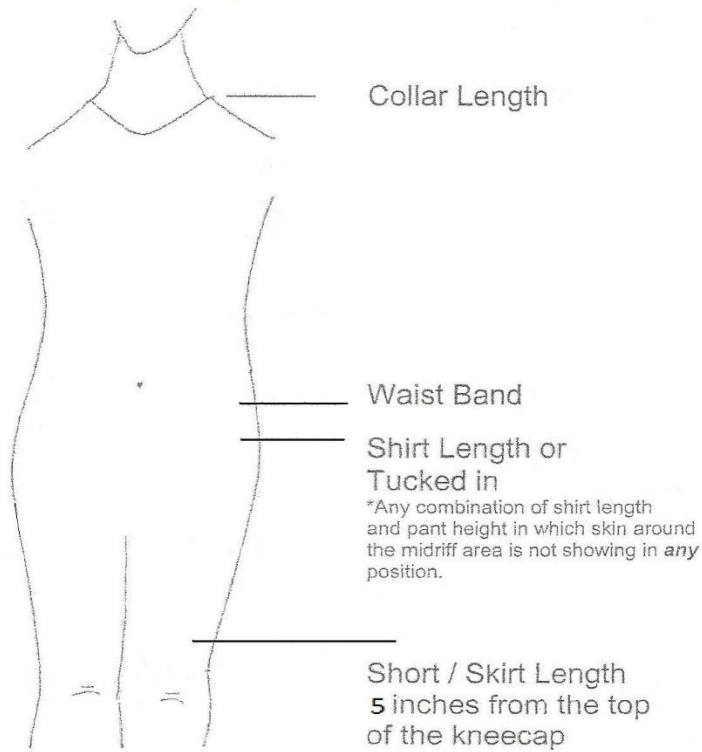
1. All shirts must have sleeves or caps.
2. Fringed or cut-off shirts may not be worn.
3. Bare backs, midriffs, and halters are not allowed.
4. Tank tops, mesh shirts and muscle shirts are not allowed.
5. Sheer (see through) tops are not allowed.
6. Logos on clothing will not be obscene, sexual, drug/ alcohol or occult related.
7. Spaghetti straps are not to be showing.
8. Undershirts are not allowed.
9. All shirts are to be of sufficient length, not to expose the midriff area. Absolutely no skin should be showing at any time.  
Absolutely no cleavage should be showing.

### IV. Shoes

1. Shoes, sneakers, or sandals must be worn at all times.
2. Shoes must be appropriate to the school environment and the child's age. No Wheelies.

### Miscellaneous Items Not Acceptable

- Sunglasses, hats, visors, arm bands, leg bands, head bands, bandanas, chains.
- Outside wearing apparel.
- Extremely long or large earrings (larger than 2 inches).
- Dirty clothing.
- Clothing must be of proper fit, not to exceed one size beyond correct size, neither too large nor too small.
- Underclothing is not permitted to be seen at any time, including through outer clothing.



Approved 2013-2014

Students who dress inappropriately for school will be required to immediately change clothing to meet dress guidelines. If a change of clothing is not available, the student will be placed in in-school suspension until the student's parent/guardian brings in a change of clothing. This action will take place along with the following:

First Offense:	Warning, change of clothing.
Second Offense:	Change of clothing, 2 hours detention.

*Continued abuse of the policy will result in further action determined by the principal and could include additional detentions and/or suspension.*



## STANDARDS 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 which 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:

<u>Violation</u>	<u>Penalty</u>
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)
Food out of cafeteria	Reprimand or detention (2 hrs)
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
School bus rule violations (Minor)	Reprimand, detention (2 hrs.) or loss of riding privileges
Not Cooperating with or disrespectful to School Personnel	Reprimand, detention (2hrs)
Non co-operation/lack of effort during testing	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:

<u>Violation</u>	<u>Penalty</u>
Cumulative violations of Level I	Suspension (1-3 days)
Willful disregard of school policy	Detention (1-3 hrs)
Bullying, harassment, name calling	Reprimand or detention (2 hrs)
Willful profanity (written or verbal)	Suspension (1-2 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.)	Suspension (1-3 days)
Lying	Detention (2-3 hours)
Truancy	Suspension (3-10 days), loss of driving privilege, suspension of extra-curricular activities
Leaving building/grounds	Suspension (1-3 days)
Leaving class without permission	Suspension (1-3 days)
Cutting class	Suspension (1-3 days)
Defacing school property	Restitution, detention (1-3 days)
Throwing food in cafeteria	Detention (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

### Level III Violations

Acts directed against persons or property whose consequences do not seriously 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:

<b>Violation</b>	<b>Penalty</b>
Cumulative violations of Level II Harassment	Suspension (10 days) and Board Hearing
Possession of and/or use of tobacco	Suspension (1-3 days)
	Suspension (3 days)
	\$75 fine paid to school for 1 <sup>st</sup> offense;
	2 <sup>nd</sup> offense will result in issuance of a citation
Pushing/shoving fight	Suspension (1-3 days)
Theft	Restitution, Suspension (3 days) possible referral for prosecution.
Strong abusive language to school personnel and other adults	Suspension (3 days)
Insubordination/insolent	Suspension (3 days)
School bus rule violations (Major)	Loss of riding privileges and/or Suspension (1-5 days)

### 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:

<b>Violation</b>	<b>Penalty</b>
Cumulative Violations of Level III	Suspension (4-10 days)
Fighting/assault	Referral for prosecution and Suspension (3 days)
Verbal assault	Suspension (1-3 days)
Threat of violence	Suspension (10 days) and possible Board Hearing
Sexual harassment	Suspension (4-10 days)
Indecent exposure	Suspension (4-10 days) and possible referral for prosecution
Assault and/or battery of staff member	Suspension (10 days) and Board Hearing
Malicious harassment, racial harassment, hate crimes	Suspension (3-10 days) and referral for prosecution
Safety violation with injury	Suspension (1-3 days)
Vandalism	Restitution, Suspension (3 days)
Inciting riot, demonstrations, sit-down or other similar activity	Suspension (4-10 days)
False alarm	Suspension (4-10 days)
Use or possession of drugs or alcohol	Suspension (10 days), Referral for prosecution, possible expulsion
Selling drugs or alcohol	Suspension (10 days), referral for prosecution and Board hearing, possible expulsion
Bomb scares	Suspension (10 days) and Board hearing
Weapons	Expulsion (minimum of 1 year unless Superintendent recommends a less severe sanction), Referral for prosecution

*Weapons shall include, but limited, to 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. Also included are bombs or other explosive devices.*

**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 expected to provide transportation for the student in detention.

Failure to report to detention will result in one to three (1-3) days of suspension. Work and school activities are not acceptable excuses for not reporting to detention.

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

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

**Suspension:** Suspension of a student from school is one of the more severe punishments used by school officials. This form of punishment is used only on habitual offenders, or for serious infractions of school rules. A parent conference will be requested before the student can be readmitted to the school.

**In-School Suspension:** This is a structured, supervised program in which assignments and additional work is 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.

**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/or exclusion from school.

**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.

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.

## **DRUGS AND ALCOHOL**

Use or possession of drugs or alcohol in school or on a school related activity 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.

## **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.

## **BULLYING/CYBERBULLYING, HARASSMENT AND THREATS**

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

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent (repeatedly and over time), or pervasive, and has the effect of substantially interfering with a student’s education, creating a threatening environment, or substantially disrupting the orderly operation of the school. As defined by board policy No. 249, this includes cyberbullying.

Students who are found to have made bullying/harassing and/or terrorist threats (verbally, artistically, and/or in writing), or students who have knowledge of such acts and fail to report them immediately to a nearby adult, will face disciplinary action.

**Consequences for Violations may include:**

- Counseling within the school
- Parent/guardian conference
- Loss of school privileges
- Transfer to another classroom or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Referral to law enforcement

**ANTI-TOBACCO POLICY**

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; 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) while in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the School District or on a school-related activity held on or off school property will be subject to disciplinary action.

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. The student will be required to pay a \$75 fine to the school for a first offense. A second offense will result in the issuing of a citation, along with a three day suspension.

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.

**SEARCHES**

School lockers, desks, closets, etc. are the property of the Southern Columbia Area School District. Students should have no expectation of privacy when using these facilities. School property of any sort is subject to individual 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.

Student vehicles may be parked on school property as a privilege, not a right. Student vehicles are private property, but may be inspected or searched when a school authority reasonably suspects that the student vehicle contains illegal, unauthorized, dangerous or stolen items.

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

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.

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.

**BEHAVIOR/EDUCATION/ATTENDANCE CONTRACTS**

The administration and staff reserve the right to develop behavior/education/ attendance contracts for students who exhibit repeated misbehavior and/or academic and attendance problems.

**ACCEPTABLE USE OF SCHOOL COMPUTERS**

Computers are school property. The Southern Columbia Area School District has the right to control their use and access. The school board has approved an *Acceptable Use of Internet Policy*, which established guidelines for use of the Internet and all district computer and network resources.

Access to school computers will not be granted to any student who does not have a signed *Acceptable Use of Internet Policy* permission form on file.

## VII. STUDENT ACTIVITIES/SERVICES

### PAY TO PARTICIPATE PROGRAM

With the adoption of School Board Policy 123.1, Pay to Participate, the school board established that a student participation fee shall be assessed to each student who participates in interscholastic athletics and extra-curricular activities.

Provisions for an exemption from payment of the assessed fee, either in part or in whole, shall be made for students whose economic situation would otherwise preclude their involvement. Exemptions must be approved by the high school principal.

The \$50 fee is paid once a school year, and will allow the student to participate in multiple athletic and/or extra-curricular activities. The fee is not paid on a sport by sport basis or extra-curricular by extra-curricular basis. The fee must be paid the Friday before the start of PIAA practices for the fall, winter, and spring seasons. If payment is not made by this time, the athlete will be ineligible to play. The pay to participate fee can be paid in the following ways:

- 1) Check or money order mailed to, or delivered in person, to the district business office. Checks must be made payable to Southern Columbia Area School district.
- 2) Cash payments may be made in person to the district business office.

The School Board will approve the set list of activities subject to Pay-To-Participate each school year.

### ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Because participation in extra-curricular activities is a privilege and not a right, the Southern Columbia Area School District is authorized to set higher standards for students involved in extra-curricular activities than it would for those students who choose not to participate in these activities. Therefore, the District's Code of Conduct extends beyond the Southern Columbia Area School District Student Code of Conduct not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline. The Southern Columbia Area School District Code of Conduct will be enforced with all students in Grades 7-12 participating in extra-curricular activities:

- regardless of whether school is in session;
- regardless of whether the offense occurs on or off school property or at a school-related event;
- regardless of whether the student is directly involved with the activity at the time the prohibited conduct occurs;
- regardless of whether the activity is in-season; and
- regardless of where or when the conduct occurs.

It is possible that a student who violates the Southern Columbia Area School District Student Code of Conduct will incur consequences from both the appropriate school administrator and from his or her coach or advisor for the same particular violation. It is also possible that a student participating in extra-curricular activities could violate the Code of Conduct and be subject to discipline by a coach or advisor without having violated the Southern Columbia Area School District Student Code of Conduct.

### Prohibited Conduct

***Southern Columbia Area School District students who participate in extra-curricular activities are prohibited at all times from:***

- possessing, smoking, selling, or using tobacco products
- possessing or using electronic cigarettes or other non-tobacco nicotine-delivery products or accessories;
- possessing or using drug paraphernalia;
- possessing, selling, or delivering to another person look-alike drugs or items represented to be drugs or contraband of any kind;
- possessing, selling, giving, delivering to another person, using, or being under the influence of marijuana, alcohol, a controlled substance, or any dangerous drug;
- engaging in conduct that contains the elements of an offense relating to glue, aerosol paint, or volatile, mood-altering chemicals;

- engaging in Level II and Level III violations, as that term is defined in *the Southern Columbia Area School District Student Code of Conduct*;
- attending any event at which underage drinking, smoking or drug use is occurring (students will be allowed a slight concession for an amount of time long enough to determine that a violation is occurring and to leave the premises);
- riding in a vehicle containing alcohol unless a parent, guardian, or other responsible adult is present and aware of the presence of the alcohol;
- stealing;
- conduct that causes injury or harm to persons or property including bullying and hazing;
- fighting;
- assault resulting in bodily injury;
- any conduct resulting in arrest and/or citations from law enforcement officers;
- inappropriate touching including “making out” in public places, sexual gestures, or exposing parts of the body that are ordinarily covered up in public;
- inappropriate behavior in public places.

## **Violations.**

The Code of Conduct shall be deemed to have been violated under the following circumstances:

(1) when a student is observed in violation of the Code of Conduct by school personnel, or, (2) when a student has been charged by any law enforcement officer with an activity prohibited by this code, or, (3) by an admission of violation by the student or his parents, or, (4) when a student brings discredit to himself/herself or the school (including but not limited to being at an underage party where drugs/alcohol are present, vandalism, fighting, theft, etc.).

In all instances of an alleged violation of the Code of Conduct the student will be provided due process. Any student involved in an extra-curricular program who is found to be in violation of any of the infractions mentioned below will face disciplinary action.

## **Minor Violation**

A coach or advisor shall be responsible for assessing penalties for violation of group and attendance rules. Such penalties may range from a verbal warning to expulsion from the activity for repeat offenses. Coaches or advisors shall generally practice progressive discipline, depending on the facts and circumstances. A coach’s or advisor’s decision to remove a student from an activity will be approved by the Principal prior to the imposition of the penalty. The coach or advisor shall notify the parents of the imposition of any sanction including the nature of the offense and the reason(s) for the disciplinary action.

## **Tobacco**

No student involved in extra-curricular activities shall, while on or off school premises, use, possess, or distribute tobacco.

- A first offense will result in 10-calendar-day suspension of the student from game competition or activity. If there are not 10 calendar days remaining in the particular season, the balance will be fulfilled in a subsequent season. A contract may be required.
- A second offense will result in dismissal of the student from the program for the remainder of the school year in which the infraction occurred. Another contract may be required.
- A third offense will result in dismissal of the student from extra-curricular activities for one calendar year.
- A fourth-offense will result in the student being suspended from participating in extra-curricular activities for the remainder of his/her enrollment as a student with the Southern Columbia Area School District.

## **Alcohol/Controlled Substances/Paraphernalia**

No student shall, while on or off campus, sell, give, deliver, use, possess or be under the influence of alcohol/controlled substances/paraphernalia.

- All violations which occur while under the jurisdiction of the School District will be subject to consequences as outlined in SCA Policy 227.
- A first off-campus violation, if self-reported, will result in a 20-calendar-day suspension of the student from game competition or activity. If there are not 20 calendar days remaining in that particular season, the balance will be fulfilled in a subsequent season. A contract may be required.

- If not self-reported, the student will be suspended from participating in extra-curricular activities for a minimum of 45-calendar-days (for a first, off-campus offense).
- All second off-campus violations will result in the student being suspended from participating in extra-curricular activities for one (1) full calendar year.
- For all third off-campus violations, students will be suspended from participating in extra-curricular activities for the remainder of his/her enrollment as a student with the Southern Columbia Area School District.

No student shall knowingly attend any party or other social gathering where underage drinking and drug use occurs. This rule is intended to apply to gatherings that consist primarily of students and student age individuals where underage drinking is occurring, usually without the knowledge or acquiescence of the parents, and shall not apply to events such as a wedding, family reunion, or the like. It shall not be a defense to this rule that a gathering of students at which alcohol and drugs are consumed was sanctioned by any parent, or held with parental consent. It is the attendance at such gatherings that is prohibited by this rule. Actual consumption of alcohol or use of drugs is not a prerequisite to establish a violation of this rule. Any student who is found to have voluntarily remained in the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether or not he or she consumes or uses any prohibited substance. No student will be deemed to have violated this rule if he or she can show to the satisfaction of the school Principal, Athletic Director, Head Coach or Advisor that, immediately upon becoming aware that underage drinking and/or drug use is present at a party or social gathering, he/she completely removed himself/herself from the place where the party or social gathering was held, including parking areas.

### **Self-Referral**

Any student who is self-referred, or who is voluntarily referred by a parent, and who seeks help with controlled substance use, abuse, or dependency, and who is not at the time of referral under the influence or in possession of a controlled substance shall not be subject to the minimum penalties, and may be referred to the SAP Team for assistance.

A self-referral/parental referral, however, is not to be used by students and parents as a method to avoid consequences once an alcohol and/or drug policy violation has occurred. All self-referrals by student must begin by informing a staff member, coach, Athletic Director/Administration, or Advisor.

### **THEFT (on campus)**

Any student guilty of theft on campus will face the following consequences:

- A first offense will result in a 15-30-calendar-day suspension of the student from game competition or activity determined by the circumstances involved in the theft. If there are not 15-30 calendar days left in that particular season, the balance will be fulfilled in the subsequent season. A contract may be required.
- A second offense will result in dismissal of the student from extra-curricular participation for the remainder of the school year. Another contract may be required.
- A third offense will result in dismissal of the student from middle school or high school athletics or activities.

### **Felony**

Any student who is charged with or convicted of, a felony will be suspended from participation (includes practices and meetings) until the case has been adjudicated after which a review will be conducted to determine eligibility. If a student is found guilty of a felony offense he/she will be dismissed from middle school or high school athletics and activities for the duration of their enrollment at Southern Columbia Area.

If the administration receives notice from an appropriate law enforcement agency that the student was found not guilty of the felony offense and the case was dismissed with prejudice, or that the student was not prosecuted and no formal proceedings, deferred adjudication, or deferred prosecution was initiated, the administration will review the student's suspension from extra-curricular participation. The student will remain on suspension pending the review, which will take place within three class days of the administration's receiving the notice. The parents or guardian will be provided an opportunity for input. However, if after the review the administration believes that the presence of the student in an extra-curricular program will threaten the safety of other students or coaches or staff or will be detrimental to the programs and/or educational process, the suspension will continue indefinitely.

## Citations or Arrests

Citations or arrests on or off campus in regards to smoking, using/selling or possession of illegal drugs, drug paraphernalia, drinking alcoholic beverages, vandalism or any behavior which causes embarrassment to the team, organization, or the Southern Columbia Area School District may result in suspension or dismissal from the activity.

- Any student **must notify** the head coach, Athletic Director, Advisor, or Principal upon their arrest or issuance of a citation. Their failure to notify the staff member responsible for the program (*or the failure of their parent/guardian to do the same*) may result in suspension or dismissal from the program.

## ELECTRONIC COMMUNICATION

Students are responsible for their electronic communications delivered through devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Maintaining a higher standard of conduct also includes ensuring that Southern Columbia Area School District's student personal electronic communication is appropriate. The areas of appropriateness will include, but are not limited to, language (abbreviated or alluding to negative, lewd, vulgar or obscene comments about any individuals), pictures, suggestive poses, and reference to alcohol, drugs, and tobacco. Communication on the internet or by electronic means by students that are posted/sent and cause disruption or damage to Southern Columbia Area School District property or another school district are also inappropriate. Verified incidents of inappropriate, electronic communication, including cyberbullying, may result in suspension or dismissal from the extra-curricular program. Additional disciplinary consequences can also be imposed by the appropriate school officials for conduct or behavior that violates the District's Code of Student Conduct.

**Note: If the above offenses occur during the summer, the suspension from activities will begin with the first week of competition or activity. If the offense occurs during the activity season, the suspension will begin on a designated date as determined by the coach, Principal, Advisor, or Athletic Director.**

## Procedures

The coach or advisor will determine whether a Code of Conduct violation has occurred. When an off-campus violation has occurred, the Principal or the Principal's designee shall give the student oral notice of the allegations and an opportunity to explain or defend the conduct. The Principal or designee shall then determine whether the student violated the Student Code of Conduct. If a violation is found, the Principal or designee shall impose such sanctions as may be appropriate.

Upon determination of a Code of Conduct violation, the following individuals will be notified:

- the student and the student's parent(s) or guardian(s); and/or
- the appropriate school counselor to provide counseling, support, and guidance in dealing with issues associated with alcohol, drugs, mood-altering chemicals, and other prohibited activities.

Nothing in this Code of Conduct limits the authority of a coach or advisor to impose reasonable sanctions, which may include extra workouts, suspension from practice or competition, or removal from the activity, for students who breach team/group conduct expectations but do not engage in prohibited conduct.

The objective of this Code of Conduct is to instill in students a respect for good citizenship in the form of positive peer pressure. A student's failure to maintain good conduct, regardless of whether the behavior is school-related, will be grounds for disciplinary action ranging from counseling to immediate suspension or removal from the team or group depending on the severity of the misconduct. Notices of the alleged violation and an opportunity for the student to tell his/her story (due process) will occur before denying participation in a program.

## Expulsion & Suspension

A student who is expelled by the Southern Columbia Area School District shall be ineligible to participate in any sport or extra-curricular activity for a period of time not to exceed the duration of the expulsion.

Students who have received a school suspension may not participate in practice or compete in contests until the suspension has been completed. Students who have been suspended from school because of misconduct may be dismissed from the team or activity.



## GUIDANCE

The Guidance Department at SCA is concerned with the educational, emotional, and social development of all students in relation to their school experience and 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.

Parents are encouraged to be involved in developing strong communication between home and school for the benefit of the student. Please feel free to contact our Guidance Counselors, Jenna Sellers at 356-3458 and/or Thomas Donlan at 356-3464, should you have questions relative to Southern Columbia Area High School's educational program or the services we offer our students.

## FINANCIAL AID NIGHT

*"Financial Aid Night"* is held one night each year. This program is intended to assist parents in obtaining financial aid for any post-high school educational schooling. *"Financial Aid Night"* will be held in the high school cafeteria, at a date to be announced in late fall.

## CAREER PLANNING

Those 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. Those students who are planning post-secondary education or employment upon graduation are encouraged to speak with their counselor regarding appropriate courses to take.

## WORKING PAPERS

Students under the age of 18 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 you will need a birth certificate, baptismal certificate, passport, or photo driver's license as proof of age.

## 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 Prestige Portraits by Lifetouch 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 Prestige Portraits by Lifetouch 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 Prestige Portraits by Lifetouch 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. *PICTURES TAKEN BY ANY OTHER PHOTOGRAPHER DURING A SCHOOL DAY will be counted as an UNEXCUSED ABSENCE.*

## ACTIVITIES

Activities of school classes, clubs, and other school organizations can be scheduled by securing an "Activity Form" from the General Office and having it completed by the persons named thereof.

All activities must be held in the high school building. Class and club advisors must assume responsibility for the activity, and, in the case of dances; there must be four faculty members in attendance and police protection. Two parents are also needed as chaperones.

### **FIELD TRIPS**

Trips connected with courses may occur during the school day. Some trips may be scheduled after school hours. Field trips are privileges afforded to students. Students who have been placed on either in-school or out-of-school suspension at the time of a field trip will be excluded from that trip. Students may also be excluded for reasons such as, but not limited to, excessive absenteeism, excessive disciplinary referrals, and poor grades.

Students must have permission slips signed by their parent/guardian 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 and/or chaperones selected by the Southern Columbia Area High School. Supervisors appointed by the school to accompany students on trips shall have complete authority concerning student conduct, and shall supersede the authority given a bus driver, except in the operation of the vehicle.

It is important to note that all school policies and regulations will continue to govern student behavior during all field trips. School or class trips require that students dress in accordance to the district dress code unless otherwise directed.

### **SALES CAMPAIGN/FUNDRAISING**

*ALL FUNDRAISING ACTIVITIES MUST RECEIVE ADMINISTRATIVE PRE-APPROVAL.*

### **CANDY, FOOD, AND DRINK**

The consumption of candy, food, and drink in the classrooms is unacceptable. Water is the only refreshment allowed in classrooms.

### **STUDENT MEETINGS**

It is necessary that a faculty member be present at all committee meetings, club meetings, conferences, athletic practices, cheerleader or bandfront 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 have permission from the office, and complete a Facilities Request Form two weeks in advance.

### **SCHOOL DANCES AND SOCIAL EVENTS**

School dances (including the Prom) and social functions sponsored by Southern Columbia Area 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 in a respectful manner befitting the Southern Columbia Area School District (Student Dress Guidelines do apply).

- All students are expected to dance appropriately with respect for themselves, their partners, and others. (No suggestive dancing).
- 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.

Guests may attend a Southern Columbia Area High School event with prior written approval of the Principal. Requests for approval must be submitted no fewer than 7 days prior to the scheduled activity.

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

Dances are held in the cafeteria or gymnasium (7:00 – 10:30 p.m.)

## ATHLETICS

### Academic Eligibility

The following eligibility criteria will be applied to all athletic and extra-curricular activity participants:

- 1 To be academically eligible, a student may not be failing 2 credits.
- 2 Academic eligibility will be reviewed on a weekly cumulative basis.
- 3 A student who is determined academically ineligible at the end of a given week of school will be ineligible for a period of one (1) week starting on the following Sunday to the next Saturday.

### Letter Awards

The qualifications for earning a letter in each of the several interscholastic sports are as follows:

1. Football
  - a. Regular starters on offense or defense for 2/3 of season.
  - b. Starters on 2 or more special teams for 2/3 of season.
2. Field Hockey - 50% of games.
3. Cross Country - Finish as one of the top seven SCA runners in at least 40% of the scheduled contests for the season.
4. Soccer - 50% of games.
5. Basketball (boys & girls) - 30% of quarters.
6. Wrestling - wins 3 varsity matches.
7. Baseball - must appear in 50% of total games.
8. Softball - must appear in 50% of total games.
9. Track (boys & girls) - 21 points in track meets and 75% of practices.
10. Managers - 2 years.

The coach in all the above sports has the final determination and discretion whether or not a boy or girl has qualified for a letter. If a boy or girl makes a squad, all three years, even though he or she does not participate in the required amount of quarters or has not earned enough points in the sport, he or she can be awarded a letter.

### Exceptions

Any athlete who fails to complete the sports season without justifiable reason, forfeits their rights to all letter awards earned in the sport dropped that season. *JUSTIFIABLE REASONS* will be determined through the judgment of the coach and athletic director.

### Transfer Students

Letters earned on a varsity level in a former school by transfer students shall be honored toward the senior awards.

### Period of Participation

A pupil shall not represent their school in interscholastic athletics if he/she has:

- A. Been in attendance more than eight semesters beyond the eighth grade; or
- B. Played four seasons beyond the eighth grade in any one form of interscholastic athletics; or
- C. Completed the work of grades nine, ten, eleven, and twelve, inclusive.

### Good Sportsmanship



The PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone to understand their responsibilities at a contest.

1. GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST. The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.
2. EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES. A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

3. **RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.** Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but also reflects a true awareness of the contest by recognizing and acknowledging quality.
4. **EXHIBIT RESPECT FOR THE OFFICIALS.** The officials of any Contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the Contest are a part of the Contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
5. **DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.** Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.
6. **DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.** Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

#### **Acceptable Behavior**

- Applause during introduction of players, coaches, and Contest officials.
- Players shaking hands with opponents who foul out while both sets of fans recognize player's performance with applause.
- Accept all decisions of Contest officials.
- Cheerleaders lead fans in cheers in a positive manner.
- Handshakes between participants and coaches at end of Contest, regardless of outcome.
- Treat competition as a Contest, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at end of Contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encouraging surrounding people to display only sportsmanlike conduct.

#### **Unacceptable Behavior**

- Yelling, waving arms, or objects during opponent's free throw attempt.
- Disrespectful or derogatory cheers, chants, songs, or gestures.
- Criticizing officials in any way, displays of temper with an official's call.
- Cheers that antagonizes opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of Contest on officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the Contest.
- Doing own cheers instead of following lead of cheerleaders.
- Wearing extreme or unusual clothing or excessive face or body painting that detracts from the action on the playing surface.

#### **What is Expected in General**

- Students in attendance at after-school events are expected to have fun by demonstrating positive enthusiasm without causing harm, danger, or embarrassment to others or to the school.
- Students are to follow all rules that are in effect during the school day at after-school events. (Use of controlled substances, swearing, fighting, etc.)
- Students are to demonstrate common sense--respect toward fellow students, opponents, players, coaches, and officials.
- Students are to police their own ranks and demand proper behavior from fellow students. One's individual behavior can affect the total group.
- Students are expected to demonstrate respect and pride for the school.

### **What is Specifically Expected**

- During the National Anthem, students are to face the flag, listen to the public address announcer for instructions to sing or not, and to remain still and not talk until the end of the anthem.
- Proper language is to be used. No swearing or language that is offensive to others will be tolerated. High school events are a family activity. Individual and group vulgarity is unacceptable, as is verbal harassment, booing of players, coaches, and officials.
- Obscene gestures are unacceptable.
- Dangerous and boisterous behavior, such as pushing, shoving, or fighting and passing of students, is not acceptable.
- The throwing of objects, even toilet paper, at fellow spectators, band members, cheerleaders, officials, players, or onto the competition surface, is unacceptable, and could result in an injury or the team being penalized by the Contest officials.
- Respect is the key to good sportsmanship. Opponents should be respected. They are not enemies, but fellow teenagers who happen to attend other schools.
- Be modest and humble in victory or defeat. It is easy to be a good winner and difficult to show class when you lose.
- Acknowledge good plays by both teams.
- Be concerned with anyone who is injured. Give concerned applause when an injured athlete is aided from the field.
- Work together with cheerleaders for positive chants and avoid obscene, degrading, or elitist cheers. When you participate in an elitist cheer, you give support to an elitist image.
- At halftime, watch any performance or presentation if possible, acknowledge the hard work, preparation, and performance of those involved, and do not in any way, detract from the performance.
- After the Contest, do not tease or belittle the opponent in any way and be pleasant and gracious to everyone.

### **What the School Wants Most**

- A large student turnout at events.
- Exemplary sportsmanship from players and fans.
- To be proud of its teams and fans at contests.

### **Consequences in Effect for All Contests**

- All regular school rules are in effect.
- Violation of rules may cause: Being evicted from the Contest/premises; receiving in-school suspension, or suspension from school; a required parental conference before re-admittance to regular class; prohibition from attending future events; possible cancellation of all spectators from attending a sport; possible cancellation of sports.

## NOTES

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### **REVIEW OF THIS STUDENT HANDBOOK**

A form indicating that you and your son/daughter have read and reviewed the content of this handbook has been sent home with your son/daughter. This form must be returned to your son/daughter's homeroom teacher no later than September 8, 2017.