

STUDENT/PARENT HANDBOOK 2023-2024

SECTION II

Spring Grove Area School District

CODE OF STUDENT CONDUCT

The Spring Grove Area School District is a community of approximately 500 caring and dedicated employees who work in partnership with our families, community, local organizations, and volunteers to support the academic and social-emotional growth of ALL our 3,800 Rocket learners. We are committed to providing a positive educational experience and challenging and motivating all students to attain their full potential in school and beyond.

Our Mission: To challenge and motivate all students to attain their full potential.

Our Vision: All students experience Learning without Limits every day.

Our Values: We believe that students should experience Learning Without Limits in a safe, respectful, and inclusive environment where they can connect with others, engage in rigorous learning, own the learning, and solve complex problems.

Our Diversity Statement We will treat all people with equality, dignity, and respect; we will educate all students to understand, accept, and value all members of the world community; and we invite the community at large to join with us in support of this mission. Educational Value Statements Students

Statutory Authority

Public schools are governed by the complex interaction of the U.S. Constitution, the Statutes of the General Assembly of the Commonwealth of Pennsylvania, the regulations of the State Board of Education, adopted policies of the Board of Directors, and court decisions. Administrative regulations developed and implemented at the district and building levels flow from these laws.

The general authority of school officials can be found in section 510 of the School Code, which reads, in part: *“The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs...as well as regarding the conduct and deportment of all pupils attending the public schools in the district, during such time as they are under the supervision of the board of school directors and teachers, including the time necessarily spent in coming to and returning from school.”*

This general authority is extended to administrators and teachers in Section 1317 of the School Code. This section gives school personnel in Loco Parentis (in place of the parent) status and reads: *“Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.”*

Spring Grove Area School District believes that an effective education can best take place in an orderly and disruption-free environment. We have therefore chosen to emphasize the following student responsibilities:

Student Responsibilities

According to the Pennsylvania State Board of Education regulations, student responsibilities (Section 12.2) are as follows:

1. Regular school attendance, conscientious effort in class work, and conformance to school rules and regulations. Most of all, students share with the administration and staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of all students to adhere to the following:
 - a. Be knowledgeable of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
 - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
 - d. Assist the school staff in operating a safe school for all students enrolled therein.
 - e. Comply with Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time to all classes and other school functions.
 - h. Make up work when absent from school.
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
 - j. Report accurately and not use indecent or obscene language in student newspaper and publications.

Student Behavior Policies

The Board of School Directors (the Board) adopts guidelines for student behavior for administrators' use with students within our school district. Annually, the administrative team will review and forward any suggestions for change to the Board of School Directors for consideration and approval. These approved guidelines are published in Board approved student handbooks and shared with students at the beginning of each school year. Verification that parent/student have received a copy of the Student/Parent Handbook and Code of Student Conduct will be obtained at the start of each school year by the building administrator.

Teachers and administrators are reminded that these policies are to be used as a guide in addressing student behavior. In certain instances, behavior intervention may be used to quell a disturbance, to obtain possession of a weapon or dangerous objects, and for the purpose of self-defense or the

protection of persons and/or property. Since each student is an individual, professional judgment as to the proper response to student misbehavior is essential to each situation.

Discrimination / Title IX Sexual Harassment Affecting Students (Policy #103)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The Board declares it to be the policy of the Spring Grove Area School District (District) to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in these schools. Violations of this Policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation Students and third parties who believe they or others have been subject to Title IX sexual harassment or other discrimination or retaliation should promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds or school activities. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy are encouraged to immediately report the matter to the building principal.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be maintained in accordance with applicable law(s) and district policy.

Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred. Title IX Coordinator for Spring Grove Area School District is Dr. Steve Guadagnino, 100 East College Avenue, Spring Grove, 717-225-4731, ext. 3023, guadagns@sgasd.org.

Dress and Grooming Guidelines (Policy #221)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The Board wants students to develop pride in their appearance and recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

General Guidelines

- Students should use proper discretion with respect to school dress.
- Clothing should be clean and free of suggestive or vulgar printing or pictures.
- Hoods on any apparel are not to be worn in the school building(s) during the regular school day.
- Clothing with signs, symbols, or slogans depicting alcohol, drugs, tobacco, vaping, or profanity, in print or in pictures, is not permitted.
- Clothing that exhibits slogans, phrases, pictures, or symbols that have a sexual connotation, contain a double entendre (meaning), or reference violence or matters determined to be a hazard to health or safety, is not permitted.
- Clothing that materially and substantially interferes with or disrupts the educational process, activities, or work of the school (including a student's educational performance), is not permitted.
- Clothing that interferes with the rights of other students is considered inappropriate school attire and is not permitted.

- Clothing that reveals undergarments is inappropriate and may not be worn during the regular school day.
- Clothing which materially and substantially interferes with or disrupts the educational process by style or appearance is not permitted.

Examples of clothing that are considered materially and substantially disruptive to the educational setting and/or hazardous include:

Transparent/sheer clothing

Sagging pants where the undergarments are exposed

Tube tops/halter tops/strapless tops/shirts without sides or low-cut sides

Shirts/Tops that, when standing, the hem of the shirt does not meet the waist of the pant/skirt/bottom

Skirts/shorts/dresses that reveal any part of the buttocks

Costumes (unless promoted as a spirit day)

- Chains, jewelry, or any type of clothing or accessories, which potentially create a dangerous or materially and substantially disruptive situation, are not permitted.
- Hair styles, body art, and/or cosmetics, which materially and substantially interferes with or disrupts the educational process by appearance, are not permitted.
- Sunglasses are not to be worn within the school setting unless medically necessary.

Elementary Level (Gr. K-6) Specific

Students should be dressed appropriately for the weather. Elementary school students participate in scheduled outdoor recess periods when/as the weather permits. Students will engage in physical activity, such as running and jumping on black top areas, as well as grass and chipped mulch areas.

Elementary students also participate in scheduled physical education classes during the school day. For the safety of our elementary level students, students must wear safe and appropriate footwear, such as sneakers and closed-toed shoes.

- Sandals, high-heels, slippers, and flip flops are not considered safe and appropriate for physical activity. Students wearing footwear not appropriate for physical activity will not be permitted to participate in certain activities on the playground during recess period.

Secondary Level (Gr. 7-12) Specific

Hats, headbands, bandanas, or other head coverings (excluding hoods) are permitted to be worn during the school day **at the secondary level (7-12)** if they adhere to the general guidelines listed above regarding clothing.

Students should be dressed appropriately for the weather. Secondary level students participate in scheduled outdoor classes when the weather permits. Per individual schedule, students may participate in physical education classes, science labs, weight room activities, etc. For that reason, students must wear safe and appropriate footwear during such activities, such as sneakers and closed-toed shoes.

- Sandals, high-heels, slippers, and flip flops are not considered safe and appropriate footwear for physical activity, science labs, weight room activities, etc. Students wearing footwear not appropriate for the activity/class will not be permitted to participate.

Referral Process/Disciplinary Action for Students K-12:

1. Students wearing prohibited clothing will be referred to the office.
2. Referred students will be offered an opportunity to correct their attire, in an agreed-upon manner and time frame
3. Students who do not comply will be subject to disciplinary action.

Final determination of acceptable dress and grooming rests with the Principal or Assistant Principal (or designee).

Drug, Alcohol, Prohibited Substance Use, and Paraphernalia (Policy #227)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institutions of this district, the schools will strive to prevent drug and alcohol abuse.

As defined in Policy 227, **controlled substances** shall include all:

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

The Board prohibits the use, possession or distribution by a student of any narcotic or dangerous drug, as defined in "The Controlled Substance, Drug, Device and Cosmetic Act" (Act 64, April 14, 1972) and not prescribed by a physician, or being under the influence of narcotics or dangerous drugs, as defined in "The Controlled Substance, Drug, Device and Cosmetic Act" (Act 64, April 14, 1972) and not prescribed by a physician; or the possession or use of alcoholic beverages by a student and/or being under the influence of such beverages; or the possession, use, sale, or transfer of "look-alike" substances as defined in Act 23 of 1982; or nonprescription drugs, or drug paraphernalia (as defined in Policy #227) during school hours, on school property, or at any school sponsored event, and/or during time spent traveling to/from school or school-sponsored event.

Under the influence shall not include any consumption or ingestion of medical marijuana off-campus, so long as it is administered and approved consistent with Policy #210. **Medical marijuana** means marijuana for certified medical use as set forth in the Medical Marijuana Act.

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

In the event a student is found to be supplying other students with dangerous controlled substances or alcoholic beverages on school property, at school sponsored functions off school property, or enroute to and from any of the former, or if a student is a second offender by being in possession of dangerous controlled substances or alcoholic beverages, such students will be subject to a disciplinary hearing before the Board of School Directors for the purpose of considering an expulsion, as provided for in Article XIII, Section 1318 of the Public School Code of 1949, as amended.

In the event a student is found to be in possession of a dangerous controlled substance prohibited by law or alcoholic beverages, the following procedures will be followed:

1. If the student is a first-time offender and is cooperative with the investigation, he/she will be assigned to an alternative education program for a period of up to thirty (30) school days and be excluded from all school activities for a similar period. If the student is a first-time offender and is uncooperative with the investigation a three (3) day out-of-school suspension and possible referral to the Superintendent for a hearing will be added to the above (Section a).
2. A student who is a second-time offender will be suspended from school for up to ten (10) days and from all school activities until the end of the school term. Assignment to an alternative education program for up to 45 school days may be made.
3. In all cases, notification of the police is required.

Hazing (Policy #247)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The Spring Grove Area School District is committed to providing a safe, positive learning environment for students that is free from hazing. Hazing occurs when a person intentionally, knowingly, or recklessly endangers the mental health, physical health, or safety of a person, by causing, coercing, or forcing the student to do acts for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization. Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student. Refer to Policy #247 for additional explanation.

Some Examples of Hazing (List is not all-inclusive):

1. Paddling or striking in any manner
2. Marking or branding
3. Preventing or restricting class attendance
4. Forcing someone to eat or drink against their will
5. Placing items or a substances on a person's body (i.e., Bengay, etc.)
6. Forcing students to wear inappropriate garments
7. Throwing items at an individual
8. Name-calling
9. Expecting non-activity related items to be always in one's possession

Subtle Hazing

Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new or younger members on the receiving end of ridicule, embarrassment, and/or humiliation tactics.

Some Examples of Subtle Hazing (List is not all-inclusive):

1. Deception
2. Assigning demerits
3. Silence periods with implied threats for violation
4. Deprivation of privileges granted to other members
5. Socially isolating new or younger members
6. Line-ups and drills/tests on meaningless information
7. Name calling

Harassment Hazing

Harassment hazing typically involves behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/underclassmen.

Some Examples of Harassment Hazing (List is not all-inclusive):

1. Verbal abuse
2. Threats or implied threats
3. Asking new members to wear embarrassing or humiliating attire
4. Stunt or skit nights with degrading, crude, or humiliating acts
5. Expecting new or younger members to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
6. Sleep deprivation
7. Sexual simulations
8. Expecting new or younger members to be deprived of maintaining a normal schedule of bodily cleanliness
9. Being expected to harass others

Aggravated Hazing

Aggravated hazing typically involves behaviors that have the potential to cause physical and/or emotional, and/or psychological harm and can result in serious bodily harm or death of the student.

Some Examples of Aggravated Hazing (List is not all-inclusive)

1. Forced or coerced alcohol or other drug consumption
2. Beating, padding, or other forms of assault
3. Branding

4. Forced or coerced ingestion of vile substances or concoctions
5. Burning
6. Water intoxication
7. Abuse or mistreatment of animals
8. Public nudity
9. Expecting illegal activity
10. Bondage
11. Abductions/kidnapping
12. Exposure to cold weather or extreme heat without appropriate protection

Students will be alert to incidents of hazing and report such conduct to the coach, advisor, or Building Principal. When a student believes that he/she has been subject to hazing, the student will promptly report the incident, verbally or in writing, to the coach/sponsor or Building Principal.

Personal Electronic Devices (Policy #237, Policy #815)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>,

Access to District technology and network resources is a privilege and not a right. All users will be held accountable for compliance with District policies #237 (Electronic Devices) and #815 (Responsible Use of Internet and Network Resources).

Personal Electronic Devices are those devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the Internet, but will not be limited to: laptops, netbooks, mobile cellular phones, smart phones, personal digital assistants, personal media devices (iPods, iPads, e-Readers, tablet computers, and similar devices) and any other internet-enabled communication devices or other new technologies developed that are capable of connecting to the District's network or other independent mobile network.

The District holds high expectations for student behavior, academic integrity and the responsible use of personal electronic devices. Students who possess and/or use such devices during school day; in/on district buildings, district property, district vehicles or contracted vehicles; during transport to/from school; while attending school sponsored activities during the school day; and/or during any/all school-sponsored activities generally will demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community, and must be used only in accordance with Policies #237 and #815.

The District will not be liable for the loss, damage, theft, or misuse of any personal electronic device brought to school by a student. The District shall bear no responsibility or provide technical support, troubleshooting, or repair of electronic devices owned by anyone other than the District. Costs for the use of data and applications on personal electronic devices will be the responsibility of the student.

During instructional time, students may use electronic devices only as designated by a member of the professional staff. During non-instructional times, students may use electronic devices for nonverbal,

non-disruptive use in locations designated in the building specific section of the handbook. All other uses of electronic devices are prohibited.

The creation, possession, and/or distribution of child pornography is a felony offense. Any electronic device in the possession of a student found containing pornography will be seized and turned over to the local police for appropriate action. District discipline may also apply if pornography is disseminated or created during school-sponsored activities.

Filtered Internet Use

The District will provide filtered, authenticated, wireless access to the Internet for student use. The District forbids student access to the Internet through an unfiltered, unapproved wired, wireless, or cellular connection on electronic devices. For example, connection to the Internet while present on school property, on school transportation, or at a school-related activity, via anything other than the District-provided network, is in violation of policy #237 and Policy #815.

Privacy

Students shall not photograph, videotape, or record other individuals at school, on school district property, on school buses, or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena, such as sporting events or public performances.

Use of cellular phones or other electronic devices is prohibited in the nurses' office, school counselor's office, school office, restrooms, and locker rooms unless school personnel in charge specifically permit use of the cell phone or electronic devices in which case the device may be used ONLY to the extent and in the manner that permission was expressly granted.

Security

All users are expected to act responsibly and protect the integrity and security of district data, passwords, and user-identity. All users are expected to keep passwords and other digital security credentials confidential. Users should not attempt to gain unauthorized access to systems. Use of another person's identity to access technology and network resources is prohibited. Users may not distribute malware, viruses, or any other grayware applications. Users are also prohibited from hacking into the network or others' computers by exploiting the network or devices. This includes, but is not limited to, using a vulnerability scanner, password cracking, packet sniffers, spoofing attacks, rootkits, or social engineering attacks. Any applications used to strip or harvest information from the network or district-owned computers, completely take over a person's computer, or to "look around" is strictly prohibited.

Terroristic Threats/Acts (Policy #218.2)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

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

Terroristic threat – shall mean a threat communicated either directly or indirectly to:

1. commit any crime of violence or to terrorize another;
2. cause evacuation of a building, place of assembly or facility, or public transportation;
3. cause a reasonably foreseeable substantial disruption to school operations;
4. otherwise cause serious public inconvenience; or

5. cause terror with reckless disregard of the risk of causing such terror or inconvenience.

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

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

1. The Building Principal may immediately suspend the student.
2. The Building Principal shall promptly report the incident to the Superintendent or designee.
3. Based on further investigation, the Superintendent or designee may report the student to law enforcement officials.
4. The Building Principal or Superintendent may inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent or designee may recommend expulsion of the student to the Board.

Policy #218.2 applies to on-campus and/or off-campus communications, including but not limited to, social media content or messages posted using private devices after school hours.

The subjective intent, motivation, or purpose of the student is not relevant in determining whether the student's actions constitute a terroristic threat as defined herein. It shall be no defense to a violation of Policy #218.2 that the student was joking when he/she communicated the threat.

The District reserves the right to obtain repayment or restitution from the student and/or the student's parents/guardian for any direct or indirect costs to the District that resulted from the student's violation of Policy #218.2.

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

If a student is expelled for making terroristic threats, the Superintendent or designee may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of students with disabilities, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act and follow Board policy.

Tobacco/Vaping/Nicotine/Nicotine Delivery Products (Policy #222)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Spring Grove Area School District recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for both users and nonusers and the school environment.

The District prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building, on school buses or other vehicles that are owned, leased, or controlled by the school district; on property owned, leased, or controlled by the school district; or at school-sponsored activities that are held off school property.

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products include (but may not be limited to) the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff, and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe, and a hookah.
3. Any product containing, made or derived from either tobacco, whether in its natural or synthetic form, or nicotine, whether in its natural or synthetic form which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Products prohibited in Policy #222 will be confiscated and disposed of in accordance with Policy #222 by building administrators.

Possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school-sponsored activity, may be reported to the school police, School Resource Officer (SRO), or to the local police department that has jurisdiction over the school's property in accordance with Board policies.

Any student who violates Policy #222 shall be subject to prosecution initiated by the District and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs.

Disciplinary procedures for violations of tobacco, nicotine and nicotine delivery products will be as follows:

1. First time possession will result in prosecution through the District Magistrate's Office and potential in-school suspension.
2. Additional offenses of possession will result in prosecution through the District Magistrate's Office and in-school suspension.
3. Possession with use and/or distribution will result in prosecution through the District Magistrate's Office and in-school suspension.

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of Policy #222 and subject to disciplinary action.

The Weapons Act of Pennsylvania (Policy #218.1)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

With the passage of Act 26 of 1996 by the Pennsylvania legislature, any student in possession of a weapon on school property must be expelled for at least one year, unless the Superintendent makes a recommendation for a less severe disciplinary action.

Policy #218.1, Weapons, provides the following definition for possession:

“A student is in possession of a weapon when the weapon is found on the person of the student, in the student’s locker, under the student’s control while on school property, on property being used by the school, or at any school function or activity, at any school event held away from the school or while the student is coming to or from school. Possession also includes to have in his/her effects, including but not limited to, back packs, gym bags, articles of clothing, shoes/boots, books, purses, etc. and to have in a vehicle driven or ridden, such as bus, car, bicycle, etc.”

Behavior Management Procedures

Detention

The SGASD School Board has authorized keeping students after school hours for disciplinary purposes. Detention is a basic first level disciplinary measure assigned with the hope that further misconduct will not occur. Students who do not serve detention will be moved through the discipline system as outlined on the [Progressive Discipline Plan](#). Continued failure to serve the assignment will be considered defiance of school rules and may result in out-of-school suspension. Detention may be assigned by the administration and will be held during school hours or after school. Except for students going to extracurricular activities, students must leave the building after detention is dismissed. The student involved will have a minimum of 24 hours’ notice to arrange for his/her transportation.

Teacher-held detention may be used by the classroom teacher to help manage undesirable student behavior. When detention is assigned by the teacher, the teacher will notify the parent of the assigned detention and the reason for the assignment. The teacher assigning the detention will monitor the students involved. The administration must be informed of any students who are assigned teacher-held detention. If a student fails to stay for a teacher-held detention, he/she may be assigned additional detention by the teacher.

Due Process (Policy #233)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The published types of offenses that could lead to exclusion from school are contained in School Board policies, throughout the Student/Parent Handbook, and included (though not an exhaustive list), in the [Progressive Discipline Chart](#). (Exclusions affecting students with disabilities shall be governed by applicable state and federal law regulations.)

The rights assured by due process include:

1. To receive notice (written or oral) specifying the violation in a clear and concise manner.
2. To have a conference at which evidence of the violation is presented.
3. To be allowed to rebut the charges.
4. To be allowed to provide an explanation in mitigation of the violation or penalty.
5. To be notified of the specific penalty imposed.

For additional information, refer to Board Policy #233, Suspension and Expulsion.

End of Year Student Behavior Obligations

Students who earn disciplinary assignments during the last few weeks of school will be given every available opportunity to serve the assignments prior to the last respective grade-level scheduled day of school.

Expulsion (Policy #233)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Expulsion is exclusion from school, by the Board, for a period exceeding ten (10) consecutive days of school. The Board may permanently expel from the district rolls, any student whose misconduct and disobedience warrants this sanction. No student will be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing. An expelled student will not be permitted to attend or participate in the graduation ceremony.

Students who are facing an expulsion hearing must be placed in their normal classes, if the formal hearing is not held within ten (10) school day suspension. If it is not possible to hold the formal hearing within the first ten (10) days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days, if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety, or welfare of others. Any further exclusion prior to a formal hearing may only be made by mutual agreement. Such students will be given alternative education, which may include home study (where appropriate). **(For additional information, refer to Board Policy #233.)**

Responsible Use of Internet and Network Resources/Livestreaming (Policy #815 / 815.1)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Students are expected to act in a responsible, ethical and legal manner when utilizing District technology, network and Internet resources. ALL users must read, understand, provide a signed acknowledgement form and comply with Policies #815 and #815.1 that address the following items and definitions:

1. Use of the Internet and network resources must be in support of District educational and operational programs.
2. Illegal activity, commercial activity, lobbying, and unauthorized advertising are prohibited.
3. Hate mail, discriminating remarks, profanity, inappropriate language, or offensive communications are prohibited.
4. Bullying, cyber bullying and harassment is prohibited. The student shall abide by District bullying policies when utilizing District technology, network and Internet resources.
5. Access to or distribution of pornographic, obscene, lewd, illegal or other material deemed harmful to minors is prohibited.
6. Users shall not intentionally seek information on, modify or obtain copies of files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. Use of school technology or network connectivity for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.
8. Loading, distribution, or use of unauthorized software, programs or utilities on district technology or network services without prior approval from the District Technology Coordinator or his/her designee is strictly prohibited.
9. Users are expected to adhere to copyright laws or regulations. The illegal use of copyrighted software, materials, or files is prohibited.

10. The network will not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
11. Users will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts. Users shall not be responsible for damage due to normal wear and tear or for accidental damage, loss, or theft.
12. Any attempt to circumvent security measures on the District network or technology devices is prohibited. Unauthorized access, deletion or modification of passwords, files and data belonging to other users is prohibited. Users should report any security problems to the school administration.
13. Laser pointers and other laser-emitting devices are strictly prohibited.
14. Recordings of instruction, including but not limited to, hybrid class livestreams and pre-recorded instruction, are the property of the District.

Violations of the items listed above will result in disciplinary action as outlined in the [Progressive Discipline Plan](#). Further, serious violations may be punishable under Pennsylvania criminal statutes covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal functioning of an organization.

Parental Notification and Responsibility for District-owned Devices Used Outside of District Network

There is a wide range of material available on the Internet, some of which may not be consistent with the particular values of families of the students. While the devices given to students are integral to completing coursework beyond the school day, it is not practically possible for the district to monitor, filter, and enforce a wide range of social values in student use of the Internet when those devices are taken and used outside of the district network. Further, the district recognizes that parents/guardians maintain primary responsibility for transmitting their particular set of values to their children. The district encourages parents/guardians to discuss and specify to their child(ren) what material is and is not acceptable for their child(ren) to access on personal devices through the Internet, based upon the set of social values specific to each family.

Student Search and Seizure (Policy #226, 218 and #227 / 22 PA Code §12.14)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Lockers are assigned, or otherwise made available, to students as a convenience for the safe storage of books, clothing, school materials, and limited personal property, and to facilitate movement between classes and activities and to/from school. All locks and lockers are and will remain the property of the school district. As such, students will have no expectations of privacy in their lockers.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to health, safety, or welfare of the occupants of the school building or the building itself.

The Board authorizes the administration to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds, or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

Under certain circumstances, general or random searches of students and their lockers, vehicles, or other belongings without individualized suspicion, may be conducted for the purpose of finding or preventing entry onto school property of controlled substances, weapons, or other dangerous materials. Such searches may be conducted using screening methods such as dogs, or other animals trained to detect controlled substances, explosives, or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items, or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items, or places on an individual basis.

Random or general searches for weapons may be conducted when there are circumstances, information, or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Any vehicle, while parked on school property, is subject to search by the administration or staff. All students requesting permission to park their vehicles on school property are subject to random searches of their vehicles, without prior notification.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Suspension from the Regular Classroom Instruction (Policy #233)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

When a student has committed an offense that warrants suspension, the administration is empowered to assign the student to in-school suspension or out-of-school suspension. The discipline may be assigned by the principal or the assistant principal.

In-School Suspension

When it has been decided that the student will be assigned to in-school suspension, the student will be removed from his/her normal class schedule and placed in a separate, specified room that is monitored by staff. The student will complete all school assignments to the satisfaction of his/her regular classroom teachers and comply with all rules, requirements, and regulations of the in-school suspension program. Failure to comply with these requirements will result in further disciplinary action to be determined by the administration.

A student who is in in-school suspension is ineligible to participate in any athletic event or attend any affair held by the school during the time the assignment starts until the time the assignment is complete. If a student is removed from in-school suspension for refusal to abide by the rules of this program, this may be interpreted as resisting all rehabilitative efforts and may result in an out-of-school suspension for up to 10 school days. When a student has received two in-school suspension assignments, he/she may be suspended out-of-school for every offense hereafter.

Out-of-School Suspension

Suspension will be defined as prohibiting a student from attending school for a period of one to ten school days or until the Board of Education meets to conduct a hearing on expulsion. Suspension may be assigned by the Building Principal and/or assistant principal for misconduct which, in their judgment, is disruptive to the good order of the school and to the learning opportunities of other students.

The student suspended out-of-school will be prohibited from attending school and being on school property during the entire period of the suspension. The suspended days are excused absences, and the suspended student will be permitted to make up all class work that was missed as outlined in Policy 233. During an out-of-school suspension, the suspended student must remain at home during school hours.

A student who is suspended out-of-school is ineligible to participate in any athletic/extracurricular event or attend any affair held by the school during the time of the suspension.

Suspension may not exceed a period of ten consecutive school days. The principal and/or assistant principal will immediately notify in writing the Superintendent and the student's parents, giving them the reasons and the length of the suspension. No student may receive a suspension unless he/she has been informed of the reasons and given the opportunity to respond to the suspension before it takes effect. When the suspension exceeds three school days, the student and parent/guardian may request an informal hearing to be held (22PA Code 12.6). This informal hearing must be held within the first five days of out-of-school suspension (22PA Code 12.8).

Progressive Discipline Plan (Policy #218)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Philosophy and General Procedures

We firmly believe that our students are capable of conducting themselves in a manner appropriate for school. We will always try to give students as much responsibility as they are ready to assume. Remember, however, "Freedom is the Opportunity to Exercise Self-Discipline," and where people are unable or unwilling to discipline themselves, controls must be imposed.

The primary objective of the progressive disciplinary system in the Spring Grove Area School District is to change or modify a student's behavior so he/she can function within the established guidelines for all students. Maintaining proper discipline is a responsibility shared by teachers, students, parents, and administrators.

Student Behavior

Any individual who is a student of the Spring Grove Area School District is subject to all school rules while in school, traveling to and from school, and at school-designated or sponsored events. Students should recognize that off-campus speech can be disciplined when there is substantial disruption to education or interference with another person's rights.

The following actions and activities listed in the [Progressive Discipline Chart](#), on the part of the student, will be considered violations of the policies and regulations of the Spring Grove Area School District. While it is impossible to list or categorize all potential types of behavior which may lead to disciplinary action, the following should be construed as representative, but not all-inclusive.

The following actions and activities are categorized as Level I, II, and III violations, which may result in teacher intervention, detention, suspension, expulsion, and/or prosecution by civil authorities. Continuation of any Level I or II violation may result in the administration responding to that action as a Level III violation.

The administration has the option to substitute for each Class Violation any of the following:

- Restricted Hall Passes

- Detention (after school/lunch/recess)
- Required Parent Conference
- In-School Suspension
- Out-of-School Suspension
- Expulsion

*****NOTE: During an emergency situation, any disciplinary infraction that occurs will be categorized at one level higher than it would have been under normal conditions.***

Progressive Discipline Chart

The following chart contains a description of general areas of the rule infractions and examples of disciplinary actions that could be taken. The examples given are references and not to be considered an all-inclusive listing of infractions appropriate for this level. Corporal punishment is not an option at any grade level of the District.

Progressive Discipline Chart

<u>LEVEL I</u>	<u>EXAMPLES (Listing is not all inclusive)</u>	<u>OPTIONS</u>
Minor misbehavior on the part of the student, which disrupts orderly classroom procedures or operation of the school	Classroom disturbances Unsafe behavior/horseplay Tardiness Failure to follow directions Use of profanity Public displays of affection Disrespect to students Abuse of passes/privileges Dress code violations	Verbal/written reprimand Detention Parent contact by teacher/admin. Parent/admin. Conference Others as deemed appropriate by the administration
<u>LEVEL II</u>	<u>EXAMPLES (Listing is not all inclusive)</u>	<u>OPTIONS</u>
Frequent or serious misbehavior which tends to disrupt the learning climate of the school	Continuation of Level I misconduct Disrespect to Staff Cheating/lying/forgery Truancy Cutting class Insubordination/defiance to staff Smoking/possession of tobacco or nicotine products and/or nicotine delivery devices Abusive language Lewd behavior/gestures/comments/notes Physical contact Bullying behavior Gambling Minor misuse of the computer	Counseling Detention Suspension Parent/admin. Conference Referral to outside agencies Law Enforcement/SRO referral Loss of school privilege/s Exclusion from school-sponsored activities Transfer to another building bus, etc. Others as deemed appropriate by the administration
<u>LEVEL III</u>	<u>EXAMPLES (Listing is not all inclusive)</u>	<u>OPTIONS</u>
Acts directed against person or property. Acts that are deliberate and/or negligent abuse of district resources Acts which result in harm to another's person or property, or which pose a direct threat to the welfare of that student or of others in the school	Continuation of Level II misconduct Fighting Vandalism Use/possession of controlled substances Theft/possession/sale of stolen property Extortion Possession/use/transfer of weapons Arson Furnishing/Selling controlled substances/Intent to deliver Terroristic threats/acts Assault and Battery Creation/possession/distribution of pornography	Detention Suspension Expulsion Referral to outside agencies Alternative education Law Enforcement/SRO referral Others as deemed appropriate by the administration

Bullying/Cyberbullying (Policy #249)

The Board prohibits all forms of 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 and/or outside a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education
2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in Policy #249, includes cyberbullying via any form of electronic communication including, but not limited to, phone, text messaging, Internet, websites, email, blogs, chat rooms, and/or instant messaging. Cyberbullying may also constitute the crime of cyber harassment and, as such, may be subject to criminal prosecution in addition to disciplinary consequences under the Policy. Where appropriate, the Board directs that instances of bullying or cyberbullying be referred to law enforcement. In the event a student becomes aware of a bullying situation, that situation should be reported to the Building Principal or other responsible adult.

Co-Curricular and Extra-Curricular Activities and Interscholastic Activities Definition (Policy #122, Policy #123)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

According to Spring Grove Area School District Board Policies #122 and #123, co-curricular and extra-curricular activities are those activities, which are sponsored or approved by the Board, but are not offered for credit toward graduation. In order to be eligible to participate in co-curricular and extra-curricular activities, a student must pursue a curriculum defined and approved by the Building Principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the Board of School Directors of the Spring Grove Area School District. The student must maintain an acceptable grade in such approved curriculum, as certified by the Building Principal, conform to the appropriate rules of conduct, attend school regularly, and return all school equipment.

This Code of Student Conduct applies to student behavior in school and off campus during normal school hours as well as when school is not in session.

Philosophy

The Spring Grove Area School District offers numerous activities that are an extension of the classroom. The goal and purpose of these activities is to TEACH students the meaning and understanding of sportsmanship, commitment, sacrifice, teamwork, and hard work. Additional goals include learning how to win and lose, increasing the knowledge of the activity, realizing potential, developing a healthy lifestyle, and skill development. The Spring Grove Area School District's Board of School Directors, administrators, teachers, and coaches/advisors are committed to excellence and providing the best opportunities for students. The participants must keep in mind that they are often in the public eye and their personal conduct must always be above reproach. They have an obligation to present themselves in a favorable light and to respect their peers and adult citizens of the community.

Student participation in co-curricular and extra-curricular activities is voluntary and is a privilege, not a right. Those who choose or are selected to participate in these activities must be aware of and abide by the Code of Student Conduct for the Spring Grove Area School District. Each participant is expected to know and understand the Code of Student Conduct as outlined in the Student/Parent Handbook and to operate within the framework of the stated requirements.

For the purposes of this Code of Student Conduct, co-curricular and extra-curricular activities include, but are not limited to, the following: athletics, student clubs, academically competitive groups, music, and/or performing arts participation outside of an academic requirement, National Honor Society(ies), and Student Council.

The Code of Student Conduct is designed to further describe expectations of the District's philosophy and objectives.

Expectations

In addition to the Spring Grove Area School District Code of Student Conduct (Discipline Code) and Board Policies, the following rules have been developed for co-curricular and extra-curricular activities:

1. Hazing and/or Bullying/Cyberbullying, as outlined by Board Policies #247 and #249 respectively, will not be tolerated. Students found to be guilty of such behavior will be disciplined and may be removed from the activities in which they participate.
<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>
2. Unless otherwise informed by the administration, students will not practice or participate in any activity during a period of in-school or out-of-school suspension. If a student is suspended on a day at the end of an academic week, he or she will not be permitted to participate in any co-curricular or extra-curricular activities until school resumes. Students may be dismissed from the team for a second in-school or out-of-school suspension.
3. Equipment issued for practice and competition should be cared for properly. Loss or failure to turn in materials belonging to the co-curricular or extra-curricular organization at the end of the school year will result in an invoice sent to the student for the replacement of the item(s). In addition, a student will not be issued equipment for another sport or activity until the equipment from the previous season has been returned. Any awards due to the student will be withheld until the restitution is made.
4. The student must participate in and finish the activity as a member in good standing for the year to qualify for any awards sponsored by the District, booster club and/or co-curricular or extra-curricular organization. Advisors and coaches will determine the types and numbers of awards to be presented.
5. Students will be respectful during the playing of the National Anthem and *Alma Mater*. Talking, laughing, and horseplay will not be tolerated and will result in consequences.
6. Participation in all activities is a privilege, not a right. Therefore, the advisors or coaches have the responsibility to prohibit any student with poor academic performance from leaving class on an early dismissal related to the activity. Advisors or coaches may decide to increase their individual group's rules for unacceptable academic performance; however, at a minimum, it must meet District requirements.
7. Unless agreed upon by all coaches involved and the Student Athletic Coordinator, a student who quits a sport will not be permitted to participate in another sport during the same season.
8. When traveling away from school as an organization/team, students are the responsibility of the advisors or coaches until the organization returns to the high school or middle school. Participants must travel to events on District provided transportation. Exceptions should be cleared with the Building Principal or Student Athletic Coordinator. If a student wishes to be released to a parent(s) or guardian(s) following an event away from school, he/she should follow established guidelines. The final decision to allow parents or guardians to transport their child home from an activity will be a decision made by the advisor/coach and/or team and may vary from time-to-time among activities. These guidelines will be included in each organization's/team's expectations.
9. Actions by any student during or outside of the school day while that student is involved in a district-sponsored extra/co-curricular activity that are deemed to be detrimental to the reputation of the activity or the District may result in disciplinary action including, but not limited to, suspension or removal from the activity at the discretion of the advisor/coach, Building Principal, and/or Student Athletic Coordinator.

10. Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian will sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet and the Sudden Cardiac Arrest Symptoms and Warning Signs Information sheet.

Academic/Interscholastic Eligibility Requirements (Policy #122.1)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Eligibility for co-curricular and extra-curricular participation requires a student to maintain at least a 65% average or higher in four (4) full credit subjects or the equivalent. Athletics will also abide by PIAA regulations.

Eligibility will be cumulative from the beginning of a grading period and will be reported on a weekly basis. In cases where students' work does not meet the standards noted in this statement as of any Friday during a grading period, the student will be ineligible to participate in co-curricular and extra-curricular activities. The student will be ineligible from the immediate following Sunday through the Saturday following the next Friday. During this time, said student may practice.

In cases where a student's work does not meet the standards provided for in this statement after two consecutive Fridays during a grading period, said student will be ineligible to participate in co-curricular and extra-curricular activities and may not practice for the next 15 school days beginning with the first school day immediately following the second consecutive Friday during the grading period where the eligibility standards provided were not met. Following this 15-school day period, eligibility may be restored if the standards provided for in this statement are met.

In cases where a student's work in any preceding grading period does not meet the standards provided for in this statement, the student will be ineligible to participate in co-curricular and extra-curricular activities and may not practice for 15 school days beginning on the first day report cards are issued. After the 15th school day, eligibility will be reinstated when the standards set forth have been met. Note that eligibility for the next school year is based on final average (not 4th quarter). If the standards are not met, the student is ineligible to participate in co-curricular and extra-curricular activities and may not practice through the 15th school day of the next school year. Students whose work does not meet the standards provided, who attend summer school and correct their deficiencies, will be eligible.

Attendance Eligibility (Policy #122.1)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Unless dictated by an individual course schedule, a student must be in attendance at school by 9:00 AM on a regular school day or when the start of the school day is delayed by one hour in order to practice or participate in a co-curricular and extra-curricular event that evening. If the start of school day is delayed by more than one hour, the student must report on time in order to practice or participate in a co-curricular and extra-curricular event that evening. Arriving after the allowable time on a Friday will exclude the student from participation in any weekend event including that Friday. Prior administrative approval or a physician's excuse will be the only exception to the preceding statement.

If a student's absences total 20 or more days in a semester, a student would lose their eligibility until they have attended 45 days of school. This period of ineligibility starts the first school day after the 20th day.

Per Marking Period: With the accumulation of 2 full days of unexcused/unlawful absence from school, a student will lose extracurricular privileges for two weeks. This includes participation in athletics, music, and other school events (i.e. Homecoming, MiniTHON, Prom, etc.). A student will be excluded from participation in the next scheduled activity, practice, performance, or competitions after three (3) times tardy to school. In those situations where a student participates in more than one activity, he/she will be excluded from participation in the first occurring activity, practice, performance, or competition. If a student should be tardy to school a fourth time, he/she will be ineligible for participation for the remainder of the season or marking period, whichever comes first, and will be immediately removed from participation in all co-curricular and extra-curricular activities for the season or marking period, whichever comes first. The building administration will have the final say in the removal of a student from participation in extra-curricular activities.

Per School Year: With the accumulation of 10 full days of unexcused/unlawful time from school, a student will lose the privilege of attending Prom.

With the accumulation of 15 full days of unexcused time from school, a student will lose the privilege of participating in the commencement ceremony.

Extracurricular activities and other privileges include, but are not limited to:

Clubs, Honors Societies, Student Council, etc.	Homecoming Activities
Attendance at extracurricular events	MiniTHON
Extracurricular participation	Parking Privileges
Field Trips	Prom

A student may not participate in any co-curricular and extra-curricular activity on a day or evening in which he/she has been absent from school. Demeanor of Audience

Spring Grove Area School District supports the York Adams Interscholastic Athletic Association’s Sportsmanship Announcement “being implemented” at all District co-curricular and extra-curricular activities. Good behavior is expected of coaches, players, participants, and audience members.

The co-curricular/extra-curricular activity is for the benefit of students. No signs, banners, or noise makers are permitted. All members of the audience are asked to remain seated during the game/presentation. Any observer, by their action or behaviors, interfering with the program, will be removed from the event.

Substance Abuse (Drugs, Alcohol, Chemical Substances) (Policy #227) and Hazing (Policy #247)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Spring Grove Area School Board Policies #227 Controlled Substances/Drug Awareness, and #247 Hazing, have been enacted to address disciplinary procedures for the students using chemical aids and engaging in activities that intentionally, knowingly, or recklessly endanger the mental health, physical health, or safety of a person, by causing, coercing, or forcing the student to do acts for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, or cause willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Additionally, in further attempt to protect the health and well-being of our students and the integrity of co-curricular and extra-curricular activities, the following “Co-curricular and Extra-curricular Guidelines” pertain to the school activities included, but not limited to all athletic teams, musical groups/programs, National Honor Society(ies), theater, art, clubs, and elected positions. (For

more detailed information on hazing, please refer to the “[Hazing](#)” section, Core Section II, Code of Student Conduct).

Period of Accountability

The regulations set forth in these guidelines are in effect from the first legal practice date or band camp for fall activities (or the first day of school for all other participants), until the last student-scheduled day of school or the end of any activity, whichever comes last, and at all activities under the jurisdiction of the District. Any period of suspension that has not been completed prior to the end of any activity will carry into the next activity that the student wishes to participate. Students may participate in tryouts during a period of suspension.

Confirmed Violation

A student will be deemed in violation of these guidelines when an incident has been confirmed through a comprehensive investigation and an informal hearing using information provided by an advisor, member of the coaching staff, teaching staff, administration, and/or by law enforcement records.

Subtle or Harassment Hazing

First Offense

Any student found to be engaging in a behavior categorized as subtle or harassment hazing (as defined in the [Code of Student Conduct](#)) will be suspended from a co-curricular and extra-curricular activity from the date of the confirmed violation if involved in a co-curricular and extra-curricular activity for a period of 30 calendar days. The student will be eligible to return to practice after 15 calendar days and full participation after 30 calendar days. A student who returns to full participation following a suspension will be placed on probation from the date of return to the activity, through the end of the next co-curricular and extra-curricular activity in which the student participates.

Second Offense

A student found to be engaging in a behavior categorized as subtle or harassment hazing (as defined in the [Code of Student Conduct](#)) a second time will be dismissed from a co-curricular and extra-curricular activity from the date of the confirmed violation if involved in a co-curricular and extra-curricular activity.

Aggravated (Violent) Hazing

Any student found to be engaging in a behavior that has the potential to cause physical and/or emotional, or psychological harm and is thus categorized as aggravated (violent) hazing (as defined in the [Code of Student Conduct](#)), will be dismissed from a co-curricular and extra-curricular activity from the date of the confirmed violation if involved in a co-curricular and extra-curricular activity. A student who returns to full participation following a suspension will be placed on probation from the date of return to the activity through the end of the next co-curricular and extra-curricular activity in which the student participates.

In School / Out of School Suspension (Policy #233)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Any student assigned to in-school or out-of-school suspension is not eligible to participate in co-curricular and extra-curricular activities until the first calendar day immediately following the period of suspension.

Narcotic, Dangerous Drug or Alcohol Violation (Policy #227)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

A narcotic, dangerous drug, or alcohol violation occurs if any student is found to be using, possessing, or distributing any narcotic or dangerous drug as defined in "The Controlled Substance, Drug, Device or Cosmetic Act" (Act 64, April 14, 1972), and not prescribed by a physician: or being under the influence of narcotics or dangerous drugs as defined in "The Controlled Substance, Drug, Device or Cosmetic Act" (Act 64, April 14, 1972), or not prescribed by a physician: or possessing or using alcohol beverages and/or being under the influence of such beverages: or the possession or use, sale, or transfer of "look alike" substances as defined in Act 23 of 1982, or non-prescription drugs, or drug paraphernalia, whether or not on school property and whether or not during a school related activity of any kind.

First Offense

1. Suspension of eligibility to participate in Spring Grove co-curricular and extra-curricular activities for a period of 60 calendar days from the date of the confirmed violation if involved in a co-curricular and extra-curricular activity. After 15 calendar days, the student may return to practice if an agreement has been reached between the student, parent coach/advisor, and administration as to a remediation plan focusing on the violation. The student would be eligible to return to full participate after the next 15 calendar days if the student has successfully adhered to the plan. A student who fails to meet these standards will not be eligible for participation until the completion of the 60 calendar days. A student who returns to full participation following a suspension will be placed on probation from the date of return to the activity through the end of the next co-curricular and extra-curricular activity in which the student participates. Violation of these guidelines while on probation will constitute a second offense.
2. Referral to the Student Assistance Program/Treatment Team with mandatory participation as determined by the remediation plan.

Second Offense

Suspension of co-curricular and extra-curricular participation for one calendar year from the date the incident was confirmed.

We believe that parents and educators must work cooperatively to instruct young people about chemical use. It is necessary for us to discipline those who choose to use prohibitive substances and to emphasize training and practice rather than the use of chemicals to improve performance. Doing one's best through dedication and training is the real measure of success. The use of chemical aids cannot enhance the joy of success; neither can their use diminish the pain of failure.

Tobacco, Vaping, Nicotine Violation (Policy #222)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

A tobacco violation occurs if a student is found to be using or possessing tobacco products whether or not on school property and whether or not during any school-related activity. State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products include (but may not be limited to) the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff, and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah
3. Any product containing, made or derived from either tobacco, whether in its natural or synthetic form, or nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Further explanation and details are available in School Board Policy #222 and the Tobacco/Vaping/Nicotine section in the Code of Student Conduct.

First Offense

Suspension of eligibility to participate in Spring Grove co-curricular and extra-curricular activities for a period of 30 calendar days from the date of the confirmed violation if involved in a co-curricular and extra-curricular activity. After a ten (10) day period, a student may return to practice if an agreement has been reached between the student, parent, coach/advisor and administration. The student may return to full participation after the next ten (10) days if the student has successfully adhered to the remediation plan focusing on the violation. If a student fails to meet these standards, he/she will not be eligible for participation until the completion of the 30 days.

A student who returns to full participation will be on probation from the date of return to the activity through the end of the next co-curricular and extra-curricular activity in which the student participates. Violation of these guidelines will constitute second and third offenses.

Second Offense

Suspension from co-curricular and extra-curricular participation for 90 calendar days from the date the incident was confirmed.

Third Offense

Suspension from co-curricular and extra-curricular activities for one calendar year from the date the incident was confirmed.

Transportation Guidelines (Policy #810)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Student Transportation

Student transportation is an important part of the total school program. The Spring Grove Area School District, in accordance with state guidelines and Board Policies, will provide transportation of students.

TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT. When students violate established rules, this privilege of transportation can be denied by the Building Principal or other District Administrator, in which case, parents/guardians are then responsible for the student's transportation.

Riding the school bus is considered an extension of the school day and rules governing student conduct while in school apply to student at bus stops and on school buses. Maintaining order on school buses

requires the cooperation of students, parents, administrators, principals, and the bus drivers. Students are required to conform to reasonable standards of socially acceptable behavior; respect the rights, person, and property of others; preserve the degree of order necessary to ensure safety; and obey constituted authority responding to those who hold that authority, including bus drivers. School bus shall mean any district-provided student transportation vehicle, including a van or automobile.

The following guidelines are in place to maintain order on school buses and are not to be considered an exhaustive list:

1. Students are to board the bus only at designated bus stops approved by the School Board. Conduct of students at the bus stop is the responsibility of parents/guardians, and misconduct is subject to school disciplinary action.
2. Students will be permitted to leave the bus only at their regular assigned bus stop. EXCEPTION: a bus driver may allow a student to get off at a location other than the regular stop with prior approval from parent, via a note or call to the Transportation Office.
3. The law prohibits bus drivers from changing bus stop locations without the approval of the Transportation Coordinator.
4. Unauthorized entrance or attempted entrance on a bus by any individual is strictly forbidden by law; should an individual disregard this warning and enter a bus without authorization, the bus driver will immediately contact the Transportation Coordinator by radio.
5. Each student will be assigned to one bus route at the beginning of the school year. There will be no deviation of this assignment unless a student requires an assignment change, in which case, approval by the Transportation Coordinator is necessary. Students may not change bus assignments arbitrarily for visits to friends' homes, parties, etc. If an emergency arises, a student may be issued a bus pass from the main office to ride another bus. Request for permanent assignment change must be submitted in writing to the Transportation Coordinator. (Email stinel@sgasd.org)
6. Students must be at their assigned bus stop locations five minutes before scheduled pick-up and must avoid playing or fighting while waiting for the bus. Students should wait a minimum of twenty minutes for late-arriving buses during inclement weather. Bus stop times are approximate and may vary slightly due to traffic conditions, road conditions, trains, accidents, etc.
7. Students are to enter the bus in an orderly manner, be seated immediately, and remain seated through the duration of being transported.
8. The bus driver will assign each student to a seat on the bus for the purpose of identification and discipline and to minimize potential disturbance to others while students are being loaded on or unloaded off the bus.
9. Students will express their ideas and opinions in a respectful manner without offending or slandering others and without using profane or unacceptable language. Foul or rude language, making inappropriate gestures, bullying, or talking loudly will not be tolerated.
10. Students are to exercise proper care and safety procedures. Students will not extend arms or other parts of the body out bus windows. Fighting, horseplay, pushing, shoving, tripping, use of vulgar and/or profane language, throwing articles, or trash in or out of the bus, on the bus, or at the bus stops, and/or any other behaviors that distract the bus driver are considered improper conduct and will not be tolerated. Eating, smoking, or drinking a beverage while on the bus is not permitted. Intoxicated students will not be permitted on the school bus and will be subject to appropriate disciplinary action.
11. Fighting on the bus or at the bus stop may result in immediate bus suspension and possible criminal charges.

12. No animal (dead or alive), firearms, glass, explosives, or anything of a dangerous or objectionable nature will be transported while students are riding the bus.
13. Electronic devices (radios, recorders, pagers, CD players, MP3 players, etc.) on the bus, which have been determined to be a disruption, will be turned off and stowed away. Abuse of the privilege of electronic devices on the school bus may result in confiscation of the device, with retrieval only by the parent(s) at the school office.
14. Cell phones may be used on the school bus. However, the bus driver may require all cell phones to be turned off for any reason. Abuse of the cell phone privilege may result in confiscation of the device with retrieval only by the parent(s) at the school office.
15. School buses are equipped with audio/visual cameras used to monitor student behavior.
16. Violation of school district bus rules and regulations will lead to disciplinary action, which may include, but not be limited to: detention at lunch, and/or before or after school, or temporary suspension, and/or permanent suspension of transportation privileges.

School Bus Rules and Regulations “Top Ten”

For safety reasons, appropriate conduct is imperative on the bus. The driver has the same authority on the bus as a teacher has in the classroom. The driver is required to assign each student to a seat on the bus. Misconduct on the bus may lead to temporary or even permanent loss of transportation privileges. The general “top ten” school bus rules and regulations are as follows:

1. Follow directions at all times.
2. Remain in your assigned seat at all times, facing forward with feet on the floor, unless the driver directs you to move.
3. Do not use foul language, make rude or inappropriate gestures, or talk loudly.
4. No pushing, shoving, or fighting.
5. Eating, smoking, or drinking a beverage will not be permitted on the bus.
6. Arms and hands are not to be extended outside the bus windows.
7. Students must ride their assigned buses, unless prior approval from the Transportation Office has been obtained.
8. Keep personal possessions out of the aisle.
9. Paper or litter must be deposited in the proper trash receptacle, not on the floor.
10. If these rules and regulations are not followed, riding privileges may be suspended. A student’s privilege of riding the bus may be revoked because of misconduct while on the bus, while going to and/or from the bus stop, or at the bus stop.

School Bus Disciplinary Procedures

Proper conduct on a school bus is imperative for the safety of all students on the bus. Therefore, violations of bus conduct rules will be taken seriously, and students disciplined accordingly. Video surveillance will occur on school buses periodically; and those video recordings may be used for investigative or disciplinary purposes. The progressive discipline outlined below will be strictly enforced.

Routine Offenses

Routine offenses include, but are not limited to, littering on the bus, profanity, changing seats without permission, not remaining seated, and/or loud/disruptive behavior.

<u>Offense</u>	<u>Discipline</u>
First	Parent Notification and Conference with student
Second	Parent Notification of potential bus suspension and school consequence for student (lunch or after-school detention)
Third	Parent notification of 1-3 day bus suspension and school consequence (after-school detention)

Routine Offenses/Discipline are subject to change given individual circumstances and unique situations.

Major Offenses

Major offenses include continued routine violations, possession/use of tobacco/vaping products or electronic cigarettes, fighting, and profanity directed at the driver, vandalism, and acts of defiance.

Note: In addition to bus suspension, discipline options for a major bus conduct offense may include detention, bus review, school suspension, police contact, and/or a parent conference.

Offense	Bus Suspension
First	5-day bus suspension
Second	10-day bus suspension
Third	20-day bus suspension

Severe Offenses

Severe offenses include assault, situations requiring police involvement, sexual harassment, and possession/sale/use of drugs or alcohol or paraphernalia, explosives or weapons (Act 26). *Note: In addition to bus suspension, discipline options for a severe bus offense may include parent conference, police contact, school suspension, board hearing, and/or expulsion.*

Offense	Bus Suspension
First	Minimum of 10-day bus suspension
Second	To be determined by principal and administration

SECTION III

Spring Grove Area School District

DISTRICT GENERAL OPERATING PROCEDURES

Activity Awareness – Public Relations

In an effort to keep the District community up-to-date on school events, Spring Grove Area School District will, on occasion, invite local media representatives into our schools to photograph or video special activities, programs, and events. Media representatives register at the main office of each building upon their arrival and are always escorted to a designated area from which they can take photos for publication. District personnel will also take photos and video of classroom activities and/or individual students from time to time for either release to the local media or use in district publications. District publications may include newsletters, websites, and other forms of public communications. Identification of students is always limited to name, school, and grade in such photos.

Permission to photograph or video a student either individually or as part of a group is assumed, unless indicated otherwise by completion of the Photo Denial form found on the District website or “**Appendix B**” of this handbook. This notification should be provided to the Community Relations Coordinator, 100 East College Avenue, Spring Grove PA 17362. This information will be kept on file to the end of the current school year only.

Address Change

When a student moves from one address to another or changes phone numbers, it is very important that this information be provided immediately to the school office, in writing. Along with notification of the change of address, verification of new residence should be provided to the attendance secretary in the school office. Parents **MUST** maintain a valid phone number (and email, if possible), on file at all times.

Admission/Placement

Students enrolling in the district must submit an original birth certificate, proof of immunization, and proof of residency.

School assignment to grades, classes, and groups, will be completed by the Building Principal. This action will be based upon consideration of the needs of the student as well as the administration of the school.

Asbestos Hazard Emergency Response Act (AHERA) Management Plan

This is to inform the parents, teachers, and building occupants of the Spring Grove Area School District that the district has maintained its AHERA Management Plan and Periodic Surveillance as stipulated in the EPA’s AHERA Section 763.84 regulation. This updated information is available at the district’s Support Services Office housed in the Educational Service Center, 100 East College Avenue, Spring Grove, PA. A copy of each building’s information is on file at the respective school. If you have any questions, please contact the District’s Facilities Manager, Bill Stiles, 717-225-4731, extension 3029.

Animals in the School/Classroom (Policy #135)

Although it is desirable for students to have experience with animals, the handling of animals under uncontrolled situations is potentially hazardous. Administrative approval is required prior to animals

being brought to school unless the request is made through the Pupil Services Department for the District Facility Dog. Required documentation and guidelines concerning animals in school can be obtained by contacting the Superintendent’s Office.

Assessment System

The District implements an assessment system that assists in determining student success in achieving academic standards. Both state and local assessments provide information for improving the educational program.

Pennsylvania System of School Assessment (PSSA) – State Schedule

Test	Grade(s)	Time Frame
English Language Arts Testing Window	3 – 8	April 22-26, 2024
Math, Science, and Makeups	3 – 8	April 29 – May 3, 2024
<i>*PDE PSSA Assessment dates reflected are as of the publication of this handbook, and subject to change by PDE. Please check the District website and/or contact building office(s) to obtain the most recent information.</i>		

Keystone Exams – State Schedule

Keystone Exams (Biology, Algebra, and Literature	Testing Date/s
Winter: Wave 1	December 4 – 15, 2023
Winter: Wave 2	January 3 – 17, 2024
Spring	May 13-24, 2024
<i>*PDE Keystone Exam dates reflected are as of the printing of this handbook, and subject to change by PDE. Please check the District website and/or contact building office(s) to obtain the most recent information.</i>	

Attendance (Policy #204)

Compulsory school age, beginning with academic year 2023-2024, shall mean the period of a student’s life from the time the student’s person in parental relation elects to have the student enter school, which shall be not later than six (6) years of age, until the student reaches eighteen (18). The Pennsylvania School Attendance Law requires that all residents between the ages of 6 and 18 and those who elect to start school earlier will attend school continuously throughout the entire term. Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawfully excused absences for illness, verified by parental notification, shall be permitted during a school year. All absences due to illness beyond ten (10) cumulative days shall require a note from a physician.

1. Excused absences include the following: death in the immediate family, illness of the student (not a family member), impassable roads, obtaining a passport or social security card, student-required court attendance, college tour not exceeding 2 consecutive days, or any other exceptionally urgent reason. Reasonable cause of absences and family emergencies must be excused by the Attendance Officer.
2. The Spring Grove Area School District recognizes that students may have the opportunity to participate in preplanned vacation trips and educational experiences during the regular school year. When a trip or educational experience is planned, which will require a student to be absent from school, an Application for Excused Absence form must be completed and returned to the Attendance Officer no later than one week prior to the absence. Neglecting to gain proper approval for the education trip will result in the recording of unlawful/unexcused daily

- absences for those dates absent. Pre-approved excused absences may not exceed five (5) school days in each school year. Pre-approved excused absences may not be granted during the first ten (10) days and the last ten (10) days of school. Attendance during these times is of utmost importance for continuity and the education of students. To be excused for a trip, a student must be accompanied by a parent or acceptable adult and have a cumulative average of 70% or better, with no failing grade in any subject **and** a satisfactory attendance record of less than 7% absence for the school year to the date of the application. The District discourages parents from scheduling these trips during the time of State Exams. Timelines for State testing are available through contacting the school office or in the assessment section of this handbook.
3. Students may be excused from school for religious holidays observed by bona fide religious groups (22 PA CODE11.21). (This refers to observance of the holiday only and is not inclusive of travel arrangements to/from an event.) When a religious holiday will require a student to be absent from school, a request from the parent should be completed via an Application for Excused Absence form and submitted to the Attendance Officer one week prior to the absence.
 4. Absence from school for any reason other than those stated in items 1, 2, and 3 of this section will be considered unlawful as defined by the Pennsylvania School Code.
 5. When a student must be absent from school during all or any part of the school day for health reasons, such as physician or dentist appointments, the student will submit a note from his/her parent or guardian to the school office before the absence and a note from the providing physician immediately upon the return of school. Failure to provide such documentation will result in the absences being classified as unlawful/unexcused.
 6. In accordance with the Every Student Succeeds Act (ESSA), students arriving 90 minutes after the official start of school or leaving 90 minutes before dismissal will be charged with a half-day of absence.
 7. A student must be present by 9:00 a.m. (at the secondary level) during the school day if the student is to participate in any scheduled activity of the school day or evening.
 8. Students arriving late to school should report directly to the main office where such tardiness will be recorded. The students will be responsible to return an excuse card for this tardiness the next day. Instances of unlawful/unexcused morning tardiness may result in disciplinary action.
 9. Students arriving late due to physician appointments must, the same day that the lateness occurs, bring a note, on official office stationery, signed by the attending physician, indicating the student was seen by the physician, was unable to attend school, and indicates the date the student can return to school. Lack of an appropriate physician's note would constitute a tardiness or half day unlawful/unexcused absence.
 10. A student who leaves school without appropriate authorization will be charged with a minimum of ½ day unlawful/unexcused absence.
 11. If a school attendance official makes a call to the house of a student during the school day and gets no response, the absence will be counted as unlawful/unexcused except when a physician's excuse is presented.
 12. We support visits to possible future post-secondary institutions and ask that these absences be pre-approved. We ask each student to provide a note or letter of verification from each respective institution upon return.
 13. A Doctor's excuse is required if a student is out of school due to illness for 3 or more consecutive days. The doctor's note must be presented to the office upon the student's return to school in order for the absence to be excused.

Chronic Attendance Problems

If a student's excused absence pattern for purposes of illness becomes excessive, appears questionable, or has reached between five and ten days of absence, school officials will notify the parents of the

possibility of a physician's excuse being required for all future absences. If the absences continue and reach eleven (11) days, it will be necessary to require that any future absences be explained by a physician's certificate indicating the student was seen by the health care provider. This will be in effect for the remainder of the school year. Should the student transfer from the Spring Grove Area School District during the school year, the status of the questionable attendance will be shared with the receiving school district.

Students under Age 18

- If a student is charged with three (3) days of unlawful absence, a first notice of unlawful absence will be sent to the parents or guardians.
- If a fourth day of unlawful absence is recorded, a Student Attendance Improvement Plan (SAIP) will need to be developed with the student, parents, and school representatives. Additional unlawful absences will result in a referral to Children and Youth Services or a complaint will be filed with the District Justice; the state law imposes a fine, which includes court costs.

Students Aged 18 or Older

- If the student is in receipt of three days of unexcused absences, a written notification will be mailed home and a conference with the school counselor and attendance officer will be scheduled.

Electronic Excuse Cards

The use of electronic excuses is now available and should be submitted through Sapphire, the student information system.

Automated Messaging

The District uses the automated Sapphire Notification System to promptly call every student's assigned contact (parents/guardians) and staff member in the event of an emergency and/or to share other important and time-sensitive information. This system may also be used to alert parents/guardians of student absences and to remind them that an absence/excuse card should be submitted when their child returns to school the next day. Maintaining a VALID ten-digit phone number for these calls is **critical**. Parents may provide more than one telephone number for the automated messaging system.

Building Security

Safety and security of students and staff continues to be a priority. The District utilizes a Visitor Management System (RAPTOR) at each school building. Once a visitor has initially entered the appropriate information into the Raptor VMS, the information does not need to be re-entered for subsequent visits.

There is a camera/audio/buzzer system at each building's primary entrance. All visitors wishing to enter a District School Building must enter by the primary entrance and request entry by ringing the buzzer. All other building entrances remain locked during the school day. Office staff will grant entry only after the appropriate initial screening and will then request a valid identification and the purpose of the visit prior to "buzzing in" the visitor to the main office. (See Visitors/Visitor Management system at the conclusion of Section III of the Student/Parent Handbook.)

Cafeteria/Food Service

All foods available in district schools during the school day will be offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided through the National School Lunch or School Breakfast Programs will comply with federal nutrition standards under the

Schools Meals Initiative. All competitive foods and beverages available to students in district schools during the school day will comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools.

The cafeteria operates under strict state and federal regulations governing the preparation and serving of food. The current prices for breakfast and lunch are available on our website. Some students may qualify for free and reduced meals based upon family size and income. Information on this program is available at www.sgasd.org/domain/33 or by contacting Support Services at (717) 225-4731, Ext. 3025.

MYSCHOOLBUCKS.COM: The Spring Grove Area School District is pleased to offer an online option for families to pay for student lunches. Our Nutrition Services Department accepts payments for school meals through MySchoolBucks.com – an online payment service. MySchoolBucks.com offers a secure transaction gateway that accepts VISA®, MasterCard®, and Discover as a means of adding money to your child’s meal account. Credit or debit cards can be used.

IMPORTANT: The District participates with MySchoolBucks.com to provide parents/guardians the opportunity to view their child’s account 2/47. Setting up and viewing the account is free. Making a payment to their account online is *optional*.

If a student’s cafeteria account has a negative balance, the student will be offered a standard breakfast or lunch, as defined by the National School Lunch/Breakfast Program (NSLP, NSBP). No charges will be allowed for extra items, such as a-la-carte options, drinks, or second meals.

The initial collection of negative balances will be communicated to the parents/guardians of the student by the school’s head cook. Higher negative balances will be turned over to the Business Office for collection and, eventually, may be referred to a collection agency.

If a payment by personal check is returned to the School District, marked “Non-Sufficient Funds” (NSF), the School District will reverse the credit to the student’s account in the amount of the original check. This may result in a negative balance in the account and the procedures listed above will be followed for charging meals and paying the overdue balance. A \$20.00 fee will be assessed for NSF checks returned to the School District. (See the District website for more detailed information.)

Camera Surveillance

Video surveillance cameras, both covert and overt, are installed in District facilities and buses for security and monitoring purposes. This equipment may or may not be actively monitored at any given time. Information through these recordings will be shared with district staff and local agencies as deemed appropriate by the administration.

Child Abuse/Student Abuse

According to the Child Protective Service Law (Act 151 of 1994), School Districts are mandated reporters and WILL REPORT to local authorities, when they have reasonable cause to suspect, on the basis of their professional training and experience, that a child coming before them in their professional capacity is an abused child.

Commission of a Crime

The commission of any of the crimes defined and enumerated in the “Crime Code” of Pennsylvania (Act 334, December 6, 1972) will result in disciplinary action being taken.

Conflict Resolution

If a problem develops between a student and a staff member, the student and parents are encouraged to first contact the school employee involved, to clarify the issues and reach a solution. If a satisfactory decision cannot be reached, students and parents are encouraged to contact the school counselor, and then the Building Principal, if needed. If a problem develops between a student and another student, the student is encouraged to contact the school counselor.

Daily Opening Exercises (Policy #807)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

All students are encouraged to participate in opening exercises. Opening exercises include the Pledge of Allegiance (flag salute), playing of the National Anthem, and a moment of silent meditation. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of religious conviction or personal belief. A student who declines to participate in opening exercises will maintain a respectful attitude throughout the exercises. If a student is disrespectful during opening exercises, such students will be subject to disciplinary action, consistent with the Student Disciplinary Code as outlined in the [Progressive Discipline Chart](#).

Debt Collection

The District will take reasonable efforts to collect unpaid charges or debts from parents/guardians, including but not limited to, unpaid meal charges, student fines, technology fees, uniform or equipment expenses, library/book fines, and other charges. If the charges still remain unpaid, the District may turn the charges over to a professional collection agency. Unpaid charges are subject to a collection fee. This additional fee will be added to the charge if it is not paid to the District when requested. The parent/guardian is ultimately responsible to pay the charge, including any additional collection fee.

Educational Records

According to the Family Educational Rights and Privacy Act (FERPA), parents or eligible students have the right to inspect and review the student's educational records and request that a school correct records believed to be inaccurate and misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record. Parents may also contact the building administrator for instructions to access student records ("**Appendix E**")

In the event a court order or other document that limits control of access to student records exists, it is the responsibility of the parent seeking to deny that access to provide the appropriate paperwork to the Building Principal.

Demographic information will be shared with local law enforcement personnel and other agency persons when it is considered that the information is valid to the safety and well-being of staff, students, or community members.

Emergency Information

At the beginning of each school year parents will provide emergency information concerning each child to the school office. This information will include names and phone numbers of contacts that are responsible for picking up the child when parents are unable to be contacted. We encourage ALL parents/guardians to have more than one emergency contact available in the event that a situation

warrants immediate contact. When an emergency contact changes address and/or changes phone numbers, it is very important that parents inform the school office of this change immediately.

Emergency Operations Plan

The District is committed to maintaining the safety and security of all students. As such, the District has a district-wide School Safety and Security Committee, and each school building has developed specific plans in the event of an emergency. Specifics related to this plan are shared with parents by way of a District Notification Letter from the Superintendent at the start of each school year.

Emergency School Closings

The District's automated messaging system (Sapphire Notification) will be utilized to share information regarding school closures, school delays, early dismissals, and late buses with parents/guardians using the home number and/or any and all alternative number(s) provided. Additionally, announcements will be made over WGAL-TV 8 FOX 43 TV, CBS 21 STORMWATCH, and ABC-27 as well as Twitter@SGSchoolNews, and Facebook (SpringGrove ASD) for this purpose.

Parents/Guardians are encouraged to follow the District's social media accounts for relevant information throughout the year.

School closings, delays, and early dismissals are also posted on the District website: www.sgasd.org

English Language Development (Policy #138)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

In accordance with the Board's philosophy to provide a quality educational program to all students, the Spring Grove Area School District shall provide an appropriate, planned instructional program for identified students whose dominant language is not English. The goal of the program shall be to increase English language proficiency of eligible students so they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) shall be identified, assessed and provided instruction, and shall be provided an equal opportunity to reach their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations.

EL Program Goals:

- to provide the necessary services and/or modifications to educate the student whose dominant language is other than English
- to attend to specific needs in socialization skills, unfamiliarity with school culture, and developmental language deficits
- to facilitate the student's achievement of English language proficiency and the PA Core Standards/English Language Development (ELD)
- to ensure effective and meaningful participation in regular education
- to facilitate the acclimatization process in a complex, multicultural society by exposing students to the customs, traditions, and expectations of their new environment
- to facilitate effective communication between the school and home of the English Learner (EL) student

Identification of English Learners begins at registration. School personnel responsible for registering students must have parents complete a Home Language Survey. New students whose answer is other than English to one or more of the Home Language Survey questions must also complete the English Language Development Information Form and be referred to the ELD teacher. Upon the completion of

the Home Language Survey and the ELD Information Form, the ELD teacher works with the student (administering informal and/or formal assessments, observing in the classroom setting, and soliciting input from the regular education teachers). The ELD teacher will confer with parents, the regular education teacher(s), and principal to complete the ELD Service Recommendation Form. Parents will be given the option to decline services.

Questions concerning this program should be directed to the Assistant Superintendent at (717) 225-4731, extension 3023.

Field Trips (Policy #121)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

All students on field trips remain under the supervision and responsibility of the Spring Grove Area School District and must adhere to the established rules, regulations, policy, and expectations of the District. Students may participate in field trips to foreign countries only if the field trip is coordinated and led by professional employees of the school district and approved by the Superintendent and the Board of School Directors during the regular school year.

Students driving private vehicles to field trips is strongly discouraged. Any special exception must be approved by the Building Principal on an individual basis considering needs and alternatives. The following conditions must be met, and, in addition, each driver and passenger must have parental permission as per the approved permission form:

1. Written permission must be granted by the Building Principal and filed in the principal's office.
2. The vehicle must be adequately covered by liability and medical payment insurance, as prescribed by state law and verified by the Building Principal.

Students appearing at destinations without following the above guidelines are not considered to be part of the school group.

Health Examinations/Health Screenings (Policy #209)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The school nurse will monitor student records for documentation of all health and dental examinations required by Pennsylvania School Code 1402-1407.

- Health Examinations are required for original entry, 6th grade, and 11th grade
- Dental examinations are required for 1st grade, 3rd grade, and 7th grade.

It is encouraged that parents have these examinations completed by their family health care provider; appropriate forms are available from the school office or may be downloaded from the District website.

For those students who do not furnish the school nurse with the appropriate report, an examination will be arranged by the school nurse/dental hygienist.

Health Examinations/Health Screenings (Policy #209)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

During the school year, the school district sponsors a variety of state-mandated health screenings.

All students are screened annually for vision and growth. Hearing screenings are completed for all students in grades K, 1,2, 3, 7, and 11, ungraded, and annually for failures. Scoliosis screenings are completed in grades 6 and 7. Dental screenings by the certified dental hygienist will occur in grades 1, 3, and 7. Additional screenings are available upon specific request. Students are automatically screened,

unless the parent submits a note requesting a student be excused from the screening. These notes are valid only for the school year submitted.

Health Services (School Wellness Policy #246)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Ultimate care of any sickness, accident, or injury of any school child while under the jurisdiction of the school (in traveling to and/or from school or while in school) is still the responsibility of the parent. Therefore, no employee of the school system has the authority to refer any medical or surgical care to any physician or institution of his or her choice. Such choice is up to the parent or guardian (please refer to emergency card).

School nurses are required by the Pennsylvania Department of Health to report suspected communicable and infectious diseases to the local county health authority. (Policy #203)

Infected students have the same right to attend school and receive services as other students and will be subject to the same policies and rules. School authorities will determine the educational placement of infected students on a case-to-case basis by following policy and procedures established for students with chronic health problems and students with disabilities.

Medication (Policy #210)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Medication should be given before or after school hours whenever possible. If it is essential that a student receive any medicine (over the counter or prescribed) during school hours, a School Medication Form must be completed by the physician. (See Policy #210 Attachment.)

Medication forms are available in each school office or can be downloaded from the District website. Medications such as Tylenol and Maalox will be given only by the nurse or the health care assistant to students in grades 5-12 after evaluating the need and only during health room hours, with parental permission. A maximum of twelve (12) doses per year of Tylenol for students in grades 5-12 will be given with parent permission. Additional doses of Tylenol fill require a physician's order and School Medication Form.

All medications require name, date, medication, dosage, administration time, side effects, physician, and parent signature. Medication must be sent to school in the original container.

Self-administration of "emergency" medication is permitted, only if it has been determined that it is medically necessary to be administered immediately at the onset of symptoms. Appropriate paperwork must be placed on file in the nurse's office. (See Policy #210 Attachment.)

Naloxone will be administered as emergency medication, as indicated by the standing order of the Physician General of Pennsylvania.

Medical Personnel

A Certified School Nurse (CSN) or Health Care Assistant (HCA) is assigned to each educational building to provide needed health care. The goal of the school nurse is to promote lifelong healthful living through health promotion, correction of health problems, and adjustments to chronic conditions, coordinating strengths of family, school, and community to help children achieve optimum health.

The nurse provides a variety of health screenings, maintains student health records, and provides care for emergency and non-emergency health problems occurring during school hours. Health problems and acute injuries that occur outside the school hours are the primary responsibility of the family, and care should be obtained through the family physician.

Homebound Instruction (Policy #117)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Students confined to home or hospital for physical disability, illness or injury, or when such confinement is recommended for psychological or psychiatric reasons, may be eligible for homebound instruction. An application for homebound requires a letter from the physician certifying the nature of the illness or disability, the need for confinement to home or a hospital, and the probable duration of the confinement. A homebound request cannot exceed twelve weeks.

In the event the confinement is recommended for psychological or psychiatric reasons, the recommendation must be certified by a psychiatrist or a physician **and** psychologist.

Homeless Students (Homelessness, Foster Care, and Other Educational Instability - Policy #251)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The McKinney Vento Act ensures educational rights and protection for children and youth experiencing homelessness. Parents of students who lose their home due to fire or other emergency should contact their child’s building administrator, school counselor, or the District Homeless Liaison (Dr. Michelle Ludwig, Director of Pupil Services, ext. 3016). Link to the Basic Education Circular:

<https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx>.

Students experiencing educational instability are individuals who lack a fixed, regular and adequate nighttime residence, and includes [7] [8]:

1. Children and youth who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing; bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged students living in houses for school-aged students, if they have no other available living accommodations.

Immunization Requirements (Policy #203)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Pennsylvania Department of Health Regulations states that all students need to be immunized with the following when entering school in grades K-12.

4 doses of tetanus	2 doses of measles (1 dose on or after the 4 th birthday)
4 doses of diphtheria	2 doses of mumps

4 doses of acellular pertussis vaccine (1 dose on or after the 4 th birthday)	2 doses of rubella (German measles) (1 dose on or after the 4 th birthday)
4 doses of polio (1 dose on or after the 4 th birthday)	2 doses of varicella (chickenpox) or history of disease
3 doses of hepatitis B	

Immunization Requirements for students attending 7th grade. In 2023-2024 students need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 2 doses of meningococcal conjugate vaccine (MCV) (First dose given 11-15 years of age; a second dose is required at age 16 or prior to entry into 12th grade. If the dose was given at 16 years or older, only one dose is required).

Insurance

All students must be covered by insurance to be eligible to participate in the school athletic program. This may be a family policy or accident insurance, which will be made available through the school.

Integrated Pest Management (Policy #716)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The state signed into law Act 35 and Act 36 of 2002 pertaining to requirements of School Districts and other municipalities related to pest management and the use of pesticides in the School District. In accordance with the law, the School District will maintain records of all chemical pest control treatments for a period of three (3) years and all treatments will be posted on bulletin boards and provided to each employee of the building as required both before and after any treatments. Also, you, as a parent or guardian of a student may receive direct notification before any spraying that will occur at the building your child attends by completing “**Appendix C**” and mailing it to the District Facilities Manager, at the Educational Services Center (ESC), 100 E. College Avenue, Spring Grove PA 17362. This form must be completed and submitted annually for inclusion on the notification listing. We ask that you do not return this form to the individual schools but mail it to the District Facilities Office at the ESC. Any additional questions or requests for information should be made to the District Facilities Manager at the above address or by calling (717)225-4731, extension 3029.

Parent-Teacher Conferences

Parents are encouraged to become actively involved in their child’s educational program, through participating in Parent-Teacher Conferences.

In addition to the scheduled conference sessions listed on the school calendar, a conference can be scheduled at any time to discuss a student’s academic progress or other concerns or questions relating to the child’s educational program. Conferences can be scheduled directly with the classroom teacher or by contacting the school office.

Parties and Classroom Rewards (Policy #246)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Student or parent-initiated parties or special events are not encouraged. Any student/parent-initiated special activity requires prior approval by the principal or assistant principal. In the event of a party, all food or drink must adhere to the nutrition guidelines established by the school district in accordance with the Student Wellness Policy #246 and The Nutritional Standards for Competitive Foods in Pennsylvania.

Competitive foods and beverages are defined as any foods or beverages offered or sold at school other than the National School Lunch or School Breakfast Programs and include classroom parties, holiday celebrations, and food from home for the classroom. All competitive foods and beverages available to students in district schools during the school day will comply with the Healthy Hunger Free Kids Act of 2010 and the Nutritional Standards for Competitive Foods in Pennsylvania Schools.

The Nutritional Standards for Competitive Foods in Pennsylvania Schools state:

- Classroom parties will offer minimal amounts of foods (a maximum 2 to 3 items) that contain added sugar as the first ingredient. Optimally, the following choices should be offered:
Fresh fruits and/or vegetables
Water, 100% fruit juice, or milk
- Parents and teachers are encouraged to utilize the Nutrition Services Department for **celebration baskets** on special occasion.
- **Food should not be the primary reward considered for classroom or school activities.** When used, food rewards should promote a positive nutritional message that supports the SGASD Wellness policy. Alternate ideas for classroom rewards can be found at: http://www.cspinet.org/nutritionpolicy/constructirve_rewards.pdf

All food or drink donations must be sourced through the Nutrition Services Department. Celebration baskets and snack bags are available through MySchoolBucks on the district website. Homemade foods/foods prepared or assembled in a non-commercial kitchen are not permitted.

Personal Property

The school takes no responsibility for loss or damage to a student's personal property. Students should never bring large sums of money or articles of an expensive nature to school. Do not ask a teacher to take responsibility for personal property. Skateboards are not permitted in school.

Protection of Pupil Rights Amendment (PPRA) (Policy #235)

PPRA affords parents certain rights regarding surveys, collection and use of information for marketing purposes and certain physical exams. Specifics regarding this amendment can be found in Policy #235 and in "**Appendix D.**"

Release of Students during the School Day

To ensure the welfare and the safety of our students, the following safeguards will be observed:

- Adults are not permitted to go to the classroom to pick up a student. Adults are expected to remain in the office area to unite with the student. All students must be "checked out" in the office when leaving the building.
- Parents are required to make sure any legal documents limiting custody be placed on file in the office of the Building Principal. Students will be released only to their custodial parents/legal guardians or the individuals listed as emergency contacts on the emergency card. In the event the non-custodial parent wishes to take the child at any point during the school day, they should have explicit written consent from the custodial parent with a phone number for contact in the event of any questions concerning the request.
- When releasing a student, the office personnel must check the appropriate school records to assure that the child is being released only to their custodial parents/legal guardians or individuals listed on the emergency card. Please be certain that the emergency information is up-to-date and on file in the main office.

The District will refer to a custody agreement or court order provided by the parent. In the absence of an agreement or court order, the District cannot and will not deny either parent access to his/her child or deny either parent from picking up his/her child from school. (**“Appendix G”**)

Release of Student Information (Policy #250)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

School Districts must provide the military recruiters, institutions of higher education, or other organizations, as per Policy #250, access to secondary school student directory information on students who are juniors and seniors. This type of directory information would include name, address, and telephone number. It is required that this list be compiled by the first day of the academic year for those students in grades 11 and 12.

Parents have the right to request that this directory information not be disclosed without prior written consent. The parent must inform the school district, in writing, that such directory information is not to be shared with respect to their child. The form to “Opt Out” of releasing student information can be found as **“Appendix K”** of the High School specific section of the Student/Parent Handbook.

Right of Refusal by the Student

Animal Dissection

Students and their parents or guardians have the right to decline participation in an educational project involving the use of animals for lab dissection. Parents or guardians have the right to assert the rights of their children to refuse participation in those projects.

Students who choose to refrain from participation in these educational projects will be offered an alternative education project for the purpose of providing the student factual knowledge and information required by the course of study. This alternative project cannot be more burdensome than the original assignment.

The law mandates that student and parents/guardians be informed of their options at least three weeks before the dissection exercise begins.

HIV/AIDS Instruction

The Wellness Department has determined that students should be educated about AIDS. Because of this, AIDS education will be discussed, but not limited to, the Intermediate, Middle, and High Schools. The Wellness Department will discuss with the student how it spreads and the signs, symptoms and stages people that have the disease exhibit. Information concerning specific curriculum topics and materials are available for parent review by contacting your child’s wellness instructor.

According to PA Code 5.220 “A school district shall excuse a student from HIS/AIDS instruction when the instruction conflicts with the religious beliefs or moral principles of the student or parent or guardian of the student and when an excuse is requested in writing. Prior to the commencement of instruction, a school district shall publicize that detailed curriculum outlines, and the curricular materials used in conjunction with the instruction are available to parents and guardians during normal school hours or at parent-teacher conferences. Curricular materials, if practical, shall be made available by the school district for home instruction use by a parent or guardian of a student excused from the district’s HIV/AIDS instruction.”

Students who choose to refrain from participation in these educational areas will be offered an alternative education project for the purpose of providing the student factual knowledge and

information required by the course of study. This alternative project cannot be more burdensome than the original assignment.

Sapphire Community Portal (Parent Portal)

The Sapphire Community Portal connects students, parents, teachers, and administrative staff through an intuitive interface that is reliable and easy-to-use. Its integration with all of the Sapphire modules gives students and parents a powerful portal to view their educational progress and communicate with teachers and administrators. Teachers and administrators have the ability to upload and share documents in any electronic format, and the student information system accurately populates all data. Students and parents are automatically notified via email any time new information is available to them in the Portal. The Sapphire Community Portal is currently available (in varying degrees) for students in grades Kdg.-12. All parents/guardians are encouraged to create a login so that access to report cards and other information can be accessed in a timely manner.

School Counseling/Social Work/School Based Therapy (Policy #112)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The School Counseling Program strives to be developmental in nature, assisting students to become life-long learners who are productive and responsible citizens. School Counselors are resources for students, parents, staff, administrators, and the community. Implementation of the District Counseling Program is achieved through classroom lessons, group counseling, individual counseling, and consultation. Appointments with counselors can be arranged through contacting the counselor's office.

District Social Workers are also available as an additional resource for students, parents, and families. Appointments may be arranged at each school.

School based therapy is available within the District as a community service and provided independently through Pennsylvania Comprehensive Behavioral Health (PCBH) Services. Information on this service is available through the school counselor at each building.

School Names

The name of the Spring Grove Area School District, any of its schools, any school groups, or any employees in their school-related capacity, may not be used by an outside organization or individual, for the solicitation of advertising or any other consideration, for merchants or residents of the Spring Grove Area School District, without prior approval.

School Property (i.e., textbooks, electronic devices, protective cases, locks)

1. Students are responsible for school property issued to them. It is the responsibility of the student to replace property that is lost, damaged or stolen.
2. Respect for school property and the property of others is a responsibility of good citizenship and is expected at all times. Students will be charged for damage to school property caused by carelessness or abuse. Willful destruction or theft of property will result in disciplinary action in addition to paying for damage or loss. The administration may report to the appropriate juvenile authorities, any student whose damage of school property has been serious or chronic in nature.
3. Students are responsible for the return of Media Center materials by the date assigned at the time of check out.

Middle School/High School

Overdue Books/Equipment Notices: Each book is marked with the appropriate due date. Overdue notices are sent as a courtesy. When books/equipment are late, an overdue notice is sent on Fridays to homeroom teachers to distribute.

Elementary Schools/Intermediate School

Students will be charged the cost of the lost or past due item not returned. A letter will be sent to parents requesting the replacement cost of the item.

All outstanding financial and/or other obligations are expected to be resolved by the end of the school year. Refer to "[Debt Collection](#)" regarding collection of unpaid charges/debts.

School Resource Officers (SROs) (Policy #805.2)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The Spring Grove Area School District contracts with Northern York County Regional Police Department for uniformed police officers to be assigned to District facilities. The School Resource Officers support the School District in a variety of areas, such as: local law enforcement; monitoring safety in school; conducting safety/security drills in collaboration with District administrators; and supporting educational and/or counseling programs that are relevant to law enforcement and safety.

School Volunteers (Policy #916)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

School volunteers enhance the educational experience in many ways: assisting students individually and in small groups; supporting student and school activities; helping develop and grow district initiatives.

State law requires all school volunteers having direct contact with children to obtain the following clearances:

1. Child Abuse History Clearance
2. Pennsylvania Criminal History Check
3. Federal Criminal History Check or proof of continued PA residency for a period of 10 or more years.

Persons interested in becoming a school volunteer must complete a brief application form (available online), and secure the above clearance. All necessary materials are available on the District website under the Community Tab, Volunteer Services heading (<https://www.sgasd.org/domain/41>). When all paperwork has been received and processed appropriately, contact will be made with the individual for next steps.

Sickness

The nurse's office will be open daily. If the nurse is not in the Health Suite, the student should always report to the main office – NEVER TO A RESTROOM. Students need to acquire a pass from the teacher before reporting to the nurse. Students should report to the nurse in a prompt manner. Students failing to follow this procedure will be considered out of their assigned area and will be subject to disciplinary action.

Contacting Parents: When a student is ill, the school nurse or administrative designee will contact the parents to make arrangements to remove the student from school, if appropriate. Students are not permitted to call parents to make such arrangements.

Students may only leave school property if prior arrangements have been made between the nurse and the parent or emergency contact.

If the nurse does not send the student home, the absence is considered unlawful.

Student Expression (Policy #220)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. .

Expression means verbal, written, technological or symbolic representation or communication.

Student expression that occurs on school property or at school-sponsored events is fully governed by Policy #220. In addition, off campus or after-hours expression is governed by the same Policy if the student expression involved constitutes unprotected expression and provided the off-campus or after-hours expression does or is likely to substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property, or at- school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Dissemination means students issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of dissemination or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by Policy #220. Off-campus or after-hour dissemination, including technological dissemination, that does or is likely to substantially interfere with the educational process, including school activities, schoolwork, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by Policy #220.

Non-school materials mean any printed, technological or written materials meant for posting or general dissemination that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites, and the like.

Posting means publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials, to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology, and the like. When email, text messaging or other technological delivery is used as a means of posting non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by Policy #220. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including

school activities, schoolwork, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by Policy #220.

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does substantially interfere with school activities, schoolwork, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state, or local laws, Board policy or district rules and procedures
2. Is libelous, defamatory, obscene, lewd, vulgar, or profane
3. Advocates the use or advertises the availability of any substances or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine/vaping products, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place, and manner for posting and dissemination of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Student Fundraising (Policy #229)

<https://go.boarddocs.com/pa/spgg/Board.nsf/Public?open&id=policies#>

Student fundraising will include the solicitation and collection of money in exchange for tickets, papers, advertising, or any other goods or service. Collection of money by approved school organizations must be approved by the Superintendent (or designee). All funds solicited will be controlled through the Student Activity Fund of each building.

Collection of money by students on behalf of organizations outside the school may be permitted only by approval of the Spring Grove Board of Directors.

Student Responsibilities

According to the Pennsylvania State Board of Education regulations, student responsibilities (Section 12.) are as follows:

1. Regular school attendance, conscientious effort in class work and conformance to school rules and regulation. Most of all, students share with the administration and staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of all students to conform with the following:

- a. Be knowledgeable of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
- b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- d. Assist the school staff in operating a safe school for members of our school community.
- e. Comply with the Commonwealth of PA and local laws.
- f. Exercise proper care when using public facilities and equipment.
- g. Attend school daily and be on time to all classes and other school functions.
- h. Make up work when absent from school.
- i. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth of PA and local school authorities.
- j. Report accurately and refrain from using indecent or obscene language in student newspapers and/or publications.

Students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation will report the same to the administration immediately. Administrators will report individuals suspected of possessing weapons on school property, at school activities, or on school transportation to the appropriate law enforcement officials immediately.

Support Services for Academics

All district students are provided a Free and Appropriate Public Education (FAPE). In order to assist some students in receiving FAPE, additional services are necessary and provided through identifying students as eligible for instructional support, special education, or protected handicapped services.

Every effort will be made to meet the student's needs in the Least Restrictive Environment (LRE). Students experiencing academic difficulty will be referred to the Instructional Support Team, sometimes called the Child Study Team or Student Study Team. At this level, District staff, parents, and the student work to develop strategies to assist the student in being successful in his/her general classes.

If this support is not successful, completion of a formal evaluation, with parent permission, determines if a student is eligible and in need of special education services according to the state and federal guidelines. Spring Grove Area School District, with the support of the Lincoln Intermediate Unit #12, provides an extensive continuum of special education services. If eligible for these services, a multi-disciplinary/parent meeting will be scheduled to develop an Individual Education Plan (IEP) and determine the appropriate educational placement.

On occasion, a student does not qualify for special education services, and possesses a physical or mental disability that limits or prohibits them from participation in, and access to, the school's educational program. In situations such as these, the student may be eligible for identification as a Protected Handicapped Student and eligible for a Service Agreement.

Specific information on instructional support, special education, and/or protected handicapped services, can be obtained by contacting the Building Principal or school counselor.

Telephone Calls

No telephone calls (other than emergencies) to students or teachers will be accepted and/or delivered during the time that classes are in session. The use of the office telephone is only available for emergency or urgent calls. Messages for teachers can be recorded in their individual voice mailboxes at any time.

The best time to speak directly to a teacher would be immediately before or after the regular student day.

Visitors/Visitor Management System (Raptor)

Spring Grove Area School District encourages parents and other guests to visit our schools during designated visitation times. When you arrive at school, you must stop at the office to show a photo ID and receive a temporary visitor's pass. Once a visitor is uploaded into the system, his/her photo, name, and DOB will be accessible at all SGASD educational buildings. All visitors **must** have a visitor's pass or district staff will escort you to the main office. The Spring Grove Area School District strives to maintain a safe learning environment in all schools and for all students and staff. To this end, we ask for your complete cooperation with this matter.

Withdrawing from School

When a withdrawal from school is to be made because of a move from the school district, the parent should provide the school with the exact date of withdrawal, their new address, and the name of the school district they will enter. No school records will be given to parents except for copies of the immunization card and report card. All scholastic records will be forwarded to the appropriate receiving school upon receipt of a records request from the new school district.

When withdrawing from or dropping out of school is requested because a student has surpassed the compulsory age of attendance (18 years old) or has reached the age of 16 and has documentation of a full-time job in addition to parent permission, the student should schedule a preliminary conference with his/her counselor to discuss the reason for wanting to withdraw and potential consequences of the action. After such preliminary conference, students still intent on dropping out of school will schedule an exit meeting with the building administrator, counselor, and parent, to complete the paperwork and an exit survey, and also discuss additional options and services that may be available to the student.

All outstanding financial and/or other obligations must be met at the time of withdrawal from the Spring Grove Area School District. The District may pursue collection of unpaid charges/debt. Please refer to ["Debt Collection"](#).