

Southern Fulton Jr.-Sr. High School

STUDENT HANDBOOK 2024-2025

**13083 Buck Valley Road
Warfordsburg, PA 17267**

**Mr. Jeremy Hollinshead
High School Principal**

**Main Office: (717) 294-3251
Fax: (717) 294-6248
District Office: (717) 294-2203**

Office Hours: 7:45 a.m. – 3:30 p.m.

**SCHOOL COLORS
Maroon & White**

**SCHOOL MASCOT
Indians**

THIS PASSBOOK BELONGS TO

NAME: _____

ADDRESS: _____

PHONE: _____

When a student changes his/her address or phone number, the Jr.-Sr. High School office is to be notified immediately. This is especially important so that we can keep our attendance, student and transportation records up to date.

MISSION STATEMENT

“STUDENTS FUTURES MATTER TO US”

WELCOME FROM THE PRINCIPAL

I wish to offer to all of you a warm welcome to Southern Fulton Junior/Senior High School. This handbook is published for the purpose of providing students, parents, and teachers with the working details of Southern Fulton Junior/Senior High School. In order that our school community may function smoothly and efficiently, it is necessary that everyone becomes thoroughly familiar with the details of school operations explained in this handbook.

The faculty and administration expect you to enter wholeheartedly into the spirit of our school. This denotes that you will purposefully: apply your abilities and talents, participate actively in class, join organizations, obey school rules and regulations, and support school activities in a positive manner.

We, the staff and administration, are here to aid you in any way possible to meet these demands. We will listen to you with empathy, but not with sympathy. It is our expectation that your experiences here will be pleasant but challenging. The kind of school we have depends upon you; the parents, the student, and the community. We are sure you will help make our school district one of the finest in the country.

We are looking forward to working with both the parents and the students to achieve the greatest possible potential for all involved in this educational process.

SENIOR HIGH SCHOOL

STAFF

2024-2025

| | |
|--------------------------|----------------------------|
| Mrs. Meredith Hendershot | Superintendent |
| Mr. Jeremy Hollinshead | Jr.-Sr. HS Principal |
| Mrs. Wendy Ritz | HS School Counselor |
| Dr. Laurel Keegan | Director of Special Ed |
| Mrs. Sandy Crouse | School Nurse |
| Mrs. Kelly Morton | School Nurse |
| Mrs. Anita Hollenshead | High School Secretary |
| Mrs. Jaime Bivens | HS Counselor Secretary |
| Mr. Kent Hendershot | Athletic Director |
| Dr. Cindy Flaherty | Director of ESS/Transport. |
| Mrs. Laura Mellott | MTSS Coordinator |

FACULTY

| | |
|--------------------------|--------------------------|
| Mrs. LeeAnn Barnhart | Teacher's Aide |
| Mrs. Melissa Barton | History/Earth Science |
| Mr. Taylor Bearfield | Special Education |
| Ms. Angie Booth | Business and Finance |
| Mr. David Cason | Technology Coordinator |
| Mr. Brady Clark | Music Director |
| Mr. Ethan Cunningham | Drafting and Design |
| Mrs. Julie Dickerhoff | Math/STEM |
| Mr. Van Duncan | Biology/STEM/ AP Bio |
| Mrs. Suzanne Elbin | English/AP Lang & Lit |
| Mr. Dustin Fischer | Technical Education |
| Mr. Timothy Fowler | JH English/Reading/DE |
| Mrs. Heather Gordon | Health/PE |
| Mr. Kent Hendershot | Health/PE |
| Mrs. Heather Hollenshead | JH History |
| Mr. Joe Hollenshead | JH Science |
| Mrs. Patricia Keefer | Teacher's Aide |
| Mrs. Amanda Keiper | Special Education/FCS |
| Mr. Paul McAllister | Technology Coordinator |
| Mr. Henry McKenzie | Chemistry/Physics/Gifted |
| Mrs. Kay Meredith | Teacher's Aide |
| Mrs. Rebecca Mosemann | Ag Science/FFA |
| Mrs. Carolyn Mottern | Art/STEAM |
| Mrs. Tammy Palmer | Teacher's Aide |
| Mrs. Karlie Pelton | English |
| Mr. Garrett Rees | JH Math |
| Mrs. Betsy Shingleton | History |
| Mrs. Jolene Stotler | Math/AP Statistics |
| Ms. Lindsey Turner | Spanish/ESL |
| Ms. Wilhelmina Wilt | JH English/Reading |
| Mr. Gregory Wright | Special Education |

FULTON COUNTY VO-TECH

| | |
|---------------------------------------|---------------------------|
| Mr. C. Heath (FR)/ Dr. C. Ramsey (CF) | Directors |
| Mrs. M. Hendershot (SF) | Veterinary Tech Assistant |
| Ms. Aubrey Higgins | Building Trades |
| Mr. Bill Pelton | Welding |
| Mr. Bruce Shipley | Automotive Repair |
| Mr. Alan Shives | Allied Health |
| Mrs. Shelby Oliver | Drafting & Design |
| Mr. Ethan Cunningham | PC Repair/Network |
| Ms. Lisa Smith | |

FACULTY AUTHORITY

There is no division of authority among the faculty of Southern Fulton Jr./Sr. High School. Teachers are authorized to reprimand or correct misbehaving students at any time or any place during the school day and at any function or activity. (Public School Code, section 1317) Faculty may use reasonable force in the following situations:

1. to quell a disturbance
2. to obtain possession of weapons or other dangerous objects
3. for the purpose of self-defense
4. for the protection of persons or property

STATEMENT OF AUTHORITY

Student behavior is not merely convenient conformity by students to the wishes of adults, but the conscious development of self-discipline and self-direction toward socially desirable ends. Effective schools must give all students the opportunity to learn; disciplined behavior is an outcome of education. Students must be taught that the advantages of group living demand that individual actions be tempered and limited. Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in Section 1317 of the Pennsylvania School Code. It states:

“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 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” (in loco parentis).

Parental permission is not necessary for school officials to administer disciplinary actions toward a student.

VISITORS/ SAFETY CONCERNS

For the safety of the students, all doors are locked. For entrance into the school, please push the button on the wall to the left of the front door. Upon entrance to the building, all visitors must use the visitor management system kiosk, stop in the office, sign in, and get a visitor's badge. At no time should a parent/guardian go directly to a classroom upon entering the building. If a student is involved in allowing a visitor to come into the building without following the above protocol,

discipline consequences will be issued at the discretion of the administration.

EMERGENCY CLOSINGS & DELAYS

In the event school is canceled or delayed due to inclement weather, information will be made available by the following:

- a. Communicated via All Call system (Blackboard Connect)
- b. Radio and TV stations
- c. SF Website, Social Media Sites

Southern Fulton Junior/Senior High School Time Schedule

| | 5th Lunch | | | 6th Lunch | | | 7 th Lunch | | |
|-------------|-----------|-------|--------|-----------|-------|--------|-----------------------|-------|--------|
| HR/Period 1 | 7:55 | 8:43 | 48 min | 7:55 | 8:43 | 48 min | 7:55 | 8:43 | 48 min |
| Period 2 | 8:46 | 9:26 | 40 min | 8:46 | 9:26 | 40 min | 8:46 | 9:26 | 40 min |
| Period 3 | 9:29 | 10:09 | 40 min | 9:29 | 10:09 | 40 min | 9:29 | 10:09 | 40 min |
| Period 4 | 10:12 | 10:52 | 40 min | 10:12 | 10:52 | 40 min | 10:12 | 10:52 | 40 min |
| Period 5 | 10:55 | 11:25 | 30 min | 10:55 | 11:35 | 40 min | 10:55 | 11:35 | 40 min |
| Period 6 | 11:28 | 12:08 | 40 min | 11:38 | 12:08 | 30 min | 11:38 | 12:18 | 40 min |
| Period 7 | 12:11 | 12:51 | 40 min | 12:11 | 12:51 | 40 min | 12:21 | 12:51 | 30 min |
| Period 8 | 12:54 | 1:34 | 40 min | 12:54 | 1:34 | 40 min | 12:54 | 1:34 | 40 min |
| Period 9 | 1:37 | 2:17 | 40 min | 1:37 | 2:17 | 40 min | 1:37 | 2:17 | 40 min |
| Tribe Time | 2:20 | 2:41 | 21 min | 2:20 | 2:41 | 21 min | 2:20 | 2:41 | 21 min |

Schedule for 2 Hour Delay

| | | | |
|-----------------|-------|-------|--------|
| HR/Period 1 | 9:55 | 10:30 | 35 min |
| Period 2 | 10:33 | 11:00 | 27 min |
| Period 5 | 11:03 | 11:33 | 30 min |
| Period 6 | 11:36 | 12:06 | 30 min |
| Period 7 | 12:09 | 12:39 | 30 min |
| Period 3 | 12:42 | 1:09 | 27 min |

| | | | |
|----------|------|------|--------|
| Period 4 | 1:12 | 1:39 | 27 min |
| Period 8 | 1:42 | 2:09 | 27 min |
| Period 9 | 2:12 | 2:41 | 29 min |

PUBLIC AWARENESS DOCUMENT

Under federal law, entitled “Individuals with Disabilities Act” and “Pennsylvania Special Education Regulations and Standards,” each disabled child has the right to a free, appropriate education designed to meet the child’s needs. The term “disability” includes children with physical, emotional, and mental disabilities. In order to ensure that all disabled children are identified, Southern Fulton School District conducts certain screening and identification activities. The School District utilizes three levels of screening activities: (a) Level I screening throughout the school year which includes group-based data such as a review of cumulative records, enrollment records, health records, report cards, and group achievement testing; (b) Level II screening includes hearing screening which is conducted in grades K, 1,3,4,7,11, and all special education services, vision screening which is conducted in every grade each school year, motor screening which is accomplished through ongoing observations by the regular and physical education teachers, and speech and language screening which is conducted for students about for whom there is concern about speech and language skills; and (c) Level III which includes Educational Support Team screening. When implemented during the next three years, the educational support process will be composed of assessment and intervention procedures that are used to assure that students receive an effective educational support program, as well as other school services, that will meet their learning needs.

The Southern Fulton School District along, with the Tuscarora Intermediate Unit 11, provides specially designed instruction to meet the needs of any disabled school-age student or young child who falls within any of the following disability categories and needs special education as determined by an IEP team: (a) autism/pervasive developmental disorder, (b) serious emotional disturbance, (c) neurological impairment, (d) deafness/hearing impairment, (e) specific learning disability, (f) intellectually disabled, (g) multi-handicap, (h) other health impairment, (i) speech impairment, (k) blindness/vision impairment. Related services, such as transportation or a developmental, corrective, or supportive service needed to assist a disabled student to benefit from special education, are also provided. In addition, extended school year programming is available for those students who need continuing

instruction in the areas of self-sufficiency and basic communication in order to maintain skills which have already been mastered.

If an individual chooses to request that the Southern Fulton School District initiate screening or MDE evaluation activities for a child, he or she should contact the building principal or central office administration. The request must be in writing and a form will be provided for that purpose.

The School District is required to protect the confidentiality of any personally identifiable information that is collected regarding a student. Only school personnel are permitted to see a student's file. Any other person must have written approval before they can see the file or receive copies of information in the file. A parent of a student eighteen (18) years of age can review the student's file and challenge the validity of any record or report, or challenge maintenance of any information in the file.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students' education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place that the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. They should write to the school principal (or appropriate official), clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit), a person serving on the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605**

NON-DISCRIMINATION STATEMENT

Southern Fulton School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title IX and Section 504. For more information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact Mrs. Meredith Hendershot, District Superintendent (717-294-2203)

TITLE VI, IX, AND 504

All activities, education programs, and employment practices at the Southern Fulton School District are nondiscriminatory as required by Title VI, Title IX, and Section 504. If there are restrictions, they are based on one's ability and aptitude, not on one's sex, race, color, national origin, or handicapping condition. Additionally, handicapped students and employees may qualify for special services or instruction and equipment modifications. Questions, complaints, or the inspection of the complaint procedure that has been developed to process alleged violations of the Non-Discrimination Policy may be directed to Mrs. Meredith Hendershot, Title IV Coordinator, Title IX Coordinator.

HEALTH SERVICES

The School Health Act of the State of Pennsylvania requires that:

(1) Each child on school entry, sixth, and eleventh grades have a physical examination; (2) Each child on school entry, third, and seventh grade have a dental examination; (3) Each child on school entry, second, third, seventh, and eleventh have a hearing test; (4) Each child have a vision test annually, (5) Each child be measured and weighed annually; (6) Each child be screened for scoliosis in sixth and seventh grades.

The school physicians of each district or joint board shall make a medical examination and a comprehensive appraisal of the health of every child of school age: (1) upon original entry into school in the Commonwealth; (2) while in sixth grade; and (3) while in eleventh grade unless the child has been given a scheduled or special medical examination within the preceding twelve months. The health record of the child shall be made available to the school physician at the time of the regularly scheduled health appraisals.

Each pupil shall receive a comprehensive dental examination upon original entry, while in third grade, and in seventh grade. In lieu of the medical or dental examinations prescribed by this article, any child of school age may furnish the local school officials with a medical or dental report of examination made at his own expense by his family physician or family dentist on a form approved by the Secretary of Health for this purpose. The examinations shall be reported to the school nurse prior to the date fixed for the regularly scheduled examination.

Head Lice and Nits

Students having lice or nits shall be excluded from school until they are absolutely free of both lice and nits. Upon exclusion, the school nurse will provide information for treatment.

Tuberculin Skin Tests

Upon recommendation of the American Academy of Pediatrics, the American Thoracic Society, and the Centers for Disease Control and Prevention, the Southern Fulton School District will no longer be doing routine tuberculosis testing on school age children. This modification of Section 1402 (a) of the Pennsylvania Public School Code will remain in effect until the Southern Fulton School District requests a change, there is a change to the health requirements of the School code, or the Department of Health deems any change necessary.

Medication

The school recognizes that parents have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. All medication must be brought to the nurse's office upon arrival at school. The school nurse, or his/her designee, will supervise the administration of all medications using the following procedures:

1. The physician must submit a written request to the school officials that medication be administered to the student. Included in the request must be the name of the student, name of the medication, dosage, time to be administered, diagnosis, and possible side effects. If the medication changes, a new permission slip from the physician must be provided covering the specific medication.
2. The parent or guardian must submit a written request to school officials that medication be administered as prescribed in the physician's statement.
3. All medication must be in a prescription bottle with the current date and the name of the student on the bottle. (Please ask the pharmacist to make up a special bottle with the prescription label attached when you have the prescription filled.)
4. All medication will be kept in the health room. If the medication is to be taken during a class, the students will be given a note to be excused from class. Punishment will be issued for having medications in the school and not turned in to the nurse.

5. Non-prescription medications may be given when absolutely necessary. The same procedure for prescription medications must be followed (ie. written request from physician & parent) when giving any non-prescription medications.

Any medication to be administered during the school day, including prescription and non-prescription, shall be taken in the health room and will be supervised by the school nurse or her designee. Questions about medications should be directed to the school nurse. The regulations are for the safety and protection of all the students in the school district. Your cooperation with these procedures will be appreciated.

Immunizations

The following are the minimum required immunizations for students attending school in Pennsylvania:

- Four doses Dtap (Diphtheria Tetanus Pertussis –with at least one dose being after their fourth birthday).
- Four doses Polio—with at least one dose being after their fourth birthday
- Two doses MMR (Measles, Mumps, Rubella)
- Three doses Hepatitis B with at least one dose after 6 months of age.
- Two doses of Varicella Vaccine or history of having chickenpox.
- Grade 7 students need an updated Tdap and a Menactra (meningitis vaccine)
- Grade 12 students need a second Menactra (meningitis vaccine)

STUDENT RIGHTS AND RESPONSIBILITIES

1. Students have the right to an education free of discrimination. No student will be denied access to any school activity, educational facility, or to a free and full public education because of race, religion, sex, national origin, or handicap.
2. Students are entitled to a free education in the public school system provided they abide by all the appropriate rules and regulations.

3. Students have a right to express themselves, unless such expression interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another's individual rights. Prior to displaying, posting, or distributing any written material on school property, students must submit the material for approval to the principal. Following approval, bulletin board space will be provided for student use.

SAFE2SAY

What is Safe2Say Something?

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

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system.
- Crisis center reviews, assesses and processes all submissions.
- Crisis center sends all submissions to school administration and/or law enforcement for intervention.
- If needed, crisis center may contact tipster anonymously through the app.

For more information, please go to:

<https://www.safe2saypa.org/>

DISCIPLINARY CODE

Introduction

The school board recognizes its responsibility to make reasonable and necessary rules governing the conduct of students in school. It recognizes the necessity of carefully avoiding arbitrary or capricious policies. School rules are assumed to be reasonable and must be honored until they are waived or rescinded by persons working through legitimate channels.

The ultimate goal of disciplinary actions is that students will practice self-discipline and that there will be no future need for discipline to be imposed externally. It is expected that students will exercise self-discipline; however, should a student choose not to discipline him/herself, measures will be taken. The progression generally involves a reprimand, detention, parental involvement, suspension, and/or expulsion. Recurrence of misbehavior will merit a more severe response.

Teachers will post classroom rules, in Google Classroom, physical classroom, and/or class website, that will be reasonable and fairly applied in all circumstances. The consequences for breaches of these standards will be a matter of teacher discretion and should parallel the degree of offense. For example, gum chewing should generally be discouraged in a carpeted facility but will individually be addressed by the classroom teacher. Major disciplinary breaches are those that exceed the generally recognized realm of simple misconduct. These breaches are normally referred to administrative personnel for action. Chronic disciplinary offenders shall be handled at the discretion of the administration. Discipline may include detentions, suspensions, and recommended counseling. Different offenses should require different responses. Severity of the offense may mean that you skip levels of discipline. The school administration has the discretion to adjust consequences according to the circumstances of the offense. If an offense is committed that is not specifically addressed in this section, the school administration has inherent authority to deal with it in accordance with this policy statement. The authority of the school to impose these rules and all the other rules governing proper student conduct begins when the student leaves home destined for school and continues until the student returns home following school activities and all school-sponsored activities.

DISCIPLINE POLICY

INTRODUCTION

The development of discipline is a major function of the curriculum at the Southern Fulton School Jr./Sr. High School. It is not only a desired outcome of schooling, but also a means to enhance learning experiences throughout life and to enable the student to deal with the challenges of adulthood. A system of well-disciplined young people will provide a school environment in which effective learning can take place. The following statement of policy is intended to ensure that such a system is maintained at the Southern Fulton School District.

The process of achieving self-discipline is twofold. The first aspect is a statement of desired and expected behavior. The common rules of courtesy and respect for the rights of others govern in this matter. Beyond this consideration, there are certain rules and regulations that must be stated to further govern the behavior of individuals in institutions such as schools. The rules and regulations set forth in this statement are intended to supplement the common rules of courtesy and respect. We believe that the process of achieving good discipline consists primarily of teaching, directing, and reinforcing good behavior rather than correcting unacceptable behavior.

The second aspect of the development of self-discipline is the provision for the correction of unacceptable behavior. While a degree of tolerance is necessary in any social system, this policy also provides procedures to correct behavior which disrupts the educational process or violates the commonsense rules of courtesy and respect for others. The corrective measures provided are progressive in severity, beginning with informal warnings and ending in possible expulsion from school.

Most students behave within acceptable standards and are aware of and support the rights of all students to have the best possible educational environment. It is necessary for clarity, however, to define acceptable and unacceptable conduct. The rest of this discipline policy is devoted to the statement of rules and regulations that govern student behavior along with the penalties that accompany infractions. Because discipline is considered a curricular matter, all discipline obligations must be satisfied before a student's school year is complete.

PENALTIES FOR INFRACTIONS

This section of the Discipline Policy spells out the penalties that students can expect to receive for violations of the proper conduct code.

The following is a guideline to penalties for offenses. Additionally, this section cannot possibly account for all offenses. If an offense is committed that is not specifically addressed in this section, the school administration has inherent authority to deal with it, in accordance with this policy statement. Please see the board policies on Hazing and Bullying at: <https://go.boarddocs.com/pa/sful/Board.nsf/Public>.

If an infraction involves a criminal act, the student is liable to criminal prosecution by the appropriate authority, and the school will cooperate fully with such prosecution. Criminal penalties are imposed separately from, and in addition to, school discipline.

Group 1 Infractions include but are not limited to:

- Inappropriate display of affection
- Tardy to Class
- Classroom/school disruption – behavior that impedes or interferes with the learning of others in a classroom or other environment
- Vulgar/profane language towards another student or heard in classroom/school location
- Running/rowdiness
- Failure to obey directions of school staff
- Refusing to follow directions/participate in class
- Skipping class/being in an unassigned area
- Disrespectful actions towards students (verbal and/or gesture)
- Safety violation on school grounds with a moving vehicle
- Throwing of objects
- Horseplay
- Failure to complete homework

Each **Group 1** Infraction carries the following consequences:

- 1st offense = 1 – 2 days of detention
- 2nd offense = 3 – 5 days of detentions
- 3rd offense = 5 - 10 days of detention / 1 day of ISS
- 4th offense = 1 - 5 days of ISS / OSS or combination of both

Group 2 Infractions include but are not limited to:

- Destruction of another's personal property
- Inciting and/or participating in a disturbance (preventing orderly conduct or otherwise causing a disruption to the atmosphere of order and discipline in the school)
- Truancy/Skipping school
- Abuse or misuse of school equipment/property
- Harassment of other students, including threats
- Violation of internet/technology policy – also will result in loss of privileges for 1 marking period
- Cheating ~ consequences vary depending on weight of assignment
- Forgery

Each **Group 2** Infraction carries the following consequences:
(Restitution of any damages caused either advertent or inadvertently as it applies.)

- 1st offense = 1-5 days of detention
- 2nd offense = 5-10 days of detention
- 3rd offense = 1 day of ISS or OSS
- 4th offense = 1 - 3 days of ISS / OSS Suspension

Group 3 Infractions include but are not limited to:

- Consistent Defiance / Disrespect
- Vulgarity directed toward Staff
- Excessive Harassment / Bullying
- Horseplay that results in harm to another
- Fighting / Physical altercations
- Discriminating and/or hate infused language/gestures (written and/or verbal)

Each **Category 3** Infraction carries the following consequences in addition to possible police involvement:

- 1st offense = 3 – 5 days of ISS or OSS
- 2nd offense = 5 – 10 days of ISS / OSS or combination of both
- 3rd offense = 10 days of OSS / ISS; formal hearing
- 4th offense = 10 days of OSS and referral and placement in an Alternative Educational Facility.

Group 4 Infractions include but are not limited to:

- Sexual Harassment/Unlawful Harassment
- Possession, use, or sale of a tobacco/nicotine product or device including e-cigarettes, vape pens, etc.
- Vandalism
- Possession of explosive devices, including fireworks, smoke bombs, flares, etc.
- Willful destruction of computer hardware, software, data or intentional attempt to access restricted resources
- Possession, sale, or under the influence of a controlled substance
- Terroristic or explicit threats to students or school
- Transmitting or possession of explicit or obscene material

Each **Group 4** Infraction carries the following consequences in addition to possible police involvement and in accordance with adopted school policy:

- 1st offense = 10 days ISS / OSS or combination of both; conference
- 2nd offense = 10 days ISS / OSS or combination of both; informal hearing
- 3rd offense = 10 days OSS Suspension; formal hearing, possible expulsion or alternative educational placement

The following **infractions** will receive an immediate ten-day suspension with parental notification and PSP involvement. Students and parent will be asked to appear at an informal hearing. If the student is found guilty at the hearing, the district will arrange for alternative placement for a minimum of 45 days.

- Assault and battery of school personnel
- Arson/Fire
- Possession of drugs and/or related paraphernalia, including look-alike drugs and substances represented as controlled substances; as defined by the SFSD Drug & Alcohol Policy, Policy 222.
- Possession of a weapon as described in Policy 218.1
- Possession of alcohol
- Serious vandalism of property
- Other criminal acts, as defined by the Pennsylvania Crimes Code

DRESS CODE

It is necessary to establish regulations regarding student dress and grooming practices which present a hazard to the health or safety of the students. The purpose of these regulations is to prohibit interference with schoolwork, disorder, disruption of the educational program, excessive wear or damage to school property, to allow the student to achieve his/her education objectives. It is the responsibility of every student to keep himself/herself (including clothes and hair) clean, neat in appearance, and well groomed. In order to provide an educational climate with the fewest distractions possible, the following guidelines of dress have been established for the school.

STUDENTS REPRESENTING SOUTHERN FULTON SCHOOL DISTRICT

Dress for students representing the school at school contests, on school trips, etc., reflects one's attitude toward self and school. School District dress requirements must be followed at all times.

It is the responsibility of the faculty member in charge (coach, director, advisor, instructor, etc.) to ensure that all students representing Southern Fulton School District in any public activity are appropriately dressed and groomed. Absolutely no one will be allowed to represent the school otherwise.

DRESS REQUIREMENTS:

- A. Shoes or sandals are to be worn.
- B. Bare stomachs and midriffs are not permitted – sports bras must be covered with additional clothing.
- C. NO cleavage.
- D. Any holes or frays in clothing including jeans, shorts, and skirts should NOT be above finger-tip length.
- E. Shirts with profanity, obscene language, or suggestive pictures, words or letters are prohibited.
- F. Students are permitted to wear shorts & skirts. Shorts and skirts, however, must be modest in length. (arms relaxed at sides, shorts / skirts must be at least finger-tip length.)
- G. Hats, sweatbands, bandannas and hoods are not permitted.
- H. Long coats (trench coats, etc.) may be worn to school only, not to classes.

- I. Bulky coats are not allowed to be worn during the day. Bulky coats should be kept in the students' lockers.
- J. Students may be prohibited from certain articles of dress and/or accessories that might constitute a health or safety hazard.
- K. Clothing, buttons, accessories, or other insignia intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views are prohibited.
- L. Clothing, buttons, or other wearing apparel which condone or promote the use of alcohol, drugs, sex, tobacco, violence, as well as any visible profanity, obscenity, or suggestive language are prohibited.
- M. Low cut, spaghetti strap, and strapless attire will not be accepted. Tank tops with straps less than two inches wide will not be permitted.
- N. Shirts sleeves that are cut off or have the appearance of being cut off will not be accepted.
- O. No ripped side torso shirts will be allowed.
- P. Undergarments are not to be visible to others.
- Q. NO blankets or quilts are allowed to be taken to classes.
- R. No wearing of hoods over the head within the school building.

Consequences for Dress Code Violations:

The first violation of the dress code will be a warning and removal and change of the clothing in question. The second offense will be 1 after-school or lunch detention. In the event of a third offense, the student will receive 1 day of OUT OF SCHOOL SUSPENSION (OSS) or IN SCHOOL SUSPENSION (ISS). If a fourth offense occurs, the student will receive 2 days OSS or ISS, and maybe recommended to appear before the board for a policy violation hearing. All violations will be logged in PowerSchool.

In the case of refusal to comply with requests to correct a dress code infraction, student will receive In-School suspension for that day or may be dismissed to go home. If that being the case, it will be recorded as ISS/OSS and recorded in PowerSchool as non-compliance to school policy.

BACKPACKS AND BOOKBAGS

No student will be allowed to carry large backpacks, book bags, purses or similar items in the halls, classrooms, cafeteria, etc. in the schools of the Southern Fulton School District during the school day. If these items are brought to school, they must be safely stored in the student's locker before homeroom until the end of the day.

WATER BOTTLES and CONTAINERS

- No glass bottles
- No containers larger than 24 oz
- No soda; no energy drinks, no cans of any type will be permitted
- Containers must be sealable containers with no open tops or always open slits in the lid.
- No disposable Styrofoam or throwaway paper or plastic cups or containers.

Preferred bottles or mugs need to be clear. All bottles and containers that are brought onto the premises may be inspected as to the contents of the liquid to which is contained.

TRANSPORTATION CHANGE

If a student wishes to ride another bus to the home of a friend, or to be picked up by a parent instead of going home on the bus, the student must bring a note from a parent or guardian requesting permission for that change. The note must also be signed or a bus note written by an office person and then shown to the bus driver. **THE SCHOOL RESERVES THE RIGHT TO NOT HONOR THE REQUEST IF THE BUS WILL BE OVERCROWDED. ACCORDING TO STATE LAW, SCHOOL DISTRICTS CANNOT HONOR REQUESTS FOR THE STUDENTS TO RIDE A DIFFERENT BUS IF THE BUS IS OVERCROWDED.**

Our policy requires a note for any transportation change or early dismissal. A note should be written by the parent and sent at the beginning of the day. If a parent comes to get a child anytime during the day, s/he will need to come to the office, where a secretary will call the child from the classroom.

BEHAVIOR ON SCHOOL BUS

Student behavior while waiting for or riding on school vehicles (buses, vans, cabs, etc.) is within the authority of the director of transportation and/or building principal. A ridership program which sets forth positive student behavior that supports Southern Fulton's PBIS program will be supported and enacted cooperatively between the building administration and the transportation department. Students who violate school district policy and procedures will face disciplinary action administered by the director of transportation, building principal, or designee in accordance with this policy. Such discipline may include temporary or permanent suspension of riding privileges, and in serious cases, suspension or expulsion from school. This policy shall apply to all students who ride school vehicles to and from school, on field trips, and on extracurricular trips.

A. Disciplinary Steps:

The following procedures will be implemented in reporting transportation related student behavior problems:

1. The driver or attendant will complete a disciplinary report form describing the observed student's behavior. If more than one student is involved, a separate form for each student must be completed. The driver shall refrain from writing profane language on the report forms. The first letter of the word with a dash is sufficient to indicate what the student said.
2. The driver shall submit the completed form to the director of transportation or school official upon completion of the run on which the infraction occurred. If the infraction occurred on the afternoon run, the form shall be submitted the next morning.
3. One infraction form will be used per bus run listing the student offense(s) on the form.
4. The transportation director shall review the disciplinary form and investigate the incident to determine what action is appropriate for the student in accordance with school district policy. The appropriate stakeholders will be contacted regarding the bus incident. This may include students involved in the incident, students who may have witnessed the incident, parents, bus driver, bus contractors, and/or

administration if deemed necessary. Video tapes, if available, may be used by the director of transportation in the investigation.

5. The director of transportation will determine what disciplinary action, if any, will be taken. Building principals and the director of special education may be consulted if warranted. Administrative discretion applied if necessary.

6. After disciplinary action is determined, a written notice shall be provided to the parents and to the driver. A copy of the disciplinary referral will be kept in the building office and/or the transportation office.

B. Discipline Rules: Students who violate school district discipline policies while walking to and from the transportation stop, while waiting at the stop, or while riding the vehicles are subject to the following disciplinary action:

1. First Level Offenses: pushing, hitting, shouting, tripping, littering, profane language, obscene gestures, bullying of other students, disrespect toward the driver, or other student, eating, drinking, refusing to comply with the driver's directions, refusing to provide identity to the driver, or other similar offenses deemed by the director of transportation shall be subject to the following penalties:

a. First Offense – A written warning will be issued to the student and the parent. The parent shall acknowledge receipt of the warning in writing.

b. Subsequent Offenses – Discipline shall be administered in accordance with the Discipline Penalties set forth in Section C.

2. Second Level Offenses: fighting, smoking or use of tobacco, damaging the bus, throwing objects inside the bus or out of the windows, or other similar offenses deemed by the principal/vice principal shall be subject to the Discipline Penalties set forth in Section C.

3. Third Level Offenses: engaging in conduct hazardous to the driver and/or other student shall result in immediate suspension of riding privileges. Such conduct shall include but shall not be limited to throwing objects which could cause injury whether it occurs inside the bus or out of the windows or opening emergency exit doors. The case will be reviewed after thirty (30) calendar days.

4. Fourth Level Offenses: cases involving serious misconduct, additional discipline including suspension or expulsion from school may be imposed in accordance with the Southern Fulton Student Handbook.

C. Discipline Penalties: The transportation director or building principal shall administer discipline based on the student's age, grade level and the severity of the incident. Any discipline penalty or combination can be administered on a first or subsequent offense. Discipline penalties shall include but shall not be limited to the following:

1. Loss of recess periods (elementary level)
2. In-school suspension
3. Out-of-school suspension
4. After-school detention
5. Safety Education Class (elementary and secondary levels)
6. Suspension from bus riding privileges
7. Permanent suspension from bus riding privileges

Unauthorized Entry of School Buses

The school bus driver is responsible for the efficient and economical operation, passenger and vehicle safety, order, and discipline. While students are on the bus, their safety is in the driver's hands. Accordingly, only the driver and authorized school personnel are permitted to board a school bus. In accordance with state law, persons who enter a school bus without permission could face up to a year in prison and pay a fine of up to \$2,500.00.

CHEATING CONSEQUENCES

Cheating on homework, projects, quizzes, or exams is prohibited and will not be tolerated. Dishonesty is not a characteristic we would like to instill in our students. The person that is allowing for the cheating is just as guilty as the person doing the plagiarizing. The following consequences will take place if any plagiarism occurs.

If the cheating occurred on a homework assignment:

- 1st offense – notify parent, zero on that assignment, and 1 detention.
- 2nd offense – notify parents, zero on that assignment, and 1 day of ISS/OSS.
- 3rd offense – notify parents, zero on the assignment, and 2 days of ISS/OSS.

If the cheating occurred on an exam, project, or assignment that carries a weight heavier than homework:

- 1st offense – parents notified, zero on the work and 3 days of detention.
- 2nd offense – parents notified, zero on the work, 0% for the nine-week term, and 5 days of detention, and possible referral to a counselor.
- 3rd offense – parents notified, zero on the work, 0% for the course, 1 day OSS/ISS, and possible board hearing.

Artificial Intelligence

Purpose:

- It is imperative to define acceptable uses of Artificial Intelligence (AI) tools while upholding academic honesty in order to help students develop essential academic skills.

Scope:

- This applies to all students in Southern Fulton classes and addresses the use of AI tools, including language models, search engines, paraphrasing tools, and other AI-based software or platforms used during assignments, projects, and assessments.

Acceptable Uses:

- AI tools can be valuable for idea generation or planning. It is important to note that AI is vulnerable to discrimination and misinformation because it is limited to the data on which it was trained; therefore, it can perpetuate biases and inaccuracies. In this way, AI is not a replacement for human critical thinking, and even ideas generated must be vetted carefully.
- Current iterations of AI should not be trusted to generate accurate information, and it is not uncommon for AI to fabricate information or sources. Assume that the information from AI is inaccurate unless you can verify it from reputable sources.
- Any use of AI must be cited correctly. MLA, APA, and Chicago all have explanations for the citation of AI. Text generated by an AI is not yours and must be acknowledged. Therefore pay attention to what information is generated and be certain to explain how you have used an AI tool and what you used that came from that tool.

Prohibited Uses:

- Students are strictly prohibited from submitting AI work as their own. Submitting AI work without acknowledgment and citation is both a form of cheating (using unauthorized tools) and a form of plagiarism (using outside work without attribution). Academic dishonesty with AI may include but is not limited to copying and pasting text, paraphrasing without attribution, and submitting work created by AI tools without acknowledgment.
- Students must not use AI tools on assignments and assessments without explicit permission from the teacher. Assume that AI is forbidden unless you are directly told that it is allowed for an individual assignment.
- Students should not manipulate, falsify or revise AI-generated work to deceive others or misrepresent work used to assess their academic abilities.

Proof of Provenance:

- Teachers will use a variety of tools that may detect the use of AI. If a teacher believes that you have misused AI or falsified work, it will be your responsibility to prove that you have created your work. There are things you can do to make this easier, including keeping notes and outlines, saving multiple

drafts of documents, or using Google Docs with a Draftback plugin. If a student does use AI with permission, it may be necessary to show your work, meaning it is important that you screenshot your prompts and AI's answers, and that you can explain what was generated by AI and what was generated by you, how you have used AI, and why you have used AI.

Consequences of Violations:

- Parents or guardians will be notified of any suspected violations.
- Work suspected of misusing AI will be given a zero with no chance of rewriting or resubmitting until the student is able to prove that they are the creators of the work by supplying proof of provenance.
- Violations will be communicated to the school administration. The misuse of AI is a form of cheating and plagiarism, and a student's misuse of AI will be recorded in the form of a disciplinary referral. Consequences will follow the guidelines set forth in the district policy in regard to cheating/plagiarism.

STUDENT FINES FOR LOSS/MISUSE OF TEXTBOOKS AND LIBRARY BOOKS

Each student is responsible for the textbooks and library books he/she receives from the School District. Students shall be responsible for any damage to books or for misplaced books. The teacher will determine whether the wear and tear to the books was normal or shows signs of excess wear or abuse.

If a textbook has been misused and can be repaired, the principal will collect the costs for the repair and shipping from the student. If the textbook is lost, stolen or destroyed the student will reimburse the school district according to the following schedule:

- 1-2 years: 80% of the current replacement cost
- 3-4 years: 70% of the current replacement cost
- 5-6 years: 60% of the current replacement cost
- 7-8 years: 50% of the current replacement cost
- 8+ years: 40% of the current replacement cost

Students who have textbooks or library books destroyed due to natural disasters or fire will not be required to reimburse the district.

The students will be given thirty days from the issuance of the bill to pay restitution. If the bill is not paid in the thirty-day limit, the collection of the bill will be turned over to the District Magistrate. The student, in addition, to the costs of replacing the book, will pay all costs associated with the court system.

At the conclusion of the school year, report cards will be held by the office until all school materials/books are returned or paid for.

PROCEDURES FOR BROKEN CHROMEBOOKS

We understand the vital role technology plays in our curriculum and we want to ensure all our students have access to the resources they need to succeed. Every student in our district has been provided a device to support their learning.

For the new school year beginning 2024-'25, we are offering a device insurance option. The cost for this insurance is \$30 per student. This will cover either the cost of a brand-new device or two repairs, should any damage occur during the school year. If the insurance has been exhausted, you will be given the option of a one-time buyback insurance within 10 days for \$40.

This policy is intended to alleviate potential financial strain and ensure a seamless transition should a device become unusable. The repairs will be performed in-house, and we will not be using a third-party repair company.

However, it's important to note that the purchase of this insurance is optional. If families decide not to purchase insurance, repairs for damaged devices will still be performed as these devices are crucial for our curriculum. The cost of these repairs, however, will fall under the responsibility of the respective family. If the repair costs are not paid within 60 days, the matter will be referred to the district justice for judgment. There are no exceptions for non-insured families. We understand that these circumstances can be challenging and would prefer

to avoid this course of action whenever possible. As such, we strongly recommend considering the device insurance option.

STUDENT DRIVERS

DRIVING VIOLATIONS—Students who drive to school inherently assume the responsibility for practicing safe driving techniques and displaying courtesy towards other drivers. The safety of the drivers, passengers, pedestrians, and the student on the buses is of paramount concern to the school. A second responsibility of operating a vehicle is the courtesy one must show to both other motorists and pedestrians. Accordingly, the parameters governing student driving conduct are designed to encourage students to drive safely and courteously.

All rules of the Pennsylvania Vehicle Code will be enforced while cars are on school property or an approved school parking lot.
MAXIMUM SPEED FOR OPERATION OF YOUR VEHICLE ON SCHOOL PROPERTY OR APPROVED PARKING AREA IS 15 MPH WHETHER POSTED OR NOT.

The use of student parking facilities provided by the school is a privilege. Students are expected to drive carefully and park properly in the student parking area only. The student parking area is located in the front of the building. No students should park behind the school during school hours. There shall be no loitering in cars by students before, after, or during school hours. Failure to comply with all school district rules and laws of the Commonwealth of Pennsylvania, including entering and leaving the parking lot in a safe manner, may result in the suspension of driving privileges and/or other disciplinary action, which may include contacting law enforcement officials.

Students who attempt to drive to school while under the suspension of driving privileges are subject to prosecution under the state code governing such acts. Further disciplinary action will be taken.

Category I Infractions - Each infraction will result in a minimum of a one-week suspension of driving/riding privileges on school property after warnings have been exhausted.

1. Failure to park in student parking spaces.
2. Excessive noise from engine, horn, stereo, etc.
3. Driving inattentively.
4. Excessive speed.
5. Failure to yield right of way to the school bus (cutting in as the buses leave/enter).

6. Burnouts.
7. Failure to yield right of way.
8. Tailgating.
9. Driving/riding without permission.
10. Excessive tardiness. (*see Sanctions for Excessive Tardiness - pg 31*)
11. Other similar infractions.

Category II Infractions - Each infraction at this level will result in an automatic revoking of driving privileges on school property.

1. Driving in an erratic manner that puts others in physical risk.
2. Excessive and Unsafe speeds.
3. Other reckless behaviors while driving.

A good rule of thumb for students is not to drive any faster than a casual jogger would run, and to drive even slower at the times of student arrival and departure.

AFTER SCHOOL and BEFORE SCHOOL DETENTION

Detention is the usual form of punishment for minor offences and requires that the student remain after school or come before school for a specified period of time. The following rules apply to detentions:

1. Detentions are scheduled on the next available meeting. Written notice will be given to the student at least 48 hours before the time a detention is to be served. Detentions are intended to be served at the time assigned and will not normally be rescheduled. The parent or guardian must make arrangements for the student's transportation home after the detention. Detention servers must leave the building immediately following detention.
2. The student is required to report to the designated detention room promptly at 6:55 a.m. and stay until excused at 7:55 a.m. or at the end of period nine and stay until excused at 3:45 p.m. Students arriving late for detention will be assigned additional detention time.
3. The student is required to bring schoolwork to complete

during the detention session. The detention supervisor may assign work to a student who is not constructively busy.

4. Students skipping detention will have that detention rescheduled, and one additional detention assigned.
5. Students misbehaving in detention will have to re-serve the detention and will face additional punishment.

SOCIAL PROBATION

An Administrator may assign a student to Social Probation. Any student on Social Probation will be allowed on school property only during school hours. The Administrator shall determine the length of time and the social event(s) for Social Probation.

IN-SCHOOL SUSPENSION

School officials have the option of assigning In-School Suspension in lieu of out-of-school suspension as in the past. In these instances, all rules which govern student behavior for OSS will apply. These rules also include the participation in after-school activities and extra-curriculars. If a student is suspended, either in school or out, students will not be allowed to participate in either practice, competition, or school sponsored recreations such as dances. Special education services will be provided for any special education student, with appropriate documentation kept by the special education department.

While serving In-School suspension, there will be no interruption to the student's education. Students will be expected to work on any assignment that may be given during the day(s) serving in ISS. Teachers will supply work that will be missed to that student in the ISS room for those days missed in the classroom.

EXCLUSIONS FROM SCHOOL

Education is a statutory right, and all students must be afforded the appropriate elements of due process of law to be excluded from school. An exclusion from school may be in the form of a suspension or expulsion.

Suspension is the exclusion from school and school activities for a period of one to ten consecutive school days.

1. A suspension may be given by the principal or other person in charge of the school.

2. No student shall be suspended without first being informed of the reason(s) for the suspension and given an opportunity to respond. Prior notice need not be given when the continued presence of the offending student would create a health, safety, or welfare hazard for the school community.
3. The parents and the superintendent of schools shall be notified immediately by the principal of a suspension.
4. Suspensions may not be made to run beyond the limit of ten consecutive school days.
5. Once the period of suspension has ended, a parental conference with the principal may be required before the suspended student is re-admitted.
6. Under the same rules governing excused absences, upon return to school following suspension, students have the responsibility to make up schoolwork missed during the time of out-of-school suspension.
7. While serving In-School suspension, there will be no interruption to the student's education. Students will be expected to work on any assignment that may be given during the day(s) serving in ISS. Teachers will supply work that will be missed to that student in the ISS room for those days missed in the classroom.
8. Students may not participate in any extracurricular activities or be on any school property on the day(s) of suspensions.

EXPULSION

An expulsion is an exclusion from school by the Board of School Directors for a period of more than ten days and may be permanent. Referral of the student for expulsion will be made only after the student has demonstrated behavior seriously disruptive to the educational process or hazardous to the health, safety, or welfare of the school community. The expulsion hearing, and all other related proceedings, will strictly conform with the regulations of law.

The provisions for excluding a student who is considered exceptional under the Pennsylvania Department of Education Special Education Regulations is governed by the following regulations (Ch 14.35, 14.36; Ch 342.36).

RESTRICTIONS FROM SCHOOL RELATED ACTIVITY

The principal has the authority to restrict the participation of any student from school-related and/or extra-curricular activities for disciplinary reasons. The length of the restriction may be for whatever period of time judged appropriate by the principal. While under disciplinary restriction, the student may neither participate nor practice with, nor in any way be considered a part of; the school-related activity including: athletics, drama, field trips, dances (PROM), etc. **Students attending an alternative education placement cannot attend school activities / extra-curricular events or activities.**

HEARINGS

Education is a statutory right, and all students must be afforded the appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion from school, the student is entitled to a formal hearing as part of due process rights. The hearing may be held before the entire Board of School Directors, a committee selected by the Board, or a qualified hearing officer appointed by the Board. In any case, a majority vote of the Board of School Directors is required for expulsion.

SEARCHES

School officials have a right and responsibility to search a student's locker, handbag, or person upon a reasonable suspicion and to seize any illegal or prohibited objects or materials. These objects or materials may be used as evidence against the student in any disciplinary or criminal proceedings. The student shall be notified of and given the opportunity to be present at a locker search. However, if there is reasonable suspicion that the locker may contain objects or materials that may endanger the health, welfare, or safety of students, the locker may be searched without prior notice.

POSSESSION OF WEAPONS

An act by the General Assembly of the Commonwealth of Pennsylvania concerning the possession of weapons on school property reads as follows:

- a. Definition Notwithstanding, the definition of "weapon" in section shall include but not to be limited to any knife, cutting instrument, nunchaku sticks, firearm, shotgun, rifle, and any other tool, instrument, or impediment capable of inflicting serious bodily injury.

- b. Offenses defined: A person commits a misdemeanor of the first degree if he possesses a weapon in the building of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary public funded educational institution, any elementary or secondary private school license by the Department of Education or any elementary or secondary parochial school. Title 18, Act of November 25, 1970 amended October 16, 1980. It is the intent of this notice to inform students and parents that this act will be strictly enforced, and violation will be referred to the local authorities for prosecution or referral.

The school may require student attendance at an alternative education site for reasons of persistent disruption of the educational process or if a student's infractions have accumulated out of proportion to the length of time elapsed in the school year.

STUDENT ATTENDANCE POLICY

The Southern Fulton School District is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, interacting with teachers, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced. Any child who has not yet attained the age of eighteen years shall be required to attend school regularly during the school year.

The administration has the authority to demand a doctor's excuse for any absence. The administration is authorized to use social agencies or law enforcement agencies to deal with absenteeism problems. The administration may report to appropriate authorities' infractions of the law regarding the attendance of students below the age of eighteen (18). The school shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

Absenteeism from school will be categorized as either excused, unexcused, or illegal.

Definitions:

Illegal Absence – Charged to any student 15 years of age or younger for a violation of the State’s Compulsory Attendance Law.

Unexcused Absence – Charged to any student 18 years of age or older.

Tardy – any student who arrives late to any class after the late bell has sounded. (only medical excuses will be accepted as legal tardies.)

¼ Day Absence – missing any two periods in a given day.

½ Day Absence – missing any three periods in a given day.

Full Day Absence – missing any seven periods in a given day.

Early Excusal – Any student leaving school before or during the last period of the day (Only medical excuses will be accepted)

Consequences follow those for a tardy.

EXCUSED ABSENCES

1. Doctor’s Appointments
2. Death in immediate family (maximum of three days)
3. Religious holidays
4. Administration Reasons: school activities, college visits, etc.
5. Suspension
6. Court order
7. Approved educational trips
8. Illness
9. Quarantine
10. Impassable Roads

ATTENDANCE PROCEDURE

All excuses must be received by the school district within two (2) school days of the absence. Failure to do so will result in the absence being recorded as illegal or unexcused.

The following information must be included on the written excuse:

1. Name of student
2. Date(s) of absence; date excuse was written
3. Reason for absence
4. Signature of parent or guardian

- A. A student will only be allowed 10 parental notes regardless of time missed. After that a doctor's excuse stating a patient was seen in office by a medical practitioner will be required for each additional time missed. The excuse must also have a departure time from the doctor's office. **Any excuses may be verified with the doctor's office, as to the child being seen.**
 - a. Not counted toward 10 parent days are absences previously excused with a doctor's note.
 - b. Once doctor's notes are required, students will not be permitted to participate in school sponsored field trips at the discretion of the administration.
- B. Any student that missed two (2) or more consecutive days shall provide a doctor's excuse for the absences.
- C. Students are expected to be in their assigned seats in class when the tardy bell rings. Unless your bus is late, the names of students who are tardy will be submitted to the attendance officer with the daily absentee slips.

TARDINESS/ LATE TO CLASS RULES

Tardies will be recorded by classroom teachers. If a student is late to class, including homeroom/1st period, Legal and/or illegal status will be granted for tardies per the district attendance policy. At the accumulation of five unexcused tardies, a day absent will be assessed in addition to the sanctions for tardiness as stated below.

Repeated Tardiness' include arriving late to class. If you are not in your assigned room by the late bell you are late and considered tardy.

SANCTIONS FOR EXCESSIVE TARDINESS/LATE TO CLASS

- A. Third (3rd) Tardy – Verbal warning and letter/email sent to parents.
- B. Fourth (4th) Tardy –Letter/email/phone call to parents and one (1) detention.
- C. Fifth (5th) Tardy – Letter/email/phone call to parents and two (2) detentions.
- D. Sixth (6th) Tardy – Letter/phone call to parents, and three (3) detentions.

EXCESSIVE TARDINESS (LATE TO SCHOOL) FOR STUDENT DRIVERS

(Tardy to School is defined as arrival in the school building after 7:55 and before 8:03)

- A. Third (3rd) Tardy – one-week suspension from driving on school property.
- B. Seventh (7th) Tardy – one-month suspension from driving on school property.
- C. Tenth (10th) Tardy – suspension from driving on school property until the end of the current school year.

ARRIVAL

Students are encouraged to not arrive at school before 7:45 am. If it is necessary to arrive before 7:45 am, the student is to remain in the cafeteria until 7:45 am. All students are to be in homeroom/1st period and ready to participate in the morning exercises by 7:55 am.

BREAKFAST SERVICE - Students who have not had breakfast before leaving for school are strongly encouraged to participate in this program. It should be noted that the school breakfast program is made available for two major reasons: (1) for the health of the student, both physically and mentally, and (2) as a convenience and service for the home. Statistics show that eating a balanced breakfast regularly (at home or school) contributes to achievement in school.

Students eating breakfast must go directly to the cafeteria before visiting their locker in the morning and remain there until dismissed by the supervisor. Upon being dismissed by the supervisor, students are to report directly to their locker then go directly to homeroom/1st period for attendance and announcements.

EARLY DISMISSAL DUE TO ILLNESS

Students who become ill at school must notify their teacher who will send them to the school nurse. **Students will not decide to leave school because of illness without seeing the nurse.** The nurse will decide if the student should be sent home or to a hospital. The nurse, not the student, will make the necessary phone calls to parents and make arrangements for transportation. Students are to sign out at the office.

EARLY DISMISSAL FOR MEDICAL APPOINTMENTS

On the day you have a medical appointment, present a written request from your parent or guardian to the front office. Upon returning from a medical or dental appointment, students are required to submit the signed appointment card from the doctor or dentist to the school office.

PENNSYLVANIA COMPULSORY ATTENDANCE LAW (SECTION 1333) STUDENT UNDER EIGHTEEN (18) YEARS OF AGE

- 3rd illegal absence - an official first notice is sent by certified mail to parents/guardians.
- 4th+ illegal absence - The school will submit a compulsory attendance citation to the district justice and the student will be referred to the Fulton County Children and Youth Service.

STUDENT EIGHTEEN (18) YEARS OF AGE AND OLDER

- 3rd unexcused absence - an official first notice is sent by certified mail to parents/guardians
- 4th unexcused absence - student's driving privileges to school may be revoked for five (5) school days.
- 5th unexcused absence - student's driving privileges to school may be revoked for ten (10) school days.
- 6th unexcused absence - a letter sent by certified mail regarding non-credit status; and driving privileges revoked for one (1) marking period.
- 7th unexcused absence - certified letter sent to parents notifying them that their son/daughter has been placed on non-credit status.

TWENTY-FIVE DAY POLICY

Students may not receive academic credit for school days or classes if **twenty-five** or more days are missed, regardless of excuses. Accordingly, students in grades seven and eight will be required to repeat the grade. Parents will be informed of attendance status by first class mail following the tenth day and twenty-fifth day of absence, and by registered letter following the twentieth and twenty-fifth day of absence. **Administration has discretion to excuse students that have extenuating circumstances.**

Skiping School is Like Playing With Fire
DON'T GET BURNED!

1. Students' licenses to drive may be suspended for 90 days for the first conviction
2. Students' licenses to drive may be suspended for six months for second conviction.
3. Unlicensed juveniles are prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense), commencing with their 16th birthday.
4. All students convicted will be referred to the County Children and Youth Agency and Magistrate.
5. Parents or guardians can be fined for failing to have their child in school. Fines may go as high, and may not be limited to, \$300.

Authorities have the right to arrest students if the parent is unable to make the child attend.

APPEALS PROCEDURE

The first line of appeal of denial of credit under this section must be made to the principal in writing within ten school days of the final registered letter. Students and parents will be required to show reason why days missed should be considered legitimate absences under the considerations of the attendance policy. The principal's decision will be communicated to the parents within ten school days by registered letter. The principal's decision must be appealed to the superintendent within ten school days of the principal's decision.

MAKE-UP WORK POLICY

Any student who has been absent from school, due to illness, will be granted the privilege of making up work. It is the student's responsibility to make arrangements with all teachers upon the first day of return. The student will be granted 3 consecutive school days in which to make up work. **Extended illness will be addressed on an individual basis. Tests, examinations, and class work completed on a day when a student is unexcused or illegally absent/tardy from school shall not be made up and shall constitute a failure for that time period. The only exception is when a student is suspended and serving out of school (OSS).** Teachers may require school work to be completed prior to a school trip or on the day of return.

HOMEBOUND INSTRUCTION

Students that have a health problem prohibiting them from attending school must have a written excuse from a medical doctor stating the reason for the homebound instruction and the approximate length of time that it will be needed. A student must be absent a minimum of two (2) weeks for consideration for homebound instruction during the time they are absent.

WITHDRAWAL FROM SCHOOL

Students are required by state law to attend school until the age of eighteen (18). Students who wish to withdraw from school, or students of any age who plan to transfer to another school must submit the following to the guidance counselor.

1. A written and signed statement from a parent/guardian containing the name and grade of the student, the date of withdrawal, and reason for the withdrawal.
2. A written statement from all teachers that all books, lab materials, and other equipment has been returned.
3. A statement from the principal's office that all financial obligations have been satisfied.
4. Obtain a withdrawal form from the office.

JR. HIGH "STARS PROGRAM" for DISCIPLINE / INTERVENTION

The STARS program is a program in which the junior high teachers work to improve discipline and actions in classes. It is a reward and intervention mechanism that allows for personal growth and development. Students with few discipline or classroom problems will be rewarded as follows:

1. Students must qualify 3 out of 4 Marking Periods to go on the end of year trip.
2. To qualify for each marking period students MUST NOT:
3. Receive an after-school detention, get caught cheating on quizzes, tests, projects.
4. be absent no more than 5 days. (doctor's excuses are exempt)

5. Fail any class including block classes.
6. Receive more than 5 lunch detentions per marking period

STARS rewards, and/or activities will be scheduled as space and availability of venues are determined. STARS student rewards are subject to change.

ADDRESS OR PHONE CHANGE

When students change their home address or phone number, it should be reported to the office immediately to keep records current.

COUNSELING SERVICES

The purpose of the school counseling program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible. The door is open to all students and parents/guardians. Services include: academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and postgraduate planning.

SCHOOL REGULATIONS FOR GRADUATION, PROMOTION, AND GRADING

Grading System

| | |
|-----------------|--------------------|
| 92 – 100 | A |
| 82 – 91 | B |
| 72 – 81 | C |
| 64 – 71 | D |
| BELOW 64 | E (FAILING) |
| INC | INCOMPLETE |
| MED | MEDICAL EXCUSE |

GRADUATION REQUIREMENTS

| <u>Course Title</u> | <u>Units of Credit</u> |
|---------------------|------------------------|
| English | 4 credits |
| Math | 3 or 4 credits* |
| Science | 3 or 4 credits* |
| History | 4 credits |
| Physical Education | 2 credits |
| Health | 0.5 credit |
| Electives | 10.5 credits |

* A minimum of 7 credits need to be in math and science

In order to be placed in the correct grade, the following criteria must be met:

- 9th grade – 8th grade requirements must be met
- 10th grade – 7 credits
- 11th grade – 14 credits
- 12 grade – 21 credits
- Graduation – 28 credits according to the graduation requirements

COURSE SYLLABUS

By the end of the first week of school each student should have received a course syllabus for each subject. This will outline the general content of each course and list the expectations of the teacher. Grading procedures will also be explained. Parents are encouraged to call the high school office if they have any questions about the course syllabi. **Students will have 10 days from the first day of school to make any changes, with cause, to their schedule.**

COURSE WEIGHTING

Southern Fulton weighs certain courses more heavily than others according to difficulty and academic rigor. When calculating class rank, the student's grades in the following courses are multiplied by the given factor.

| <u>Factor of 1.3</u> | <u>Factor of 1.2</u> | <u>Factor of 1.1</u> |
|----------------------|----------------------|----------------------|
| AP Literature | Advanced Earth/Space | Geometry CP |
| AP Language | Amer. History Honors | Foreign Lang III |
| AP Biology | Biology II | Biology I CP |
| AP Art | Pre-Calculus | English 9 CP |

| | | |
|-------------------------|------------------|------------------|
| AP Chemistry | Calculus | Algebra II |
| Dual Enrollment Courses | Chemistry CP | College Algebra |
| | Government CP | US Hist II/PA CP |
| | English 11 CP | World Hist CP |
| | English 12 CP | Chemistry |
| | Physics | |
| | Advanced Physics | |
| | Foreign Lang IV | |

*All other courses have a factor of 1.0

RETENTION POLICY

Parents/Guardians of a student repeating a course or a grade shall be notified by letter or phone call to discuss their options with the school counselor.

1. **Definitions: Major subject** – any subject which meets at least 5 periods per week for a full year. **Minor Subject** – a subject which meets less than 5 times per week or for less than a full year, except 8th grade Health which will be considered a major subject.
2. **Policies for Middle school students - 7th through 8th grade students**
 - A. Students failing two or more major subjects, or one major and two minor subjects, shall repeat the entire grade.
 - B. Students failing no more than one major subject and one minor subject shall be promoted to the next grade.
3. **Policies for 9th through 12th grade students**
 - A. Students will be listed on grade level in accordance with the following: 9th grade students must have passed requirements for 8th grade. 10th grade students must have passed at least 7 credits toward graduation. 11th grade students must have passed at least 14 credits toward graduation. 12th grade students must have passed at least 21 credits toward graduation.
 - B. Required subjects failed shall be rescheduled for the following year or made up in summer school.

PROCEDURE for MAKE-UP WORK SUMMER SCHOOL

If a student fails English, Math, Social Studies, or Science with a 55% or higher, the course may be made up through summer school. Electives may be made up ONLY IF they are available in summer school.

If a student fails the course with a grade less than 55%, the child will be rescheduled for the class a second year. A teacher may override this only due to extenuating circumstances, and summer school opportunities may be offered.

REPORTING PERIODS

Report cards will be electronically issued four times a year. If you would like a paper copy, please contact the school. Parent conferences are held in November and at the teacher/parent request.

Parents will be notified at mid-year and at the end of the third marking period if a student is in possible danger of failing the year. Seniors will be notified in January, March, and May if they are in danger of failing.

The school has the capability for you and your child to view his/her grades and report card for each marking period and individual assignments via the Internet. You will receive an ID number and a password. The website is <http://sf.powerschool.com/public>. Due to this capability, report cards will not be printed/sent home to parents.

TESTING PROGRAM

In 1999, Pennsylvania adopted academic standards for Reading, Writing, Speaking and Listening, and Mathematics. These standards identify what a student should know and be able to do at varying grade levels. School districts possess the freedom to design curriculum and instruction to ensure that students meet or exceed the standards' expectations.

The annual Pennsylvania System of School Assessment (PSSA) is a standards based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Every Pennsylvania student in grades 3

through 8 is assessed in English Language Arts and Math; Science in Grade 8.

In addition, Pennsylvania has adopted the Keystone Exams, which are end-of-course exams that are given after students successfully complete Algebra I, Biology and 10th Grade English (Literature Exam). These assessments are used to determine proficiency standards for high school students across the commonwealth and are used to determine eligibility for graduation their senior year.

Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may be in need of additional educational opportunities, and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning.

In compliance with §4.51(b)(4) of the PA School Code the State Board of Education approved, "specific criteria for advanced, proficient, basic and below basic levels of performance."

COMMENCEMENT

Baccalaureate and Commencement are activities designed to bring a closure to the high school academic experience. These services are as much a part of that experience as class attendance. Accordingly, attendance at baccalaureate is encouraged and attendance at commencement is expected.

Dress for Seniors taking part in Commencement and Baccalaureate is as follows: The men will need a dress shirt, dress pants, neck tie, dress shoes, and socks. The ladies will need a light colored dress/skirt and dress shoes.

If you do not have these required clothes or if you have questions about the attire you are choosing to wear, please see administration. Failure to have this apparel shall result in that student not participating in the commencement exercises.

Discipline penalties incurred for discipline infractions at the end of the school year must be served before a diploma will be granted. Penalties against underclassmen will be held over and served the next year if not completed as assigned for June.

SELECTION CRITERIA and MEMBERSHIP in NATIONAL HONOR SOCIETY (NHS)

The NHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

Scholarship: Students must have a minimum cumulative grade point average to meet the scholarship requirement for membership. The minimum GPA is 95%. Once a student is eligible via scholarship, grades are not considered further in the selection process. These students are then eligible for consideration on the basis of service, leadership, and character.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. Any student with disciplinary infractions within the last year on his/her record will not be considered for NHS.

Selection Procedures for Selection into National Honor Society (NHS)

For many students, selection as a member of NHS is the pinnacle of their achievement in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of secondary school life, local chapters are charged with creating a selection process that

conforms to national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students.

Selection to NHS is a privilege, not a right. Students do not apply for membership in NHS; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll, and the extent to which the local chapter emphasizes the other components of the selection process are carefully included in the selection process guidelines (NHS Handbook, 15th edition).

The following selection process is used at Southern Fulton:

Section 1: To be eligible for membership, the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [*ninth graders*] are not eligible). Candidates must have been in attendance at the school the equivalent of one semester. As the first step in the process, students' academic records are reviewed to determine students who are scholastically eligible for membership, i.e., students who meet the required cumulative percentage for their grade. The percentage will be calculated by school administration. The GPA used at the local level cannot fall below the national minimum standard outlined in the national constitution, and, once set, must be applied fairly and consistently to all candidates. An **unweighted** GPA of 95% or higher is the academic threshold for qualification.

Section 2: Students who are eligible scholastically (i.e., "candidates") should be notified and informed that for further consideration for selection to the chapter, they must complete the [Student Activity Information Form](#). This form should not be referred to as an application. This form outlines the candidate's accomplishments in the areas of Service and Leadership. Care will be taken to follow the established guidelines and time schedule for completing and submitting the forms in a reasonable amount of time. It is further recommended that both students and parents sign these forms when submitting them, indicating that the content is both complete and accurate.

Section 3: Because additional faculty input would be beneficial, all faculty members will be invited to make comments on candidates, most often done on a [faculty evaluation form](#). It is important to note that the actual selection of members must be made by the five appointed

members of the Faculty Council. Consequently, point totals or averages of the faculty ratings are not to be considered as votes or the sole determinants of membership, but should instead be reported to the Faculty Council to add to their information when considering selections. Faculty members should consider this input in the most professional manner and consequently be able to substantiate claims, in particular those low ratings provided, with professional interactions. All input from the faculty should be signed, but will remain confidential as per commentary in the handbook unless dictated to the contrary by local or state policies or laws.

Section 4: The Student Activity Information Form should be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their candidacy. Some Faculty Councils may wish to interview candidates personally. The leadership, service, and character of all candidates should be reviewed carefully. Faculty Council members are encouraged to deliberate in order to guarantee that their decisions are based on accurate and complete understanding of all information presented for review. With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council should be invited to be inducted into the chapter. All non-selected candidates (i.e., those who do not receive the majority vote of the Faculty Council) should be listed and have those criteria not met by the individual candidate next to their name to assist the adviser and principal in handling inquiries regarding non-selection.

Section 5: After careful consideration and review of the Student Activity Information Sheet, each member of the faculty council will rate the student in four categories: service, leadership, character, and citizenship. Once the student's GPA is shown to be sufficient for candidacy, the issue of scholarship should be put aside. The Faculty Council will rate the forms using the descending scale of 10 to 1. 10 ratings will be considered outstanding, with 1 ratings being the worst possible. In the event of a low rating on one of the evaluations, it is always important to verify the reason for such a rating, avoiding speculation and rumor. A rating of less than 6 is considered a low rating and should be explained by the evaluator.

Section 6: Each evaluation will be totaled. All evaluation scores will be averaged to determine if the candidate's score makes the cutoff point. All tabulations will be rechecked for accuracy. The cutoff score will be determined by the Faculty Council and **will not serve as the absolute determinant of membership**. When determining the cutoff point, the Faculty Council will not have the names and scores of the candidates while making that decision. If a candidate falls below the cutoff point,

the Faculty Council should review their information forms again in order to make a sound professional judgment regarding selection and non-selection.

Section 7: To avoid questionable entries on faculty evaluations, all evaluations must be signed and each evaluator must be prepared to support any below-average rating with substantiating data based on sound professional judgment and action. Anonymous faculty evaluation forms should not be used. The local adviser serves as the link between the Faculty Council and the evaluators, and may conduct informal interviews with those teachers who provide the below-average ratings. As with the Student Activity Information Forms, faculty evaluations are considered working documents to assist the Faculty Council in making sound decisions regarding membership. Such evaluations are expected to be used only by the **Faculty Council, the advisor, and the principal, and should be considered confidential.**

Section 8: The actual selection of new members must be made by a **majority vote of the five appointed members of the Faculty Council.** Consequently, point totals or averages of the faculty ratings are not to be considered as 'votes' or the sole determinants of membership. With the vote on each candidate, those candidates receiving a **majority vote of the faculty council** should be invited for induction into the chapter. All candidates identified and listed as "not selected" (i.e., those who do not receive the majority vote of the faculty council) **should have criteria Section 11: not met listed next to their name to assist the adviser and principal in handling inquiries regarding non-selection.**

Section 9: Prior to notification of any candidates, the chapter adviser should report to the principal the results of the faculty council's deliberations for approval. Lists of selected and non-selected students, as well as reasons for non-selection, may be incorporated into this meeting. This will assure the support of the administration prior to any notification.

Section 10: Formal notification of all selected and non-selected candidates and their parents will be done with a letter by the chapter advisor to inform them about selection and the timing of the induction ceremony.

A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be

determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

Timeline

At the conclusion of the second marking period, student records are reviewed, the Faculty Council meets, and selection is determined. Students who are selected will be inducted midway through the third marking period or as determined by the NHS Advisor.

HALL REGULATIONS

Three minutes are allowed per class change. Students will travel to the right side of the hall in an orderly manner. The normal traffic patterns are to be recognized and maintained. Students are to use caution and courtesy involving handicapped students, especially using the elevator.

If a teacher realizes that his/her students will be late to the next class, these students will have a pass indicating the reason for the tardiness and the time they left the previous class. It is the student's responsibility to ensure they have secured a pass before they leave the room.

TELEPHONE

In case of emergency, during the school day, permission to use the phone in the office must be granted by the teacher in charge of the student's class and then, with a proper pass, the high school secretary will permit the student to use the phone in the office. Students will be permitted to use the phone before and after school and during lunch. Students may use their cell phones to make these calls, however, cell usage is limited to only the front office during school hours.

STUDY HALL PROCEDURES

Students will be expected to arrive at study halls with materials to work on for the duration of the study hall period. Students must have work to complete or books to read. If a student comes unprepared to study hall, this will be treated in the same manner as coming to class unprepared, which typically results in a referral to the office. Study Halls are an opportunity to work, study, and in some cases unwind. However, study hall will not be a place to disrupt others that want to use that time wisely and constructively. If you are a disturbance to others, you can expect to be reprimanded with the possibility of removal and reassignment.

ELECTRONIC DEVICES

Section 1317.1 of the Public School Code prohibits the use of electronic equipment and communication devices. Students using such devices will be required to surrender them to teachers and/or administration and the discipline code will be enforced. The following items may not be used in school without specific approval because they are distractions:

- a. MP3s, IPODs, other such devices
- b. Electronic games
- c. Laser pointers
- d. Cell Phones (*See specific cell phone policy below*)

CELL PHONES/SMART WATCHES/EAR BUDS

NO cell phones, smart watches, or ear buds are permitted to be used in the building except with teacher permission and only in the front office. It is HIGHLY recommended that students keep cell phones in their lockers during the school day and not on their person.

If a cell phone or other device is seen being used in the hallways or during class/study hall without permission, it will be taken. "Smart watches" and other similar electronic devices, including ear buds are treated as cell phones.

All cell phone, as well as other device, violations are a Category 2 infraction. If a student refuses to comply with the confiscation of a cell phone, or other device, and refuse to turn that device over to a teacher/staff member, they will receive another infraction for non-compliance.

If a cell phone, or other device, is confiscated, it will remain in the safety of the office until the end of the day. Students will turn the cell phone back into the office each morning until all detentions have been served. Failure to do so will result in another infraction for not following directions.

Upon dismissal at the end of the day, cell phones and other devices may be used.

(From this point, the term "Cell Phone" will include other cellular or blue-toothed devices)

Consequences for non-authorized Cell Phone use on school premise

1. 1st infraction – Cell Phone will be confiscated and turned over to the Principal. Cell phone will be held to the end of the day and will be returned to the student following dismissal. Infraction will be documented in PowerSchool.
2. 2nd infraction – Cell Phone will be confiscated and turned over to the Principal. The cell phone will be returned at the end of the day (day 1) and the student will relinquish their phone to the front office each day for the next four consecutive days. Cell phone will be returned at the end of each day. Failure to turn in cell phone each day will result in one day of ISS for each day the phone is not relinquished. Infraction will be documented in PowerSchool and parent will be notified.
3. 3rd infraction – same as 2nd infraction only extension of number of days required to relinquish cell phone of the office is extended to a month (15 consecutive school days). Documentation in PowerSchool and parent notification.

UNAUTHORIZED USE OF PHOTOGRAPHS

Taking ANY unauthorized photographs is strictly prohibited. Students may not take photos with ANY device throughout the school day without direct authorization from a staff member of the Southern Fulton School District. In the event that an unauthorized photo is taken, the result will be ISS or OSS. If there is a violation of the Electronic Device Policy and/or the Cell Phone Policy as a result of the unauthorized photo, those consequences will be issued in addition to those contained in this section pertaining to the “Unauthorized Use of Cameras”.

PLEDGE OF ALLEGIANCE and NATIONAL ANTHEM

It is the responsibility of every citizen to show proper respect for our country and flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, or rising for the National Anthem on the basis of personal or religious belief or convictions; however, they must respect the rights of other students to participate.

LOCKERS

Every student is assigned a locker with an upper and lower door. Students are to use caution and courtesy when using lockers. The school provides lockers to students for their convenience. Lockers are not totally secure from forced or otherwise unauthorized entry. Do not assume that items placed in lockers will be secure from theft. The school cannot accept responsibility for items stolen from either corridor or gym lockers. In gym class, have your teacher hold valuable items or, don't bring them to school. Giving your locker combination to others is inviting trouble, as is "setting" the locker. Remember that the locker is school property and is subject to inspection under the terms of District Policy. Further, the school can assume no responsibility for items lost or stolen from lockers. Students are not to share lockers with anyone else, nor are they to give others their locker combination. Accordingly, students are not permitted to place any adhesive items on or in corridor lockers. Periodic locker cleanouts/checks will be conducted during the school year. Students may place signs and pep messages on the front of the lockers with office approval, provided they are removed in a timely manner. Food and beverage items are not permitted in corridor or gym lockers. Pictures or photographs put on the inside of the lockers must be of proper decorum for a school.

PUBLIC DISPLAY OF AFFECTION

We realize that, no matter what your age, caring for others and showing affection is important to you. The relationship and display of that affection should remain private. This display includes, but is not limited to, kissing, touching, groping, and holding hands. Any violation of this policy may be subject to administrative reprimand and consequences thereof.

REQUEST FOR PARTIES, DANCES, AND RELATED ACTIVITIES/PANA

All school activities must be approved by the high school principal. Classes and groups planning activities are required to submit School Activity Request Forms to the office at least ten school days before the proposed activity date. It will be necessary to have school parties and dances supervised by no fewer than three members (including at least one man and one woman) of the high school faculty.

Request forms will be given to and coordinated by the head advisor of the group sponsoring the planned activity.

Informal school dances and parties may be held in the gymnasium or the cafeteria. To preserve the gym floor finish, it is necessary to dance in

socks or appropriate athletic shoes. Hard soled shoes are not permitted. Students in grades 9-12 may attend senior high dances. Students wishing to bring an outside guest to a senior high dance must pre-register that individual at the office by the date determined by the dance advisor. These guests must be accompanied by the host student when admitted to the building and dance. The host is responsible for the conduct of the guest.

Only SFHS juniors and seniors and their guests may attend the annual prom. The guests must be in grade 9 or higher. This regulation also applies to students from other schools.

Anyone leaving the building during the dance or party will not be permitted to re-enter the building and must leave school grounds immediately.

Faculty supervision is required during decoration for dances. Dances must end by 10:30 PM (9:30 PM on school nights) and the decorations removed by the sponsoring group before the next school day.

Groups sponsoring dances where live music is required must work with the high school principal in scheduling and contracting the bands.

The school's eligibility policy applies to all dances.

PROM

- Students attending the prom must be between the ages of fourteen and twenty-one and must have also attained the 9th grade.
- Students must have all debts to the school paid to attend.
- No one over the age of twenty-one will be permitted as a guest to the PROM. All outside guests will be required to show proof of age and be in good standing.
- Students that are ineligible per the ineligibility policy will not be allowed to attend the PROM.
- If the student is on the ineligibility list from the Sunday prior to the Prom until the Saturday night of the PROM they will be ineligible. Grades are posted and should be checked.
- Students will not be reimbursed if they purchased prom tickets and then cannot attend due to ineligibility.
- Students must be in school the Friday before the PROM unless a doctor's note is obtained and/or prior permission granted.

SCHOOL LUNCH/BREAKFAST

The lunch time at the High School is a time for learning. During lunch, students should be learning social skills. The lack of proper social skills and behavior shall result in negative consequences. The cost for lunch will be determined by the Board of Education. For the 2024-2025 school year, a full student lunch at the high school will be \$2.80. A full student breakfast at the high school will be free for this '24-'25 SY.

The School lunch grant that was funded through the Seamless Summer Option (SSO) during the past years, has been suspended by the state and federal governments. There will be NO free lunches, beyond needs based, offered or provided by the district and this subsequent grant.

Cafeteria Guidelines

Restroom use will be at the discretion of the lunchroom monitor and/or principal. These personnel will issue passes and permission.

Guidelines: Students will be seated according to the lunchroom monitor. Proper respect for cafeteria personnel will be required of all students. Proper eating habits will be maintained. **Food must remain in the cafeteria** and not carried through the halls or into the classrooms except under special circumstances and with permission from a teacher.

Loss of Privileges: Abuse of the cafeteria privileges or lack of following the guidelines stated in this handbook or school personnel may result in removal to a separate eating area or automatic suspension of the privileges. The length of this suspension will be determined by the lunchroom monitor/principal.

ASSEMBLY MANNERS

A variety of assembly programs will be held throughout the school year. Faculty is requested to sit with students or be in a position of visibility. Students are responsible for proper assembly or pep rally conduct. This includes applause at appropriate times and respect for music or drama that may be serious or sacred in theme. Proper theater courtesy should be shown at all times. ***Students are not permitted to sit on knees or put feet on the chairs.***

LIBRARY

The purpose of the library is to serve the pupils and teachers by providing books, periodicals, pamphlets, etc., which may be useful for the various courses offered in the school. Books are on loan for two weeks and may be renewed. A quiet, orderly atmosphere promotes an educational library. Classroom teachers will be available when time permits to help students locate: information, materials, and books. All books and materials need to be checked out before they are taken from the library. Rules are posted for the library. No student should be in the library unattended without supervision of an adult.

FINES: A fine of five cents a day is charged for each day a book is overdue. A fine of twenty-five cents a day is charged for Access PA materials not returned before the due date listed.

DRUG/ALCOHOL POLICY

The possession, use, delivery, attempt to deliver, selling or attempt to sell controlled substances, alcohol, look-alike drugs, paraphernalia, prescription drugs (without a valid prescription), or being under the influence of the above on school property or at school-related activities, shall be reason for the school officials to take appropriate action. This policy will also be in effect on the way to or from school or school related activities. The District reserves the right to use drug dogs to search school property as stated in School Policy 227.1.

1. Drugs - all prescription drugs, patent drugs, and controlled substances.
2. Prescription/Patent Drugs - those medicines prescribed by a physician.
3. Controlled Substances - those substances identified in the schedules contained in "the Controlled Substance, Drug, Device and Cosmetic Act" of Commonwealth of Pennsylvania.
4. Alcohol - beverages sold under state license containing alcohol.
5. Misbranded Substances/Look alike - those substances offered for sale or sold under the name of a drug or in such manner as to give rise to a reasonable probability that the purchaser will be led to believe that he/she is purchasing a drug.
6. User - one who possesses or partakes of drugs, alcohol, or misbranded substances.

7. Paraphernalia – instruments used in connection with drug usage (Example: bongs, bowls, roach clips, syringes, etc.)
8. Pusher - one who possesses for sale, sell or distribute drugs, alcohol, or misbranded substances.

**PROCEDURES for DEALING with the USE OF
DRUGS and ALCOHOL**

1. Emergency:
 - a. In case of medical emergency or student sickness, the student will be taken to the school nurse. If this is not possible, the nurse should be brought to the student. If a school nurse is not available and it is considered life threatening, students should be transported to the hospital emergency room after attempted notification of the parents.
 - b. Parents will be notified.
 - c. In case of hallucination symptoms, care will be taken to prevent injury to the student and injury or harm to others.
 - d. SAP [Student Assistance Program] Team will be notified.
2. Self-Help:
 - a. When a student is seeking help for a friend, assistance will be provided through agencies and counselors. Confidentiality will be honored.
 - b. Students will be referred to the SAP team.
3. Confirmed First Offense: Possession or use of drug, alcohol, drug paraphernalia, or look-alike substance by a student will:
 - a. Require the student to be isolated from his/her peers and receive the necessary medical treatment.
 - b. Be reported to parents.
 - c. Be informed of all Informal Due Process Rights.
 - d. Result in temporary suspension without a hearing for ten (10) days.
 - e. An offer of an informal due process hearing in the office of the principal within five (5) days of the temporary suspension.
 - f. Be reported to the police at the principal's discretion.

- g. May be referred to alternative educational placement such as Extended Family Programs (EFP).
 - h. Result in the student undergoing an appropriate after care program as determined by the SAP Team.
4. Distribution, pushing, and/or selling of drugs or alcohol.

The Southern Fulton School District prohibits the use, possession for resale, sale, attempted sale, delivery, or distribution of any drug, alcohol, misbranded or look alike substance on school property, on school busses, or at any school sponsored activity as outlined in the student handbook. Students found pushing drugs, alcohol, paraphernalia, misbranded or look alike substances will be:

- 1. Reported to parents.
- 2. Referred to law enforcement authorities, in accordance with the Drug Free School Act.
- 3. Referred to the superintendent for recommendation to the Board of Directors for expulsion.

THE SAP TEAM

The SAP Team is composed of a counselor, nurse, teachers, and administrators who have received formal training through a state-endorsed program of drug, alcohol, and mental health and suicide prevention. The team is committed to the identification of students who may be at risk. Students may be referred from any source and will be evaluated by the team.

The SAP Team is:

- A identification program
- A intervention program
- A referral program

The SAP Team is not:

- A counseling program
- A treatment program
- A discipline program

How can you know if a person is “at risk” for suicide or drug abuse?

- Generally, you can watch for changing patterns of appearance, performance, and behavior.

These are some common clues:

- Deterioration in physical appearance and health
- Downward turn in grades
- Increase in tardiness, absenteeism

- Moodiness
- Odor of drugs or cover-up scents
- Sudden good mood following a depression

How can you help?

- Watch for signs
- Listen to the person — do not judge
- Encourage the person to talk to a trusted adult
- Remember you are not a counselor
- Do not promise not to tell. If you think it's serious, trust your feelings. Friendship sometimes means taking risks. Where to go to for help:

In school — call 717-294-3251

In community — call Crisis (24 hour/7 days a week)

1-866-325-0339 or 717-632-4900

Confidentiality between the student and school personnel will be respected and maintained in the best interest of the students.

TOBACCO CONTROL LAW

Section 6306.1 of the School Tobacco Act defines tobacco use in a school and states: "Tobacco use by pupils is prohibited in school buildings and school buses and on school property owned by, leased by, or under the control of a school district."

Act 145 calls for a summary offense for those students convicted of using or possessing any tobacco product in school buildings, on school grounds, and in school busses. For purposes of this policy, "smoking" shall mean all uses of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, and electronic devices that are designed to deliver nicotine.

FACULTY ROOM

Students are not allowed in the faculty room without specific permission from a staff member.

EMERGENCY PROCEDURES

Fire drills and other emergency evacuation procedures will be posted in all rooms. Emergency procedures will be conducted periodically to keep students and staff familiar with the evacuation procedures.

EDUCATIONAL TRIPS

All educational trips must be submitted for approval on a standard form that can be obtained in the high school office. The student must be under the direction and supervision of an adult acceptable to the superintendent. The submission of the request shall be at least one week prior to the trip. In the event of an emergency or unexpected situation, a request for waiver of the time limit would be considered. It is the responsibility of the student/parent/guardian to notify teachers of absences. Teachers should be notified of an educational trip within a reasonable amount of time (five days or more when **possible**).

LAVATORIES

Lavatories are located conveniently around the school for student use. Your cooperation in keeping our rest rooms in tidy condition will be appreciated by other students. Lavatory enclosures are designed to accommodate only one individual. Therefore, only one person is permitted there at a time. Violators of this provision will be subject to disciplinary action accordingly. Lavatories that are vandalized by students may be locked for a period of time.

PASSES

Students wishing to visit areas of the school such as the shop areas, locker room, or weight room must have a pre-approved pass assigned by the teacher in charge of the area to be visited. Study hall supervisors or other teachers will not excuse you unless you have this pass. No all year passes will be granted!

Students needing to be excused should plan ahead and obtain the pass from the teacher, who will then be responsible for them during the period of excusal. All students must report to their study room as assigned, then be excused by the study room teacher after signing out. It is important that your study room teacher have a written record of where you are going. Students must carry their approved pass on their way to and from their destination. Those visiting the shops or gym will remain in these areas the entire period - being excused with others at the period's end.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are defined as those activities of student life that are not part of the regular school day but are sponsored by the school or its affiliated agencies. Included are those activities in which

the student is participating, whether actively or as a spectator. The standards of conduct expected of students at extracurricular activities do not differ from those expected during the regular school program. School officials have the authority to discipline students for misconduct at extracurricular activities and to prohibit students from attending extra-curricular activities for misconduct.

SPECTATOR CONDUCT AT ATHLETIC EVENTS

Attending an extracurricular event is a privilege provided for all students. Your support of our athletic teams is essential for the success of the various programs. When, however, the behavior of a student affects the welfare and safety of others, these privileges may be taken away. Good student conduct is necessary at all athletic events. Students must be present at school on the day of the event.

1. Respect the authority of game officials, security and police.
2. Remain in the spectator areas during games.
3. During events held in the gym, stay clear of the playing area and doorways and do not cross the gym floor at any time.
4. Students are not permitted to continually walk back and forth in front of the gym bleachers.
5. Remain in the cafeteria area with food or drink.
6. Trash should be deposited in waste cans and any messes should be cleaned up.
7. Respect the visiting fans and players.
8. Taunting opponents, officials, or coaches is prohibited and will result in ejection from the event.
9. Noise makers (cow bells etc.) are prohibited at indoor events. Signs are permitted with the approval of the game manager.
10. Remain inside the gym until the event has concluded. If you leave and try to re-enter, you will have to pay another admission price.
11. Any misconduct at an athletic event may result in that student being barred from all other athletic events as a spectator for a portion or remainder of the year.

GYM FLOOR RULES

People are not allowed on the floor with their "street shoes" or whatever they just walked in with. There is increased dirt, dust and small gravel that can be picked up and brought in on the floor causing scratching. Please walk outside the line, up against the bleachers, at all times.

Anyone that is not in the gym for practice or playing games should not be on the floor.

Please be very careful when bringing equipment on and off the floor.

According to the PIAA Constitution and By-Laws, Article XII, Section 2, "A school may be suspended when the conduct of its administration, faculty, coaches, team, students, or team followers is unsportsmanlike and results in actions which are detrimental to individual, school, and public welfare and which are prejudicial to the purpose of this association."

1. There is no such thing as a "right" to participate in interscholastic athletics or to attend games.
2. Your team does not belong to the community. It belongs to the school, and the school has voluntarily agreed to abide by a certain set of rules, so that all athletes may compete under the same standards. If these rules offend any special interest groups or individuals to the point where they cannot conduct themselves in a rational and courteous manner, then by all means, these persons should direct all their energies towards some other level of athletics, but not at the high school level.
3. Accept the fact that all high school athletes, coaches, and officials make mistakes. They are not perfect and never will be. There is compensation however; for these same mistakes make high school athletics exciting and unpredictable.
4. Remember that your coach is also a teacher. He/she is a teacher first and a coach second, and any time you join the misguided souls trying to reverse this order, your program is in the first stages of collapse. Remember, no coach, player, administrator, or school board member wants to see a program fail. In many cases, failure can be attributed to the unrelenting pressure of fans who played little or no part in building the program. It is no wonder the interscholastic coaching field has the highest turnover of any coaching level.
5. Make an attempt to learn the rules of the game and then let the officials alone. Unending time and effort are spent in the training of these officials so that a contest may proceed smoothly. Historically, the spectator who constantly criticizes game officials is ignorant of the rules under which the game is played.

6. Finally, keep in mind that you are a guest of the school and that while winning is certainly an admirable goal, victory is hollow if it comes at the expense of morals, ethics, and just plain common sense and decency.

STUDENT ELIGIBILITY REQUIREMENTS EXTRA- CURRICULAR ACTIVITIES & INTERSCHOLASTIC ATHLETICS

INTERSCHOLASTIC ATHLETICS—The following provisions shall govern a student's participation in interscholastic athletics:

- A participant must have submitted properly signed forms attesting to a physical examination. The athletic director provides the form. It must be signed and submitted before the student may begin practice for any athletic activity, including cheerleading.
- Participants must conform to all local and PIAA regulations.
- Participants must comply with the provisions of Policy 122 & 123.
- Participants and parents must sign the ***Athletic Code of Conduct*** before the participant may begin the season.

The following is the standard of eligibility to be met by all students' participation in extra-curricular programs and interscholastic programs.

1. Participants must be in attendance at school for the full day on the day of an event/practice in order to participate. A student will be considered as having been in attendance for a full day if the student has administrative approval, interview for college, death in the immediate family, or approved dental or doctor excused absence.
2. Students who have been assigned to In-School and/or Out-Of-School-Suspension will not be allowed to participate before 12:00 midnight during the time frame of the disciplinary action.
3. The pupil must be passing at least five full credit subjects, or the equivalent (aggregate total). Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. If a student's cumulative work does not meet the standards on any Friday, he/she shall be ineligible

from the Sunday following through the Saturday ending that week. If school is closed on a Friday, eligibility will be determined the last day school is in session for that week.

4. In order to be eligible for interscholastic athletics, a pupil must have passed at least 5 full credit subjects, or the equivalent, during the previous grading period, except as provided in number 6. That means they cannot fail two classes in the marking period.
5. Pupils, who are enrolled for the first time, must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school that the pupil has attended.
6. At the end of the school year, the student's final credits in his subjects rather than his grades for the last grading period shall be used to determine his eligibility for the beginning of the next school year. (A pupil whose work does not meet the standards provided for in Article IX, who attends summer school and corrects his deficiencies, shall be eligible.)
7. The board shall require each student participating in the interscholastic program to be covered by maximum Student Accident Insurance or equivalent, have a physical completed prior to participating in the sport, and when applicable be fully recovered from illness/injury, as determined by a school district approved physician.

STUDENT DRUG TESTING

Southern Fulton School District considers participation in athletic competition to be a privilege and not a right. Students choosing to participate in athletics are expected to accept the responsibilities which accompany the privilege. Among these responsibilities is the obligation to be drug, alcohol, and nicotine-free, on a year-round basis, for safety reasons. Toward this end, students participating in Southern Fulton School district athletics are required to cooperate with and agree to test for drugs in accordance with this policy (Supreme Court Ruling Action vs. Veronia).

As an athlete, a student is a representative of the school district and the community - at - large. The district recognizes athletes as role models for younger students who frequently model their own conduct and lifestyle on that of the student athlete. Thus, when a student chooses to participate

in athletics, he or she has also chosen to accept being a role model, and with that choice comes the responsibility of living a drug, alcohol, and nicotine-free lifestyle. This reasoning is because of safety factors, as impaired facilities can be detrimental while participating in sports.

The district wants to provide a legitimate excuse for students to refuse to consume or use drugs, alcohol, or nicotine and to provide assistance for those who have a problem with the substances. It is not the intention of this policy for school district officials to report any positive test results to the law enforcement, or any officials outside the school district, without a subpoena.

REASONABLE SUSPICION TESTING

When district officials, including but not limited to administrative and/or professional employees, observe a student who reasonably appears to be under the influence of illegal drugs and/or controlled substances, or unfit for school or extracurricular activities, or who poses a potential health and safety threat to him/herself or other students because of drug and/or other substance abuse, they shall notify the Superintendent or Building Supervisor and/or his/her designee, who will observe the student before requiring him/her to be tested for drug and/or other controlled substances. The reasonable appearance of being under the influence of drugs, controlled substances, or of other substance abuse shall be determined by personal observations of the student by district officials. Factors, including, but not limited to, appearance, behavior, speech, body odor, etc. of the student by district officials.

RANDOM TESTING

Testing will be done without prior warning to the student. The dates of testing, the number of tests to be performed, and the identity of the students to be tested shall be determined by the district in its sole discretion, and may be performed at any time. This means that the random testing may occur before, during, or after the sports season. Testing may also occur as many times, throughout the year as the district deems necessary.

The district may test up to 70% of each season's athletes randomly. Students selected for testing will be chosen at random by the administrative staff of the district. Prior to any student being permitted to practice or participate in an athletic event, both the student and his/her parent or guardian must sign a consent form agreeing for the student to participate in drug testing, at any time during the athletic year, as defined

in this policy. If any student or parent/guardian declines to sign the form, then the student shall not be permitted to participate in the sport. If a student moves into the district after the first practice begins and wishes to participate in a sport, the student shall be required to provide a properly executed consent before being allowed to practice or participate.

Sanctions are intended to apply to participation in P.I.A.A. sanctioned interscholastic sports and to a Southern Fulton School District sponsored or sanctioned sports activity. If a student's test indicates that this policy has been violated, or if a student has been observed in possession of drugs or using drugs, or if a student refuses to take a test upon request, then the following sanctions shall apply:

1. First offense: The student shall be suspended from his/her team for the balance of the season, including playoffs, for the particular sport wherein a positive test result is discovered.

Require the student, under parental supervision, to undergo D & A counseling with an outside professional agency approved by the district, without expense to the district.

The student will be tested prior to resuming athletic competition (practices and/or games).

2. Second Offense: The student shall be prohibited from participating in interscholastic athletics for the duration of the year.

Nothing in this policy shall curtail or render ineffective any other existing policy of this district with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school sanctioned activities (For full policy see Board policy 227.2).

Reinstatement to student athletics – the student athlete will be required to take a drug test, at parent/guardian expense, and return a negative reading before reinstatement to any athletic competition will occur.

**VIDEO/AUDIO MONITORING SYSTEM
NOTICE**

To all students, faculty, staff, administration, parents, visitors, and all other persons entering upon Southern Fulton School District property and contracted vehicles:

- You are hereby notified that surveillance cameras have been installed outside the Southern Fulton High School Building, as well as, in the hallways of the high school building.

The cameras are used to monitor these areas both inside and outside the building. While on Southern Fulton School District property, your image and movements may be captured by these cameras. Individuals on district property have no reasonable expectation that their images and actions will not be recorded, taped, or otherwise intercepted while on district property.

School officials and personnel may use such recordings, taping, and/or enforce school policy and school discipline and to take other legal action.

EXCUSED REQUEST FORMS

Act 10 of 1991 requires school superintendents to provide armed forces recruiters the same accesses to lists of senior students, as they make available to colleges and trade schools. Students have twenty-one days to request, in writing, to be excluded from the list.

These requests should be addressed in writing to the building principal and signed by the parent/guardian.

UNLAWFUL HARASSMENT

It is the policy of the Southern Fulton School District that unlawful harassment, defined as unwanted behavior usually directed at someone of the other gender that is verbal, non-verbal or physical, will not be tolerated. Additional information can be found in the Southern Fulton Policy Manual.

STATEMENT OF ANTI-BULLYING

The SFSD is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more

serious violence. Therefore, the Board prohibits bullying by district students. There is a separate and distinct rubric for bullying at the Southern Fulton High School that is reviewed, distributed and followed annually with all students.

MCKINNEY-VENTO HOMELESS ACT

Authority

The Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board, authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths.[\[3\]](#)

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.[\[5\]](#)[\[6\]](#)

Definitions

Enroll or Enrollment means attending classes and participating fully in school activities.[\[7\]](#)

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[\[7\]](#)[\[8\]](#)

1. Children and youths 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 parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.[\[6\]](#)

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[\[7\]](#)

Delegation of Responsibility

The Board designates the Secretary of the Superintendent to serve as the district's liaison for homeless children and youths.[\[6\]](#) In conjunctions with the guidance counselor and building principals.

The district's liaison shall ensure outreach and coordination with:[\[6\]](#)

1. Local social service agencies and other entities that provide services to homeless children and youths and families.
2. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[\[9\]](#)[\[10\]](#)
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and

unaccompanied youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[\[6\]](#)

The district's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[\[6\]](#)

Guidelines

Enrollment/Placement

Best Interest Determination -

In determining the best interest of a child or youth, the district shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.[\[6\]](#)
2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[\[6\]](#)
3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[\[6\]](#)

Placement -

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[\[6\]](#)

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[\[6\]](#)

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[\[6\]](#)

The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.[\[6\]](#)

Enrollment -

The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[\[3\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)
2. The application or enrollment deadline has passed during any period of homelessness.[\[6\]](#)[\[11\]](#)

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academic or other records.[\[6\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The district may require a parent/guardian to submit contact information.[\[6\]](#)

Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[\[6\]](#)[\[18\]](#)

Dispute Resolution -

If a dispute arises over eligibility, enrollment or school selection:[\[6\]](#)

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information. [16][17]

Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[1][6][19]

1. Transportation services.[20]
2. School nutrition programs.[21]
3. Career and technical education.[22]
4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[23]
 - b. Programs for English Language Learners.[24]
 - c. Programs for students with disabilities.[10]
 - d. Programs for gifted and talented students.[25]

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][6][20]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[6]

Training

The district's liaison shall participate in professional development programs and other technical assistance activities offered by the

Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[\[6\]](#)

The district's liaison shall arrange professional development programs for school staff, including office staff.[\[6\]](#)

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[\[6\]](#)

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Link for more information regarding the McKinney -Vento Homeless Act:

<https://www.education.pa.gov/K-12/Homeless%20Education/mckinneyvento/Pages/default.aspx>

Southern Fulton Homelessness Liaison and Coordinator:
MaryAnn Johnson
(717) 294-2203
majohnson@sfsd.k12.pa.us

**Annual Public Notice of Special Education Services
and Programs, Services for
Gifted Students and Services for Protected Handicapped Students**

See www.sfsd.k12.pa.us for updated notice.

SPECIAL EDUCATION

Southern Fulton High School operates several classes and provides various educational programs, resources and support for students with physical and intellectual disabilities. Special education services include itinerant and resource teachers, speech/language therapists,

vision/hearing therapists, psychologists, occupational and physical therapists, and teachers of the gifted.

Students may be referred by a parent or teacher and then screened to determine their needs. Handicapped parking areas are located outside the main entrance. Handicapped wheelchair seating areas are available in the auditorium, gymnasium, and athletic stadium. For further information, contact the Special Education office. An elevator is available where necessary. Emergency evacuation procedures are handled on an individual basis for each situation. Any special problems or circumstances may be discussed by calling the school at 717-294-3400 or by speaking with a counselor or administrator.

GIFTED SERVICES

The Southern Fulton School District complies with procedures to seek out potentially gifted students for identification. A teacher, parent, or a professional school employee makes all kindergarten through twelfth grade gifted multidisciplinary referrals when the student demonstrates high potential. The school district's screening of the student indicates a high potential of being mentally gifted. Parents may request a gifted multidisciplinary evaluation of their child at any time, with a limit of one request per school term. All kindergarten through twelfth-grade students may be referred through a variety of assessments. These assessments include Acadience Benchmarking, MTSS, and PSSA if applicable. Student data and progress monitoring are tracked and utilized as data points on the gifted rubric. All students in second grade are administered the CogAT. School data teams analyze student achievement data to determine if the student should be evaluated for giftedness.

Multi-Tiered Systems of Support (MTSS) meetings are also used to discuss student academics and progress. The Southern Fulton School District reviews the results of student assessments and parent referral/input. Students are assessed at their appropriate grade level and, when they are thought to be exceptional, according to collected data, are referred for Multidisciplinary Testing. If a child is found to be exceptional, opportunities for acceleration or enrichment are available.

Permission is obtained in writing from the parent/guardian. The District's school psychologist proceeds with the evaluation. The school

psychologist evaluates, reviews the progress monitoring and completes the gifted rubric to determine eligibility.

Requests should be directed to the Director of Special Education.

**MEDICAL PROCEDURES TO FOLLOW WHILE BEING
TRANSPORTED TO/FROM SCHOOL**

Dear Parent,

In an attempt to better serve your child in the event of a medical emergency while on school transportation to/from school, we would ask that you complete the form below. **If your child is not at any greater risk for a medical emergency than other students in the general population, complete only Section 1, sign & date form. If your child is at a greater risk for a medical emergency, complete the entire form. Return this form to your child's bus driver as soon as possible.**
****All information will remain confidential.**

Section 1:

Name Grade

Address

Address

School

Bus/Van Number

Signature parent/guardian Date

Section 2:

Emergency Telephone Numbers

Mother's Name Home Phone

Father's Name Work Phone (mother)

Guardian's Name Work Phone (father)

SOUTHERN FULTON JR/SR HIGH SCHOOL STUDENT-PARENT HANDBOOK

Please complete and return to your homeroom teacher by September 08, 2023. We acknowledge receipt of the 2024-25 Southern Fulton Jr/Sr High School Student-Parent Handbook. We have reviewed this Handbook, with special emphasis on the Student Responsibilities, Attendance, Counseling Services, and Discipline Code. We understand that the student is responsible for all rules and regulations stated in this handbook.

Student's Name _____
(Please Print)

Grade _____ Homeroom Teacher _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Address: _____

Telephone Number: _____

Emergency Telephone Number: _____

An Equal Rights and Opportunities School District