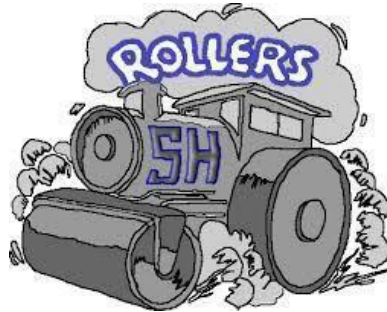


# STEELTON-HIGHSPIRE JR./SR. HIGH SCHOOL



## STUDENT/FAMILY HANDBOOK 2024-2025 STEELTON-HIGHSPIRE SCHOOL DISTRICT *250 Reynders Avenue Steelton, PA 17113*

**Dr. Eleni Cordero**  
*Principal*



**Ms. Tarah Gross**  
*Assistant Principal*

## **MISSION STATEMENT**

We will work in professional learning communities to educate and develop the whole child to compete, produce, and lead in our ever-changing society where hard work leads to success.

## **VISION:**

Steelton-Highspire School District is transforming to excellence in all services, for all students.

## **SHARED VALUES:**

The Steelton-Highspire School District values relationships, tradition, competition, and our alumni. We understand that for all students to be successful in post-secondary training and employment, the district must ensure the following:

- Students are our primary focus and responsibility.
- Everyone is treated with dignity and respected for his/her uniqueness.
- Cooperation among and commitment from students, parents, community, administration, faculty and support staff are essential parts of our learning environment.
- Disciplined behavior and pro-social skills are basic to continued growth for all students.
- A strong educational program supported by high quality resources will enhance the education of our students.
- District programs are enhanced when supported by continuous training of staff.

## **NON-DISCRIMINATION STATEMENT**

The Steelton-Highspire School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and 504. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Office of the Superintendent, Steelton-Highspire School District, Steelton, PA 17113. Phone contact can be made at (717) 704-3800.



## *Steelton-Highspire Junior/Senior High School*



# Student Handbook



The staff and administration wish to welcome all students to the Steelton-Highspire Junior/Senior High School. This parent/student handbook has been prepared to provide information about important school rules, policies and procedures which help to ensure a safe and orderly environment for our students. Becoming familiar with the contents will help you better understand the opportunities available to you and your responsibilities as a school citizen. Should you have any questions about the content of this handbook, please contact a school administrator at 717-704-3810.

### **About the School**

#### **Alma Mater**

So much has gone before this day,  
Our hearts with pride respond,  
While Steel-High forges ever onward,  
Strengthening this bond.  
Her banner, Royal Blue and Grey  
High o'er this timeless frieze  
Inspires our minds to stalwart deeds  
And oaken destinies.

Beyond her hills the rising sun  
Climbs to the windswept sky;  
Before her doors the mighty oak  
Its branches lift on high.  
The Susquehanna's surging stream  
Laps swiftly past the coast  
As time flows on to time unknown  
Past mankind's time-spun boast.

To look upon the school we love,  
To breathe her spirit free,  
To chant her bold, undying fame,  
In this is majesty.  
May Steel-High's banner ever wave  
In glorious array,  
Forever live our tribute song,  
The Royal Blue and Grey.

#### **School Colors:**

**Royal Blue** and **Steel Grey**

#### **Jr./Sr. High School Vision:**

**WE** believe through mutual respect, clear communication, professional learning, and meaningful relationships **ALL**

**Steelton-Highspire Jr/Sr High School  
Daily Bell Schedule  
2024-2025**

<b>2024-25 Bell Schedule</b>	<b>7th-8th Grade</b>
<b>Advisory</b>	<b>7:55am - 8:10am</b>
<b>Period 1</b>	<b>8:13am - 9:03am</b>
<b>Period 2</b>	<b>9:06am - 9:56am</b>
<b>Period 3 (Lunch Block)</b>	<b>10:00am - 10:50am 10:53am - 11:23am 11:23am - 11:53am</b>
<b>Period 4</b>	<b>10:53am - 11:53am</b>
<b>Period 5</b>	<b>11:56am - 12:36pm 12:41pm - 1:39pm</b>
<b>Period 6</b>	<b>1:42pm - 2:42pm</b>
<b>Staggered Dismissal</b>	<b>2:45 pm - 3:00 pm</b>

<b>2024-25 Bell Schedule</b>	<b>9th-12th Grade</b>
<b>Advisory</b>	<b>7:55am - 8:10am</b>
<b>Period 1</b>	<b>8:13am - 9:03am</b>
<b>Period 2</b>	<b>9:06am - 9:56am</b>
<b>Period 3</b>	<b>10:00am - 10:50am</b>
<b>Period 4</b>	<b>10:53am - 11:53am</b>
<b>Period 5 (Lunch Block)</b>	<b>11:56am - 12:36pm 12:41pm - 1:39pm</b>
<b>Period 6</b>	<b>1:42pm - 2:42pm</b>
<b>Staggered Dismissal</b>	<b>2:45 pm - 3:00 pm</b>

**Steelton-Highspire Jr/Sr High School  
2-Hour Delay Schedule  
2024-2025**

2-Hour Delay Schedule	7th-8th Grade
Advisory	9:55 am - 10:05 am
Period 1	10:08 am - 10:48 am
Period 2	10:51 am - 11:31 am
Period 3 <sup>7th Lunch/8th Class</sup> <b>** NO Flex</b>	11:34 am - 11:54 am
Period 3 <sup>7th Class/8th Lunch</sup>	11:57 am - 12:17 pm
Period 4	12:20 pm - 1:10 pm
Period 5	1:13 pm - 1:53 pm
Period 6	1:56 pm - 2:41 pm
Staggered Dismissal	2:45 pm - 3:00 pm

<b>2-Hour Delay Schedule</b>	<b>9th-12th Grade</b>
<b>Advisory</b>	<b>9:55 am - 10:05 am</b>
<b>Period 1</b>	<b>10:08 am - 10:45 am</b>
<b>Period 5</b> <b>9-12th Grade Lunches</b>	<b>10:48 am - 11:08 am</b> <b>11:11 am - 11:31 am</b>
<b>Period 2</b>	<b>11:34 am - 12:17 pm</b>
<b>Period 3</b>	<b>12:20 pm - 1:10 pm</b>
<b>Period 4</b>	<b>1:13 pm - 1:53 pm</b>
<b>Period 6</b>	<b>1:56 pm - 2:41 pm</b>
<b>Staggered Dismissal</b>	<b>2:45 pm - 3:00 pm</b>

**Steelton-Highspire Jr/Sr High School**  
**Early Dismissal Schedule**  
**2024-2025**

<b>Early Dismissal Schedule</b>	<b>9th-12th Grade</b>
<b>Advisory</b>	<b>7:55 am - 8:05 am</b>
<b>Period 1</b>	<b>8:08 am - 8:33 am</b>
<b>Period 2</b>	<b>8:35 am - 9:00 am</b>
<b>Period 4</b>	<b>9:03 am - 9:28 am</b>
<b>Period 3 (7/8th Lunch)</b> <b>*7th Grade (Eat in Classrooms)</b>	<b>9:31 am - 9:56 am</b>
<b>Period 5 (9-12th Lunches)</b> <b>*11th &amp; 12th Grade Advisory Eat in Classrooms</b>	<b>9:59 am - 10:24 am</b>
<b>Period 4</b>	<b>10:27 am - 10:52 am</b>
<b>Period 6</b>	<b>10:55 am - 11:20 am</b>
<b>Staggered Dismissal</b>	<b>11:20 am - 11:25 am</b>

### **Scheduled Half Day/Early Dismissals**



## Steelton-Highspire School District 2024-2025 School Calendar



July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- School/Offices Closed
- Staff Inservice
- Early Dismissal (All)
- Student Early Dismissal/Staff Inservice
- Parent Teacher Conferences
- First and Last Day of School

<p>Jul 4 4th of July Holiday</p> <p>Aug 13-14 Induction/New Staff Orientation</p> <p>Aug 15-20 Staff Inservice (Act 80)</p> <p>Aug 21 First Student Day</p> <p>Sep 2 Labor Day Holiday</p> <p>Oct 14 Columbus Day/Indigenous Peoples' Day</p> <p>Oct 25 Staff Inservice (Act 80)-No School Students</p> <p>Oct 28 Parent/Teacher Conferences (Act 80)</p> <p>Oct 29 Parent/Teacher Conferences (Act 80)</p> <p>Nov 11 Veteran's Day Holiday</p> <p>Nov 27 Early Dismissal (All)</p> <p>Nov 28-Dec 2 Thanksgiving Holiday</p> <p>Dec 23-Jan 3 Winter Holiday</p> <p>Jan 20 Martin Luther King Holiday</p> <p>Jan 21 Staff Inservice (Act 80)-No School Students</p>	<p>Feb 3 Parent/Teacher Conferences (Act 80)</p> <p>Feb 4 Parent/Teacher Conferences (Act 80)</p> <p>Feb 17 President's Day Holiday</p> <p>Mar 21 Staff Inservice (Act 80)-No School Students</p> <p>Apr 18-21 Spring Break</p> <p>May 22 Staff Inservice (Act 80)-No School Students</p> <p>May 23-26 Memorial Day Holiday</p> <p>May 29 SHSD Graduation</p> <p>May 30 Last Student Day/Early Dismissal (All)</p> <p>Jun 2,3,4 Staff Inservice (Act 80)-No School Students</p> <p>Jun 19 Juneteenth</p>	<p><b>End of Marking Period</b></p> <p>1st October 24, 2024</p> <p>2nd January 17, 2025</p> <p>3rd March 28, 2025</p> <p>4th May 30, 2025</p> <p><b>Office Phone Numbers</b></p> <p>Administration (717) 704-3801</p> <p>Jr/Gr High School (717) 704-3809</p> <p>Elementary (717) 704-3828</p> <p>Pupil Services (717) 704-3807</p> <p>District Fax (717) 704-3808</p> <p><b>Snow Make-Up Days</b></p> <p>1st - No Make-Up</p> <p>2nd - No Make-Up</p> <p>3rd - April 18th</p> <p>Others added after June 5th</p> <p>ELL WIDA Testing Window</p> <p>Jan-Mar, 2025</p> <p><b>Be sure to follow us:</b></p> <p> </p> <p><b>#RollerNation</b></p>
<p>Student Early Dismissal/Staff Inservice (Act 80) on the following dates:</p> <p>Sept 13, Oct 11, Nov 8, Dec 13, Jan 17, Feb 14, Mar 14, Apr 11, May 9</p>		<p><b>Summer Office Schedule: Monday-Thursday</b></p> <p>June 10, 2025-August 8, 2025</p> <p>Hours: 8:00am-3:00pm</p>
<p><b>PBSA Testing Dates Window (Grades 3-8)</b></p> <p>English Language Arts: April 21-25, 2025</p> <p>Math, Science, and Makeups: April 28 - May 2, 2025</p> <p>Math, Science and Makeups (optional): May 5-9, 2025</p> <p><b>School District Events &amp; Activities</b></p> <p><a href="http://www.shsd.k12.pa.us">http://www.shsd.k12.pa.us</a></p>	<p><b>AP Testing: May 2025</b></p> <p><b>Keystone Exam Window (Alg I, Bio, Lit)</b></p> <p>Summer: July 25 - Aug 2, 2024</p> <p>Winter: December 4-18, 2024 &amp; January 6-17, 2025</p> <p>Spring: May 12-23, 2025</p>	<p>Approved 3/13/2024</p>

### School delays and closings

In the event it becomes necessary to cancel or delay school due to inclement weather or other emergency reasons, announcements will be sent out by the District's automated call system to the home phone number of all students. The announcement will also be made over radio stations WHP, WITF, WINK, WRBT, WKSS, WRVV, WTPA, WHYL and television stations WGAL TV8, WHP TV21, WPMT FOX 43, and WHTM TV 27.

## Attendance Procedures

### Absences

#### Excused

The school will authorize absences due to illness, injury, or family emergency that cannot be prearranged or foreseen prior to the day of the absence. Parents shall notify the office by 8:00 am to call a student off from school. Students will be permitted to make up work missed during the day of an authorized absence. No student shall have his/her grade lowered due to an absence, which has been excused. For unforeseen absences, students shall have as many days to make up work as they were absent. The student shall present a note signed by his/her parent or guardian to the high school office within **three days** of the absent date. Failure to do so will result in the absence being recorded as unexcused or truant. Notes must be signed by the parent or guardian and contain the date of the absence regardless of the student's age. Students who are truant from school are not permitted to attend any school-sponsored events the day of the absence.

**Absences longer than three consecutive school days require a Doctor's Excuse for readmission to school. A Doctor's Excuse means that the physician must certify that the student was under his/her care for the period of the absence and must include all dates for which the student is to be excused.**

#### Unexcused/Truant

Absences not approved by the Director of Pupil Services or Principal will be considered truant. Truant students will not be permitted to make up work and are subject to the discipline code or the compulsory attendance laws.

Parents of students who are excessively absent during the year will be notified by letter after three unexcused absences. After a student receives the "First Notice" regarding three unlawful absences, any subsequent truancy will result in a hearing before a District Justice. If attendance does not improve after notification, the student may be placed on **Doctor's Excuse**, which means that **every absence thereafter requires a doctor's verification of illness**. Failure to provide the required "**Doctor's Excuse**" will result in the absence being recorded as unexcused or truant, as appropriate. **A Doctor's Excuse means that the physician must certify that the student was under his/her care for the period of the absence and must include all dates for which the student is to be excused.**

#### Graduation Requirements

During Grades 9 through 12, a student must fulfill certain education requirements in order to receive a high school diploma. Requirements are set by the PA Department of Education and the Steelton-Highspire School District.

Promotion Standards:

To be promoted to:

- ❖ **Grade 10** - A freshman must satisfactorily complete 5.25 credits
- ❖ **Grade 11** - A sophomore must satisfactorily complete 10.50 credits
- ❖ **Grade 12** - A junior must satisfactorily complete 15.75 credits

In order to graduate, students must earn a minimum of 21 credits in Grades 9, 10, 11, and 12. A Steelton-Highspire student must schedule and pass the following required subjects regardless of program selection.

Credits	Subject	Progression	Keystone
4	English	English I, English II, English III, English IV	English II
3	Mathematics	Pre-Algebra, Algebra I, Geometry, Algebra II	Algebra 1
3	Science	Integrated Science, Biology, and one additional Science Credit	Biology
3	Social Studies	World History, U.S. History, Civics	
.5	Health	Health and Wellness I	
.5	Physical Education	Physical Education, Intramural Sports, Net & Wall Games, or Advanced Fitness	
2	Arts & Humanities	Any courses that fall under the categories of world languages, visual arts, performing arts, and music. This includes Band and Chorus.	
3	Free Elective	Any elective course not categorized as an Art or Humanities course.	
2	Advisory	Smart Futures/College & Career Readiness	

**Senior High:** All students in Grades 9 through 12 are required to carry a **minimum of 6.00 credits** each year unless special permission to carry fewer credits is granted by the principal.

All students participating in the Graduation Service from the Steelton-Highspire High School must complete the following:

1. 60% average in all core classes.
2. Apply to a post-secondary school or submit two completed employment applications.
3. Students will take an independent assessment based on appropriateness for their career choice. (i.e.- PSAT, SAT, ASVAB or Accueplacer)
4. Successful completion of Keystone Assessments or the Keystone project based assessments.
5. Successfully complete Keystone remediation / enrichment course.

### **CLASS RANKINGS**

Class rankings are determined by arranging all students in order of their grade point average. This is done for both weighted and non-weighted grade point averages. As a result, there is both a weighted and unweighted class rank.

This average is based upon the total percentage points earned divided by the number of academic courses taken. The computation will take place upon completion of the second, fourth, sixth, and eighth semester of senior high school studies. Students that repeat courses, due to previous low grades or other reasons, shall have both grades computed in their class rank.

### **CLASS STANDING**

Class standing is based on the number of credits a student has earned toward graduation. Sophomore standing requires a minimum of 5.75 earned credits, junior standing requires 11.5 earned credits, and senior standing requires a minimum of 17.25 earned credits.

### **HONOR ROLL**

The Honor Roll consists of three levels: Distinguished Honors, First Honors, and Second Honors. Requirements for the Honor Rolls are:

**Distinguished Honors:** All grades 90% or above.

**First Honors:** 90% GPA with no grade less than 70%.

**Second Honors:** Marking period GPA of 80% with no grade less than 70%. The Honor Roll is compiled for each nine-week marking period.

### **COMMENCEMENT**

Attendance at Graduation is not required. However, to participate in the Graduation Ceremony, a student must have successfully completed **ALL** academic requirements as well as a culminating project, satisfied any and all obligations, and satisfied all disciplinary issues as directed by the Principal.

### **PROGRESS REPORTS**

Progress reports may be used during each marking period to keep parents and students informed of the status of their academic progress or a specially designed intervention. Parents and students are encouraged to meet with the teacher to discuss their ongoing progress.

## **REPORT CARDS**

The school year is divided into four grading periods. At the end of each grading period a report card will be provided to parents. The report card should be received within a week of the end of each grading period. The last report card of the school year includes the fourth quarter grade, the final exam grade, and the final average grade for each course. The last report card will be mailed to parents after all obligations to the District have been met.

### **Steelton-Highspire Jr./Sr. High School Transcript Policy**

**Purpose:** This policy outlines the guidelines and procedures for the accurate and timely recording, updating, and distribution of high school transcripts at Steelton-Highspire Jr./Sr. High School to ensure they reflect each student's academic achievements.

#### **Transcript Content:**

1. **Course Titles and Grades:** All completed courses, including course titles and corresponding grades, will be recorded on the transcript. Any changes to course titles after completion will be reflected on the transcript only if the change is necessary for accuracy or standardization.
2. **Grade Point Average (GPA):** Both weighted and unweighted GPAs will be calculated and included on the transcript.
3. **Class Rank:** Class rank, if applicable, will be indicated on the transcript based on the cumulative GPA of the student.
4. **Extracurricular Activities:** Participation in extracurricular activities may be listed on the transcript upon request.

#### **Transcript Updates and Revisions:**

1. **Course Title Changes:** If a course title needs to be revised after a student has completed the course, the school administration must approve the change. Revised titles must align with the curriculum and accurately represent the course content.
2. **Grade Corrections:** If a grading error is identified, the teacher must submit a grade change request to the administration for approval. Once approved, the corrected grade will be updated on the transcript.
3. **Transfer Credits:** Credits earned from other institutions or during summer programs will be evaluated and recorded on the transcript, provided they meet Steelton-Highspire Jr./Sr. High School's academic standards.

#### **Adjustments for Learning Modality Changes:**

1. **Course Modifications:** In the event of a transition between face-to-face learning and virtual learning (or vice versa), course content, assessments, and grading criteria may be adjusted to align with the new modality. These adjustments will be made to ensure equitable evaluation of student performance regardless of the learning environment.
2. **Course Title Indication:** If significant modifications are made to a course due to the change in learning modality, a notation may be added to the transcript to reflect the nature of the course delivery (e.g., "Virtual Learning Adaptation" or "Hybrid Course"). This ensures transparency in the academic record.
3. **Grade Considerations:** Any adjustments in grading due to changes in course delivery must be approved by the school administration and communicated to students in advance. These adjustments aim to account for the challenges and opportunities presented by different learning environments.

4. **Documentation:** Teachers are required to document any significant changes made to course delivery and assessment due to a change in learning modality. This documentation will be used to support any transcript notations or grade adjustments.

#### **Transcript Requests:**

1. **Request Process:** Students or guardians may request transcripts by completing a Transcript Request Form available in the school office or online portal.
2. **Processing Time:** Steelton-Highspire Jr./Sr. High School will process transcript requests within five business days.
3. **Fees:** Official transcripts may incur a processing fee, as determined by the school administration. Fee waivers may be available for students in need.

**Confidentiality:** All student transcripts are considered confidential and will only be released with the written consent of the student or guardian, except where required by law.

**Review and Compliance:** This policy will be reviewed annually to ensure compliance with state and federal regulations and to accommodate any necessary changes in academic reporting standards.

#### **FINAL EXAMINATIONS**

Written final examinations and/or projects are required in Science, Social Studies, English, Mathematics, Foreign Language, and Business for students in grades 9-12. The final examination grade will count as 10% of the student's final average. This is equivalent to approximately 1/2 of 1 marking period's grade. Other courses may require final examinations at the discretion of the teacher and with administrative approval. Students who have earned an average of 90% or above for each marking period may opt out of their final exam without penalty at the discretion of the teacher.

### **General Rules & Information**

#### **Assemblies**

Assemblies may be held throughout the year. The purpose of the assemblies will be to expose the students to topics of interest and to develop within the student body good social habits as an audience. Students are expected to observe the rules of courtesy expected of an audience. Students will sit with their assigned homerooms.

#### **Cafeteria**

The lunch period provides a time for relaxation, social interaction, and a break from the rigors of the day. The pricing for lunch is FREE.

The following are expectations for students. The students must:

- (Snacks are available for purchase separately).
- Dispose of all trash and clean the eating area as soon as they have finished eating.
- Remain in the cafeteria until dismissed; only by securing a written pass before coming to the cafeteria, may a student leave before regular dismissal time.
- All students are expected to be seated while in the cafeteria.

All students must report to the cafeteria daily at the beginning of their assigned lunch period. No student is permitted to leave the campus for the purpose of eating lunch. Students may bring lunch from home or get it in the cafeteria. All food and beverages must be consumed in the cafeteria. Students may not have food delivered to the school by outside vendors. Students may not sell food in the building unless it is authorized by the school administration.

### **Car Registration and Operation**

The operation of motor vehicles by pupils on the school property is a privilege. Only students with the permission of parents and school administration may drive vehicles to school. Student parking is allowed only in designated areas. The School District reserves the right to have access to all vehicles on property which it owns. All motor traffic on school property shall proceed at a rate not to exceed 15 miles per hour. Upon entering the parking lot, cars are to be parked and not to be moved until dismissal. At the close of each school day, school buses are to take precedence over all other traffic in leaving the school grounds. *Student cars not displaying an approved parking permit or parked in other than the assigned areas may be towed away at owner expense.*

### **Care of School Property**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Replacement or payment for damaged school property or equipment will be required.

### **Dance Procedures for Guests**

- Any student in good standing from another high school may be admitted as a guest of a current Steelton-Highspire student.
- Any student not attending the Steelton-Highspire School District will be required to submit a **completed character reference form** attesting that they are not currently expelled, have not been suspended out of school for any school infraction in the last 30 days, or are not presently excluded from the regular school program for any other reason.
- Any Steelton-Highspire graduate in good standing under the age of 21 may be admitted as a guest of a current Steelton-Highspire student for either Homecoming or Prom.
- **Admittance of guests will be at the discretion of the administrator or his/her designee.**
- **Exception: Guests under the age of 21 may be allowed to attend the prom.**

### **Delivery of Articles to Students**

If it is necessary to bring articles of clothing, lunches, and instruments to school during the day, the items should be delivered to the office. To prevent or minimize classroom interruptions, the delivery of items to students will be made by District staff at a time when the student is free.

### **Drug and Alcohol Policy**

Steelton-Highspire High School District *Board Policy No 227* strictly prohibits any student from possessing, using, distributing, or selling any drug (including anabolic steroids), alcohol, mood altering substances, drug look-alike or drug paraphernalia, or tobacco on school district property, school vehicles or at any school-sponsored function.

Any student found guilty of violating this policy shall be suspended from school, referred to the Student Assistance Program, and is subject to expulsion in compliance with Board Policy *No 227* on suspension and expulsion.

### **Electronic Devices**

The District recognizes that electronic devices are sometimes necessary for students to have in their possession before and after school. However, electronic devices may not be in use during instructional time. If student use of an electronic device is not in accordance with this regulation, it may be confiscated by a staff member and turned over to the office for parent pick up.

**\*Please note that this will be year 3 we will be prohibiting cell phone usage in classrooms. There is absolutely no exception to this expectation. We pride ourselves on best practices within the classroom and want to hold all students and staff to these high expectations.**

**7th and 8th grade student will not be permitted cell phones at all. If brought to school they will remain in lockers on with the teacher.**

**Progressive Discipline Will Be Followed.**

Other electronic devices, such as beepers, pagers, and laser pointers, can interfere with bus safety or the creation of an appropriate instructional environment. Therefore, electronic devices are not permitted on school property or buses for any reason. If such a device is found, it shall be confiscated by any staff member and turned over to the office for parent pick up. In some circumstances, a police citation may be issued as permitted by law.

**Steelton-Highspire School District is NOT responsible for lost or stolen electronic devices.**

**Evacuation Drills**

Efficient evacuation drills at regular intervals are not only required by law but are highly important in the preservation of life in the case of fire or emergency. Therefore, every student and teacher, as well as all other school personnel, should regard these drills as a necessary and serious exercise and adhere to the following rules:

- Close all windows and doors in the classroom before leaving.
- Exit according to the evacuation drill directions posted in the classroom.
- All persons are to leave the building and keep all roads clear for emergency vehicles.
- Exit from the building should be at a fast walk—do not run, but do not loiter.
- Teachers will be signaled to return to the building by an administrator following the drill.

**False Fire Alarms**

A false fire alarm is a serious violation of school safety rules and also a criminal offense. It is mandatory that the school report the individual to the police. The violation may result in a fine, imprisonment, or both. Additionally, the student will be suspended from school and may be recommended to the Superintendent for further disciplinary action.

**Food Policy**

Food/Drinks are to be consumed **IN THE CAFETERIA ONLY** and during the hours of 7:15 A.M. to 7:30 A.M. for breakfast or during the students' regularly scheduled lunch period.

Food and drink are not permitted in the hallways or classrooms.

**\*Please note there should be NO FOOD ORDERED to the school. This includes door dash, grub hub, uber eats ect.**

**Progressive Discipline Will Be Followed.**

**Freedom of Speech**

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school community, encourages

unlawful activity, or interferes with another individual's rights. The Principal requires students to submit for prior approval, a copy of all materials to be displayed, posted or distributed on school property. The Principal requires that notices or other communications be dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

#### *Hall Passes*

Students should not be in the hallway during instructional time. Students are required to have a hall pass and special permission from an administrator or staff member to leave their assigned classroom during instructional time. Students are not allowed to be out of the classroom during the first and last ten minutes of class unless it is an extreme emergency.

#### *Leaving the Campus*

Any student wishing to leave the campus must have prior permission from the office and parental .

#### *Legal Custody*

It is the policy of the Steelton-Highspire School District to remain neutral in concerns of custody issues. Separated or divorced parents are advised of their obligation to inform the school about the situation in the home and provide written documentation about the custody status of the child. This obligation would involve making available:

- Court orders or directives related to custody and access to the child
- Shared custody plans
- Documents fixing responsibility for child's education
- Informal parental understandings, expectations, and agreements regarding the child's education and welfare
- Information verifying a non-legal "custodial parent" arrangement







Both the federal Family Educational Rights and Privacy Act and Pennsylvania Law (Act 115 of 1981) provide each natural parent with access to the school records. Act 115 also gives the parent access to medical and dental records and the residence address of their children and of the other parent. No matter what form the custodial arrangement takes, one parent may not prohibit the other from viewing the records of the child. We must provide both parents, upon proper request, access to school records and school functions. The only way a parent loses that right is through a specific order of the court restricting access.

Please be aware that the Steelton-Highspire School District is not to be included in any custody order as a third party or in any way involved in the exchange of children for visitation or a change in children's custody.

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**SHSD Dress Code**  
*The NEW Dress Code Guidelines*  
 (Board Approved/Revised 6/23/2014)

		removed while at school.
Boxer shorts, shorts or other clothing worn as undergarments should not be visible under pants. Pants must not be worn below the hips.	Spandex leggings must not be worn as pants during the school day.	
Effective 2014/2015 School Year Approved 6/23/14	Please contact your child's school with questions or concerns.	Tank tops or other clothing revealing the shoulders are not acceptable
		
		No holes in pants above the knee.

<b>HEAD</b> No caps, visors, hoods, bandanas or other head gear, except with administrative permission.	<b>ACCEPTABLE</b> 	<b>NOT ACCEPTABLE</b> 
<b>UPPER GARMENTS</b> All garments must cover shoulder to shoulder. No rips/tears or skintight items. All garments must be long enough to clearly overlap the beltline or stay tucked. <b>NO</b> halter tops, tanks tops, spaghetti straps or muscle shirts.	<b>ACCEPTABLE</b> 	<b>NOT ACCEPTABLE</b> 
<b>LOWER GARMENTS</b> Undergarments and the buttocks <b>MUST</b> remain entirely covered even while seated. Dresses, skirts and shorts must be at least mid-thigh or below in length. No rips/tears or skintight items.	<b>ACCEPTABLE</b> 	<b>NOT ACCEPTABLE</b> 

**Media Center**

Reference books may be borrowed overnight. Books and magazines may be renewed two times. Reference items cannot be renewed. Overdue charges are \$.10 per book per day for books and magazines. Overdue reference material charges are \$.25 per book per day. Students are strongly encouraged to use the media center for reference work. The media center is meant to be used for research, not for social gatherings. The media center offers electronic reference sources, word processing, current newspapers and magazines, research assistance, recommended reading assistance and classroom instruction as per teacher requests.

**Reminders:**

1. Students are reminded that the media center is a quiet place to work and study.
2. Students using the media center will be required to adhere to the student conduct rules as outlined in the agenda book.
3. Because there are so many students wishing to use the computers, please limit time spent on electronic and online resources when others are waiting.
4. In order to use the Internet, students must have a signed computer use agreement on file in the office. Computers are for instructional use only.
5. The media will be open after school hours for students to use. Hours and days will be shared within the first month of the school year.

**Lockers**

All students will be assigned a locker. It is each student's responsibility to keep the locker orderly and clean. The school will assume no responsibility for articles stolen or removed from student's lockers. Students are expected to use the locks on their lockers. The lockers are the property of the school and are assigned for the use and convenience of the students. Lockers may be inspected at any time by school personnel. From time to time law enforcement agencies may be utilized including the use of "drug-detecting dogs" to search lockers and other areas of the building for illegal substances. Damage to a lock is considered to be an act of vandalism as is removing identification numbers. Students are prohibited from sharing lockers with fellow students and no student may have more than one locker. Students will be responsible for lost or damaged locks.

**Lost and Found**

Lost articles are reported to the main office and placed in the Lost And Found in the cafeteria. Articles not claimed in a reasonable period of time will be disposed of. The School District is not responsible for personal property that is lost or stolen.

**National Honor Society**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Election to membership in the National Honor Society is intended to honor those students who have demonstrated outstanding contributions in the areas of scholarship, service, leadership and character.

**Election of Members**

- Students are eligible for election to NHS at the beginning of their junior or senior year based on their overall school record (grades 9 + )
- Initial consideration is given to those students who have maintained a cumulative GPA of 90% or higher without rounding.
- Academically eligible students are notified of their initial consideration by the Faculty Committee and given materials to submit additional information for verification of leadership and service.
- Students will be eliminated from election on the basis of not having completed all requirements set forth in their packets.

- The Faculty Committee will review all pertinent information on eligible students and elect students on the basis of their academic record, leadership, character, and service.
  - Students will then be notified by letter of their acceptance.
  - Students who are not elected to NHS may request a review of information considered for membership. The Faculty Committee may then request additional information. The decision of the Faculty Committee will be considered final.
  - Election to membership will occur at an Induction Ceremony.
- Service Projects – All members must participate in at least one NHS Chapter Project per year (to be determined by the membership with the approval of the adviser). Each member must select and participate in an additional service project each year. These projects must also have the approval of the advisor.
- Each member must complete 20 validated service hours before graduation in order to be eligible to wear the NHS collar at the graduation ceremony.

### **Parent Conferences-School Communication**

Parents are urged to contact the school promptly whenever questions or concerns arise which may affect students, parents and/or the school. By keeping in contact with the student's school and teacher, parents can often solve and also avoid problems or misunderstandings which may otherwise arise. If parents or students are unsure whom to contact, call the building level administrator at 717-704-3800.

### **Phone Calls**

**TELEPHONING TO/FROM THE SCHOOL:** When possible, all instruction should be given to a child before he/she leaves for school. Student use of the office telephones will be restricted to emergencies only. Forgotten items such as lunch, instruments, homework, and money do not constitute an emergency.

**TELEPHONING TO SPEAK WITH TEACHER:** When calling to speak with a teacher, please understand that a teacher cannot be excused from class to speak with a parent. The parent should leave a telephone number with the office, and when available, the teacher will return the call promptly. The parent and the teacher should speak when the teacher is at school so that the information on the student is available and a more meaningful conversation can take place.

### **Respect of Individuals**

Every person in the school shall be treated with respect and dignity. A show of disrespect or harassment toward a staff member or a fellow student, or any insubordination on the part of the student will not, under any circumstances, be tolerated.

### **Student Accident Insurance**

The Steelton-Highspire School District makes available Student Accident Insurance at a very low rate. The policy covers injuries to the child occurring while traveling to and from school and while attending school. Every student will receive information on student accident insurance.

### **Surveillance Cameras**

Surveillance cameras are installed in and on the perimeter of the building. All activity in the building and on the perimeter of campus is recorded and electronically stored for up to 30 days. The electronic data recorded shall be used for school/district administrative hearings and judicial proceedings.

### **Textbooks**

All textbooks must be covered and kept free of marks and unnecessary papers. Teachers should periodically check the condition of textbooks issued to their pupils. Students are responsible for lost or damaged books.

### **Theft/Property Damage**

Acts of theft and damage to property are violations of the law. Such behavior is cause for disciplinary action, suspension, and referral to law enforcement authorities. In order to prevent thefts students are requested to keep their lockers, including gym lockers, locked at all times. Students are also encouraged not to bring expensive items or large sums of money to school. The School District is not responsible for stolen or misplaced items.

### **Three Mile Island Emergency**

There are school evacuation plans in place in the event of a Three-Mile Island Evacuation. (You may refer to the school district calendar and the blue pages of your telephone directory for additional information.) If an *evacuation* is recommended while school is in session, the students and staff will be bused to *J. Frank Faust Junior/High School in Chambersburg at 1957 Scotland Ave., Chambersburg, PA 17201*. This is the designated location beyond the ten-mile radius of Three-Mile Island. Please refer to the district website for the most up to date location. Any student being picked up will only be dismissed to a parent or person listed on the student's authorized pick-up form. **Once again, a form of I.D. will be needed to release children in this situation.**

***IN ALL OF THESE CASES, PLEASE DO NOT CALL THE SCHOOL. FOLLOW THESE PROCEDURES AND LISTEN TO THE LOCAL MEDIA STATIONS. IT IS IMPORTANT TO KEEP THE TELEPHONE LINES OPEN.***

### **Tobacco**

The possession or use of tobacco or tobacco paraphernalia on school buses, in or on school property, to or from school, and on school-sponsored trips is prohibited. Students in violation of this policy will be subject to disciplinary action and/or prosecution under Act 145 of 1996 when applicable. Under Act 145 of 1996, a student who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense. The School District may initiate prosecution and, if convicted, the student may be sentenced by the court to pay a fine or may be admitted to an adjudication alternative. The School Resource Officer will also be contacted. (*Board Policy No 222*).

### **Transportation**

Students have the privilege of utilizing the transportation services of the School District. All school rules apply when on the bus, waiting for a bus, or walking to or from the bus stop. A student who fails to maintain appropriate conduct may be suspended from riding the bus and/or may be subject to other disciplinary action. Students are required to ride their assigned bus at all times.

Any distraction to the bus driver can be dangerous and will not be tolerated. Each student is responsible for creating a safe environment for all to be transported safely to school. Once a student arrives at school, he or she may not leave school property. Students who leave are subject to the Discipline Code. In accordance with Board Policy 810.2, video cameras and videotapes will be used to enhance safety on buses. Tapes may be used to monitor student and driver activities while riding on or operating a school bus.

### **Visitors**

All visitors must enter through the visitor entrance. All visitors must register in the office and display the visitor's badge provided. Although parents are always welcome, the school policy is to accept only those visitors who have legitimate business to attend to at the school. Students should not invite relatives, friends,



### **Health Services—Emergency Cards**

If a student becomes ill or injured during school hours, he or she should report to the nurse. Students must report to their classroom teacher before reporting to the nurse, except in emergency situations. If the school nurse determines that a student should be sent home due to illness or injury, a parent or guardian will be contacted. Students leaving school for illness or injury without the approval of the nurse will be subject to the discipline code. Please notify the nurse of any accidents or illnesses that require medical attention or absence from school. Also, please notify the nurse if your child has recently traveled out of the country or been exposed to any contagious diseases. Parents may contact the school nurse at **704-3814** to discuss health issues regarding their children.

Parents or guardians are required to complete an emergency information/medication form each school year. These emergency forms should be returned to the nurse during the first week of school. In the event that the nurse cannot contact the parent, another person should be designated as an emergency contact. This person should reside in the immediate area and be able to provide transportation if necessary. Only persons indicated on the emergency form will be contacted. **Please update emergency information promptly.** Emergency information includes medical information, addresses, phone numbers and contact names.

### ***Preventing Spread of Illness***

We need parents/guardians to share in the responsibility of keeping children safe and healthy. We ask that you do the following:

- Practice/teach good hand hygiene (sing Happy Birthday while washing).
- Keep your child home if he/she is sick. Children should stay out of school for at least 24 hours after there is no longer fever/signs of a fever (without use of fever reducing medicine).
- Get your family vaccinated for seasonal flu when vaccines are available.
- Teach your children to cough/sneeze into a tissue or their elbow-not into their hands.
- Make sure that your child gets plenty of rest and eats nutritious foods every day.

Please know that our staff has been educated on infection control measures and will strive to keep our school environment a healthy one. The District will keep you informed about any communicable disease issues that may affect your child(ren). We will follow the guidelines outlined by the CDC and the PA Department of Health. Accurate information will be communicated by phone, school website and/or written material.

### **Immunizations**

*PA Law mandates that every child in kindergarten through 12th grade must be fully immunized by the 5th day of school. In Steeltown-Highspire School District, that date is September 4, 2018.*

### **Medication in School**

Medication is only given by the school nurse as authorized by the school doctor in the form of standing orders or as ordered by a student's prescribing healthcare provider. If a student needs to take medication during school hours, a Medication Authorization Form must be completed by both the physician and parent/guardian prior to administration. A student that needs to self-administer emergency medication (limited to inhalers for asthma and/or epinephrine auto-injectors for severe allergic reactions) must also have a completed Medication Authorization Form on file with the school nurse. Along with physician and parent/guardian authorization, these students must demonstrate proper knowledge/use of the medication to the school nurse. This information will be documented. All medication, either prescribed or over the counter, must be brought to school in its original container and given to the school nurse.

Every student will be given a permission form that would allow the school nurse to administer several over the counter medications (per school policy) during school hours if needed. These over-the-counter medications will not be given without written parental authorization.

**\*Please note: All medication must be administered by the nurse during school hours. Students are not permitted to have in their possession any medication, either prescription or non-prescription. Violation of this rule may result in disciplinary action per the Substance Abuse Policy. Please contact the school nurse with any questions at 704-3814.**

#### *Student Assistance Program (SAP)*

The Student Assistant Program is a team made up of specially trained school and community agency staff that assists students/families that are experiencing any barriers to learning. Possible barriers may include known or suspected alcohol and/or drug use, sudden drop in grades, withdrawal from family/friends, symptoms of depression, loss of a loved one, relationship problems or any other traumatic events- to name a few. If your child is having trouble in or out of school, the team is here to help. The goal of the SAP team is to connect you and your child with services within the school and if needed, in the community. It is an intervention, not a treatment program. Referrals to the Student Assistant Program may be made by any member of the school community, including parents, guardians, other students and self-referrals. All referrals are confidential.

#### *Student Organizations*

Each club, team, and organization is open to new members and will welcome student participation. All clubs, teams and organizations must have school board approved advisors. The advisor will be responsible for providing guidelines for the organization as well as the schedule for, and the location of all meetings.

#### *Student Wellness*

Steelton-Highspire School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The School Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students (in accordance to P.L.108-265, Sec. 204):

- A comprehensive nutrition program consistent with federal and state requirements;
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines;
- Physical Education courses and opportunities for developmentally appropriate physical activity during the school day;
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

#### *Working Papers*

Pennsylvania State law requires a parent or guardian to apply in person for their child's Application for Employment and present evidence of age. One of the following documents is acceptable: Birth Certificate, Baptismal Certificate, Passport, or Driver's License/Permit. Application can be made between the hours of 8:00 a.m. and 3:00 p.m. in the school guidance office.

#### *Alternate Assignment, Educational or Family Trip*

Students are encouraged to attend school daily. Students should not miss school, except for unavoidable circumstances. Should it become necessary for a student to miss school for an alternate assignment, college visit, educational or family trip, only the building Principal and Coordinator of Pupil Services have the authority to approve educational trips.

**A written request for permission must be received by the Principal at least five (5) days prior to the departure date.**

The student is responsible for obtaining all course work, which will be missed prior to departure, and for completing such work in a time frame acceptable to his/her teachers.

**Application for educational trips, which extend beyond the above limits, must be made to the Superintendent of Schools.**

#### **Late Arrivals / Early Dismissals**

**If you arrive at school after 8:00 a.m., you should report to the high school office.** Late arrivals will be deemed as excused or unexcused by district staff. Students will not be permitted to make up work missed due to an unexcused late arrival or early dismissals. **Such reasons as running out of gas, oversleeping, and having a flat tire will not be excused.** Extremely bad weather or personal illness will be considered when a course of action is determined.

**NEW THIS YEAR: if a student arrives after 9:30am on any day without a note or parent, they will be REQUIRED TO get in contact with a parent before being admitted into the building.**

**The student shall present a note signed by his/her parent or guardian or from a physician or dentist, to the office within three days of the late arrival date.** Failure to do so will result in the late arrival being recorded as unexcused.

**Commented [1]:** We should probably make a handbook cheat sheet for families as well.

#### **Tardy to Class**

Students have three minutes to go from class to class and will be considered late if they enter their classroom after the bell rings. They may enter late if they have a legitimate pass from another teacher or staff member. Students are required to meet AFTER SCHOOL THE SAME DAY with the teacher(s) whose classes they missed because of being tardy. It is the STUDENT'S responsibility to secure late/make-up work in these classes. Consequences for tardy to class are teacher discretion.

#### **Withdrawal from School**

If it is necessary for you to withdraw from school, you must notify the high school guidance office. Directions for withdrawal along with the necessary forms will be provided.

#### **SCHOOL DELAY OR SCHOOL CLOSING**

In the event of inclement weather or some other emergency, faculty/staff should listen to the local television or radio stations for "Steelton-Highspire School District" school delay or closing information. The media will report the length of time of the delay or closing information.

The District *All-Call* system will also be used to notify employees about delays and closings.

#### **SCHOOL EVACUATION/NON TMI/NON INTRUDER**

In the event that it is necessary to evacuate our school, the students will be escorted to the **Steelton-Highspire Elementary School**. We will dismiss students to their parents/guardians from this location. Students will not be dismissed to anyone other than the parent/guardian without parental permission. **You will be asked to sign out your child and present a form of I.D. before leaving the site.**

**THREE MILE ISLAND (TMI) EMERGENCY**

There are school evacuation plans in place in the event of a Three-Mile Island Evacuation. (You may refer to the school district calendar and the blue pages of your telephone directory for additional information.) If an *evacuation* is recommended while school is in session, the students and staff will be bused to *Chambersburg Area Middle School North at 1957 Scotland Ave., Chambersburg, PA 17201*. This is the designated location beyond the ten-mile radius of Three-Mile Island. Please refer to the district website for the most up to date location. Any student being picked up will only be dismissed to a parent or person listed on the student's "alternate" pick up sheet. **Once again, a form of I.D. will be needed to release children in this situation.**

**IN ALL OF THESE CASES, PLEASE DO NOT SPEAK WITH PARENTS WHO MAY CALL IN TO THE SCHOOL. PARENTS ARE ASKED TO FOLLOW THESE PROCEDURES AND LISTEN TO THE LOCAL MEDIA STATIONS. IT IS IMPORTANT TO KEEP THE TELEPHONE LINES OPEN AND PROVIDE CONSISTENT COMMUNICATION.**

## 5 Actions

<b>Extruder! Secure the perimeter.</b>	<b>Stay in the classroom!</b>	<b>Evacuate! To announce location.</b>	<b>Shelter! Hazard &amp; Safety Strategy</b>	<b>Intruder! Run, Hide, Fight!</b>		
<p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>Return inside</li> <li>Business as usual</li> </ul>	<p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>Students in hallways enter closest classroom</li> <li>Continue as usual</li> </ul>	<p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>Bring your phone</li> <li>Leave your stuff behind</li> <li>Follow instructions- mouths closed</li> </ul>	<p><b><u>Students</u></b></p> <table border="0"> <tr> <td data-bbox="688 737 837 1094"> <p><b><u>Hazard</u></b></p> <ul style="list-style-type: none"> <li>Tornado</li> <li>Hazmat</li> <li>Earthquake</li> <li>Tsunami</li> </ul> </td> <td data-bbox="837 737 946 1094"> <p><b><u>Safety Strategy</u></b></p> <ul style="list-style-type: none"> <li>Evacuate to shelter area</li> <li>Seal the room</li> <li>Drop, cover and hold</li> <li>Get to high ground</li> </ul> </td> </tr> </table>	<p><b><u>Hazard</u></b></p> <ul style="list-style-type: none"> <li>Tornado</li> <li>Hazmat</li> <li>Earthquake</li> <li>Tsunami</li> </ul>	<p><b><u>Safety Strategy</u></b></p> <ul style="list-style-type: none"> <li>Evacuate to shelter area</li> <li>Seal the room</li> <li>Drop, cover and hold</li> <li>Get to high ground</li> </ul>	<p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>Students in hallways enter closest classroom</li> <li>Move away from sight</li> <li>Turn phones on silent</li> <li>Do not open the door</li> <li>Maintain silence</li> <li>If possible, run to reunification site</li> </ul>
<p><b><u>Hazard</u></b></p> <ul style="list-style-type: none"> <li>Tornado</li> <li>Hazmat</li> <li>Earthquake</li> <li>Tsunami</li> </ul>	<p><b><u>Safety Strategy</u></b></p> <ul style="list-style-type: none"> <li>Evacuate to shelter area</li> <li>Seal the room</li> <li>Drop, cover and hold</li> <li>Get to high ground</li> </ul>					
<p><b><u>Teacher</u></b></p> <ul style="list-style-type: none"> <li>Bring everyone indoors</li> <li>Lock doors</li> <li>Increase situational awareness</li> <li>Business as usual</li> <li>Take attendance</li> </ul>	<p><b><u>Teacher</u></b></p> <ul style="list-style-type: none"> <li>Lock classroom door</li> <li>Do not open the door</li> <li>Take attendance</li> <li>Continue instruction</li> </ul>	<p><b><u>Teacher</u></b></p> <ul style="list-style-type: none"> <li>Lead evacuation to location</li> <li>Take attendance</li> <li>Notify admin if missing, extra or injured students</li> </ul>	<p><b><u>Teacher</u></b></p> <ul style="list-style-type: none"> <li>Lead safety strategy</li> <li>Take attendance</li> </ul>	<p><b><u>Teacher</u></b></p> <ul style="list-style-type: none"> <li>Lock classroom door</li> <li>Turn out the lights</li> <li>Move away from sight</li> <li>Do not open the door</li> <li>Maintain silence</li> <li>Take attendance</li> </ul>		

## **Fire Alarm Procedure**

### **When the Alarm Sounds:**

- 1- Assemble students and quietly exit the room
- 2- Teachers need to take their emergency clipboard with them. This clipboard should contain your class roster, copy of evacuation route, and all clear/help signs (green/red)
- 3- Teachers need to make sure to shut the classroom door, close windows, and turn the lights off when they leave
- 4- Evacuate the building to your designated area
- 5- When students are accounted for hold up the “ALL CLEAR” (green) sign
- 6- If students are not accounted for hold up the “HELP NEEDED” (red) sign
- 7- Students that are not with you are labeled “missing” and someone will be there to assist you
- 8- An Administrator will let the staff know when it is safe to re-enter the building

## Intruder Procedure

# **Intruder! Hide, Run, Fight**

In case of an emergency requiring an intruder, the following procedures will be implemented:

1. A building administrator will announce over the PA system, in plain language, that we are now implementing intruder procedures. We will NOT use code words.
  
2. The following announcement will be made:

**Attention students and staff, at this time please implement intruder procedures. Silence all cell phones and communication devices at this time.**

### **Teachers/Staff should do the following:**

- Proceed to the nearest classroom if you are in the hallway
- Pull the magnet from your door and pull it shut (Doors should be pre-locked at all times)
- Cover your window completely that no one can see inside of your room
- Turn out lights
- Move students away from the door and windows (out of sight of an intruder) and turn off lights
- Keep students calm and completely silent
- If necessary barricade the room as best as possible to prevent entry
- Escape may be an option if the shooter is not close and a safe route identified
- If confrontation with the shooter is inevitable, fight may be the best option
- DO NOT evacuate for a fire alarm unless smoke/fire is visible and you are in danger
- NEVER open the door (not for administration or police). Anyone that needs to get into your classroom will have a master key to do so

# **Shelter Procedure**

## **Shelter! Hazard & Safety Strategy**

In case of an emergency requiring severe weather, the following procedures will be implemented:

1. A building administrator will announce over the PA system, in plain language, that severe weather procedures are in effect. We will NOT use code words.
2. The following announcement will be made:

**Attention students and staff. At this time severe weather is nearby and we need to take cover. Staff please follow the shelter/severe weather procedures at this time. Please ignore any fire alarms you may hear. If it is necessary to evacuate the building, an announcement will be made over the PA system.**

### **Teachers/Staff should do the following:**

- Line up students and exit the classroom, proceeding to the hallway
- Keep students calm and quiet
- Teachers, staff, and students assume the severe weather safety position within the hallway (seated with head between knees)
- Make sure to stay far away from any glass or windows
- Teachers take attendance and make sure all of your students are accounted for
- If you are missing students contact the office if possible to let them know
- Everyone is to remain in the severe weather safety position until administration notifies the staff that the severe weather has passed

**Taking shelter will be terminated by an administrator when it is safe to move throughout the building.**

## **Evacuate Procedure**

### **Evacuate to an announced location.**

In case of an emergency requiring evacuation, the following procedures will be implemented:

1. A building administrator will announce over the PA system, in plain language, that an evacuation is in effect. We will NOT use code words.
2. The following announcement will be made:

**Attention students and staff. It is necessary to evacuate the building at this time. All students are to remain quiet so that teachers can hear details regarding evacuation procedures. (At this time specific evacuation procedures will be given).**

### **Teachers/Staff should do the following:**

- Listen to details regarding evacuation procedures
- Lead students to designated evacuation location (which will be announced)
- Take attendance
- Notify the office of any missing or injured students

## **Restricted Movement Procedure**

### **Stay in the Classroom!**

In case of an emergency requiring restrictive movement, the following procedures will be implemented:

1. A building administrator will announce over the PA system, in plain language, that restrictive movement is in effect. We will NOT use code words.
2. The following announcement will be made:

**Attention students and staff. Please secure your classrooms. It is necessary to implement restrictive movement at this time. All students are to remain in their present classrooms. Students in the hall should report immediately to their assigned room. No one is to leave the classroom until the all clear announcement has been made. Please ignore any fire alarms you may hear. If it is necessary to evacuate the building, an announcement will be made over the PA system.**

**\*\*Restricted movement is put into place to support a student emergency: Example, a student gets sick in the hall, falls, or we need to move a student.\*\***

### **Teachers/Staff should do the following:**

- Proceed to the nearest classroom
- Do not allow anyone outside of your room; no bathroom, no water fountain, no nurse, library, etc.
- Take attendance- make sure all of your students are accounted for
- If you are missing any students email the office and let them know
- Keep students calm and continue business (within the classroom) as normal
- DO NOT respond to the fire alarm unless directed by an administrator

**Restrictive movement will be terminated by an administrator when it is safe to move throughout the building.**

## **Lockout Procedure** **Extruder! Secure the perimeter**

In case of an emergency requiring a lock out, the following procedures will be implemented:

1. A building administrator will announce over the PA system, in plain language, that a lock out is in effect. We will NOT use code words.
2. The following announcement will be made:

**Attention students and staff. Please secure your classrooms. It is necessary to implement a school wide lock out. All students are to remain in their present classrooms. Students in the hall should report immediately to their assigned room. No one is to leave the classroom until the all clear announcement has been made. Please ignore any fire alarms you may hear. If it is necessary to evacuate the building, an announcement will be made over the PA system.**

### **Teachers/Staff should do the following:**

- Proceed to the nearest classroom
- Teachers need to close all windows and pull blinds shut
- Do not allow anyone outside of your room; no bathroom, no water fountain, no nurse, library, etc.
- Take attendance- make sure all of your students are accounted for
- If you are missing any students email the office and let them know
- Keep students calm and continue business (within the classroom) as normal
- DO NOT respond to the fire alarm unless directed by an administrator

**The lock out will be terminated by an administrator when it is safe to move throughout the building.**

# GRADING POLICY

2024-2025

## Guidelines for Grading Procedures Plan

- **Timely Grade Reporting:** Grades for assignments are entered into PowerSchool within seven school days after the due date.
- **Fair Grading Practices:** Grades are never used as a form of punishment. They reflect the student's understanding and effort.
- **Effort-Based Grading:** Students get a score for their work if they make a genuine effort. If a student does not attempt an assignment or it's missing, they receive a zero initially.
- **Supportive Grading Policy:** At the end of each grading quarter, if a student is failing, their overall grade will be adjusted to a minimum of 50. This is to ensure fairness and encourage improvement.

## The following guidelines shall be implemented in relation to formal assessments:

- **Purpose of Assessments:** Formal assessments are designed to see how well students understand specific learning goals. All assessment data is collected using a tool called Mastery Connect.
- **Support for Students:** If students don't initially reach 80% mastery, they will receive extra practice. After this practice, they will have new opportunities to show what they have learned.
- **Grading Weight:** The grades for these assessments will be weighted according to the following levels

Major Authentic Assessments/Projects	Minor Assessments/Projects	Classwork	Homework/Participation
Required: ≥ 1 per quarter	Required: ≥ 4 per quarter	Required: ≥ 8 per quarter	Required: ≥ 5 per quarter
<ul style="list-style-type: none"> <li>- Projects</li> <li>- Performance Tasks</li> <li>- Demonstration of skills</li> <li>- Open-ended/Constructed Responses</li> </ul>	<ul style="list-style-type: none"> <li>- Mini-projects</li> <li>- Labs</li> <li>- Quizzes</li> <li>- Tests</li> <li>- Demonstration of skills</li> </ul>	<ul style="list-style-type: none"> <li>- Guided Practice</li> <li>- Independent Practice</li> <li>- Group work</li> <li>- Contributing to discussion/activities</li> <li>- Effort/Good citizenship</li> </ul>	<ul style="list-style-type: none"> <li>- Practice &amp; reinforcement of newly introduced skill</li> <li>- Spiraled assignment of eligible content</li> <li>- Writing Assignment</li> <li>- At-home reading</li> </ul>
40%	30%	20%	10%

Letter grades will correspond accordingly:

90 – 100    A	80 – 89     B
70 – 79     C	60 – 69     D
59 – Below F	

## PROGRESS REPORTS/ REPORT CARDS

Progress reports should be completed at the midpoint of each grading quarter. The reporting window within which progress reports and report cards should be entered into the *PowerSchool* data management system by the date listed below. One sample progress report (one student's progress report from one class) will be submitted to administration at the midpoint of each grading quarter.

A comment must be entered for all grades below 70%. When writing comments to parents, teachers are encouraged to choose their words wisely so as not to demean, insult, or offend our parents. If you are unsure about a comment, please contact the office for feedback. Please make sure you add comments for all students for every marking period.

## 2024-2025 MARKING PERIODS

Q1 Quarter 1 starts on 8/21/2024 and ends on 10/24/2024
Q1 Progress Report grades are due on 09/23/2024 by 11:50pm Progress Reports go home on 09/27/2024
Q1 Report Card Grades are due on 10/28/2024 by 11:50pm Report Cards go home 11/1/2024
Q2 Quarter 2 starts on 10/29/2024 and ends on 1/17/2025
Q2 Progress Report grades are due on 12/9/2024 by 11:59pm Progress Reports go home on 12/13/2024
Q2 Report Card Grades are due on 1/22/2025 by 11:59pm Report Cards go home 1/24/2025
E1 Midterm grades due on 1/18/2025 *use this date for your midterm exam date in gradebook
Q3 Quarter 3 starts on 1/22/2025 and ends on 3/28/2025
Q3 Progress Report grades are due on 2/24/2024 by 11:59pm Progress Reports go home on 2/28/2025
Q3 Report Card Grades are due on 3/31/2025 by midnight Report Cards go home 4/4/2025
Q4 Quarter 4 starts on 3/31/2025 and ends on 5/30/2025
Q4 Progress Report grades are due on 5/5/2025 by 11:59pm Progress Reports go home on 5/9/2025
Q4 Report Card Grades are due on 5/30/2025 by midnight Report Cards go home 2 weeks after end of school
E2 Final exam grades due on 5/31/2025 *use this date for Final exam exam date in gradebook

### Term Dates:

F1	8/21/2024 - 6/15/2025	This indicates the full year term ID in Power School
S1	8/21/2024 - 1/19/2025	This indicates the Semester 1 term ID in Power School
S2	1/22/2025 - 6/15/2025	This indicates the Semester 2 term ID in Power School
Q1	8/21/2024 - 10/24/2024	This indicates the Quarter 1 term
Q2	10/29/2024 - 1/17/2025	This indicates the Quarter 2 Term
Q3	1/22/2025 - 3/28/2025	This indicated the Quarter 3 term
Q4	3/31/2025 - 5/30/2025	This indicates the Quarter 4 term
E1	1/18/2025	This is the E1 Midterm Exam Date and Term
E2	5/31/2025	This is the Final Exam Date and Term

## HONOR ROLL

### Honor Roll Policy

The Honor Roll consists of three levels: Distinguished Honors, First Honors, and Second Honors. Requirements for the Honor Rolls are:

**Distinguished Honors:** All grades 90% or above, excluding grades on midterms and finals.

**First Honors:** 90% GPA with no grade less than 70%, excluding grades on midterms and finals.

**Second Honors:** Marking period GPA of 80% with no grade less than 70%, excluding grades on midterms and finals.

### Graduation Requirements

- Promotion to Grade 10: A freshman must have satisfactorily completed **5.25 credits.**
- Promotion to Grade 11: A sophomore must have satisfactorily completed **10.50 credits.**
- Promotion to Grade 12: A junior must have satisfactorily completed **15.75 credits.**

- Graduation Requirements: Students must earn at least 21 credits in Grades 9,10,11,12.
- See course selection book for required subject credits.

Note: All students in Grades 9 through 12 are required to carry a minimum of 6 credits each year unless special permission to carry fewer credits is granted by the principal.

Smart Futures Credit	✓	Required for Graduation
Minimum Report Card Grade	✓	50% First Marking Period--Required
	✓	It is recommended for the other marking periods, as well.
Honor Roll	✓	<b>Distinguished Honors:</b> All grades 90% or above, excluding grades on midterms and finals.
	✓	<b>First Honors:</b> 90% GPA with no grade less than 70%, excluding grades on midterms and finals.
	✓	<b>Second Honors:</b> Marking period GPA of 80% with no grade less than 70%, excluding grades on midterms and finals.
Excessive Unexcused Absences (18 Day Rule)	✓	Students who miss class a total of 18 unexcused times may not receive credit for the class.
	✓	Prior to the removal of credits the student will be placed on a performance contract after a meeting with the parents.
Summer School Course	✓	Summer school is for remediation not a replacement for course work.
Tardy and Attendance Contracts	✓	Students who develop a habit of tardiness or absenteeism will be placed on an Attendance Contract.
	✓	Parents, students, and the Director of Pupil Services will meet to discuss the terms of the contract.

**Every student at the Steelton-Highspire Jr./Sr. High School is expected to show PRIDE:**

Steel-High Behavioral Expectations:

- **P**ositive Attitude
- **R**espect
- **I**ntegrity

- **D**edication
- **E**xcellence

\*We hold strong to two core rules in our buildings,

**BE SAFE** and **BE RESPECTFUL**.

What does it mean to *Be Safe*: Free from hurt, harm, danger, injury or risk!

What does it mean to *Be Respectful*: caring how words and actions may impact others.

Having respect for someone because of how their actions impact others and showing respect by changing your actions to be sure you don't have a negative impact.

**PLEASE NOTE:** a nonnegotiable will be fighting in the building. If students fight there will be an automatic suspension issued. If students are found recording fights, or in the area when the fight is occurring and encouraging the fight to occur, they too will be up for suspension.

1. If a student is found being physically aggressive with another student they will be placed on our cyber learning platform for the remainder of the current marking period.
  - a. Upon return to the building the student will be placed on a tacking sheet and have to sign a contract of behavioral expectations.