Southmoreland

High School

Student Guide and Code of Conduct

2025-2026

Southmoreland High School

2351 Route 981
Alverton, Pa 15612

Southmoreland School District Administration

Superintendent of Schools	Dr. Jason Boone
Assistant to the Superintendent	Dr. Daniel Clara
Special Education Director	Dr. Daniel Clara
Business Manager/Transportation	Mrs. Pam Mondock
Director of Technology	Mr. Steve Smithula
Director of Food Services	Mr. Zachary Malavite
Director of Facilities & Operations	Mr. Calvin Trader
Athletic Director	Mr. Brian Pritts
Director of Safety & Security	Mr. Greg Keefer

Southmoreland High School Administration

Principal	Mrs. Charity Colebank
Assistant Principal	Ms. Kaely Potochnik

School Counselors

Mrs. Lauren Dillon	(A-K)	Mrs. Keera Miller	(L-Z)

Southmoreland High School Staff

School Secretaries	
Principal Secretary	Mrs. Kelly Vance
Building Secretary	Mrs. Amy Clawiter
School Nurse	Mrs. Cathy Pallygus
School Security	Mr. Kevin Bundridge
Counseling Office Administrative Assistant	Mrs. Tiffany Beltz

2025-2026 Southmoreland High School Faculty/Staff Room Directory

Teacher	Room #		Teacher	Room #
Mr. Larry Ansell	113		Ms. Ruth Joyce	Gym
Mr. Brett Binduga	225		Mrs. Kim Kelley	133
Dr. Amy Brown	213		Mrs. Melissa Malcom	118
Mr. Michael Busato	128		Mr. Michael May	235
Mrs. Jean Carey	237		Mr. Josh Pajak	236
Mr. Sean Cartwright	127		Mr. Brian Pritts	269
Mr. Zachary Cavalier	120		Mr. Chris Pollard	110
Mrs. Gwen Claycomb	230		Mr. Jaylen McNair	266
Mr. Evan Crissman	214		Mr. Gregory Reger	129
Mrs. Lauren Elliot	229		Mrs. Carrie Rock	131
Mrs. Bethany Eutsey	121		Mr. John Saunders	227
Mr. Chris Fabian	239		Mrs. Carrie Scott	226
Ms. Melissa Farrell	146		Mr. Jason Sharek	107
Mrs. Jamie Gore	253		Ms. Jennifer Tacconi	240
Mrs. Marisa Hart	237		Mr. Kevin Tonini	140
Mrs. Marie Heberling	130		Mr. Christopher Yeager	142
Mr. Christopher Hixson	Gym		Mr. Jason Zalewski	126
Ms. Jenna Hixson	228		Ms. Michelle Zamperini	260
Ms. Bethany Hutira	211		Mrs. Kimberly Zebro	145

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I. Introduction

Welcome to Students

Welcome to Southmoreland High School, the home of the Scotties, where we have a great deal of pride in our school, our community, and our students. You will find that many opportunities exist here for your academic and social development. The curriculum is diverse and challenging, providing courses for students who plan to continue their education as well as those for individuals who plan to enter the job market. In addition to academic subjects, a large number of clubs, co-curricular activities and interscholastic sports are available to you. The faculty and staff are dedicated to the pursuit of educational excellence in a safe yet stimulating environment. They look forward to assisting you in accomplishing your educational goals. Although Southmoreland High School can provide you with the necessary tools and instruction, it is now your responsibility to take those and with them, build a sound educational foundation for your life.

Southmoreland School District Mission

In Southmoreland School District, we provide a safe, supportive, and adaptable learning environment dedicated to nurturing individual growth and fostering active citizenship. Our mission is to inspire each student to achieve personal excellence, encouraging their journey as lifelong learners, responsible community members, and engaged citizens in southwestern Pennsylvania and beyond.

Notes to Parents

The policies and procedures outlined in this booklet will familiarize you and your child with the rules and expectations of the school. It is hoped that you will review them carefully and use this as a reference when questions arise. If you have occasion to require additional information please call (724) 887-2010 and ask to talk to an administrator or school counselor.

Parental involvement in the education of our children is both recommended and welcomed. Your cooperation is most important if we are to pursue the standards of excellence, which we have set before us. Your encouragement of good study habits, excellent attendance, and exemplary behavior is needed if we are to provide our children with the skills necessary to meet the challenges of today and tomorrow. We at SHS appreciate your interest and support.

Emailing Teachers

All professional staff have district email accounts. If you check the staff directory you can use the last name and first initial to email staff. For example: Mr. J. Doe would have an email address of: doej@southmoreland.net All staff members have an email that follows this format.

II. For Your Information

Bus Regulations

Riding the school bus is a privilege. Students are expected to ride to and from school on the bus assigned to them through the office of the transportation director. Improper conduct on the buses will result in that privilege being denied. The bus driver and/or administration have the authority to assign bus seating.

Bus students are expected to board buses at their assigned bus stop. They are also required to immediately board buses at the conclusion of the school day. Students will be permitted to ride another student's bus only with parent notes from the guest rider and host rider. Both notes must be turned into the office by 9:00 AM and be signed by either the Principal or Assistant Principal.

School Insurance

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. The school district does not insure students for injury occurring in normal classroom activities. Purchasing school sponsored insurance is recommended when not covered by the parents' insurance.

Arrival At School

Students are not permitted to enter the building before 7:15am. In the rare event that a student arrives at SHS prior to 7:15, he/she is to report to the main office. When driven to and from school, students should be dropped off/picked up at the rear entrance of the school.

Homeroom

Students will report to their assigned homeroom for scheduled activities such as class meetings and elections, report card distribution, intervention, and standardized testing.

Classroom Expectations

Students are expected to attend classes promptly and have with them the materials necessary to perform their academic responsibilities. Textbooks should be covered and kept free from objectionable and permanent markings. Students' names and grade level should be recorded, in ink, inside the front cover of their books. They will be required to pay for lost and/or damaged books.

Students are expected to treat all staff members with respect and dignity. Teachers have the responsibility for supervising students anywhere on school property, at school sponsored activities, as well as in the classroom. Any display of disrespect toward a staff member or insubordination on the part of the student will not be tolerated. Students may be removed from a classroom for disruptive behavior and will be subject to further discipline. Good manners, courtesy and respect are expected behaviors for all SHS students.

Prom/Dance Guidelines

1. Most dances will start at 6:30 p.m. and will end no later than 9:30pm. Students are not permitted to leave until one half hour before the end of the dance.

2. Doors will be closed at 7:00 P.M. and no one will be admitted after this time without permission from the Principal/Assistant Principal.
3. Persons leaving the dance will not be readmitted.
4. Dress is to be in good taste and appropriate conduct is expected.
5. When dances are open to guests, all guests (individuals not currently enrolled) must receive approval from the Administration at least five days prior to the dance.
6. Students who bring guests are responsible for their actions and will be disciplined accordingly for any guest's misconduct.
7. No guests below the grade level of 9 and at the age or over 21 may attend a school dance.
8. 9th grade students will not be permitted to attend Prom. This includes Southmoreland Students as well as 9th graders from cyber, private, or other public schools.
9. Students who have withdrawn from Southmoreland School District, expelled, or placed in alternative education setting for disciplinary reasons, will not be permitted to attend the prom.
10. The privilege of going to the prom is contingent upon a student's standing regarding academics, attendance, and discipline.

Food and Drink

Consumption of food and drink in the hallways and common areas is permitted. Food and drink items are permitted in the classrooms prior to the start of the school day, and per teacher discretion throughout the school day. Students are encouraged to participate in the Grab and Go breakfast program. Trash receptacles are located throughout the building. Please be respectful of the school and deposit trash in the appropriate place.

Bookbag Policy

Students will be permitted to bring book bags/backpacks to school, provided they remain in the student's locker during the school day. Drawstring bags and large purses are not permitted to be carried throughout the school day. Bags may be transported for physical education class only.

Elevator Use

Students with a medical need to use the elevator should report to the main office for an elevator key. Elevator keys must be signed out and returned. A $10.00 deposit is needed to get an elevator key. The deposit is returned to the student when the key is returned.

Student Obligations

Student obligations are fees owed to the school. Such obligations include, but are not limited to, replacement costs or fines for list or damages books, uniforms, and other school equipment or materials, and debts owed for school sales. These fees must be paid in full before the student's graduation. Failure to pay the fees will result in filing charges with the magistrate.

Student Sales

Students selling items other than through school sponsored activities must receive prior approval from the Principal. Students who have outstanding obligations from school sales or

lost/damaged books may be prohibited from selling other items until their previous obligations are settled.

Visitors

Students will not be permitted to bring guests to SHS during the school day. Anyone wishing to visit Southmoreland High School must do so after school hours and obtain prior approval from the Principal/Assistant Principal at least one day before the visit. Visitors are to sign in at the office and obtain a visitor pass on that day. SHS students will be held responsible for the behavior of their guests.

Hall Passes

In order to maintain an academic atmosphere, and account for all students at all times, students must sign out of the class they are leaving. Only one (1) student will be permitted to leave a classroom at a time.

Restrooms

The restrooms in the high school are provided for the benefit of all students and they are to be used for the intended purpose.

1. Students are not to loiter. Use the restroom quickly and depart.
2. ONE person will be permitted in a stall at one time.
3. Student use of restrooms is limited to when necessary or personal emergencies.
4. If you have a medical reason to be excused more frequently, a doctor's statement must be on file in the nurse and principal's office.
5. Administration, security and/ or staff will monitor the restrooms.

Lockers

The following guidelines will apply:

1. Lockers are issued to students at the beginning of the year.
2. Your locker should be kept locked at all times and the combination should not be given to other students.
3. The locker is school property, not a student's personal property. School property is subject to search at any time without prior notice by school officials. Students shall not expect privacy concerning items placed in the school locker.
4. Dogs trained to identify illegal substances may also be utilized in unannounced locker searches.
5. Never put valuables in a locker. Valuables may be turned into the office for safekeeping. Students that choose to place valuables in their school or gym lockers do so at their own risk.
6. The school is not responsible for lost or stolen items.
7. Going to one's locker does not excuse tardiness to class.
8. Any locker problems must be reported to the main office.
9. Damage to school lockers will be the responsibility of the assigned student.

Lost and Found

The school is not responsible for any loss incurred by students. However, all losses should be reported promptly to the office and an effort will be made to find the article. To reduce the number of losses, students should keep lockers locked and should not bring valuable items to school. Lost items will be turned into the office, and after a thirty-day period, articles not claimed will be discarded.

Cafeteria

Students are to report to the cafeteria during their lunch period ONLY. They are to remain until the lunch period ends. Students are responsible for returning their trays and disposing of all related trash. The Southmoreland School District and participating schools operate the meal programs under the Community Eligibility Provision (CEP) and as such all students are able to receive one(1) breakfast and one(1) lunch daily at ***NO CHARGE***.

Cafeteria Procedures:
Breakfast is available for students daily beginning at 7:15am. Additionally, second chance breakfast opportunities are available daily outside of the student union during bell change for morning classes.

1. Three (3) 30-minute periods are scheduled for lunches.
2. Each lunch period is 30 minutes.
3. Students are not to enter and leave the cafeteria at will.
4. After eating, students must remove all items that they brought to their table.
5. Uneaten food and beverages are to be discarded in the waste container.
6. Students will leave the cafeteria only when excused by a supervisor.
7. Engaging in disruptive activity will result in disciplinary action.

In conjunction with the passing of Act 55 by the Pennsylvania legislature in 2017, school districts are now required to notify parents when negative school lunch balances reach 5 or more meals. The Southmoreland School District Food Service Department will send negative student account balances to parents/guardians via phone, text, letters, and/or email messages. Messages to negative balance households will be sent a minimum of one time per week. We encourage all parents to also create an account for their child's cafeteria account where they can electronically pay for meals, sign up for low balance emails and monitor daily purchases.

SOUTHMORELAND FOOD SERVICE NOW USES THE SCHOOLCAFE POINT OF SALE COMPUTERIZED LUNCH SYSTEM AND ONLINE PAYMENT SYSTEM.

Students are not permitted to charge on their accounts. Scottie Snack Shack and a la carte extras require funds to be loaded on their student meal accounts to purchase. The full charging policy can be found on the Food Service website at www.southmoreland.net and click on "Departments" then "Official Meal Charge Policy" information on the SchoolCafe online meal payment system is also accessible via the link "Online Meal Payments".

1. Due to CEP all meals served at Breakfast and Lunch are FREE to all students.
    a. Families are no longer required to submit a free/reduced application to attain these CEP benefits. The program operates providing FREE meals and no child will be denied a meal when requesting a breakfast or lunch from the food service staff.
2. If a student has a milk intolerance or non-life-threatening milk allergy, a Fluid Milk Substitution Form may be filled out by a parent or medical authority and returned if you wish to request one of the available milk substitutions with breakfast or lunch (soy milk or Lactaid). Per USDA regulation, water or juice are not permitted to be served in place of milk.
3. For students who have a more serious disability (such as food allergy which may result in anaphylaxis), a separate Physician's Medical Plan signed by a physician identifying the disabling condition must be completed. Only in the case of a disability are alternative forms of milk substitutions, such as water or juice, allowable. Please discuss any life-threatening allergies with the school nurse.
4. The Fluid Milk Substitution Form and the Physician's Medical Plan for Special Dietary Need form are available on the school website under Food Service. As a reminder, a physician's prescription slip cannot be accepted in lieu of either form.

III. Electronic Devices/Acceptable Use Policy

*Please see Appendix A.

Cell phones, Earbuds, Smart Devices

Cell phones and ear buds may be used on school grounds before school, during lunch, and after school.

Students are not permitted to use cell phones, earbuds, or any smart device including watches during instructional time. During the instructional day, cell phones must remain on the desk upside down or in a teacher approved location and on silent mode or shut off. Phones are permitted with teacher approval.

When caught using a cell phone/ear bud or smart device, the following steps will be taken:

1. Verbal warning
2. Teacher takes device until the end of the period
3. The teacher contacts the office to get device-device(s) returned at the end of the day.
4. Parent/guardian(s) will be contacted and devices(s) need to be picked up in the office. A plan will be put in place with parents for future infractions.

NOTE: failure to turn a phone over to the teacher or office will result in additional disciplinary actions.

IV. Attendance (Board Policy 204)

Attendance Procedures

The Southmoreland School District requires that students who are enrolled in the school system attend school regularly and on time. The educational experiences provided by the district are based upon consistent student attendance and requires continuity of instruction and classroom participation. Parents are expected to assist with regular attendance.

Illegal and unexcused absences shall be handled within the framework of state attendance laws. Excused absences will be granted for personal illness, death in the immediate family, and

absences pre-approved by the Principal or Assistant Principal. All time absent from school will be counted towards a student's overall attendance. All other reasons for absence will be classified as unexcused / illegal.

A written excuse from the parent/guardian is **required** for a student's absence. The excuse shall include dates of the absence, reason for the absence and signature of the parent/guardian. If a written excuse is not received within three (3) days of return to school, the absence will be considered unexcused/unlawful.

Any student who is absent more than ten (10) days during the school year will be required to have a medical excuse for each additional day of absence. Failure to present a medical excuse will result in the days being considered unexcused/unlawful. Parents/Guardians will be notified when a student has exceeded ten (10) days of absence.

Upon review by the building Principal, any student who has a serious or chronic medical condition will be exempt from the ten (10) day limit if a physician's statement of such serious or chronic condition is received and verified by the school nurse.

The following guidelines should be observed for Southmoreland High School:

1. A student who arrives late for school, leaves school early, or is sent home is credited with school time according to the following:
    a. A half day is defined as missing more than 1 hour and 45 minutes at any point within the day.
    b. A late arrival (tardy) or early dismissal are defined as missing less than 1 hour and 45 minutes during the school day.
    c. A student who is absent from school (for ½ day or more) may not participate in any after school activities that day.
2. It is the student's responsibility to get any make-up work from his/her classroom teacher upon return to school from an absence.
3. Students who are absent from school will have the number of school days they were absent, with a maximum of three (3) days, to complete make-up work, except by special arrangement with the teacher.
4. If a student is sent home, via the school nurse due to illness and is absent the following day(s), the parent **must** provide a written excuse, either medical or parental, or the child will be charged with an unexcused/unlawful absence.
5. Any student absent for more than ten (10) days during the school year will be required to have a medical excuse.
6. A Student Attendance Improvement Conference (SAIC) will be scheduled if a student has four (4) or more unexcused absences. At this time a School Attendance Improvement Plan (SAIP) will be completed.
7. In addition to a SAIP, a student may be referred to Truancy Diversion Programming, or, be referred to the District Magistrate in violation of Compulsory Attendance Requirements, or be referred to Children and Youth Services.

Tardiness

If a student is tardy to school in the morning, a pass to enter class must be obtained in the office prior to going to the student's locker.

All students who are tardy to school must bring a written excuse explaining why he/she is tardy. Any tardy without a written excuse will be considered unexcused.

A note from a medical doctor is an excused tardy. The Principal or Assistant Principal will determine the merit of all other excuses.
Excuses will only be accepted on the day of or one day after the student's tardiness.
Students should arrive at school and class on time. Tardiness will be recorded and detentions will be assigned for tardiness. Consequences may be assigned for chronic tardiness.

Early Dismissal

Occasionally, students may find it necessary to be excused from school because of a medical appointment. Parent(s) should exercise great care in not allowing this to happen unless absolutely necessary. All time absent from school will be counted towards a student's overall attendance.

Early dismissals for doctor or dentist appointments will be granted when the student presents to the office, either a doctor's or dentist's appointment card or an excuse signed by the parent/guardian listing the legitimate reason for the early dismissal and the telephone number where the parent/guardian may be contacted for verification of the early dismissal.

1. The student must present a written request to the office before 9:00 a.m.
2. If any person other than the parent/guardian of the student will be picking him/her up, the office must be notified or the student will not be permitted to leave until a parent/guardian can be reached for permission.
3. If an appointment is scheduled while the child is in school and must be dismissed, the office should be notified prior to parent/guardian arrival. When a parent/guardian comes to pick up a student, they must bring a written excuse stating the reason for the early dismissal.
4. All parents/guardians should report directly to the office to sign the student out of school. Students will be called to the office upon parent/guardian arrival.
5. Upon returning to school after an appointment, students submit a medical excuse from the doctor or dentist confirming a medical appointment. If a student returns to school during the same school day, he/she must report to the office for a pass to re-enter class.

Family Trips or Vacations

Vacations during the school year should be avoided as much as possible. However, if circumstances are such that make it necessary to remove a student for a vacation or family trip, prior approval from the Principal is required. All requests must be in writing and submitted at least 2 weeks before the trip. The trip form can be found on the Southmoreland website. The amount of time missed may not exceed five (5) school days. Vacations at the end of the school year are discouraged. Final exams will not be given early. All make-up work is the responsibility of the student. Failure to abide by this policy will result in the student's absence being considered unexcused/illegal. All time missed will count against the ten (10) day limit for a student's absences and the student's overall attendance.

Post Secondary School Visits

Upon receipt of a written request from the parents, students may be excused for college visits during the school year. The excuse is subject to the following conditions:

1. The request must indicate the day of the visit; destination and the reason the visit could not be taken when school is not in session. This request must be at least one day in advance.
2. Upon return to school, the student must bring a note from the college stating the student was there for a college visit. This paper will serve as the legal excuse for the absence.
3. Only Juniors and Seniors are eligible for excused post-secondary school visits.

Excuses for Physical Education

Every student is required by law to participate in physical education classes. A student wishing to be excused from physical education because of a physical ailment must present the physical education instructor and office with a doctor's excuse.

If a student has a minor ailment and wants to be excused for a period of physical education, he/she must present an excuse from the parent/guardian to the principal, which will be signed before it is given to the physical education teacher. A maximum of two parental excuses per year will be accepted. A doctor's excuse is required if further exclusion is needed. Students experiencing a chronic injury requiring to be excused from regular physical education activities for an extended period of time (in excess of six weeks) must participate in the Adaptive Physical Education Program. Forms are available via the nurse's office.

Truancy

An unexcused absence from school which is knowingly and deliberately committed is identified as truancy. Students who leave school without authorization will also be considered truant and classes missed will be treated as class cuts. Truants will receive failing grades in classes missed, and parents/guardians will be informed.

Habitual Truancy and Notification

In the Commonwealth of Pennsylvania, a child is "truant" if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is "habitually truant" if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year. By law, schools in Pennsylvania are responsible for enforcing compulsory attendance laws. The table below indicates the measures to be taken as required by law to enforce compulsory attendance laws.

Number of Unlawful Days	Action Taken
3	• Attendance Letter Sent • SAIC offered
4	• Attendance Letter Sent • SAIC Scheduled
6	• Attendance letter sent home via certified mail including copy of SAIP

	• Referral to either a school-based or community-based attendance improvement program or the county children and youth agency • Citation filed with Local Magistrate **Note: Additional citations will be filed for each additional 3 days of unlawful absence**
SAIC = School Attendance Improvement Conference | SAIP = School Attendance Improvement Plan	

Closed Campus Policy

SHS has a closed campus policy. Students are expected to be in their assigned areas at all times and may not leave the building between periods or at any time in the school day without administrative approval. After the regular school day, students are expected to leave the building promptly unless participating in an approved after school activity. Loitering is not permitted. Security guards are posted at the entrance and exit of the school campus. A valid permit must be issued to the security guard in order to leave the campus.

Withdrawal From School

1. Withdrawal from school prior to graduation is strongly discouraged.
2. A student may not withdraw from school prior to the age of 18. At the age of 18, a student who wishes to withdraw from school must do so by reporting to the counseling office, completing the proper withdrawal forms, returning all school property, and satisfying all financial obligations.
3. Students 18 years of age or older who have been absent 10 consecutive days, with no evidence of illness or legal reason, will be removed from the attendance roll and legally withdrawn from school.

V. School Counseling Services

The school Counseling Office has an outstanding collection of materials to help students investigate post high school opportunities. You may investigate the services through your counselor and/or independently with the help of the counseling secretary. College catalogues, resource books, pamphlets from technological schools, business schools and financial aid are a few of the available student services. The office is open until the close of the school day and counselors are available by appointment for you and your parents.

Students should make an appointment during their study halls. The purpose of the school counseling program is to help each individual student achieve their highest growth mentally, emotionally, and socially:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or a counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

Schedule Changes

Schedule changes will be limited only to administrative errors and exigencies.

Grading System

The evaluation of student achievement is one of the important functions of the teacher.

The accepted marking system is as follows:
100 - 90 = A
89 - 80 = B
79 - 70= C
69 - 60= D
59 and below = E

An incomplete is given in those cases where illness, emergency, or by pre-arrangement with the teacher. Any incomplete assignment will be calculated as a zero (0) if not completed within four weeks of the end of the marking period. Make-up work is the complete responsibility of the student.

Class Rank

Class rank is determined by quality point totals. Quality points are calculated by multiplying the course level grade points by the amount of the academic credit. These values are found in the Program of Studies Booklet.

Beginning with the class of 2026, Southmoreland will transition from the class rank system to a three-tiered honors system. The class of 2026 and class of 2027 will have both class rank and the tiered honors system. The class of 2028 will be the first class to fully transition to only the tiered honors system.

Class of 2026

- Continue Class Rank
- Implement Three-Tiered Honors System

Class of 2027

- Continue Class Rank (Last Class)
- Implement Three-Tiered Honors System

Class of 2028 and future Southmoreland classes will follow the following three-tiered honors system:

- Scholars
  - Greater than or equal to 3.65 QPA
- Scholars with Honors
  - Greater than or equal to 3.85 QPA
- Scholars with Distinction
  - Greater than or equal to 4.1 QPA
  - Completion of Service Learning Project

Report Cards to Parents

The students receive report cards for all four marking periods through the parent portal. Parents/Guardians and students will be notified on Friday afternoons, via email, if a course grade falls below 60 percent. It is the parent/guardian's responsibility to ensure the school has a current email address on file.

Requirements for Graduation

A minimum of 25 credits are required to graduate from Southmoreland High School. These requirements are established by the Pennsylvania Department of Education and the Board of Directors of Southmoreland School District. No student will be allowed to participate in commencement exercises unless he/she has completed all requirements for graduation by the graduation date. However, any student who is within one credit of meeting graduation requirements may participate in commencement. No diploma will be issued until all requirements are met. Those students not participating in commencement, but who meet all graduation requirements by the end of that year, may pick up his/her diploma in the office the following workday after commencement.

NOTE: Commencement is a formal ceremony and participation is optional and a privilege. Any senior owing obligations such as financial, athletic equipment, uniforms, or books must have those obligations cleared to participate in the ceremony. Any senior displaying inappropriate behavior before, during, or after the ceremony will be assigned appropriate penalties as determined by school administrators, which may include exclusion from the commencement ceremony.

The following course requirements apply for all students in the class of 2026:

English	4 Credits
Social Studies	4 Credit
Mathematics	4 Credits
Science	4 Credits
Phys. Education/Health	.50 Credit (grade 9)
Physical Education	1.5 Credit (0.50 in each grade 10, 11, 12)
Electives Course	7 Credits
Total	25.0 Credits

The following course requirements apply for all students in the class of 2027 and 2028:

English	4 Credits
Social Studies	3 Credit
Mathematics	3 Credits
Science	3 Credits
Additional Math or Science	1 Credit
Phys. Education/Health	.50 Credit (grade 9)
Physical Education	1 Credit
Electives Course	9.5 Credits
Total	25.0 Credits

The following course requirements apply for all students in the class of 2029 and beyond:

English	4 Credits
Social Studies	3 Credit
Mathematics	3 Credits
Science	3 Credits
Additional Math or Science	1 Credit
Financial Literacy	0.5 Credit
Phys. Education/Health	.50 Credit (grade 9)
Physical Education	1 Credit
Electives Course	9 Credits
Total	25.0 Credits

Repeating a Course at SHS/Credit Recovery

Whenever a student repeats a course in regular school, both grades will be recorded on the permanent records and the quality points will be adjusted. Credit Recovery Courses must meet the state mandates and be approved by your Guidance Counselor. **The maximum number of credits earned through a credit recovery program will be limited to two (2) throughout a student's high school career. Additional credit recovery courses need to be pre-approved by the high school administrative team.** Credit Recovery provides an opportunity for students to enroll in courses that make up credit deficiencies. Students enroll in credit recovery by following the directions on the letter provided by the counselor. Credit Recovery courses taken at only prior approved programs will be granted full credit toward graduation from the Southmoreland High School.

Homebound Instruction

The school district recognizes that there are circumstances, both physical and emotional, that may prohibit regular attendance at SHS. The Homebound Instruction Program is designed to meet the educational needs of students experiencing said circumstances.

Students should be aware that a doctor must provide written diagnosis of the impairment and that any illness has an expected duration of 3 or more weeks. Please contact your counselor for additional details concerning our Homebound Instruction Program.

Attendance and Denial of Academic Credit

There is a strong relationship between regular classroom attendance and academic achievement. Absences from school disrupt instructional continuity and prohibit contact with classmates and teachers.

Military Recruiting

Armed Forces Recruiter Access to Students and Student Recruiting Information Act requires that schools make students' names, addresses, and telephone numbers available to military recruiters and instructions of higher education. Parents/Guardians who do not wish

this information to be released should make this request in writing and submit it to the counseling office.

PIAA Athletic Eligibility Requirements

1. If absent 20 or more days in a semester, including out of school suspension, a student is ineligible following the 20th absence until in attendance for 60 days.
2. Students must pass 4 full credits or equivalent.
3. Grades are to be reviewed on a weekly basis. If an athlete does not pass 4 full credits courses as of Friday of a given week, an athlete is ineligible from Sunday until the following Sunday, and the grades are reviewed again to determine eligibility.
4. If at the end of a 9-week report period the student has failed to pass at least 4 full credits equivalent, he/she is ineligible until the next report period.
   *NOTE: During any period of ineligibility, a student will not participate in practice with the athletic team.

VI. Health Services

- Please refer to the District Health and Safety Plan for items pertaining to COVID 19.

The nurse's office is located near the main office. The school nurse is available there daily. In case of an emergency, the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only, and the parents/guardians will be contacted. If parents/guardians are not available, the child will be taken to the nearest hospital via ambulance. The school is not obligated for medical expenses incurred because of accidents that happen in school. Parents/guardians are encouraged to purchase the school insurance, offered at the beginning of the school year, if they do not already have coverage for their children.

If health services are needed (except for emergencies) students are to:

1. Report first to class to obtain a pass. Students are NOT permitted to report to the health suite between classes.
2. Report to the main office if the nurse is not available.
3. Wait for a consultation with the nurse.
4. Students will be required to sign in and out of the health suite.
5. The necessity to send a student home will be determined by the nurse or an administrator.
6. A pass to return to class will be issued by the nurse or office staff member.

Help Your Child Develop Healthy Attendance Behaviors

When students miss too many days of school they fall behind and struggle to keep up with their classmates. Whether the days are missed due to illness, truancy, or for any other reason, the end result for the student is the same- learning time is lost. Children and adolescents will get sick at times and many need to stay home, but we want to work with you to help minimize the number of days your child misses school.

Missed Days Add Up Quickly!

- Just a few missed days add up to several school weeks missed in a year.

- Both excused and unexcused absences can make it more difficult for your child to keep up with other students, especially in math and reading.
- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of the third grade. This can influence school performance in middle school, high school, and beyond.

Work With Your Child and Your School

- As the parent, be strong with your child and don't let your child stay home when it is not necessary. This will help your child succeed.
- If your child has a chronic disease, make sure that the school staff is aware of the disease so that staff can assist your child if he/she becomes ill. Information about your child's chronic disease should be noted on the school emergency or health information card.
- Keep an open line of communication with the school staff and teacher. The more the school knows about your child's health, the better prepared everyone will be able to work together for your child.

Helpful Ideas:

- Make appointments with the doctor or dentist in the late afternoon, so your child misses as little school as possible.
- If your child must miss school, make sure you get his/her homework assignments and follow up to see if the work is completed and turned in.
- Call the school as soon as you know your child will be absent and tell the school staff why your child will be out and for how long.
- Be prepared to get a doctor's note when requested by school personnel.
  -If you need medical advice after business hours, most doctors' offices have answering services 24 hours a day to assist you.

Guidelines For Keeping Students Home

- If your child has an emergency, call 911.
- For additional information, contact your child's school.

Recommendations for keeping your child at home and/or sending your child to school (These suggestions were derived from the American Academy of Pediatrics in conjunction with the CDC and Pa Dept. of Health):

Child Doesn't Want to go to School Frequent crying, fear, anger, not wanting to socialize, behavior change, stomach ache, nausea (These can be signs of depression, anxiety, post-traumatic stress, or fear)	You should keep your child in school, but try to determine what is causing the changes. Talk to school personnel and consult a health care provider. Your child may be experiencing bullying or trauma, may be behind in his or her school work or not getting along with others. These and other issues may require you or school personnel's attention.

Chronic Diseases (Asthma, Diabetes, Sickle Cell, Epilepsy, etc.) Chronic disease is a long-lasting condition that can be controlled but not cured.	Your child should attend school. School personnel are trained to assist your child with his or her chronic disease and associated needs.
Chronic Diseases (Asthma, Diabetes, Sickle Cell, Epilepsy, etc.) Chronic disease is a long-lasting condition that can be controlled but not cured.	Your child should attend school. School personnel are trained to assist your child with his or her chronic disease and associated needs.
Cold Symptoms Stuffy nose/runny nose, sneezing, mild cough	If your child is able to participate in school activities send him or her to school.
Conjunctivitis (Pink Eye) The white of the eye is pink and there is a thick yellow/green discharge.	Prescribed eye medication should be given as directed for 24 hours prior to returning to school.
Coughing Severe, uncontrolled, rapid coughing, wheezing, or difficulty breathing	Keep your child home and contact a health care provider. Asthma – if symptoms are due to asthma, provide treatment according to your child's Asthma Action Plan and when symptoms are controlled send your child to school.
Diarrhea Frequent, loose or watery stool may mean illness but can also be caused by food and medication.	If, in addition to diarrhea, your child acts ill, has a fever or is vomiting, keep him or her at home. If stool is bloody, if the child has abdominal pain, fever or vomiting, you should consult a health care provider.
Fever Fever usually means illness, especially if your child has a fever of 101 or higher as well as other symptoms like behavior change, rash, sore throat, vomiting, etc.	If your child has a fever of 101 or higher, keep them at home until his or her fever is below 101 for 24 hours without the use of fever reducing medication. If the fever does not go away after 2-3 days or is 102.0 or higher, you should consult a health care provider.
Fifth's Disease	May return after diagnosed by a physician. No longer contagious after rash appears.

Hand, Foot & Mouth	Keep home until diagnosed and released by a physician
Head Lice	Children cannot come to school until there are no visible live lice. Typically, 24 to 48 hours after treatment
Impetigo	May return after 24 hours of appropriate therapy and disease is not progressive
Menstrual issues	Most of the time menstrual (periods) issues should not be a problem. If they are severe and interfering with your daughter attending school, consult with a health care provider.
Mono	Keep your child at home until a health care provider has determined that your child is not contagious
MRSA	Keep home until treated and the Physician has released. Any areas infected must be covered.
Parent is Sick Stressed, Hospitalized	If you are sick, your child still needs to attend school. Your illness does not excuse your child from attending. We all are sick at times so plan ahead for these days. Get a neighbor, relative or spouse to take your child to school
Poison Ivy	Student may attend as long as any seeping areas are covered.
Rash with Fever	If a rash spread quickly, is not healing, or has open weeping wounds, you should keep your child at home and have him or her seen by a health care provider.
Ringworm	Student may return after first dose of appropriate therapy and open lesions are covered.
Scabies (Itch)	Student may return after appropriate therapy

Scarlet Fever (Scarlatina)	May return 7 days from onset, unless physician is treating with antibiotics and gives written permission to return to school 24 hours after treatment.
Stains, Sprains and Pains	If there is not known injury and your child is able to function (walk, talk, eat) he or she should be in school. If pain is severe or doesn't stop, consult a health care provider.
Strep Throat Sore throat, fever, stomach ache, and red, swollen tonsils	Keep your child at home for the first 24 hours after an antibiotic is begun.
Vaccine Preventable Chicken Pox – fever, headache, stomach ache or sore throat, then a red itchy skin rash develops on the stomach first and then limbs and face. Measles & Rubella (German Measles) – swollen glands, rash that starts behind ears then the face and the rest of the body, sore joints, mild fever and cough, red eyes Mumps – fever headache, muscle aches, loss of appetite, swollen tender salivary glands Pertussis (Whooping Cough) – many rapid coughs followed by a high-pitched "whoop", vomiting, very tired	Keep your child at home until a health care provider has determined that your child is not contagious.
Vomiting Child has vomited 2 or more times in a 24-hour period	Keep your child home and contact a health care provider

Guidelines For Sending Medications To School

Supervision of medication use is vitally important in order to avoid misuse of drugs. Therefore, **all** medications will be taken in the presence of the school nurse.
LONG – TERM MEDICATION: To be taken daily (i.e. Attention Deficit Disorder, seizure, diabetic, medication)
SHORT – TERM MEDICATION: To be taken as needed (i.e. headache, asthma, pain, and insulin coverage medication)

If your child has to bring medication to school, whether long term or short term, the following requirements are essential for the safety of your child:

- A "Physician's Authorization of Medication for a Student at School" form must be completed and signed by the parent/guardian and prescribing physician. This form must be submitted to the school nurse before the medication can be administered.
- Must be in the original container
- The prescription must be current.
- The prescription must carry a prescription label with the child's name, drug identify, dosage instructions, doctor's name, and prescription date.
- No more than one week of medication should be sent at one time, unless otherwise specified by school personnel.
- Refrigeration is available.
- Inhalers for asthma may be carried by students provided the required forms have been completed and the student has demonstrated correct use. Required forms include: "Physician's Authorization of Medication for a Student at School" and "Asthma Inhalers at School".
- Forms must be renewed yearly and are available at the office.

NOTE: In order to avoid misuse of drugs, prescription and over-the-counter medication CANNOT be brought to school by the student at any time. It must be delivered to the school nurse by a parent/guardian or responsible adult.

Insect and Bee Sting Allergies

It is the responsibility of the parent/guardian to notify the school nurse, in writing, if a child is subject to an allergic reaction from a bee or other insect bite, and provide (Epi-Pen) and/or Benadryl to be given in the event of a reaction. Specific instructions for administration of medication must be provided in writing by the physician on the required form secured at the nurse's office.

Epi-Pen Administration

In the case of severe allergic reaction (anaphylaxis) with symptoms of flushing, apprehension, syncope, tachycardia, rash, itching, swelling, and respiratory difficulty including wheezing and/or shortness of breath, the School Nurse or her designee may administer Epi-Pen. Dosage is determined by student weight. An ambulance will be called immediately. Emergency care must be activated at the onset of a severe allergic reaction.

VII. Student Services/Special Programs

Central Westmoreland Career and Technology Center

Students enrolled in the CWCTC Program are subject to all rules of the Southmoreland School District as well as those of the CWCTC School.

1. SSD bus behavior guidelines apply to travel to and from the CWCTC School.
2. Bus drivers can assign seats or take whatever measures they deem necessary to maintain order and safety on the bus.
3. Students receiving permission to drive are not permitted to take passengers to or from the CWCTC School.
4. Students suspended from either the CWCTC School or the SHS will be suspended from attending both schools for the duration of the suspension except in the most extenuating circumstances.
5. In the event that CWCTC is canceled, students will not be dismissed unless contact is established with a parent and/or legal guardian regarding the early dismissal of CWCTC students.

Student Work Permit

To obtain a work permit, students are to follow these steps:

- The student must be assured work.
- The Work Permit Application can be found on the Southmoreland High School webpage (https://www.southmoreland.net/cms/lib/PA01000599/Centricity/Domain/551/Application%20for%20Work%20Permit.pdf)
- Proof of the student's age (birth certificate only) and signature needed on the application form.
- The student must then have appropriate areas of the application completed by a physician and his/her prospective employer.
- The completed application should be returned to the high school office by in person or email.

Work/Post Secondary School Release

Early release from the school day may be arranged for students (seniors) who work or wish to attend a post-secondary educational institution. Students can apply for work/post-secondary release through the Counseling Office. Ability to complete the necessary requirements for graduation, conduct, grades, and job placement are all factors which are considered for the approval of a work release request. Once granted, the privilege may be revoked at the discretion of the Principal or Assistant Principal.

Alternative Education

The district utilizes several outside programs to provide for more individualized education of students who have encountered difficulty obeying rules and/or attending school regularly. Students may be assigned to a program if they exhibit any of the following behavior patterns:

- Continued disruption of the educational program through aggressive/disruptive behavior and failure to conform to school rules and regulations.

- Pronounced hostility to members of the school community.
- Chronic problems with attendance, tardiness, and truancy.
- Possession of a weapon/dangerous instrument/illegal substance.

An alternative education program combines education in a more restrictive environment with counseling, behavior modification, and volunteer experiences in an effort to correct the problematic behaviors. The goal is re-integration of A.E. students to the regular educational program.

Student Assistance Program (SAP)

SAP is a school program designed to intervene with students and families where chemical/alcohol and other forms of abuse have become problematic. Such activities affect the student's educational, social, and emotional growth. The program is designed to offer support rather than punishment for these problems. An SAP team, composed of administrators, teachers, counselors, health care, and agency representatives, have been trained to deal with At Risk students. They meet weekly to discuss referrals.

Students may be referred to the Student Assistance Program by teachers, parents, fellow students, police, community members' agencies and themselves. A student's involvement in the program is voluntary and will be held confidential. It will not become part of the permanent record. For further information regarding the Student Assistance Program at Southmoreland, contact a school counselor or the school nurse.

Scottdale Chamber Senior Recognition Award/Spirit of Southmoreland Award

Scottdale Chamber Senior Recognition Award and Spirit of Southmoreland are designated to honor students who display and exemplify the following characteristics: service, scholarship, and leadership.

VIII. Rules and Regulations

Southmoreland School Board Code of Conduct

The Code of Student Conduct is designed to ensure that all students have a safe school environment conducive to learning and growing as students and citizens.

Southmoreland School District's mission is to "provide a safe, supportive, and adaptable learning environment dedicated to nurturing individual growth and fostering active citizenship. Our mission is to inspire each student to achieve personal excellence, encouraging their journey as lifelong learners, responsible community members, and engaged citizens in southwestern Pennsylvania and beyond."

One of the ways in which we will achieve this mission is to have a uniform code of conduct that sets high expectations for student behavior. This Code of Student Conduct outlines supports, as well as disciplinary actions, for those exhibiting behavioral challenges. While the code is intended to keep the school safe and orderly, it is also in place to help our students receive the support they need and to learn from their mistakes.

The Code of Student Conduct requires that students respect each other, themselves, staff, and all members of our school community. Students are encouraged to assume responsibility for their behavior and to develop a firm understanding of right and wrong and to act accordingly.

It is important for students and parents/guardians to review this Code of Student Conduct so we are setting consistent expectations for good behavior and positive citizenship. We appreciate the support of our families in partnering with us to help our students become their very best.

Student Rights and Responsibilities

Student Responsibilities:

Respect fellow students, themselves, staff, and all members of the school community
It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. Students are to follow all school rules while in class in addition to meeting teacher expectations for achievement and behavior. Similarly, it is important that students also develop and demonstrate a respect for themselves by virtue of the manner in which they conduct themselves.

Regular Attendance

Students are expected to attend school regularly and to arrive at each class on time and prepared to learn.

Conscientious Effort in Classroom Work and Homework

Students are expected to be attentive and active participants in the classroom. No student will be allowed to disrupt the learning of others. Students are expected to ask for help when needed. Assigned homework should be completed in a timely, appropriate manner.

Conformance to School Rules and Regulations

Students are to follow all school rules while attending school sponsored activities/events. Any student removed from a school sponsored activity/event will not be permitted to attend additional school sponsored activities, on or off campus, for the remainder of the semester/season and will be subject to discipline.
It is the responsibility of our students to comply with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- Provide/disclose information in matters relating to the health, safety, and welfare of the school community and protection of school property.
- Dress and groom to meet standards of safety and health, as outlined in the district policy and not to cause disruption to the educational processes.
- Assist the school in operating a safe school for the students enrolled therein.
- Comply with federal, state, and local laws.
- Exercise proper care when using district facilities, school supplies, and equipment.
- Attend school daily and be on time to all classes and other school functions.

- After absence from school, complete and turn in make-up work in a timely manner.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- Refrain from obscene language in a student media or on school premises.

Types of Discipline

- Detention
- Academic/Behavior Intervention
- Suspensions
- Expulsion
- Removal of School Privileges (Students have several privileges that could be removed based on an infraction of the rules outlined in the Code of Student Conduct. Examples of these are senior privileges, dances, parking permit, and participation in extracurricular activities).

Student Rights

Students have the same basic rights afforded to all citizens by the United States Constitution. Laws are designed to protect both individual and group rights. Some of these are: the right to an education, the right to expression of opinions, the right to be free from discrimination, the right to be treated with dignity and the right to contribute to the educational process. To foster the proper educational climate in school, it is important that the rights as well as the responsibilities of all members of the school community are recognized and respected.

Flag Salute

The pledge of Allegiance is provided on a daily basis as a patriotic expression of pride in our great nation, the United States of America. Students that do not wish to participate should stand/sit silently, respecting the rights of those students and teachers that do wish to express their pride and patriotism through this fifteen-second exercise.

Student Responsibilities:

In accordance with the Guidelines on Student Rights and Responsibilities as directed by the Pennsylvania Department of Education, the responsibilities of students involve; regular attendance, conscientious effort in the classroom and development in conjunction with faculty and administration of a school climate conducive to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, and administrators and all others involved in the educational manner so as not to offend or slander others.

Student responsibilities will include but are not necessarily limited to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and protection of school property.
3. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational process.
4. Assume that until a rule is waived, altered, or repealed, it is in full effect.

5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, except when excused, and be on time at all classes, and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers or publication and indecent or obscene language and dress.

Student Dress Code

Students should dress appropriately for the business of education. Student dress should be in good taste and reflect personal and school pride. Dress should never distract from school activities or prove a hazard to the student's safety or the safety of others. Students who dress in a manner which may result in a health or safety hazard or in a disruption of the educational process will be asked to change into something appropriate. If that is not possible, they will be given appropriate "rental" clothing or call home to have a parent/guardian bring appropriate clothing.

These rules and procedures have been developed according to the Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents are expected to exercise careful judgement in the selection of appropriate attire for school.

Students who are found to be in violation of the policy will be referred to the Principal/Assistant Principal for appropriate action.

The following guidelines will be enforced for student dress:

1. General
    a. Excessive tears or rips in clothing that expose undergarments are not permitted.
    b. Excessively baggy pants or clothing that can conceal items and /or pose a safety hazard are not permitted.
    c. Undergarments should not be exposed in any way.
2. Head Wear
    a. Hats, caps, hoods, bandanas, sunglasses, visors, head wraps, and sweatbands are **not** permitted during the school day.
3. Tops
    a. Any top that is skin tight or allows the midriff, cleavage or undergarments to be exposed is not permitted. Tops may not be "low cut" or exposing. Bare midriffs and bare backs are not permitted.
    b. The following are **unacceptable** school attire:
        i. Spaghetti straps/Halter/Mesh Tops
        ii. See-through blouses or shorts
        iii. Tube Tops/Crop Tops

    c. Coats, jackets, or garments designed for protection form the outside weather are not to be worn in school.
4. Pants/Skirts/Skorts
    a. Pants and shorts must be worn at the waist and extend below the hips. (Low riding/sag style is not permitted.)
    b. All skirts, shorts, and slits in skirts must touch the bottom of the fingertips with arms fully extended.
5. Footwear
    a. Some sort of shoe must be worn at all times.
    b. Any shoe that poses a safety hazard is not permitted.
    c. Shoes with laces must be tied.
6. Jewelry
    a. Spiked jewelry, chains, or any jewelry that could cause injury or constitute a hazard are not permitted.
7. Health and Hygiene
    a. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted. Each student is expected to maintain good personal hygiene.
8. Offensive Dress
    a. Clothing, patches, buttons, pins, jewelry, back packs are not permitted if they:
        i. Have sexually suggestive writing/pictures.
        ii. Advocate violence
        iii. Advertise or promote the use of tobacco, alcohol or drugs.
        iv. Have double meaning wording or obscene language.
        v. Are disrespectful
    b. A tattoo must be covered if it:
        i. Has sexually suggestive writing/pictures.
        ii. Advocates violence
        iii. Advertises or promotes the use of tobacco, alcohol or drugs.
        iv. Has double meaning wording or obscene language is disrespectful.
    c. Blankets
        i. Blankets are **not** to be worn in the school with the exception of the nurse's office.

Student Driving

Students are discouraged from driving to school. Whenever possible, they should take advantage of the bus transportation made available by the School District. Driving to school is a privilege that can be only extended to a few students due to limited facilities; therefore, student conduct will be an important factor in obtaining and maintaining driving privileges. The following procedures will be followed:

- **Students are not to drive to school without a permit.**

Priority will be given to Senior students with exemplary attendance and work release students. If any spaces remain, other Senior/Junior students may be considered. **No tenth grade student shall be allowed to drive to school.**

To obtain a driving permit:

- Pick up an application in the high school office.

- Completed application must be signed off by employer (if work related) and a parent/guardian.
- Application approval will be done through the office of the Assistant Principal.
- Employment will be verified.
- An annual application fee will be assessed for the parking permit.
- Students will be notified of permit approval.
- Special Driving Permits are available for special needs, which may arise from an occasional doctor's appointment, a planned school activity or family emergencies. These permits are for daily or short-term driving situations.

To Obtain a Special Permit Driving Pass:

- In the event of an emergency situation, a note from a parent should be submitted to the office for approval, at least one day in advance of the day on which you must drive to school.
- The note from a parent must indicate the reason for driving. It must also list the car make, model and license plate number.
- Student must check in at the office each day that he/she uses the special permit.

Student Driver Rules/Regulations:

- All Driving Permits must be displayed prominently on the rear-view mirror of the car or as instructed by the Assistant Principal.
- Student drivers are permitted to transport passengers **only** with signed permission notes from **both** the driver's parent/guardian and the passenger's parent/guardian.
- Student drivers may only park in the "Student Parking Area".
- Parking on school property without a permit or driving violations will result in disciplinary action which can include the issuance of a citation/towing of your vehicle.
- When entering and leaving the school parking areas, all directional signs are to be observed, speed should not exceed 15 mph, school buses are not to be interfered with or passed (during loading/unloading or preparation for either), and school police/guard instructions are to be followed.
- Search of student' vehicles parking on school property may be conducted by school officials. Dogs trained to identify illegal substances may also be utilized in unannounced searches.
- Good conduct and attendance in school must be maintained to obtain or retain driving privileges. When a violation of this policy occurs, the approved private disciplinary action will be applied at the discretion of the administration.
- Students acknowledge that they are in custody and control of any motor vehicle that they drive onto school property.
- All motor vehicles parked on the school grounds must be registered with the school and display a current parking permit. IF more than one (1) vehicle is registered to the same family and will be used, all vehicles must be registered with the Main Office.
- Parking regulations shall be strictly enforced. It shall be considered a privilege to park on school grounds.
- Suspension of driving privileges, towing of vehicles and/or disciplinary measures may occur when violations of these regulations occur. Vehicles will be towed at the owner's expense.

- Students applying for and receiving permits shall fully understand their responsibility in following these rules.
- Students are not permitted to park off campus or discharge/pickup other students off campus.
- All student drivers must be licensed and proof of insurance must be submitted to the main office with the parking permit application.
- Enforcement of parking violations shall be handled by the School District Security Officers and designated employees.
- There will be no loitering in the student parking areas before or after school hours.
- Students must receive permission from the administration or main office personnel to go to his/her car during the school day.
- Vehicles may not be moved during the school day without permission. Failure to comply will result in the student losing their driving privileges.
- Leaving school during the school day without permission will result in the student losing their driving privileges.
- No unlicensed vehicles, including but not limited to, dirt bikes and quads, shall be permitted on school property.
- Students are not permitted to drive motorcycles on school grounds.
- Improper use of any vehicle, including but not limited to, unnecessary horn blowing, spinning of tires, racing of motors, driving on grass, etc. shall result in loss of parking privileges on school grounds and/or police action.
- Any student driver **late 5 times** to school unexcused, will have a week suspension of their driving permit. The amount of days will reset each 9 weeks.
- Any student violating any of the established rules governing student parking shall immediately lose parking privileges without permit costs refunded:
    - **First violation** - Minimum of a warning
    - **Second violation** - Minimum of two (2) weeks
    - **Third violation** - Minimum of on (1) month
    - **Fourth violation** - Remainder of the school year

****Nothing in this section shall preclude the school administrators from applying additional disciplinary measures in accordance with the district's disciplinary policies.* ***Serious conduct violations*** *will result in immediate revocation of driving privileges. The District reserves the right to institute reasonable changes and additions to this policy to better serve the health and safety of all students, as well as the effective administration of the school day.*

Notice: The Southmoreland High School premises are under 24 hour video surveillance.

Bullying/Cyberbullying - School Board Policy 249

According to the Southmoreland School District Policy 249: Bullying/Cyberbullying, bullying by means of intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing and of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school.

Consequences for violating this policy may include, but are not limited to:

1. Counseling within the school
2. Mediation within the school
3. Parental conference
4. Loss of school privileges and exclusion from the school sponsored activities
5. Detention
6. Suspension
7. Citation to the District Magistrate
8. Alternative placement outside of the school
9. Expulsion
10. Counseling/Therapy outside of school at parental expense
11. Referral to law enforcement officials

IX. Discipline Policies and procedures

Social Probation

Rationale: Participation in extracurricular and co-curricular activities is a privilege; therefore, the right to participate may be revoked due to academic, attendance, or disciplinary issues.

Southmoreland High School Students receiving social probation will be ineligible to attend or participate in Southmoreland High School extra-curricular activities including but not limited to: any school sponsored event (home or away), athletics, band, or choral concerts, musical, club, activities, dances (including homecoming and prom), field trips, assemblies, etc. Social Probation will last for a set number of days and includes activities or events that occur on weekends, during holiday or summer break, or other non-school days. Students will be sent emails of any social probation which will include a start and end date for the term of the probation. Any student receiving more than 20 social probation days will have the opportunity to reduce their days through criteria set forth in a social probation improvement plan.

Although individual sponsors or coaches reserve the right to set academic and behavioral criteria, the administration reserves the right to use social probation as consequences for academics, attendance, and or behavior infractions.

- Social Probation may be added to any and all disciplinary infractions.
- All other disciplinary infractions: Students will be assigned a minimum of 7 days of social probation for out of school suspension. Students will not be permitted to participate in school events while serving out of school suspension.
- If a student receives 2 or more (Non-Oss) discipline referrals in weeks' time, they will be assigned 8 days of social probation.
- Academic social probation, students failing 2 or more classes at the close of each week will be assigned 7 days of social probation. Academic Social Probation follows PIAA academic eligibility guidelines for athletics.
- Students will be assigned 7 days of social probation for every 5th unexcused absence or school tardy.
- Social Probation days accumulate.

Behavioral Expectations

At Southmoreland High School the primary purpose of the daily schedule is to conduct the business of education. The school provides many opportunities for students to achieve success and to advance their educational goals. It is imperative that the climate of the school be conducive to such ends. Therefore, the development of self-discipline and responsibility is encouraging and nurtured. A discipline code has been developed to establish guidelines for student conduct while they are in school, out of school, on a school bus, and/or attending school functions.

Philosophy

The Southmoreland High School Community is committed to promote a safe, healthy, and inviting environment-one that fosters respect, caring, and responsibility. Disciplinary consequences are designed to change inappropriate behavior, encourage more effective habits of conduct, and promote the development of self-discipline.

In order to preserve a healthy, inviting school climate, which allows each student the opportunity to achieve his/her maximum potential, all individuals will be expected to adhere to this philosophy or lose the privilege to remain in the school setting.

Disciplinary Policies

The school administrator has responsibility for acting based on a knowledge of the facts of the incident and the needs of the involved parties. The following list of minimum and maximum disciplinary actions does not imply or require a progression of increasing severity. Some of the violations are criminal offenses and, if so, appropriate legal authorities would need to be informed.

Students may also be disciplined for activities off of school property and during school-sponsored activities if school administrators have a reasonable belief that the health and/or safety of the student or others in school may be in danger, or that school operations or activities may be disrupted.

Note: The student may not participate in any extracurricular activities or school functions if detention requirements are not met.

Definitions

Probation (PROB)- Trial period for a pupil to change undesirable behavior and still remain in the school. The assignment of after school detention and/or loss of privileges may be a condition of the probation.

Detention (ASD)

1. **1 Hour ASD (ASD1):**
    a. **1-Hour After School Detentions** will be held on Tuesday afternoons from 2:35–3:35 p.m. under the supervision of the Assistant Principal, Principal, or Principal's designee.
    b. **1-Hour Before School Detentions** will be held on assigned mornings from 6:30-7:30 under the supervision of the Assistant Principal, Principal, or Principal's designee. Students should report to detention at 6:30 a.m. and will be released at 7:30

2. **2 Hour ASD (ASD2)**
    a. 2-Hour After School Detentions will be held on Tuesday afternoons from 2:35–4:35 p.m. under the supervision of the Assistant Principal, Principal, or Principal's designee.
    b. Students will be given two weeks to serve the detention. **The responsibility rests with the student to inform his/her parents that a detention obligation exists.** An unexcused absence from ASD1 will result in the assignment of ASD2. An unexcused absence from ASD2 will result in Saturday Detention.

Lunch Detention (LUD) – Held daily as needed for minor offenses. Students will eat lunch in the main office Lunch Detention Area. Students will be permitted to purchase lunch prior to reporting to the Lunch Detention Room. Lunch detention is issued at the discretion of the administration and must not interfere with the smooth and efficient operation of the Main Office.

Saturday Detention (SATD) - A student may be assigned a Saturday Detention by an administrator and will be held from 9:00 am to 12:00 pm in the Senior High Office. Transportation is the responsibility of the student and/or parent/guardian. Parents and students will have a minimum 1-day notice of the detention. Parents will be called and a written follow-up will be made explaining the reason(s) for the detention. Late arriving students will not be admitted. An administrator or teacher will be assigned to supervise and students must abide by all rules of the detention. Failure to report to Saturday Detention will result in the student being suspended out-of-school for three (3) days.

Suspension of Privileges – Students and parents will be notified of the suspension of school privileges, the reason such action is necessary, and the conditions necessary to remove the suspension. During a period of suspended privileges students will not be issued hall passes from class, study halls, or homeroom. They may not participate in any school sponsored field trip, activity, sport, or sport practice. If deemed necessary, driving passes may also be revoked. The privileges to be denied may be expanded or narrowed at the discretion of the administration. **The student may not participate in any extracurricular activities or school functions if requirements are not met.**

Suspension of Bus Privileges – Students are provided free bus transportation to and from school. If at any time during bus transport (this includes time at bus stop, boarding, and exiting) a student acts in a manner so as to endanger, harm, harass or otherwise interfere with the safe transport of himself/herself and/or others, the student may have his/her privileges suspended. Parents will be notified of the reason for the length of the suspension. During that period of time the parents are responsible for the transportation of their child to and from school. The student will not be issued a driving permit and will not be given permission to ride to school with another student.

Suspension of Driving Privileges – Driving to school is a privilege extended to students (usually seniors) who have a demonstrated need to do so. Failure to abide by rules governing the driving and parking procedures, and/or general school rules, may result in the temporary/permanent suspension of driving privileges. Students will be notified by an

administrator of such a suspension. Failure to abide by the suspension will result in further disciplinary action.

Out-Of-School Suspension (OSS) – Out of school suspension will be issued when a serious infraction has been committed by a student or an accumulation of multiple less-serious infractions have occurred. Suspension may be for a period of one to ten days. It is a serious penalty, during which a student is **not permitted to attend classes, be in the building or on school grounds, and participate in any school-sponsored activity or sport**. Parents will be notified and the suspension will start when designated by the administration. Students under suspension have the right to make-up all work missed and will have the time of suspension plus one day to do so.

Referral to the Superintendent of Schools – In the event of serious offenses or chronic repetition of multiple less serious offenses, a student may be referred to the Superintendent of Schools. This referral could result in the recommendation of expulsion from school.

Expulsion – Expulsion means the exclusion from school for an extended period of time beyond the limits of out-of-school suspension and may be a permanent expulsion from the school rolls. Expulsion may be recommended by high school administration; however, it can only be authorized through school board action.

Referral to Civil Authorities or Police – In the event of serious offenses committed by students, the administration may refer the incidents to civil authorities or police for appropriate action. The parent or guardian will be responsible for fines and court costs to the extent provided by the laws of the Commonwealth of Pennsylvania.

Reciprocal Suspension or Expulsion Policy – Students expelled or suspended from Central Westmoreland Career & Technology Center are automatically expelled or suspended from Southmoreland High School and vice-versa.

Due Process – School personnel have a responsibility to see that due process is practiced and that the rights of all members of the school community are preserved. A student has the right to fair treatment and to be made aware of the charges against him/her. He/she must be given an opportunity to respond to the charges.

Informal Hearing– When a suspension exceeds three days, the student and parent shall be given the opportunity for an informal hearing to meet with the proper school official(s) to explain the event for which the student is being suspended.

Formal Hearing – When a student is being considered for expulsion, a formal hearing before the School Board, a duly authorized committee or a hearing examiner, must be conducted.

Searches (Policy 226) – School lockers are the property of the school district not of the student and as such are subject to search at any time. Administrators are permitted to conduct a search of a student if there is reasonable cause to believe that he/she has possession of an item, which constitutes a violation of the law or a school rule. Students will be asked to relinquish cigarettes/lighters when there is suspicion of smoking on school property. If the search is

conducted by law enforcement officials, a third party must be present. Trained canines may be used to sniff inanimate objects on school property. These searches may take place without additional notice.

Notice: The Southmoreland High School premises are under 24 hour video surveillance.

Application of Discipline & Consequences

Inappropriate school behaviors will be categorized in four (4) levels according the amount of disruption caused, potential threat to the safety of students and school personnel, and recidivism. (218REV.16JULY87)

1. **Level I Infractions** will represent the most minor offenses. Those that cause the least disruption, pose the least threat to safety, and are handled within the classroom by the teacher.
2. **Level II Infractions** will represent more disruptive behaviors and continued occurrence of Level I infractions. They may also require intervention by an administrator.
3. **Level III Infractions** will represent further disruptive and threatening behaviors. They will also include continued occurrence of Level II infractions.
4. **Level IV Infractions** will represent the most disruptive and threatening behaviors, acts which can result in injury and actions that are in violation of civil laws. They will also include continued occurrence of Level III infractions.

General Provisions

The following incidents, actions and activities on the part of a student shall be considered offenses and violations of the policies and regulation of the Southmoreland School District.

In any case where an offense has occurred, the administration shall always have the right to refer the offense to the Board of School Directors for Board hearing and Board action. (It should be noted by the students, parents, and guardians, that when the offense is referred to by the Board of School Directors for Board hearing and Board action, the Board may suspend or exclude the student from school for a period exceeding ten (10) school days and may expel the student from the school rolls.) In any case where an offense has occurred, the student committing the offense shall be fully and completely responsible for any and all damages caused by the student's actions including property damages and personal injuries. The parents of the said student shall be responsible for all damages to the extent provided by the law of the Commonwealth of Pennsylvania.

<u>Respect for the personal rights of others:</u> **All of us have a responsibility to treat one another with courtesy and respect. If students become angry or upset with anyone, they should make use of the resources available to them in school to reach a peaceful resolution to their problems. These resources include: mediation, teachers, guidance counselors, and administrators. Should a student choose not to follow the appropriate methods of conflict resolution, the following consequences will occur.**

SIMPLE ASSAULT (ASLT):
The attempt to cause or intentionally, knowingly or recklessly cause bodily injury to another; negligently causing bodily injury to another with a deadly weapon; or the attempt by physical menace to put another in fear or imminent serious bodily injury.

Consequence Range: 3 days OSS – Expulsion Additional: #, w/ SP

Level(s): IV (§2701)

VERBAL ABUSE (VABU):
Disrespectful and/or inappropriate language directed toward another person.

Consequence Range: Probation – 10 days OSS Additional: #, w/ SP

Level(s): I, II, III, IV (§5503)

HARASSMENT (HARS):
Refers to striking, shoving, kicking, or otherwise subjecting the other person to physical contact, or attempts or threatens to do the same; following the other person in or about a public place or places; or engaging in a course of conduct or repeatedly commits acts which serve no legitimate purpose; communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings, or caricatures.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I, II, III, IV (§2709)

SEXUAL HARASSMENT (SHARS):
Discrimination against a student or staff member based on the student's submission or rejection of sexual advances and/or creating an atmosphere of harassment based on sexual issues/activity.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I,II,III, IV

HAZING (HAZE):
Any activity that recklessly or intentionally endangers mental/physical health or safety of a student for the purpose of initiation, membership or affiliation with any organization recognized by the Board.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I, II, III, IV (Board Policy 247)

UNSAFE ACT/INAPPROPRIATE PHYSICAL CONTACT (UACT/IPC):
Any behavior that could be viewed as potentially dangerous, or proves in action to be dangerous, in terms of harm to oneself or to others, will be considered an unsafe act.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I,II,III, IV

BULLYING (BULL):
Any malicious behavior that intends to harm a student including intimidation, rejection, name-calling, spreading rumors, threats, verbal and physical torment, humiliation, degradation or debasement.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I, II, III, IV (Board Policy 249)

RESPONSIBILITY AND RESPECT FOR PROPERTY: **All of us have the right to expect our property to be secure, and all of us have the responsibility to respect the property of others. This includes property belonging to students, staff, and Southmoreland School District. Should a student choose not to respect others' rights or property, the following consequences will occur.**

EXTORTION (EXTO):
The obtaining of property from another, with or without that person's consent, by a wrongful act of force, fear, or threat, the parent or guardian shall be liable for all damages so caused by the student.

Consequence Range: Probation – Expulsion Additional: #, w/ SP, RST
**with restitution

Level(s): I, II, III, IV

THEFT (THEF):
The unlawful taking of property or obtaining property by false pretense. The parent or guardian shall be liable for all damages so caused by the student.

Consequence Range: Probation – Expulsion Additional: #, w/ SP, RST
**with restitution

Level(s): I, II, III, IV

WILLFUL DAMAGE OF SCHOOL PROPERTY (WDSP):
Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school district. The parent or guardian shall be liable for all damages so caused by the student.

Consequence Range: Probation – Expulsion Additional: #, w/ SP, RST
**with restitution

Level(s): I, II, III, IV

WILLFUL DAMAGE OF PROPERTY BELONGING TO OTHERS (WDOP): Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to another. The parent or guardian shall be liable for all damages so caused by the student.

Consequence Range: Probation – Expulsion Additional: #, W/SP, RST
**with restitution

Level(s): I, II, III, IV

Responsibility for Maintaining Public Decency and Ethical Behavior:

The effective operation of Southmoreland High School requires the highest standards of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, each other, and the school staff. The expression of positive values and attitudes is essential for success in school as well as in life. Students who choose not to behave in this manner face the following consequences:

GAMBLING (GAMB):
The playing of a game of chance for stakes.

Consequence Range: Probation – Expulsion Additional: w/ SP

Level(s): I,II,III, IV

PLAGIARISM-CHEATING (PLAG):
The unauthorized use of another person's work or talents or the providing of one's own work for another unauthorized purpose. Any grades or credit earned by those involved will be disallowed.

Consequence Range: Probation – Expulsion Additional: w/ SP

Level(s): I,II,III, IV

VULGARITY/PROFANITY/OBSECENE LANGUAGE (PROF):
Language or gesture that is extremely or deeply offensive according to the contemporary community standards of morality and decency.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I, II, III, IV

OFFENSIVE SOCIAL BEHAVIOR (OFSB):
Activities that are an infraction of acceptable social actions according to the contemporary community standards of morality and decency.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I,II,III, IV

DISCRIMINATORY PRACTICES (DISP):
Activities that are intended to be offensive to one's race, religion, heritage, gender, or disability, including sexual harassment.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I,II,III, IV

Responsibility for Maintaining Public Health and Safety:

The school community confers extreme importance to the health and safety of our students. Violations in this area are not only a threat to the individual, but also the school community. Therefore, in order to protect the individual student and the total school environment, health and safety violations are considered serious. The police shall be notified when a student is in possession of a firearm or weapon or is distributing, using, or believed to be under the influence of drugs, alcohol, or inhalants as described in this section. Any student who is involved with drugs or alcohol must complete a substance abuse assessment before returning to school.

DRUGS, NARCOTICS, OR CONTROLLED DANGEROUS SUBSTANCES (DRUG/PICS):
Possession, use, or being under the influence of any of the substances which are, or have the appearance of, narcotics, controlled dangerous substances, or drugs (prescription or non-prescription) used outside of their legal medical purposes; or possession of drug paraphernalia. Steroids are considered a drug.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV (Board Policy 227)

SNIFFING OR INHALING HARMFUL SUBSTANCES (SIHS):
The deliberate sniffing or inhaling of substances releasing toxic vapors which cause intoxication, excitement, or dulling of the brain or nervous system.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV (Board Policy 227)

ALCOHOL (ALCO):
Possession, use, or being under the influence of any alcoholic product while on school grounds or at school sponsored activities.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV (Board Policy 227)

DISTRIBUTION (DRUG/PICS):
Dispensing or conspiring to dispense, with or without the exchange of money, drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV (Board Policy 227)

TOBACCO (PTOB):
Possession or use of any type of tobacco product (including snuff).

Consequence Range: 1 Day OSS – 10 Days OSS Additional: #, w/ SP

Level(s): II, III, IV (Board Policy 222)

SMOKELESS ELECTRONIC DEVICES
Possession or use of any type of smokeless electronic device containing nicotine flavorings or other chemicals to create a water vapor that you inhale. Electronic Smoking Devices will be confiscated and not returned.

Consequence Range: 1 Day OSS – Expulsion Additional: #, w/ SP

Level(s): II, III, IV

WEAPONS & DANGEROUS INSTRUMENTS (W/DI):
A student will not possess, handle, transmit, or conceal any object that can be considered a weapon at any time on school property, on a school bus, or while attending a school sponsored activity. (Weapons may be further identified as including but not limited to the following: guns, knives, cutting instruments or tools, lighters, mace, nunchaku, firearms, rifles, brass knuckles, clubs/heavy blunt or any instruments capable of inflicting serious bodily harm.)

Consequence Range: 1 Day OSS – Expulsion Additional: #, w/ SP

Level(s): IV (Board Policy 218.1)

FIREARM POSSESSION (FIRA):
Possession of any weapon from which a shot is discharged by gunpowder. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from Southmoreland School District. Any pellet gun capable of producing the same or similar muzzle velocity of any firearm will be considered a firearm under this regulation.

Consequence: Students who are found in violation shall be subject to discipline according to the Federal Gun Free Schools Act of 1994 and State Act 26 of 1995 requiring mandatory expulsion for one (1) calendar year.

TERRORISTIC THREATS (TERR):
A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:
1. commit any crime of violence with intent to terrorize another;
2. cause evacuation of a building, place of assembly or facility of public transportation; or
3. otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV (§2706)

EXPLOSIVE DEVICES AND FIREWORKS (EXPD):
The possession or detonation of any explosive device or fireworks.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV

BOMB THREAT (BOMB):
False notification of impending explosion or presence of a bomb.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV

ARSON (ARSO):
Any person attempting to, aiding in, or setting fire to the property of another.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV

FALSE FIRE ALARM (FIRE/DSFA):
Illegally activating a fire alarm or issuing a false fire alarm.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV

DISCHARGING FIRE EXTINGUISHERS (DSFE):
Willfully and maliciously discharging a fire extinguisher.

Consequence Range: 3 Days OSS – Expulsion Additional: #, w/ SP

Level(s): IV

SERIOUS ACT BY A STUDENT LEADER (SASL):
Students holding leadership positions or representing the school through academics, athletics and/or activities such as a club or organization, who commit an offense classified as a serious, unlawful act in the community or a serious offense which results in suspension from school.

Consequence: Student may be removed from the position.
Arrest, conviction, or legal judgment is not required.

Respect for School and Administrative Procedures:

In any organization, and especially in a school, rules are established to protect the rights of everyone and to maintain a level or order that encourages academic and personal growth and success. The overwhelming majority of students in Southmoreland High School attends school daily, is respectful, and is attentive to those in positions of authority and, if they make a mistake, are honest and contrite about their error and successfully take the steps necessary not to make the same

mistake again. Students who are disrespectful, truant, or insubordinate face the following consequences:

DEFIANCE OF AUTHORITY (DEFA):
The willful refusal or failure to follow a legal directive given by a staff member.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I,II,III, IV

CONTINUED WILLFUL DISOBEDIENCE (DISO):
Repeated refusal or failure to follow school rules and regulations.

Consequence Range SATD– Expulsion Additional: #, w/ SP

Level(s):II,III, IV

DISRUPTIVE BEHAVIOR (DSRP):
Actions which interfere with the effective operations of the school.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

FALSE IDENTIFICATION (FAID):
Refusal to give identification or giving a false identification when requested to do so by a staff member.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I, II,III,IV

FALSE INCIDENT REPORT (FALS):
Knowingly providing false information to a staff member.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I, II,III,IV

FORGERY (FORG):
Falsifying signatures or data on official records.

Consequence Range: Probation – Expulsion Additional: #, w/ SP

Level(s): I, II, III, IV

STUDENT ATTIRE (SATT):
Students shall be clean and neatly dressed in a manner that will be decent and not hazardous to the health and safety of the student or others, and not disruptive of the educational program of the school.

Consequence Range: Probation – Expulsion Additional: w/ SP

Level(s): I, II, III, IV

VIOLATION OF OUT-OF-SCHOOL SUSPENSION (VSUS):
Being present on a school campus or at a school activity while on suspension.

Consequence Range: 1 Day OSS – 10 Days OSS Additional: #, W/SP

Level(s): II,III,IV

REFUSAL TO ALLOW SEARCH AND SEIZURE (RASS):
Willful refusal to cooperate with a school administrator at any time during a search of the student's person or property.

Consequence Range: 3 Day OSS – Expulsion Additional: #, w/ SP

Level(s): III, IV

TRUANCY (TRUA):
Absence from school without permission.

Consequence Range: Probation – 10 Days OSS Additional: #, w/ SP

Level(s): I,II,III, IV

FAILURE TO SERVE DETENTION (SDET):
Unexcused absence from detention obligation (LUD, ASD1, ASD2).

Consequence Range: ASD2 – 10 Days OSS Additional: w/ SP

Level(s):II,III, IV

FAILURE TO SERVE SATURDAY DETENTION (FSAT):
Unexcused absence from Saturday detention obligation (SATD).

Consequence Range: OSS3 – 10 Days OSS Additional: w/ SP

Level(s):II,III, IV

CLASS CUTTING/OUT OF ASSIGNED AREA (CUTC/OASA):
Absence from class without permission or outside your assigned area without permission.

Consequence Range: ASD2 – 10 Days OSS Additional: #, W/SP

Level(s):II,III, IV

LEAVING CAMPUS (LEAV):
Leaving campus during school hours without authorized permission.

Consequence Range: Saturday Detention – Expulsion Additional: #, w/ SP

Level(s):II,III, IV

EXCESSIVE TARDIES TO CLASS (TCLA):
Arriving late to class without permission or without a valid excuse.

Consequence Range: ASD1 – 10 Days OSS Additional: #, w/ SP

Level(s): I, II, III, IV

EXCESSIVE TARDIES TO SCHOOL (TSCH):
Arriving late to school without permission or without a valid excuse.

Consequence Range: ASD1 – 10 Days OSS Additional: #, w/ SP

Level(s): I, II, III, IV

FAILURE TO REMAND ELECTRONIC DEVICES (FRED):
The failure to remand an electronic device following a violation of the electronic devices policy.

Consequence Range: 1 Day OSS – 10 Days OSS Additional: #, w/ SP

Level(s): II, III, IV

UNAUTHORIZED USE OF ELECTRONIC DEVICE- POSSESSION AND/OR DISTRIBUTION OF INAPPROPRIATE MATERIALS

The district prohibits the capturing, taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, images or photographs, (hereinafter "sexually explicit" materials) to the same extent as prohibited by law whether by electronic data transfer or other means including, but not limited to, texting and emailing.

Consequence Range: 3 Day OSS – Expulsion

Additional: #, w/ SP

Level(s): II, III, IV

Referral to law enforcement agency

UNAUTHORIZED USE OF ELECTRONIC DEVICE- CONFIDENTIAL MATERIALS

The district prohibits the capturing, taking, or storing for the purpose of illegally transferring or sharing and the disseminating, transferring or sharing of: tests or answers to tests, while that testing is still being administered, copyrighted materials for illegal use and the following: medical, psychiatric or psychological records of other persons without their permission, student discipline or juvenile records of other students or school originated documents of other students or school employees or officials marked "confidential."

Consequence Range: 1 Day OSS – Expulsion

Additional: #, w/ SP

Level(s): II, III, IV

UNAUTHORIZED USE OF ELECTRONIC DEVICE- RECORDING AND/OR SAVING VIDEO OR AUDIO

Students may not utilize electronic devices to record or save video or audio of the teacher, classroom or other students in the classroom, except as part of the specific educational program and under the supervision of the teacher, e.g. a student recording the student's own presentation.

Consequence Range: 1 Day OSS – Expulsion

Additional: #, w/ SP

Level(s): II,III, IV

MISBEHAVIOR ON SCHOOL BUSES (MBUS):

Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus. Continued disorderly conduct or severe misbehavior shall be sufficient reason for the administration to deny the student transportation on a school bus.

Consequence Range: Probation – Expulsion

Additional: #, w/ SP

Level(s): I, II, III, IV

X. Additional Information

Delayed Opening- Emergency Closing

Information regarding school closings and delays will be posted on the following stations:
Channel 39/202 The Scottie Channel
Channel 2-KDKA
Channel 11-WPXI
www.southmoreland.net

When there is a delayed opening, all buses will pick up students two hours later than the usual time. When two-hour delays occur, A.M. Buses will not run to the Central Westmoreland Career and Technology Center. Information will also be distributed via School Messenger Service. Please contact the front office to get information regarding how to sign up for this service.

Testing Information

Keystone Exams

The Keystone Exams are end of course assessments designed to assess proficiency in various subjects. Any student taking Biology will take the exam upon completion of the course. All 10th grade students will take the Literature Exam. The Algebra I Exam is administered to 8th/9th/10th grade students. Any student who does not pass the exam may be required to retake it. The Keystone Exams are 1 of 5 pathways needed for graduation. More information can be found at http://www.pdesas.org/module/assessment/keystone.aspx.

PSAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

The PSAT will be taken by all JUNIORS at Southmoreland High School. The Educational Testing Service, on behalf of the College Entrance Examination Board and the National Merit Scholarship Corporation (NMSC), offers the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) each October. This two-hour test is similar to the Scholastic Aptitude Test (SAT) and measures critical reading, writing and math problem-solving skills. Taking the PSAT/NMSQT is the first step to entering the scholarship programs administered by NMSC and can provide advance indication of college capability that can be used to make a wise, realistic choice of college. Publications that furnish additional information about the PSAT/NMSQT and the scholarships administered by the National Merit Scholarship Corporation are available at
http://www.collegeboard.com/student/testing/psat/about.html.

AP

The Advanced Placement (AP) Program sponsored by the College Board and administered by Educational Testing Services offers secondary school students the opportunity to participate in challenging college-level course work while still in high school. AP courses and their corresponding examinations are developed by committees of college professors and secondary teachers in each subject area and must be followed by Southmoreland faculty. AP exams are administered each May. Each exam consists of a multiple choice and a free-response section. Exams are approximately three hours long and cover two semesters of college-level work. While all students are encouraged to take the exam, there is no requirement that they do so. However,

many colleges offer credit to students who take and who score well on the exams; therefore, it may be financially beneficial for students to take the exams. Should you have questions concerning any AP course, please contact your School Counselor.

ASVAB

The ASVAB is a timed, multi-aptitude test, which is given to measure a student's aptitude in four critical areas - arithmetic reasoning, word knowledge, paragraph comprehension and mathematics knowledge. All SOPHOMORES will participate in the ASVAB testing during school hours. Any junior or senior who is interested in taking the test will be able to sign up in the Counseling Office. There is no charge for the test. Juniors and seniors can use scores from the ASVAB to enlist in the military after graduation. Students are under no obligation to join the military as a result of taking the ASVAB nor will students be contacted by military personnel as a result of the test. The ASVAB Career Exploration Program is designed to assist with career exploration, regardless of future educational and career plans students may be considering.

College in High School (CHS) Courses

The College in High School (CHS) courses are offered through Mount Aloysius College. This program allows students to earn college credits and a transcript from the higher education partner while taking classes at Southmoreland High School. The College in High School classes have a reduced tuition fee which is payable to the respective university. University refund and withdrawal policies apply to these courses. "CHS" denotes that students taking a specific course can receive college credit. In order to be eligible to receive college credit, students must pay tuition to the respective university. Transcripts for these courses will need to be requested by the student directly from Mount Aloysius College. Both the SHS course and credit(s) earned will show on the SHS transcript but will not be denoted as CHS. Please refer to either the Program of Studies or the College in High School (CHS) tab, both located on the SHS Counseling website.

NCAA

In order to participate in a Division I or Division II sport in college, a student must meet the minimum requirements for core courses as established by the NCAA. For additional information, visit the NCAA website at www.ncaa.org.

Career Pathways & Course Selection

Career Clusters are groupings of jobs that have common features such as knowledge & skills needed or the type of product or service. Southmoreland High School's Program of Studies provides many elective course offerings that are aligned to the 16 Career Clusters. Students are encouraged to select electives that will help them explore career options. Please refer to the 2025-2026 Program of Studies

Over the course of their high school educational career, students will participate in various activities centered around learning about themselves in an effort to create a post-secondary career plan. In accordance with the PA Department of Education's requirements and Southmoreland School District's Chapter 339 Plan, students need to have a minimum of two career artifacts per year and must take action on their career plan while at the high school. In

order to address these requirements, students will have the opportunity to gather artifacts each year. Students will also add information to their career plan each year developed in 8th grade.
9th Grade - All students will participate in career lessons incorporated into various classes as well as using our online career program, Xello. This will provide an opportunity to gather career artifacts.
10th Grade - All students will take the ASVAB career aptitude test in the fall and will continue to complete work within our online career program, Xello. Students will have the opportunity for College in the High School (CHS) courses with some courses.
11th Grade - All students will take the PSAT and will continue to complete work within our online career program, Xello. Juniors also have the opportunity to retake the ASVAB, if they choose. Students will have the opportunity for College in the High School (CHS) courses with some courses.
12th Grade - All students will have access to admissions counselors and military representatives during scheduled visits to Southmoreland High School. Students will have the opportunity for College in the High School (CHS) courses with some courses. There may also be Co-Op opportunities as a CWCTC student through CWCTC. Seniors also have the opportunity to retake the ASVAB, if they choose.
In addition, all students will have the opportunity to participate in a Career Fair.

Southmoreland School District Compliance Policy Statement

Title IV, Title IX, Section 504, A.D.A, and Age Discrimination

In compliance with the following statutes and regulations implementing Title IV of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title IX), Section 503 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (ADA) and the Age Discrimination Act of 1975 (ACT), the Southmoreland School District does not discrimination of the basis of race, color, national origin, religion, sex, disability, or age in its admission, educational programs, activities, or employment practices. The district commits itself to take whatever remedial action is necessary to rectify proven stances of discrimination where Title VI, Title IX, Section 504, ADA, and ACT are applicable.

Inquiries concerning the Title IX and Section 504 many be referred to Daniel Clara, Title IX and Section 504 Coordinator for the Southmoreland School District, whose office is located at the Southmoreland High School-3rd floor, 2351 Route 981, Alverton, PA 15612, Phone 724-887-2010.

Unlawful Harassment and Unlawful Discrimination

This district has a Title IX Grievance Procedure applicable to complaints of Sex Discrimination or Harassment and all other forms of unlawful discrimination in its educational programs, activities, or employment practices prohibiting discrimination or harassment including those based on race, color, national origin, sex, age, disability, religion, ancestry, and familial status. A complaint on or behalf of a student should be filled with the building principal for the school which the student attends.
High School Students: Principal, Mrs. Charity Colebank, High School Office, 2351 SE 981, Box A, Alverton, PA 15612 (724) 887-2010

Full Time Level-100% of school time in a special education setting. The Southmoreland School District does not operate any Full-time special education classrooms.

Special Education Services

Southmoreland School District offers special education services to students with disabilities through a variety of service delivery options. These services include academic support classes, included gifted support, learning support, autism support, and life skills support. Additionally, services are available for students with hearing or vision impairments, speech and language impairments, physical disabilities, and multiple handicaps.

On-going comprehensive screening is done within all Southmoreland's elementary and secondary buildings to locate children who have a specific need for special education programs. If parents feel their child needs special programming, they should discuss the child's needs with the classroom teacher, guidance counselor, or building principal. All interaction will be confidential and comply with the Family Educational Rights and Privacy Act of 1974.

The Southmoreland School District provides a full range of special education services made available to all students who are eligible under the Pennsylvania School Code, Chapters 14 and 16.

Support Services

The following support services are available for children in the Southmoreland School District:

Autism Support: Southmoreland has classrooms at SPC, SES, and SMS that are designed to address needs primarily in the areas of communication, social skills or behaviors consistent with those of the autism spectrum disorders.

Learning Support: Services for students with a disability who require services primarily in the areas of reading, writing, mathematics, or speaking or listening skills related to academic performance. Students may receive itinerant services (supports and services provided by special education personnel for 20% or less of the school day), supplemental services (supports and services provided by special education personnel for more than 20% but not more than 80% of the school day), or full-time services (supports and services provided by special education personnel for more than
80% of the school day), or full-time services (supports and services provided by special education personnel for more than 80% of the school day).

Life Skills Support: Services for students with a disability who require services primarily in the areas of academic, functional and/or vocational skills necessary for independent living.

Speech and Language Support: Services for students with speech and language impairments who require services primarily in the areas of communication or use of assistive technologies designed to provide or facilitate the development of communication capacity or skills.

Deaf and Hard of Hearing Support: Services for students with the disability of deafness or hearing impairment, who require services to address needs primarily in the area of reading, communication accessing public and private accommodations or use of assistive technologies designed for individuals with deafness or hearing impairment.

Blind-Visually Impaired Support: Services for students with the disability of visual impairment including blindness, who require services to address needs primarily in the areas of accessing print and other visually-presented materials, orientation and mobility, accessing public and private accommodations, or use of assistive technologies designed for individuals with visual impairment or blindness.

Gifted Support: Students who have been identified as intellectually gifted are provided services within the regular education setting and through classes designed for students identified as gifted.

The type and amount of support is determined by each student's Individualized Education Program (IEP) Team. In the event that the student's needs exceed the resources available within the district, the Team may determine that a placement in a program outside of the district is warranted.

School Psychologist: Services as a member of the referral team, provides consultative support to the team. Conducts individual evaluation to determine eligibility and need for special education services.

Westmoreland Intermediate Unit #7

Intermediate units are regional educational service agencies created by the Pennsylvania State Legislature in 1970 to provide support to local school districts, to expand educational services, and to provide cost savings to taxpayers by eliminating duplication of services and taking advantage of economy of scale.

Westmoreland Intermediate #7 serves Westmoreland County including seventeen school districts, Clairview
School, three Westmoreland County Career and Technology Centers, Southwest Treatment Unit School, and Monsour RTF, under the direct supervision of its board of directors and central administration. The Intermediate Unit also operates a variety of classrooms in school district buildings throughout the county.

The Southmoreland School District utilizes the services of the Westmoreland Intermediate Unit to provide services to students with severe disabilities. The classes operated by the Intermediate Unit are located in school districts throughout the county, as well as at the center-based program at Clairview School. Southmoreland students also attend a variety of classes operated by the Intermediate Unit in nearby districts. Occasionally, a student may be placed in a classroom operated by a neighboring Intermediate Unit.

SERVICES AVAILABLE AT VARIOUS LOCATIONS IN AND OUT OF THE SOUTHMORELAND SCHOOL DISTRICT

Life Skills Support – for children whose greatest need is to learn skills that will allow them to work independently of their families.

Hearing Impaired Support -- for children who require help in dealing with hearing impairments.

Physical Support — for children who need programs that consider their physical disabilities.

Multi-handicapped Support – for children with more than one disability, the combination of which results in needs requiring many services and much support.

Blind and Vision Services – for children with limited or no vision.

Occupational Therapy – therapy to improve fine motor skills. Physical Therapy – therapy to improve gross motor skills.

Approved Private Schools (APS)

The Approved Private Schools (APSs) are private schools, licensed by the State Board of Private Academic Schools. Approved Private Schools are approved by the Secretary of Education to provide a free and appropriate public education to students with severe disabilities. The schools are eligible to receive funds from the school districts and/or the Commonwealth for the education of these students. Pennsylvania currently has 29 APSs for which the Department approves funding. These schools provide a program of special education for over 4,000 day and residential students.

APS's are an important and necessary part of the Southmoreland School District's special education delivery system. These schools provide some students with what may be the only appropriate educational program available. In the Western Pennsylvania area, the Southmoreland School District has access to the following APS sites.

Children's Institute,, Pace School, Craig Academy, Wesley Highlands School, DePaul Institute, Easter Seals, Pressley Ridge Day School, Western PA School for the Deaf, Western PA School for the Blind, Licensed Private Academic Schools, Partial Hospitalization Programs and Day Treatment Programs

The Southmoreland School district utilizes a variety of licensed private academic schools, partial hospitalization programs, and day treatment programs for students whose educational, emotional, or behavioral needs cannot be met in programs run by the District or the Intermediate Unit. The Southmoreland School District has access to programs operated at the following facilities:

Clelian Heights School, Greensburg Partial Hospitalization, Adelphoi Alternative Education Program, Ridgeview Academy, New Directions Partial

Signs That A Child May Need Special Education Services

To make progress in school, a child may need special help that is not required by other children in the classroom. Your child may be exceptional if he or she has a physical, sensory, mental, or emotional disability and needs special education services as determined by a multi-disciplinary team (MDT). Children who are eligible for classification as disabled students have a right to a free and appropriate public education (FAPE).

Some indicators that your child may have a disability include:

- Difficulty in academic subjects
- Repeatedly receiving failing grades
- Repeating a grade
- Exhibition of a serious emotional disturbance over a long period of time which affects your child's ability to learn
- Consistent problems in getting along with others
- Difficulty communicating

- Lack of interest in age-appropriate activities
- Resistance to change
- Difficulty seeing or hearing that interferes with the ability to communicate or learn
- Health problems that interfere with educational performance of your child's native language or mode of communication unless it is clearly not feasible to do so.

How To Make A Referral

If you believe that your child needs special help in order to make progress in school, contact your child's principal, school counselor, or the Supervisor of Special Education at (724) 887-2009.

All requests for evaluation must be made in writing. District forms are available through the Office of the Supervisor of Special Education. Office hours are 8:00 A.M. – 4:00 P.M. Monday through Friday during the school term and 8:00 A.M. – 3:00 P.M. when school is not in session. All information will be kept confidential. Upon request, evaluations and or tests will be given in your child's native language or mode of communication unless it is clearly not feasible to do so.

Emergency Operations

Type of Protective Response Immediate Evacuation - Students are evacuated to a safe area on the school grounds in the event of a fire, etc.

Modified Operation - May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions,) but may be necessary in a variety of situations.

In-Place Sheltering - Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

Evacuation - Total evacuation of the campus may become necessary if the school is in an endangered area. In this case, students may be taken to another school outside of the endangered area. Additionally, if your residence is in a disaster area and the school is not, your children will be cared for in their regular school location until the danger has subsided, or until you or your authorized designee comes to the school to get them. Listen to your local radio/television station for announcements relating to any of the emergency actions listed above. Refrain from calling the school during the
emergency. This will keep telephone lines open so that campus administrators will be able to make emergency calls and relay information to the media. The media will advise you when and where to report to regain custody of students. This will avoid traffic congestion that may impede the response of emergency vehicles and threaten the safety of students and staff.

Procedures for reporting to the designated student release area:

- Produce a photo identifying yourself as the authorized person designated at the beginning of the school year to pick up the student.
- Be prepared to sign a student release form.

- Be patient, as school staff works to ensure that each child is safe and released to the appropriate family member, or designee.

Students will only be released to those that have been designated on the emergency card for the nurse's office. As a result, it is critical that this information is current and on file with the District.

In the event your student has a personal means of transportation at school at the time of the emergency or evacuation, your consent is also required before the student will be permitted to leave with their own mode of transportation.

Do not telephone the school or attempt to make different arrangements during an event. This action will only create additional confusion and divert staff from their assigned emergency duties. All instructions will be provided to the media for dissemination. Should the media be unable to operate because of power loss, etc, a route alerting system will be activated in your area. Emergency conditions may also require that the school will have to close for a period of time. In that event, students may be required to complete assignments at home or at another location. Information will be provided via the news media or neighborhood alerting system of procedures to be followed. In order to assure the safety of our students and staff, your understanding and cooperation during these events is required. Should you have additional questions regarding our emergency operating procedures, contact the Administration Building.

Parental Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully

issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.