Susquehanna Township School District
Parent/Student Handbook

Tamara Willis, Ph.D.
Superintendent of Schools

(Revised August 11, 2025)

Our Mission

The Success of Every Learner.

Our Vision

World Class. Every Day. In Every Way.

Core Values

- Every learner deserves a world-class education.
- The learning environment must be safe and supportive.
- We will act ethically at all levels of the organization.
- Our diversity is our strength.
- Community partnerships are vital to our success.
- We will be a leader in innovation and technology.

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Administration Directory

Title	Name	Building & Address	Phone
Superintendent of Schools	Tamara Willis, Ph.D.,	STSD Administrative Office 2579 Interstate Drive, Harrisburg, PA 17110	(717) 657-5100 x. 50135
Assistant Superintendent of Schools	Andrae Martin, Ed.D,	STSD Administrative Office 2579 Interstate Drive, Harrisburg, PA 17110	(717) 657-5100 x. 50141
Chief Financial Operations	Kathy Ciaciulli	STSD Administrative Office 2579 Interstate Drive, Harrisburg, PA 17110	(717) 657-5100 x. 50176
Interim Director of Human Resources	Erika Willis	STSD Administrative Office 2579 Interstate Drive, Harrisburg, PA 17110	(717) 657-5100 x. 50175
Director of Curriculum and Instruction	Cara Klinger	Susquehanna Township High School, 3500 Elmerton Avenue, Harrisburg, PA 17109	(717) 657-5122 x. 11224
Director of Food Services	Jaclyn McMichael	Susquehanna Township Middle School, 801 Wood Street, Harrisburg, PA 17109	(717) 657-5125 x. 30132
Director of Technology	Justin Green	Susquehanna Township High School, 3500 Elmerton Avenue, Harrisburg, PA 17109	(717) 657-5117 x. 63000
Director of Maintenance & Operations	Terry Heller	Susquehanna Township High School, 3500 Elmerton Avenue, Harrisburg, PA 17109	(717) 657-5117 x. 50132
Transportation	Dyana Cooper	STSD Administrative Office 2579 Interstate Drive, Harrisburg, PA 17110	(717) 657-5100 x. 50162
Registrar	Nadine Plott	STSD Administrative Office 2579 Interstate Drive, Harrisburg, PA 17110	(717) 657-5100 x. 50141

Director of Special Education & Student Services	Carrie Martin	STSD Administrative Office 2579 Interstate Drive, Harrisburg, PA 17110	(717) 657-5100 x. 50131
Assistant Director of Special Education & Student Services	Bethany Peters	STSD Administrative Office 2579 Interstate Drive, Harrisburg, PA 17110	(717) 657-5100 x. 30210
Principal, Susquehanna Township High School	David Archer	3500 Elmerton Avenue, Harrisburg PA 17109	(717) 657-5117 x. 40139
Principal, Susquehanna Township Middle School	Ryan Evans	801 Wood Street, Harrisburg, PA 17109	(717) 657-5125 x. 30110
Principal, Thomas W. Holtzman, Jr. Elementary School	Josh Gibson	1910 Linglestown Road Harrisburg, PA 17110	(717) 657-5158 x. 20002
Principal, Sara Lindemuth/Anna Carter Primary School	Amanda Pressley	1201 North Progress Avenue, Harrisburg, PA 17110	(717) 657-5122 x. 10001

Attendance

Absences from School

A brief explanation of the student's absence is required. Parents and guardians have three (3) ways to send in an absence excuse:

1. This can be a written note from the parent/guardian or the doctor's office.
2. Email your child's building attendance secretary. See the email list below to contact your building's attendance secretary.
3. Submit an online absence excuse form to access the form.

Note: Calling your child off from school or sending your child's teacher a DOJO message does not meet the requirement of submitting a written excuse for an absence.

A written excuse must be received within three (3) days of the absence or it will be considered an unlawful absence. In order to be excused, the written excuse note must include the date of absence(s), reason for absence, date the note was written, child's full legal name, grade level, and a parent signature.

A maximum of ten (10) days of cumulative lawful absences (with excuse notes), may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a physician. Any absences beyond ten (10) cumulative days that are not accompanied by an excuse from a physician will count as an unlawful absence.

Three (3) or more consecutive days of absence will require an excuse from a physician unless directly related to a documented medical issue.

Early Dismissals/Tardy to School

A written excuse from the provider is required if your child has an appointment during the school day. The early dismissal/tardy to school excuse must be received within three (3) days of the appointment to be excused.

Parent Contact

Parents/guardians will receive a phone call if their child was marked absent at the time attendance was taken. Please contact your school's attendance secretary if you feel you have received an absence message in error.

Unlawful Absences

Parents/guardians will receive a letter notifying them of their child's 1st, 3rd, 6th, and 9th unlawful absences.

- Students with one (1) unlawful absence:
  - Parents/guardians will be notified by receiving a letter.

- Students with three (3) unlawful absences:
  - Parents/guardians will be notified by a letter from the attendance secretary.

- Students with 6 unlawful absences:
  - Parents/guardians will be notified by a letter from the attendance secretary.
  - The letter will explain that a Student Attendance Improvement Plan (SAIP) meeting with the District Attendance Officer will occur. The date, time, and location of the SAIP meeting will be included in the letter and confirmed during the phone call.
  - Should the parent/guardian not attend the SAIP meeting, the meeting will be held with the student and appropriate team members. The District Attendance Officer will notify the parent/guardian in writing to inform them of the outcome of the meeting and the plan to improve the student's attendance.

  Students with 9 unlawful absences:
  - Parents/guardians will be notified by a letter and phone call from the attendance secretary.
  - The letter will explain that a Student Attendance Improvement Plan (SAIP) meeting with the Building Administrator will occur. The date, time, and location of the SAIP meeting will be included in the letter and confirmed during the phone call.
  - Should the parent/guardian not attend the SAIP meeting, the meeting will be held with the student and appropriate team members. The Building Administrator will notify the parent/guardian in writing and with a phone call to inform them of the outcome of the meeting and the plan to improve the student's attendance.
  - The Building Administrator will forward the SAIP meeting information to the District Attendance Officer.

- The District Attendance Officer, may refer truancy to Children and Youth Services.

- When a student (18 years of age and younger) has accumulated 10 or more unlawful absences, the attendance secretary will prepare the truancy citation for the Building Administrator or District Attendance Officer to submit to the District Justice for review. Consequences are at the discretion of the District Justice and may include:
  - Revocation of any work permits (working papers) issued to your child by the District.

  - Being fined:
    - Up to $300 per offense, with court costs, for the first offense
    - Up to $500 per offense, with court costs, for the second offense
    - Up to $750 per offense, with court costs, for a third and any and all subsequent offenses.
  - Student getting assigned to an alternative adjudication program
  - Suspend the privilege for the student to possess or apply for a PA driver's license
- If a student continues to have unlawful absences, additional citations will be submitted to the District Justice.

Attendance Secretary Contact Information

Sara Lindemuth/Anna Carter Primary School
slattendance@hannasd.org
717-657-5122 Ext. 10302

Thomas W. Holtzman Elementary School
thattendance@hannasd.org
717-657-5158 Ext. 20003

Susquehanna Township Middle School
msattendance@hannasd.org
717-657-5125 Ext 30117

Susquehanna Township High School
hsattendance@hannasd.org
717-657-5117 Ext. 40121

Tardy and Early Dismissal Procedures

Tardies and Early Dismissals shall be excused for the following reasons only:

- Health Care Provider appointment (must receive Health Care Provider's excuse)
- Religious reasons
- Illness (note must be written by parent)
- Family emergency

Elementary Tardy and Early Dismissal Procedures

- Elementary students are considered tardy any time after 8:45 a.m.
- Students may only be picked up for early dismissals with pre-approval for a doctor's appointment. All early dismissal requests must be submitted 24 hours in advance to the main office for approval by an administrator.
- The first three (3) tardies are exempt from any District action, but parent(s)/guardian(s) will be contacted via letter after the third unexcused tardy.
- Accumulation of tardies/early dismissals may result in intervention measures that may include involvement of the Truancy Coordinator, truancy citations, and involvement by the District Justice.

Secondary Tardy and Early Dismissal Procedures

- Middle and High School students are considered tardy any time after 7:37 a.m.
- The first three (3) unexcused tardies are exempt from any consequence, but parent(s)/guardian(s) will be contacted via letter after the third unexcused tardy.
- If a student accumulates eight (8) unexcused tardies, they will be assigned an after-school detention.
- If a student accumulates thirteen (13) unexcused tardies, they will be assigned an In-School-Suspension.
- Further accumulation of unexcused tardies will be subject to further disciplinary measures at the discretion of the building Principal.

Religious Holidays

Upon written parental request, in advance and with approval of the principal, a student may be excused from school for religious holidays observed by a bona-fide religious group.

- A student's absence for a bona-fide religious holiday will be recorded as an excused absence. There shall be no penalty attached to such an excuse.
- The student is responsible for making up tests and assignments within the timeframe established by the teacher.

Educational Tours/Trips

The District may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the District if the following conditions are met:
1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
4. District administration strongly encourages students to be present in school during all standardized testing periods.

The District may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term. Trips may not be approved if it is determined that:
1. The trip is not adequately educational to warrant an absence from school.
2. The student's prior attendance record is not adequate to approve additional days out of school.

3. The trip would be detrimental to the student's progress or success in school.
4. The trip takes place during the final two (2) weeks of the school term, unless an emergency exists.
5. The requests exceed a total of five (5) school days in one (1) school year.

Please refer Susquehanna Township School Board Policy # 204, Attendance Policy.

Classroom Parties and Celebrations (Policy # 246)

Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.

Shared Classroom Snacks: Shared classroom snacks are permitted in District schools and should follow nutritional standards. The District shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the District website, student handbook, newsletters, posted notices and/or other efficient communication methods. All snacks must be healthy in nature and adhere to the District's Wellness Policy (Policy #246), which may be found on the District website.

Cycle Day Schedule

The District operates on a six-day schedule which rotates sequentially without regard to the days of the week. Consequently, a related arts class is not "lost" because school was not in session on a particular day. Whenever school reopens after a weekend, holiday, snow day, etc., the next number cycle day is used. Parents should note the days on which their student will participate in physical education to ensure their student is dressed appropriately (e.g., sneakers, gym uniform, etc.).

Electronic Device Policies

Acceptable Use Policy

Any Susquehanna Township School District student who uses technology is subject to the District's Acceptable Use Policy (AUP). Please refer to Susquehanna Township School District Board Policy # 815, Acceptable Use of Electronic Resources.

1:1 Manual

Any Susquehanna Township School District student who is issued a 1:1 device is subject to the District's 1:1 manual. Please refer to the 1:1 manual for complete guidelines.

Learner Device Damage Guidelines

In cases of device damage, a three-step process is established to address and rectify the situation.

General Guidelines:

a. Learners are permitted to use district-issued electronic devices (such as laptops, tablets, and smartphones) for educational purposes within designated areas and times as specified by school staff.
b. The use of district-issued electronic devices for non-educational activities, including gaming, social media, and entertainment, is strictly prohibited during instructional hours.
c. Learners are responsible for the proper care and maintenance of their district-issued devices and must follow school guidelines for safe handling and storage.

Device Damage Procedure:

If a learner's district-issued electronic device is damaged, the district will follow a three-step process:

First Instance of Device Damage

a. Upon the first occurrence of device damage, the school will notify the learner, and their parent/guardian will be notified and issued a warning.
b. The learner will be required to complete an electronic device care and responsible usage workshop, which the school will organize.

Second Instance of Device Damage

a. If the device is damaged a second time, regardless of the nature of the damage, the learner and their parent/guardian must sign a form acknowledging their understanding of the consequences of further damage.
b. The learner may be assigned additional electronic device care education.

Third Instance of Device Damage

a. If the device is damaged for a third time, the learner's electronic device privileges will be revoked for the remainder of the school year.
b. The learner will be required to complete assignments using hard copies provided by teachers.
c. The learner may be provided access to school-owned devices for educational purposes during school hours, but such access will be supervised and limited.

Responsibilities of Students and Parents/Guardians:

a. Learners are responsible for the proper care, handling, and usage of their electronic devices.
b. Parents/guardians are responsible for ensuring their child's compliance with the Guidelines and for any costs associated with repairing damaged devices.

c. **The district will no longer provide laptop replacement chargers due to increased costs. Learners who lose or damage their chargers will be asked to pay $25 to offset the price of a replacement charger.**

Learners and parents/guardians maintain a positive and productive educational environment that promotes responsible electronic device usage by adhering to these Guidelines.

Personal Electronic Device Policy

Although possession of electronic communication and storage devices by students on school property is not prohibited, possession of electronic devices is subject to the terms and conditions of this policy:

- For the purpose of this policy, electronic devices are defined as any instrument capable of capturing, storing, displaying, and/or transmitting information including text, audio, images, and/or video.
- The District permits the use of electronic devices by students as designated by a member of the professional staff or administration during instructional time. The Board further permits electronic devices for nonverbal, non-disruptive use during non-instructional times in locations designated by the administration. Permitted use of electronic devices may vary by building and/or by individual class rooms.
- Students who improperly store or use an electronic device by either receiving or sending information will be subject to the consequences outlined in the Student Success Manual (Student Code of Conduct).
- Susquehanna Township School District is not responsible for lost or stolen electronic devices that are brought to school.

Please refer to Susquehanna Township School District Board Policy # 237, Electronic Devices.

Use of Electronic Devices

Guidelines for use of Electronic Devices Are outlined in Board Policy 237 (i.e. cell phones, iPods, headphones, earbuds, etc.). Electronic devices will be permitted in school at specific times; however, they should not interfere with the educational environment or process.

Silent and appropriate use of electronic devices is permitted before and after school and during non-instructional times of the school day to include: Lunches, class changes, and other times with teacher permission (i.e. study hall, for classroom assignments, etc.).

Incoming and outgoing phone calls from cell phones are not considered silent use and will not be permitted during the school day. Students are only permitted to make phone calls if they are granted permission from building administration. Cell phones should be silent and put away when entering the classroom.

Consequences will be given for inappropriate use of electronic devices. Inappropriate uses are inclusive of, but not limited to:

- Taking pictures/video of other students without consent from staff
- Taking pictures/video of staff without prior consent
- Audible noise from headphones/cell phone/electronic device
- Cell phone ring is audible
- Making phone calls or text messages without administrative permission

- Receiving a phone call during the school day
- Using cell phones in locker rooms, bathrooms, etc.
- To promote or engage in bullying, violence, or the invasion of another students' privacy
- Sharing sexually explicit, lewd images
- To engage in scholastic dishonesty, cheating, etc.

At administrative discretion, use of personal electronic devices may be restricted at any time.

Emergency Drills

The safety of the children in our schools as well as the safety of staff and community stakeholders is very important. In order to maintain a safe environment, it is necessary for District personnel to practice emergency and crisis response plans by having drills designed to exercise our procedures.

The students and staff in the District will be practice primary emergency drills each year to include: fire, intruder, and emergency.

For the safety of staff and students and to maintain order during emergency drills, families are asked to comply with the following:

- Do not go to the school campus
- Do not call the school offices (as they will be busy with the drill or actual emergency)
- Do not contact students or staff members via cell phone or social media (as they will be busy with the drill or actual emergency)
- Avoid social media posts. Correct information will be disseminated through our automated system as soon as possible.
- Please make sure that parent/guardian contact information is current at all times so that you can be reached without delay in the event of an emergency.

Extra-Curricular Activities

Susquehanna Township School District offers many opportunities for students to participate and engage in extra-curricular and athletic programs. In order to participate, students must maintain eligibility to include adherence to the District's Student Success Manual (Student Code of Conduct) and academic eligibility. Students are expected to represent themselves according to the SOAR (Safety – Ownership – Accountability – Respect) expectations. District staff view participants' academic and behavioral performance as equally important.

Academic Eligibility

Student eligibility is reviewed weekly and pertains to **all** extra-curricular activities. A student is academically ineligible for the week if they are failing two or more subjects or failed to meet probationary requirements to attend AAP (Academic Assistance Program). Ineligible students may practice or attend rehearsals but are not eligible to play or participate and must attend AAP for the week of ineligibility.

A student is on probation for the week if the student is failing one class. Students on probation may practice, rehearse, and compete. Students on probation should attend AAP if possible. If the student continues to fail the same subject for a second week, the student must attend AAP to remain eligible.

Field Trips

Field trips are organized and planned to enhance the learning experience. A field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom and is supervised by District professional employees. Please refer to Susquehanna Township School District Board Policy # 121, Field Trip Policy.

Food Services

Nutrition plays a vital role in a student's ability to learn effectively and is important in ensuring The Success of Every Learner. The STSD Food Services Department supports the educational process by providing students with quality nutritious meals in accordance with the USDA. Students are offered a wide variety of nutritious foods daily.

The Food Service Department is also responsible for the distribution and collection of applications for free and reduced lunch, ensuring that all students are able to afford a healthy nutritious breakfast and lunch. Free and reduced lunch applications are available on the District website as well as at each school.
Each school year, the cost of breakfast and lunch is determined and advertised on the District website. Breakfast and lunch menus are also available on the District website.

Parents and guardians are expected to maintain sufficient funds in their student's account. Food services staff will contact parents via mail and phone with notices of insufficient funds. Students with insufficient funds will be provided with the menu item for the day but will not be permitted to select ala carte items.

Hanna Cyber Academy

Susquehanna Township School District has an online program to provide a World Class, District-Operated On-line Education. STSD Parents, families, and Taxpayers should note that these programs are a more cost-effective Cyber Solution, at two-thirds less the cost for your local school district in which you reside and pay taxes. **CLICK HERE** for detailed information.

Health Services

A primary responsibility of the District is the safety of each student. A registered nurse is available at each school to address health issues.

The School Health Law requires physical examinations for students entering school for the first time in kindergarten or first grade, in sixth grade, and again in eleventh grade. Pennsylvania School Health Law also requires all students to have a dental exam in kindergarten, first, third, and seventh grades.

The District encourages these exams to be completed by the student's private health care and dental care providers and they may be obtained up to twelve (12) months prior to the start of the school year. Students that are unable to receive a private physical health and/or dental exam may be seen by the school physician or dentist.

Illness

In the case that a student is injured or becomes ill in school, the student will be cared for by the school nurse or nursing assistant. If the student's condition is thought to be serious, the school nurse will notify the parents. In cases requiring immediate intervention (i.e. bleeding, stoppage of breathing, or poisoning), the school will notify the parents and obtain emergency transportation to a medical care facility.

Immunizations & Communicable Diseases

School Immunization Law requires that all students be properly immunized in accordance with state law and regulations, unless specifically exempt for medical, religious, or philosophical reasons. Students without written documentation of being properly immunized and without a current medical, religious, or philosophical exemption on file with the school nurse may be excluded from school.

Screening programs such as weighing, measuring, testing for vision and hearing, and checking for scoliosis (curvature of the spine) are procedures used to identify those students who need further attention. Parents will be notified of students who fail any screening and will be provided with the results.

Medication Policy

STSD recognizes the need for some students to receive medications during school hours. The District's medication policy is designed to protect students and to allow provisions for medical care while attending classes. The policy covers all non-prescription as well as prescription medications.

Medications will be administered by a nurse during school hours only when it is not feasible to administer the medication outside of school hours. Medications must be accompanied by an order from a licensed medical prescriber and written parental/guardian consent each school year. All medications should be delivered to and picked up from the nurse's office by a parent/guardian or designated adult. Please refer to Susquehanna Township School District Board Policy # 210, Medications Policy.

Non-Discrimination Notice

Susquehanna Township School District is an equal rights and opportunity public education school district and will not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity, disability, age, religion, marital status, or genetic information in its activities, educational and vocational programs (providing equal access to Boy Scouts and other designated youth groups) or employment practices as required by Title VII of the Civil Rights Act of 1964 as amended, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended, the Pennsylvania Human Relations Act of 1955 as amended, and the Genetic Information Act of 2008. For information regarding civil rights or grievance procedures, contact Mark Holman, Equal Rights and Opportunity Coordinator, at Susquehanna Township School District, 2579 Interstate Drive, Harrisburg, Pennsylvania 17110, Phone: 717-657-5100, ext. 50136.

Parent Engagement

The Susquehanna Township School District (STSD) family, which includes faculty, staff, parents, students and our community partners will join together to provide a cooperative learning environment that will enable every student to reach his/her educational and career goals. We believe that planning must begin at birth in order to give students the greatest opportunity for success, and we are committed to supporting families in becoming actively engaged partners in their child's journey. This plan was developed to articulate the importance of parent engagement, identify opportunities for engagement and suggest ways in which parents can access those opportunities.

Campus Parent Portal

STSD uses Campus as its student information system. Parents and guardians will need to have an active parent portal account to review report cards and progress reports. Please visit https://www.hannasd.org/campus and click to request a parent portal activation code (please see the image below). Tech support may be reached via email at campussupport@hannasd.org or by telephone (717) 657-5100 ext. 50154.

Curriculum Review

In accordance with School District Policy 105.1, parent/guardians have the right to request a review of the district's curriculum. If you wish to review specific content areas, materials, or resources, please submit a written request to the building principal. Your request should clearly specify the content area, materials, and/or resources you would like to review.

Parent-Teacher Communications

Individual teacher schedules vary throughout the school day. Therefore, in the event of a need to contact a teacher, parents/guardians are encouraged to email the teacher directly. A staff directory is located on the District website, and teacher pages are listed on each building website. Parents and guardians may email the teacher directly or call the school office to request an appointment to meet with the teacher.

Parent-Teacher Conferences

Parent-teacher conferences provide an invaluable means of establishing a positive school-home relationship, which is the foundation of school success for the student. At least two parent-teacher conferences will be scheduled during the year to discuss the students' progress and needs. Conferences will be held in the fall and the spring. Additional conferences with the teacher may be scheduled on an as needed basis. Parents/guardians are encouraged to email the teacher directly to schedule a conference. Parents and guardians may email the teacher directly or call the school to schedule an appointment.

District policy requires that teachers keep parents informed if a student is not meeting grade level expectations for academic progress. A conference or telephone call at mid-marking period may be used for this purpose.

Parent-Teacher Organizations

All District schools are greatly enhanced through the involvement of parents and community volunteers. Members of the Parent Teacher Organization (PTO)/Parent Teacher-Student Organization (PTSO) enhance the learning environment and student experience through a variety of activities. Volunteer opportunities include classroom readers, holiday party coordinators, student directory support, volunteers for school-sponsored events, and various fundraising activities. The PTO/PTSO are headed by a board of officers and committee persons who meet monthly to coordinate activities. All parents are welcome and encouraged to attend the monthly meetings. Additional information may be found on the District website as well as by contacting the schools.

Student Services

In order to ensure The Success of Every Learner, the Student Services department works with all stakeholder groups to provide services for all students. Services include special education support, services for English language learners (ELLs), alternative education, and serving students with disabilities.

In addition to special education services, the Student Services department provides support in the areas of attendance, interventions, and enforces the McKinney-Vento Act. By partnering with parents, general and special educators work collaboratively and individually to address the unique learning needs of students with disabilities and individualized learning plans. More information about the Student Services department and a full listing of services and offerings is available on the District website.

Special Education

The Susquehanna Township School District (STSD) takes great pride in the highly qualified staff that makes up the special education department. Special education teachers hold valid certificates and are currently highly qualified for all subjects in which they are the teacher of record. The special education department is committed to educating all of its students with disabilities in quality programs.

The District is committed to educating students in the Least Restrictive Environment (LRE). Supplementary aids and services are used K-12 to ensure that students are accessing and deriving meaningful benefit from the general education curriculum. The District provides a full continuum of service for each student based on the Individualized Education Plan (IEP). Para educators support the classroom instruction provided to students. Para educators participate in professional development opportunities at the building and District level and are trained in specific programs used in various buildings/grade levels.

The Special Education department hours of operation are Monday through Friday from 8:00 am to 4:00 pm. Please refer to Susquehanna Township School District Board Policy # 113, Special Education Policy.

Special Needs of Students

It is the District's intent to ensure that all students' needs are being appropriately met. For most children, those needs may be addressed within the regular classroom. A variety of services are provided to support or supplement classroom instruction. These services may include speech and language, Title I reading, English as a Second Language, school counseling, and a full range of special education services. Parents and guardians with questions or concerns about their student's progress should contact the classroom teacher or building administrator.

Student Educational Records

Family Educational Rights and Privacy Act (FERPA) pertains to all STSD parents and any student over eighteen years of age ("eligible student"). All health information created and maintained by the STSD and its agents is also considered part of the student's educational record, and therefore protected by FERPA as well as HIPPA (Health Insurance Portability and Accountability Act). FERPA provides certain rights with respect to a student's educational records. They are:

- The right to inspect and review the student's educational records within 45 days of the date the District receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that is authorized by FERPA permits disclosure without consent to school officials with legitimate educational interest.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

McKinny-Vento Homeless Act

On July 22, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America. Recently included in the 2001 "No Child Left Behind Act", it is now called the McKinney-Vento Homeless Education Assistance Improvements Act f2001. (Public Law 107-110) Subtitle B covers the Education for Homeless Children and Youths. (Sec. 721-726). Susquehanna Township School District has a district liaison who is responsible for

explaining these rights. There is also a liaison at each building to support families. This information is available on the district website and can be accessed by contacting any building.

A child is considered homeless/displaced if they are:

- Living (with or without parents) in a public or private place not designated as a regular sleeping accommodation, such as a vehicle, park, hotel, motel, street, campground, etc.
- Living (with or without parents) in a homeless or domestic violence shelter
- Living (with or without parents) with relatives or friends due to lack of housing (doubled up)
- A runaway or a child or youth who has been forced out of the home by parents or other caretakers, or has no formal custody papers while parents/guardians are in jail or hospital (unaccompanied youth)
- A child of a migrant family who lacks adequate housing
- A school-aged unwed mother or expectant mother living in houses for unwed mothers when she has no other accommodations

School Delays/Cancellations

Inclement weather or other emergencies may require cancellation or delay of school. The District utilizes Campus as the electronic messaging system to notify parents via phone, email, and text. This information will also be posted on the District website, social media pages, and local television stations. All parents are encouraged to create a Campus Parent Portal account to ensure that contact information is current and up to date. Please visit the District website to request a Campus Parent Portal access code.

School Insurance

The Susquehanna Township School District is not responsible for medical expenses caused by injuries which occur on school property and does not carry insurance which would cover such expenses. The District does offer an insurance policy to students at a special school rate. This is a service to students and is not mandatory. This policy covers any accident while on the way between home and school, while in the school building, on school grounds, and as a participant in a school-sponsored activity. Insurance brochures are distributed to all students at the beginning of each school year. Parents should review the brochure and student accident insurance policy carefully for coverage and exclusion information.

Student Dress Code

The Susquehanna Township School District Board of School Directors recognize that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board also recognizes that some forms of dress are not appropriate or create a disruption or distraction to the learning environment.

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding

their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health and safety of the student.

Students who violate the Student Dress Code will receive consequences according to the Student Success Manual (Student Code of Conduct). Please refer to Susquehanna Township School District Board Policy # 221, Student Dress and the attached Student Dress Code guide.

District administration reserves the right to question any mode of dress that is beyond established school rules or in any manner jeopardizes the health or safety of the student or other students.

Images and logos related to drugs, alcohol, or considered offensive according to Policy 103 and 104 are not permitted.

Tops

Tops may not reveal cleavage and must be waist length. Exposed backs, shoulders and midriff are not permitted. Any top that is skin-tight or allows the stomach, cleavage, or undergarments to be exposed is not permitted.

	Unacceptable
Tank tops	
Spaghetti straps/ halter tops	
Sheer material that exposes undergarments or skin	
Tube Tops/Crop Tops	

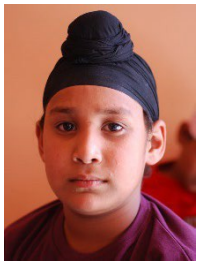
Hooded Tops and Jackets

Hooded tops/jackets are acceptable but wearing the hood is not. **This is a safety measure.**

Acceptable	Unacceptable

Head Wear

Hats, caps, bandanas, sunglasses and visors are not permitted unless medically necessary or for religious reasons.

Acceptable	Unacceptable
	

Jeans and Pants

- Pants and shorts must be worn at or above the hip. Undergarments and buttocks must be covered.
- Tear-away pants (snap pants) are not permitted
- Pajama pants (and tops) are not permitted

Yoga Pants, Jeggings, and Leggings are acceptable; however, they cannot be sheer or see through.

Acceptable	Unacceptable

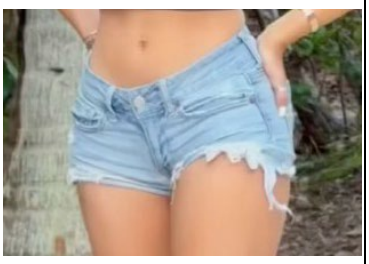
Footwear

- Flip-flops and high heeled shoes (heels greater than one inch) are not acceptable for K-5 students
- Shoelaces must be tied
- Shoes must be worn at all times
- Slippers are not permitted

Unacceptable

Shorts and Skirts

- Boxer shorts worn as outerwear are not permitted.
- Shorts, skirts, and rompers are acceptable. However, undergarments and buttocks must be covered.
- Cut-off pants or shorts are permitted as long as they are of appropriate length.

Acceptable	Unacceptable
	

Blankets are not permitted to be worn in school.

Unacceptable

Transportation

Public school districts in the Commonwealth of Pennsylvania are not mandated to provide transportation to pupils; transportation is a privilege and not a right [24 P.S. 13-1361]. The District policy that governs student behaviors on school buses has been revised to align with SOAR and the shared norms: "The drivers of all school buses or other vehicles transporting public or non-public students will fill out bus conduct reports on … students who are violating the rules of proper bus behavior … which will be signed by the driver and submitted to the administrator of the school. Copies of the report will be distributed to the parents … and will indicate the violations as well as the actions taken…"

STSD Discipline Procedures for Level I and Level II Behaviors:

First discipline report - warning; repeated Level I behaviors may result in disciplinary action.
Second discipline report – 1-day suspension of bus privileges.
Third discipline report – 5-day suspension of bus privileges.
Fourth discipline report – 10-day suspension of bus privileges.
Fifth discipline report - removal from bus for the balance of the school term.
Fighting on the bus - AUTOMATIC suspension of bus privilege for a minimum of 5 days.

STSD Discipline Procedures for Level III Behaviors:

Building administrators will determine the consequences associated with all Level III behaviors based on the nature of the behavior and provisions within the Student Success Manual (Code of Conduct) and school board discipline policy.

Activity Buses

Activity buses are provided daily for those students who stay after school for athletics and other supervised extra-curricular activities. Transportation will be provided for students participating in the activities. Students attending events as spectators are not permitted to ride the activity bus.

Transportation by Car

Students may be transported to school via personal vehicle. Elementary students must be escorted to the building door where staff members are able to supervise incoming students. Students are not permitted to be dropped off prior to the pre-determined arrival time.

Elementary parents planning to pick up their student prior to or at the end of the day must contact the student's office and/or send in a note. Students will only be released to parents, guardians, or designated persons on the student's emergency card. A valid photo ID will be required at the time of pick up.

Visitors

The Board welcomes and encourages interest in District educational programs and other school-related activities. The Board recognizes that such interest may result in

visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policies governing school visits. All visitors will be required to enter through the building main office and provide valid state or federal identification. Please refer to Susquehanna Township School District Board Policy # 907, School Visitors.

Volunteer Program

Parents, guardians, grandparents and community members are invited to volunteer in STSD schools through the Volunteer Program. Volunteers with the program are offered the opportunity to respond to requests for help that are received from teachers, librarians, administrators, the PTOs, and other members of our school district family.

Volunteer Requirements

Under Pennsylvania law, ALL school volunteers must meet certain requirements, including those who volunteer in extracurricular activities. Therefore, all STSD volunteers must be members of the Volunteer Program to ensure the safety of our students and staff, and for compliance of the law.

Detailed information and required forms can be found in the District's Volunteer Manual. The Volunteer Manual can be found in the District and School Offices or downloaded from the District website. Questions may be directed to the Volunteer Coordinator at 717-657-5100 ext. 54000 or volunteers@hannasd.org. Please refer to Susquehanna Township School District School Board Policy # 916, School Volunteers.