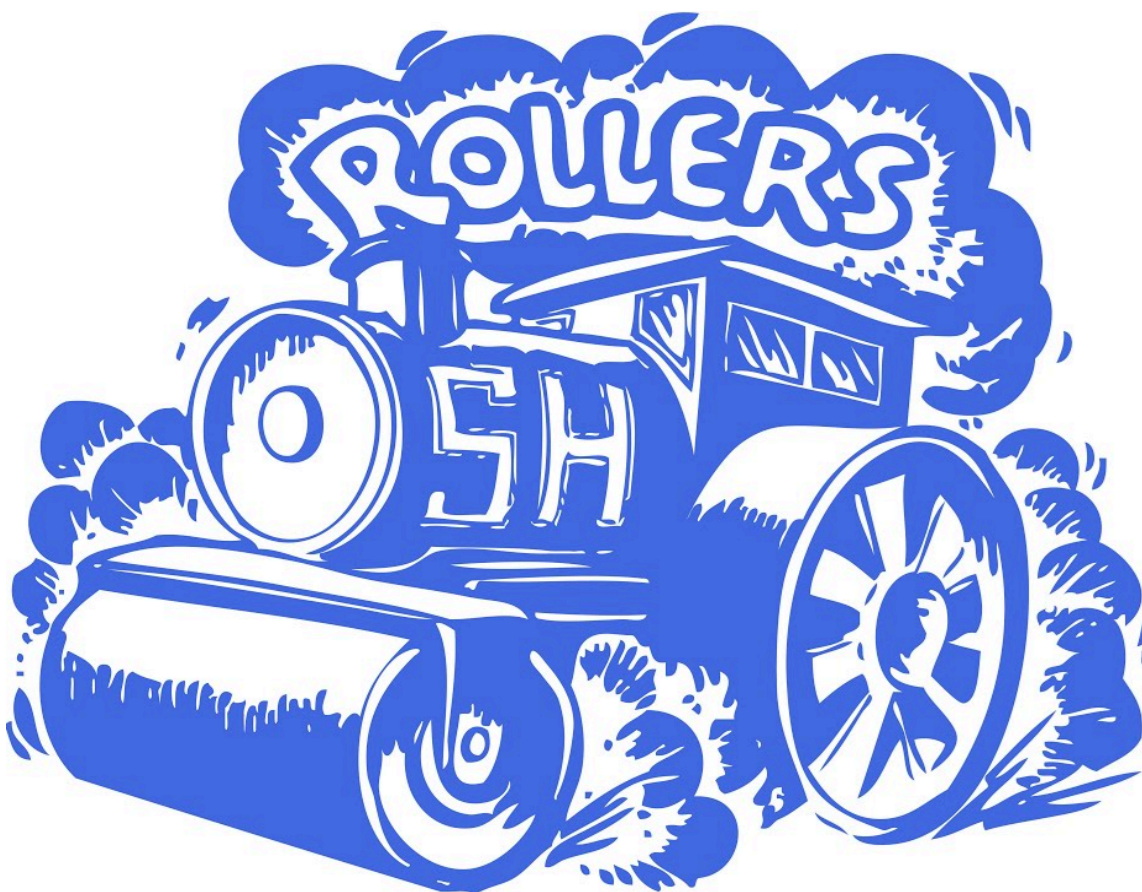


Steelton-Highspire Jr./Sr. High School

Student Handbook & Code of Conduct 2025-2026



STEELTON-HIGHSPIRE SCHOOL DISTRICT

250 Reynders Avenue Steelton, PA 17113 - 717-704-3800

NON-DISCRIMINATION STATEMENT

The Steelton-Highspire School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and 504. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are

accessible to and usable by handicapped persons, contact the Office of the Superintendent, Steelton-Highspire School District, Steelton, PA 17113. Phone contact can be made at (717) 704-3800.

Mr. Steve Shuleski
Thomas
Principal
Principal

Mr. Neal

Assistant

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***The Steelton-Highspire School District
School Board of Directors***

Board President	Micheal Wanner
Board Vice President	Ashely Ward-McMullen
Board Treasurer	Calvin Johnson
Board Member	Joyce Culpepper
Board Member	Michael Pilsitz
Board Member	Nicholas Conjar, Jr.
Board Member	Casey Hamilton
Board Member	Christie Hamilton
Board Member	Jenna Condran

Mr. Willie Slade
Interim Superintendent

MISSION STATEMENT:

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

VISION:

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

SHARED VALUES:

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

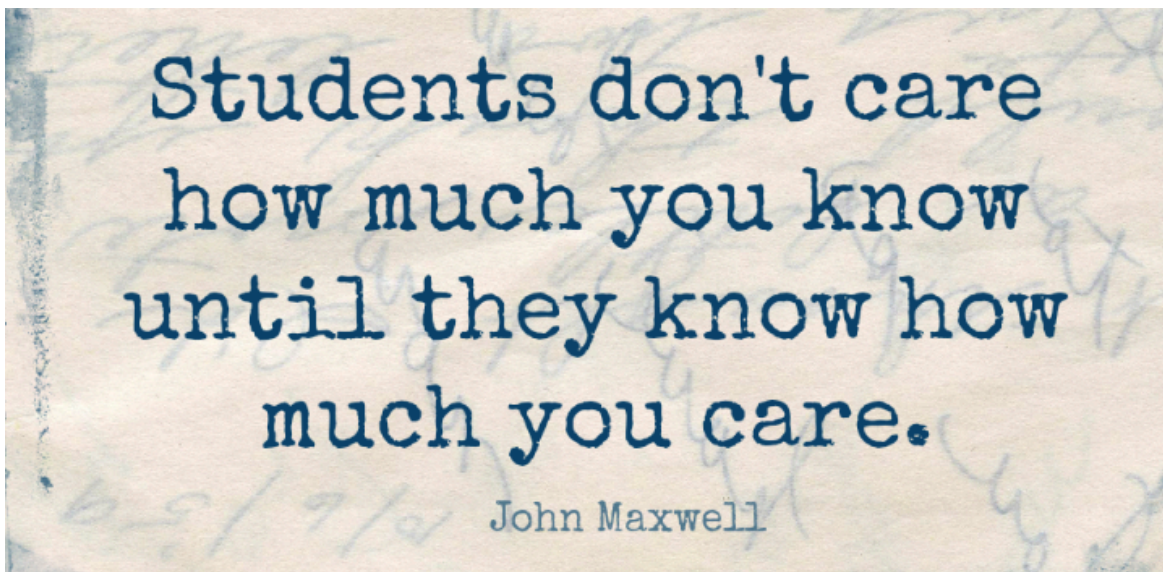
- Students are our primary focus and responsibility.
- Everyone is treated with dignity and respected for their uniqueness.
- Cooperation among and commitment from students, parents, community, administration, faculty and support staff are essential parts of our learning environment.
- Disciplined behavior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

A Message From Your Principals. . .

We are pleased to welcome you to Steelton-Highspire Junior/Senior High School. The 2025–2026 school year brings exciting opportunities for growth, learning, and continued partnership, and we are truly looking forward to having you back.

Our mission is to inspire every student to become a life-long learner by reaching their full potential in a safe, supportive, and academically challenging environment.

Please take time to carefully review the information in this handbook so you are familiar with our updated school policies and procedures. If you have any questions, our main office is always available to assist you.



This year’s continued theme, “**Show them you C.A.R.E.**”, reflects our continued dedication to student success and the vital role each of you plays in shaping our learning environment. Your **COMMITMENT, ATTITUDE, RESPECT, and EFFORT** are what makes our school a truly exceptional place for students to grow and thrive.

We are excited to work together as we continue our transformation toward excellence. Together, we can achieve great things.

Sincerely,

Mr. Steve Shuleski
Principal

Mr. Neal Thomas
Assistant Principal

2025-2026 ACADEMIC CALENDAR



Steeltown-Highspire School District 2025-2026 School Calendar



July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		
						0

August 2025						
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24	25	26	27	28	29	30
31						8

September 2025						
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						21

October 2025						
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November 2025						
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December 2025						
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January 2026						
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						18

February 2026						
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March 2026						
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April 2026						
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May 2026						
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31						18

June 2026						
Su	M	Tu	W	Th	F	Sa
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28	29	30				
						1

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

<p>Jul 3 4th of July (Observed - due to July 4 - Fri)</p> <p>Jul 4 4th of July Holiday</p> <p>Aug 12,13 Induction/NewStaff Orientation</p> <p>Aug 14-19 Staff Inservice (Act 80)</p> <p>Aug 20 First Student Day</p> <p>Sep 1 Labor Day Holiday</p> <p>Oct 13 Columbus Day/Indigenous Peoples' Day</p> <p>Oct 24 Staff Inservice (Act 80)-No School Students</p> <p>Oct 27 Parent/Teacher Conferences (Act 80)</p> <p>Oct 28 Parent/Teacher Conferences (Act 80)</p> <p>Nov 11 Veteran's Day Holiday</p> <p>Nov 26 Early Dismissal (All)</p> <p>Nov 27-Dec.1 Thanksgiving Holiday</p> <p>Dec 22-Jan.2 Winter Holiday</p> <p>Jan 19 Martin Luther King Holiday</p>	<p>Jan 20 Staff Inservice (Act 80)-No School Students</p> <p>Feb 9 Parent/Teacher Conferences (Act 80)</p> <p>Feb 10 Parent/Teacher Conferences (Act 80)</p> <p>Feb 16 President's Day Holiday</p> <p>Mar 27 Staff Inservice (Act 80)-No School Students</p> <p>Apr 3-6 Spring Break</p> <p>May 21 Staff Inservice (Act 80)-No School Students</p> <p>May 22-25 Memorial Day Holiday</p> <p>May 28 SHHS Graduation</p> <p>Jun 1 Last Student Day/Early Dismissal (All)</p> <p>Jun 2,3 Staff Inservice (Act 80)-No School Students</p> <p>Jun 18 Juneteenth (Observed - due to June 19 - Fri)</p> <p>Jun 19 Juneteenth Holiday</p>	<p>End of Marking Period</p> <p>1st October 23, 2025 (45 days)</p> <p>2nd January 16, 2026 (45 days)</p> <p>3rd March 26, 2026 (45 days)</p> <p>4th June 1, 2026 (41 days)</p> <p>Office Phone Numbers</p> <p>Administration (717) 704-3801</p> <p>Jr/Sr High School (717) 704-3809</p> <p>Elementary (717) 704-3828</p> <p>Pupil Services (717) 704-3807</p> <p>District Fax (717) 704-3808</p> <p>Snow Make-Up Days</p> <p>1st - No Make-Up</p> <p>2nd - No Make-Up</p> <p>3rd - April 3rd</p> <p>Others added after May 29th</p> <p>ELL WIDA Testing Window</p> <p>Jan-Mar, 2026</p> <p>Be sure to follow us:</p> <p> </p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">#RollerNation</p>
<p>Student Early Dismissal/Staff Inservice (Act 80) on the following dates: Sept 12, Oct 10, Nov 7, Dec 12, Jan 16, Feb 20, Mar 13, Apr 17, May 8</p>		<p>Summer Office Schedule: Monday-Thursday June 8, 2026 - August 7, 2026 Hours: 8:00am-3:00pm</p>
<p>PSSA Testing Dates Window (Grades 3-8)</p> <p>English Language Arts: April 20-24, 2026</p> <p>Math, Science, and Makeups: April 27- May 1, 2026</p> <p>Math, Science and Makeups (optional): May 4-8, 2026</p> <p style="background-color: #FFD700; text-align: center; font-weight: bold;">School District Events & Activities http://www.shsd.k12.pa.us</p>	<p>AP Testing: May 2026</p> <p>Keystone Exam Window (Alg I, Bio, Lit)</p> <p>Summer: July 28 - Aug 1, 2025</p> <p>Winter: December 3-17, 2025 & January 5-16, 2026</p> <p>Spring: May 11-22, 2026</p>	<p>Approved 1/15/2025</p>

25-26 Daily Bell Schedule

Steelton-Highspire Jr./Sr. High School Bell Schedule 2025-2026	
1	8:05 – 9:02
2	9:05 – 9:51
3	9:54 – 10:40
4	10:43 – 11:29 Lunch 10:43 – 11:13
5	11:32 – 12:18 Lunch 11:32 – 12:02
6	12:21 – 1:07 Lunch 12:21 – 12:51
7	1:10 – 1:56 Lunch 1:10 – 1:40
8 W.I.N.	1:59 – 2:40

Steelton-Highspire Elementary School
2-Hour Delay Schedule
2025-2026

Steelton-Highspire Jr./Sr. High School	
Two Hour Delay Schedule 2025-2026	
1	10:05 – 10:50
2	10:53 – 11:28
3	11:31 – 12:06
4	12:09 – 12:44
5	12:47 – 1:22
6	1:25 – 2:00
7	2:03 – 2:40
Dismissal	11:20 – 11:30

Scheduled Half Day/Early Dismissals

September 12th, 2025	October 10th, 2025
November 7th, 2025	December 12th, 2025
January 16th, 2026	February 10th, 2026
March 13th, 2026	April 17th, 2026
May 8th, 2026	

Half Day Schedule

Steelton-Highspire Jr./Sr. High School Half Day Bell Schedule 2025-2026	
1	8:05 – 8:22
2	8:25 – 8:42
3	8:45 – 9:03
4	9:06 – 9:36
5	9:39 – 10:09
6	10:12 – 10:42
7	10:45 – 11:15
Dismissal	11:20 – Walkers/Van Riders 11:25 – Bus Riders 11:30 – Sibling Pick-Up

OUR SCHOOL DAY

First Day of School: August 20th, 2025

Last Day of School: June 1st, 2026

School Hours

8:15 AM-2:40 PM

Students may enter the building at 7:55AM.

Supervision of students on school grounds does not begin until 7:55 AM.

Building Security

The entrance doors to the Jr./Sr. High School will be opened for students at 7:55AM. Students are not permitted in the building prior to 7:55AM. Students will get their breakfast and remain in the cafeteria until 8:10 AM (First Bell). Exit doors will be locked once students have entered the building by 8:15. Access to the building during the school day can only be made through the front entrance. Visitors should ring the bell in front of the main entrance door and a secretary will assist you. ***No one will be allowed into the building unless they have a pre-scheduled meeting with a staff member or administration.***

Dismissal occurs as follows:

- 2:40 - Students who walk home,
- 2:45 - Students who take the bus,
- 2:50 - Sibling pickup and any afterschool/extracurricular participants

Following dismissal, it is expected that students will leave the building unless they have official school business that requires that they remain in the building (work in the Library, meet with teachers, participate in extracurriculars, etc.). Students may not prop open any door or entrance or allow any unauthorized person to enter the building. Violation of this rule may lead to disciplinary action. All exit doors will be locked after students are dismissed.

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

FIELD TRIPS

Field trips and school trips are a vital part of the learning experience. As such we encourage student participation in these events. Eligibility for participation, however, is at the discretion of the teacher and School administration. Examples of criteria for eligibility include attendance, academic performance and discipline record. It is possible for students to be excluded from such trips based upon these criteria. Any student who does not participate in a curricular field trip will be given an alternative assignment. While participating in a field trip, students are expected to abide by the same school rules that apply while they are attending classes in the building. Additional rules and guidelines that are specific to the trip will be outlined by the trip teacher/chaperone. Appropriate dress guidelines for the field trip will be determined by the trip teacher/chaperone.

ASSEMBLIES

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

1. Students will wait to be called over the PA system and walk quietly in a single file line to the high school auditorium, and wait to proceed to their identified seating areas.
2. All pupils will be assigned seats in the auditorium or gym. Teachers will be responsible for checking attendance.
3. Pupils are to enter the auditorium/gym quickly and quietly take their assigned seats.
4. Pupils should be orderly during the program and applaud reasonably and courteously.
5. Upon leaving assemblies, pupils are expected to stand quietly, wait until the row in back has passed, then proceed quietly out of the designated door in a single file.
6. Consumption of any beverage, candy or food is not permitted.
7. Administrators, Teachers, and/or Staff will remove student(s) from the auditorium due to misconduct. The matter will be resolved in the office following the assembly.
8. Attending assemblies is a privilege that can be revoked for failure to follow school rules or established guidelines.

CAFETERIA & FOOD SERVICES

Food services in the Steelton-Highspire School District are provided by an independent contractor, Chartwells, a division of the Compass Group-USA.

The district will have a “universal free meal program.” The district has elected to participate in the “Community Eligibility Provision” (CEP), which is being administered by the USDA. In order to be eligible for the (CEP) provision, districts must have at least 40 percent of its students directly certified for free meals through means other than household applications. The Steelton-Highspire School District qualifies for this provision (CEP).

As a result, there will be no need for households to fill out a lunch application by hand or online through Compass (through the department of welfare). All students will be eligible for free breakfast and lunch for the 2025-2026 school year.

Although the National School Lunch Program (NSLP) and the USDA have provided the opportunity for school districts to participate in the “CEP” to help increase child nutrition and reduce financial burden, the district is still required to collect economic/household data for Title I accountability. All households will receive a census form the first week of school that will need to be returned to the school district.

Children are permitted to bring a packed lunch if desired, however, carbonated drinks or glass containers are prohibited. Snacks are available for purchase separately.

Lunch Procedures: Students will be assigned a 30-minute lunch period in the cafeteria each day. They may bring their lunch or choose a school lunch. The lunch period provides a time for relaxation, social interaction, and a break from the rigors of the day.

The following are expectations for students. The students must:

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

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

Following a bell dismissal from the cafeteria, students will have 3-minutes to transition to their next assigned location.

DANCE PROCEDURES FOR GUESTS

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

DRUG AND ALCOHOL POLICY

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

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

Definitions

For purposes of this policy, **controlled substances** shall include all:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.

8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drugs** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Discipline Code if any of the following circumstances exist:[14]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Student Discipline Code if conducted in school.

5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

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

CARE OF SCHOOL PROPERTY

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

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

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

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

MEDIA CENTER

Media Center: Reference books may be borrowed overnight. Books and magazines may be renewed two times. Reference items cannot be renewed. Overdue charges are \$.10 per book per day for books and magazines. Overdue reference material charges are \$.25 per book per day. Students are strongly encouraged to use the media center for reference work. The media center is meant to be used for research, not for social gatherings. The media center offers electronic

reference sources, word processing, current newspapers and magazines, research assistance, recommended reading assistance and classroom instruction as per teacher requests.

Reminders:

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

ELECTRONIC DEVICES

The District recognizes that electronic devices are sometimes necessary for students to have in their possession before and after school Board Policy No 237. However, electronic devices should be used according to classroom rules during instructional time. If student use of an electronic device is not in accordance with this regulation, it may be confiscated by a staff member and turned over to the office for parent pick up. Middle school students should not have phones during school hours.

Middle School students will store their electronic device in their locker or with their teacher during the school day.

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

Building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, are authorized to determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels or may be different between programs. Building principals shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board directs that electronic devices may be used in authorized areas or as determined by the building principal as follows:

1. For educational or instructional purposes, as determined and supervised by the classroom teacher.

2. Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if authorized by the classroom teacher.
3. When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.[2][3]

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The district shall not be liable for the loss, damage or misuse of any electronic device

FREEDOM OF SPEECH

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school community, encourages unlawful activity, or interferes with another individual's rights. The Principal requires students to submit for prior approval, a copy of all materials to be displayed, posted or distributed on school property. The Principal requires that notices or other communications be dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

LEGAL CUSTODY

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

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

Both the federal Family Educational Rights and Privacy Act and Pennsylvania Law (Act 115 of 1981) provide each natural parent with access to the school records. Act 115 also gives the parent access to medical and dental records and the residence address of their children and of the other parent. No matter

what form the custodial arrangement takes, one parent may not prohibit the other from viewing the records of the child. We must provide both parents, upon proper request, access to school records and school functions. The only way a parent loses that right is through a specific order of the court restricting access.

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

ATTENDANCE

Arrival: Students may enter the building at 7:55 AM. Children who are not in their classrooms by 8:15 AM will be considered tardy. They must report to the office to receive a pass to enter class.

Please be advised that frequent lateness results in loss of instructional time for students. We ask for your assistance to ensure that each day begins on time for all students.

Dismissal: Students who need to be excused early for such things as unavoidable medical appointments should send a written request to the office. Students may only be released to parents or legal guardians; or to a person designated by the parent/guardian. An adult must report to the office and sign the student out of school before they are permitted to leave the building.

Absence from School: Any day that a student is unable to attend school, the student's parent or guardian is expected to phone the school's attendance secretary before 8:10 a.m. to provide the reason for the absence. If the school does not receive a call when your child is absent, you will receive a phone call from the school.

Upon returning to school following an unplanned absence, whether for a partial or full day, students are required to submit an Excuse of Absence. This year we are encouraging our families to send their excuse notes via email at SHSDHSAttendance@shsd.k12.pa.us.

When utilizing a written excuse please include:

- Reason for the absence
- Date of the absence
- Parent/Guardian signature
- Phone number for verification

According to Pennsylvania Law, the only excusable reasons for absences from school are: illness, quarantine of the home, death in the immediate family or urgent and unavoidable family emergency. The following reasons for absence from school are excusable, but must be requested in advance and approved by an administrator: observance of religious holiday, religious instruction, college visits and educational trips, if the trip meets school district criteria.

Students arriving after the start of school and within the first two (2) hours of the school day will be marked as tardy to school. A half day absence is from two (2) hours to four and one-half (4 ½) hours. Students who are absent more than four and one-half (4 ½) hours will be reported as absent for the day.

Unlawful Absences: Any absence from school that does not conform to the state law and school district policy will be marked unlawful.

An unlawful absence of a student who is less than 17 years old is illegal as dictated by Pennsylvania's Mandatory Attendance Law. If a student accumulates three or more illegal absences, their parents/guardians will be notified – and will possibly be issued an official attendance warning notice, which would advise them that any additional illegal absence(s) would result in the issuance of a citation.

Doctor's Excuse Requirement: Any student who is absent from school for three or more consecutive days is required to submit a doctor's excuse to confirm the illness. In addition, any student who develops a pattern of poor attendance – for any reason - may be required to submit a doctor's excuse for all absences and tardies. Failure to submit the required doctor's excuse will result in the absence/tardy being marked unlawful and credit for work missed may be denied.

Anticipated Absences: Permission to be absent from school for any reason other than illness or immediate family emergency must be requested in advance. Any such absence that is not pre-approved by the administration will be marked unlawful and credit for work missed may be denied.

The maximum number of pre-approved days that a student may miss in one school year for the purpose of college visits and educational trips is five (5).

We strongly recommend that educational trips do not occur within the first cycle of the school year and during the last two cycles of the school year. Please be advised that the administration reserves the right to deny requests for extended absence during these times. Educational trips will not be approved for students that are scheduled to take state assessments on the date(s) of the requested trip.

Students must be present during standardized test dates as identified on the district calendar. No trips will be approved during this time period for students who are required to take standardized tests.

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

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

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

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

Educational Trip Procedure : The Steelton-Highspire School District will approve up to five (5) days per school year for educational trips. In order to provide uniform application of the regulation for all students, the district provides a pre-approval form.

Parents who anticipate taking children on trips which would qualify as an “educational experience” should obtain a form from the school office, and complete it with a brief, but specific statement as to the educational value of the trip. This should be returned to the school at least one week prior to the trip so that any questions about the merit of the trip are clarified before the trip is taken.

A parent or guardian must complete an Educational Trip Request form if they wish to have their child participate in an educational trip. In order for the absence to be “excused” the trip itinerary must contain significant educational opportunities that could not otherwise be experienced in the school setting or during a time when school is not in session. In other words, the educational benefits of the trip must outweigh the negative effects of a disrupted educational program. For trips with a limited number of educational experiences and/or trips that could be taken on non-school time, the absence will be classified as “unexcused”.

Types of trips which would qualify as educational trips include visits to national parks, places of historic interest, museums, art galleries, etc. Trips which do NOT qualify would include hunting and fishing, family visits, etc.

Late Arrivals/Early Dismissals :If you arrive at school after **8:15** a.m., you should report to the high school office. Late arrivals will be deemed as excused or unexcused by district staff. Students will not be permitted to make up work missed due to an unexcused late arrival or early dismissals. **Such reasons as running out of gas, oversleeping, and having a flat tire will not be excused.** Extremely bad weather or personal illness will be considered when a course of action is determined.

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

Tardy to Class::Students have three minutes to go from class to class and will be considered late if they enter their classroom after the bell rings. They may enter late if they have a legitimate pass from another teacher or staff member.

Responsibility for Classwork: Students who will miss any class(es) as a result of an anticipated absence such as a medical/dental appointment, educational trip, etc. are responsible for (1) submitting any assignments that are due prior to leaving, (2) acquiring the information which was presented in class, (3) completing any assignments that were done in class or assigned for homework, and (4) being prepared to participate in activities which are scheduled for the next day (including quizzes, tests, projects, etc.)

School Attendance Improvement Plan (SAIP): A School Attendance Improvement Plan may be initiated by the school as an opportunity to sit down with families to discuss ways to work together and improve a student's attendance. Completion of a SAIP is required by law when a child is unlawfully absent four days of school and after receiving an attendance warning letter. Parents will be invited to a Student Attendance Improvement Conference (SAIC) to discuss attendance improvement strategies and develop the SAIP. The overall goal of the SAIP process is to partner with families as a team to assist the student in improving school attendance.

Maximum Number of Days Absent: If regular attendance becomes an issue, the administration may schedule an attendance review hearing. If a student is absent from school 25 times or more, the potential outcome of the hearing could be retention

Leaving Campus: Any student wishing to leave the campus must have prior permission from the office and parental permission and leave through the main office.

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

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

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

All drill procedures and safety plans should be located near the classroom door, clearly marked, updated when needed, and noted on substitute plans.

***STATE LAW REQUIRES THAT DIRECTIONS MUST
BE VISIBLY POSTED IN EACH ROOM.***

****BE SURE TO POST YOUR CLASSROOM'S ASSIGNED AREA IN PLAIN VIEW****

SCHOOL COUNSELING

CLASS RANKINGS

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

This average is based upon the total percentage points earned divided by the number of academic courses taken. The computation will take place upon completion of the second, fourth, sixth, and

eighth semester of senior high school studies. Students that repeat courses, due to previous low grades or other reasons, shall have both grades computed in their class rank.

CLASS STANDING

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

COMMENCEMENT

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

PROGRESS REPORTS

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

REPORT CARDS

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

Progress Reports and Report Cards: For the 2025-2026 school year, we will not be sending home printed progress reports and report cards. Progress reports and report cards can be accessed on the PowerSchool portal on the dates listed below. Report cards will be sent home with your student at the conclusion of each marking period on the dates listed below. It is very important that you have your Powerschool Parent Portal account set up so that you can access your student(s) grades. See below for directions on how to set up your PowerSchool Parent Portal account.

You can create your PowerSchool Parent Portal account by following the directions at this link: <https://www.shsd.k12.pa.us/Page/4857>. If you have questions or problems creating the account please email SHSDPowerSchool@shsd.k12.pa.us or call your child's school office. Once you have your account set up, you can retrieve the progress or report card reports within the portal by clicking on the SwiftReach/Swiftk12 icon. These reports will only show up for 30 days then they will disappear so please download them and save them or print them out.

Honor Roll: Following is the criteria that must be met in order to obtain honor roll status for students in grades 3 through 6:

1. **Distinguished Honors:** All A's in Core Subjects
2. **Honors:** All A's and B's in Core Subjects

Core Subjects: Reading, Math, Writing, Science, Social Studies

Guidelines for Grading Procedures Plan 2025-2026

- Grades are recorded in PowerSchool within seven (7) school days of an assignment's due date
- Grades are never used in a punitive manner
- Students receive an initial score earned for an assignment or assessment on which there is a concerted effort
- Students receive an initial score of zero (0) for an assignment or assessment on which a student made no attempt or which is missing
- **At the end of the first grading quarter, if a student is failing, students overall grade will be changed to a 50**

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

- Assessments should be standards-based and measure students' level of mastery on specific learning objectives. All formal assessment data will be collected using Mastery Connect.
- Additional practice will be provided for students who do not achieve initial mastery (80%)
- Following additional practice, new opportunities shall be provided to measure student mastery
- Grades will be weighted at each level as follows:

Major Authentic Assessments/Projects	Minor Assessments/Projects	Classwork	Homework/Participation
Required: ≥ 1 per quarter	Required: ≥ 4 per quarter	Required: ≥ 8 per quarter	Required: ≥ 5 per quarter
- Projects - Performance Tasks - Demonstration of skills - Open-ended/Constructed Responses	- Mini-projects - Labs - Quizzes - Tests - Demonstration of skills	- Guided Practice - Independent Practice - Group work - Contributing to discussion/activities - Effort/Good citizenship	- Practice & reinforcement of newly introduced skill - Spiraled assignment of eligible content - Writing Assignment - At-home reading
40%	30%	20%	10%

Letter grades will correspond accordingly:

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

Grading Special Populations

Students with Disabilities:

When grading special education students in Pennsylvania, it's essential to consider the individualized education programs (IEPs) that guide each student's learning objectives and accommodations. Teachers should align assessments with the specific goals outlined in the IEPs, ensuring that grading reflects the progress toward these tailored objectives rather than solely comparing students to general education standards. Modifications and accommodations should be applied consistently during evaluations, and feedback should be constructive and supportive. Additionally, educators should collaborate with special education professionals to ensure that grading practices are fair and accurately reflect each student's growth and achievements within their personalized learning framework.

- **Accommodation** - an accommodation allows a student to access and complete the same assignments and/or assessments as other students, but with changes in timing, presentation, formatting, scheduling, and/or response style without significantly or fundamentally altering the standard or objective or what the assignment or test is measuring.
- **Modification** - a modification is a change in the student learning objective (standard) specifically to the rigor, depth, and complexity of the expectation for mastery; in turn students who receive modifications to learning standards often require alternate ways to access grade level learning targets.

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

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

Election of Members

- Students are eligible for election to NHS at the beginning of their junior or senior year based on their overall school record (grades 9 +)
 - Initial consideration is given to those students who have maintained a cumulative GPA of 90% or higher without rounding.
 - Academically eligible students are notified of their initial consideration by the Faculty Committee and given materials to submit additional information for verification of leadership and service.
 - Students will be eliminated from election on the basis of not having completed all requirements set forth in their packets.
 - The Faculty Committee will review all pertinent information on eligible students and elect students on the basis of their academic record, leadership, character, and service.
 - Students will then be notified by letter of their acceptance.
 - Students who are not elected to NHS may request a review of information considered for membership. The Faculty Committee may then request additional information. The decision of the Faculty Committee will be considered final.
 - Election to membership will occur at an Induction Ceremony.
- Service Projects – All members must participate in at least one NHS Chapter Project per year (to be determined by the membership with the approval of the adviser). Each member must select and participate in an additional service project each year. These projects must also have the approval of the advisor.
- Each member must complete 20 validated service hours before graduation in order to be eligible to wear the NHS collar at the graduation ceremony.

SHSD DRESS CODE

Personal Appearance - Student Dress code

At Steelton-Highspire School District, we believe students should dress comfortably and appropriately for a focused and respectful learning environment. These guidelines help everyone stay safe, confident and distraction-free.

- Transparent or immodest clothing which attracts undue attention may not be worn.
- No midriff or underwear may be visible.
- Small headbands and barrettes may be worn for the purpose of restraining hair. Hats, sunglasses, bandannas, or head coverings of any type are not permitted. (Hats will be permitted on administratively sanctioned “Hat Days”.) Ski masks, bonnets, and hoods are not permitted.
- Shoes must be worn at all times. (Flip flops, slides and platform shoes are prohibited due to the potential for injury.)
- Any clothing that presents a safety hazard or interferes with the educational process will not be allowed.
- Coats, gloves and jackets must be kept in coat rack/locker areas during instructional time. Exceptions to this rule may be made by the administration or the classroom teacher.
- Clothing with slogans/pictures displaying or suggesting the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, lewd or illegal behavior or which is derogatory to any person/group for reasons of race, religion, disability, age, gender, national origin or sexual orientation in violation of civil rights laws prohibiting harassment or discrimination is not permitted.
- Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearer or others (chains, spiked wristbands, studded bracelets or belts) may not be worn.
- Pajamas (including pajama bottoms/pants) are not permitted.
- Small purses will be allowed.

Students not abiding by this dress code will be required to change into an appropriate outfit utilizing the items on hand at school, or if necessary, parents will be called to bring appropriate clothing so that the student may resume their regular schedule. Our dress code is designed to promote a safe, inclusive and respectful environment. Thank you for your anticipated cooperation.

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

MAIN OFFICE PROCEDURES

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

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

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

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

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

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

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

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

Visitors:All visitors must enter through the visitor entrance. All visitors must register in the office and display the visitor’s badge provided. Although parents are always welcome, the school policy is to accept only those visitors who have legitimate business to attend to at the school. Students should not invite relatives, friends, or any other persons to the school during normal school hours. Visitors are expected to leave promptly when their business is completed.

Weapons:Students may not possess any weapon(s) or replicas of weapons on school property or at any school sponsored activity. School property shall include, by way of example but not limited to, grounds, buildings, vehicles, locations at which activities of the School District are taking place, any vehicles used to transport pupils to and from school or school related activities and locations where pupils await such vehicles. Weapons shall include, by way of example but not limitation, any knife, cutting instrument, cutting tool, nunchuck, B.B. gun, paintball gun, air rifle, handgun, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

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

Student cars not displaying an approved parking permit or parked in other than the assigned areas may be towed away at owner expense.

PUPIL SERVICES

Counselors 25-26

Students are assigned to counselor as follows:

Mrs. Brittany Sunday (7th, 8th, and 9th)704-3858
Mrs. Adrienne Albert (10th, 11th, and 12th).....704-3863

Mrs. LaPortia Hume (College & Career/Advisory).....704-3817
Mrs. Jennifer Navickas (Secretary).....704-3813
Mrs. Michelle Warner (Co-Op/Special Ed. Transition)....704-3235
Mr. Mark Wise (Interventionist).....704-3214

Counseling Services Guidance services offered to the student may be divided into three categories: educational, vocational, and personal.

Educational Guidance assists the students in the scheduling of appropriate high school subjects and in the making of plans for further education.

Vocational Guidance includes assistance in choosing a field or cluster of occupations as possible choices for future jobs and in knowing some of the requirements and offering of those job fields. Through orientation, testing and explanations of the test results to students and parents, and through individual conferences to discuss future high school courses, post-high school training and jobs, an attempt is made to assist the student to match his interests, abilities, and personality traits with available occupations. An extensive file of printed information about occupations and a computerized guidance information system is available.

Personal Guidance is available to a student with an individual problem who feels the need of a listening ear and a helping hand. When emotional problems interfere with the student's academic achievement, individual and group counseling opportunities are available to students through parent, teacher or self-referral. Referral to our School Psychologist is also available.

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

HEALTH SERVICES

To obtain health services:

1. An ill or injured student is to be accompanied to the health room by another student. Obtain a hall pass from the classroom teacher in whose class you are or will be attending. (Exception: emergencies such as fainting, nosebleeds, falls, etc.)
2. Report directly to the nurse's office. In case the door is locked, report to the main office. Office will reach out to the nurse if necessary.
3. Students should not remain longer than one period unless the nurse or other authority says it is necessary. Teachers must be notified of a student's absence from class. Failure to comply with this procedure may be construed as cutting class which is a disciplinary offense.

Health Personnel: Nurse. Jo ~ School Nurse

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

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

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

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

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

Required Medical Examination and Vaccinations: A **medical examination** is required for all pupils upon **original entry** to school, sixth grade, and eleventh grade. A **dental examination** is required for all pupils upon **original entry** to school, third grade, and seventh grade. Parents have the option to have their family physician perform the examination or they may opt to have the school's physician perform the examination at a time announced during the course of the school year.

Any child, 1st -7th grade, registering from another Pennsylvania school, must have all immunizations or they **may not** start school. The immunizations include 4 Diphtheria/Tetanus vaccines- with one being after the age of 4, 3 polio vaccines, 3 hepatitis B vaccines, 2 MMRs and 2 varicella vaccines.

A child coming from another state other than Pennsylvania may be placed on a provisional enrollment to acquire the necessary immunizations.

Kindergarten students must have one vaccination of each of the following:

- Diphtheria/Tetanus
- Polio
- Hepatitis B
- MMRs and varicella

If a child enters school without a complete immunization record, he/she will be placed on an 8 month provisional enrollment. Parents may claim exemptions from immunization requirements for a medical, religious, personal and/or philosophical reason. A physician must provide a written statement for medical exemptions; other exemptions must be provided in writing by a parent/legal guardian.

Illness/Injury/Accident: If you become ill (or need to visit the nurse for some other reason), you must get a pass from your teacher before reporting to the nurse's office. Do not report to the nurse's office between classes without a hall pass.

1. If the nurse's office is locked, report to the Elementary School office.
2. The Nurses Office may not be used as a sanctuary for students who desire to skip a class, postpone a test, or sleep. In the event of frequent individual nurse visits, the nurse may discuss possible reasons with the parent/guardian and make recommendations as may be necessary.
3. If an illness requires you to go home, you must have permission from the nurse. Your parents/guardians will be notified and will be responsible for your transportation.
4. When you use the health facilities, please remove your shoes before lying on the cots. If you are injured, report the injury to your teacher immediately. Do not hesitate to report even a small injury, because the injury may be more serious than is immediately apparent. If you see an accident, get help immediately from the nearest faculty member. Do not try to move an injured person.

IMMUNIZATIONS

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

Medication In School: Medication is only given by the school nurse as authorized by the school doctor in the form of standing orders or as ordered by a student's prescribing healthcare

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

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

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

Medication Procedures: Prescription medication and any over the counter medication not covered under the district's standing order policy will not be administered by school personnel unless specific written instructions are received from a health care provider. All orders must be renewed annually.

1. Medications must be given to school personnel in its original container/packaging from the pharmacy
2. The school nurse, building principal, or their designee, shall arrange to administer the medication.
3. Exceptions to this policy must be approved by the building principal and/or school nurse.
4. Any child that requires an inhaler for asthma or an epipen for life-threatening allergies must have an annual physician's order on file in the nursing office. A healthcare provider and a parent/guardian must give written permission for self-carry administration of these medications. Proficiency must be demonstrated annually to the school nurse and this documentation must be kept on file.
5. All medications must be picked up by the parent/guardian on or before the last day of school. All remaining medication will be discarded.

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

Student Wellness: Steelton-Highspire School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn Board Policy No 246. The School Board is committed to providing a school

environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

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

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

STUDENT ASSISTANCE PROGRAM (SAP)

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

EVACUATION DRILLS

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

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

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

Aerosol sprays of any kind are not to be used inside the building. This includes deodorant, hairspray, cologne, perfume, or any similar products. The use of these items has the potential to trigger the fire alarm and/or cause allergic reactions, causing unnecessary disruptions to the school day.

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

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

SCHOOL EVACUATION/NON TMI/NON INTRUDER

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

Fire Alarm Procedure

When the Alarm Sounds:

- 1- Assemble students and quietly exit the room
- 2- Teachers need to take their emergency clipboard with them. This clipboard should contain your class roster, copy of evacuation route, and all clear/help signs (green/red)
- 3- Teachers need to make sure to shut the classroom door, close windows, and turn the lights off when they leave
- 4- Evacuate the building to your designated area

- 5- When students are accounted for hold up the “ALL CLEAR” (green) sign
- 6- If students are not accounted for hold up the “HELP NEEDED” (red) sign
- 7- Students that are not with you are labeled “missing” and someone will be there to assist you
- 8- An Administrator will let the staff know when it is safe to re-enter the building

Intruder Procedure

Intruder! Hide, Run, Fight

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

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

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

Teachers/Staff should do the following:

- o Proceed to the nearest classroom if you are in the hallway
- o Pull the magnet from your door and pull it shut (Doors should be pre-locked at all times)
- o Cover your window completely that no one can see inside of your room
- o Turn out lights
- o Move students away from the door and windows (out of sight of an intruder) and turn off lights

- o Keep students calm and completely silent
- o If necessary barricade the room as best as possible to prevent entry
- o Escape may be an option if the shooter is not close and a safe route identified
- o If confrontation with the shooter is inevitable, fight may be the best option
- o DO NOT evacuate for a fire alarm unless smoke/fire is visible and you are in danger
- o NEVER open the door (not for administration or police). Anyone that needs to get into your classroom will have a master key to do so

Shelter Procedure

Shelter! Hazard & Safety Strategy

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

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

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

Teachers/Staff should do the following:

- o Line up students and exit the classroom, proceeding to the hallway
- o Keep students calm and quiet
- o Teachers, staff, and students assume the severe weather safety position within the hallway (seated with head between knees)
- o Make sure to stay far away from any glass or windows

- o Teachers take attendance and make sure all of your students are accounted for
- o If you are missing students contact the office if possible to let them know
- o Everyone is to remain in the severe weather safety position until administration notifies the staff that the severe weather has passed

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

Evacuate Procedure

Evacuate to an announced location.

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

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

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

Teachers/Staff should do the following:

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

Restricted Movement Procedure

Stay in the Classroom!

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

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

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

Teachers/Staff should do the following:

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

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

Lockout Procedure

Extruder! Secure the perimeter

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

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

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

Teachers/Staff should do the following:

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

- o DO NOT respond to the fire alarm unless directed by an administrator

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

Steelton-Highspire Jr./Sr. High School



SHOW THEM YOU C.A.R.E.!
Commitment Attitude Respect Effort



***We hold strong to two core rules in our buildings: BE SAFE and BE RESPECTFUL. A clear explanation of actions and consequences can be seen below.**

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

PA School State Assessment (PSSA)

The PA assessments for English/Language Arts and Mathematics will be given to students in grades 7 and 8 during the spring. The PA assessment for science will be given to students in grade 8. More specific information will be shared in a separate communication.

PA Keystone Exams

The PA assessments for Algebra, Biology and Literature will be given to students in Keystone aligned courses during the spring. These assessments will be given to students by 11th grade at the latest. More specific information will be shared in a separate communication.

SPECIAL EDUCATION

Section 504/Chapter 15 Student Notification: In compliance with the state and federal law, the Steelton-Highspire School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Director of Special Education Services, Keri Poston.

Every exceptional student attending the schools of SHSD shall be offered an educational program that meets his/her educational needs and is suited to his/her unique abilities. The Special Education program shall be designed to comply with IDEA, conform to the goals of the District and integrate, to the maximum extent appropriate, special education with regular instruction programs. To qualify as an exceptional student, the student must be of school age, in need of specially designed instruction, and meet the criteria for one or more of the following: Autism, Blindness, Visual Impairment, Deafness, Hearing Impairment, Emotional Disturbance, Orthopedic Impairment, Specific Learning Disability, Intellectual Disability, Speech or Language Impairment, Multiple Disabilities, Deaf-Blind, Other Health Impairment, or Traumatic Brain Injury.

The SHSD uses a set of procedures based on State Standards and Regulations to identify and evaluate the specific needs of school-age students requiring special programs or services. Screening information is used by the MTSS team in the child's school to meet the child's specific learning/behavioral needs. If progress is not made utilizing the MTSS team a child, (with Parent Permission), will be recommended for a Multidisciplinary Evaluation which will result in a comprehensive Educational Report. Parents are then invited and encouraged to attend an IEP (Individualized Education Plan) meeting for the purpose of developing an individualized program based upon the findings of the Multidisciplinary Evaluation (MDE). When identified students display challenging behavior(s), the IEP will include a Behavior Support Plan. This plan will provide information on positive interventions designed to reduce the challenging behavior and teach appropriate alternative skills. It is the position of the SHSD, in line with Federal and State requirements, to provide an education in the Least Restrictive Environment, that all SHSD students eligible for Special Education be taught in their home school with regular education peers, to the maximum extent appropriate. Students will receive their services in the regular education environment to the degree that is deemed appropriate by the IEP team. Should the IEP team determine, based on student specific data collected, that a more restrictive environment is necessary,

the SHSD is able to offer the appropriate program from their full continuum of special education placement options.

Speech/Language Program: Steelton-Highspire School District provides comprehensive speech and language support services for students in Kindergarten through 12th grade. Certified Speech and Language Therapists are available to assist students with specific speech and/or language deficits or delays. Students with an identified Speech/Language Impairment are serviced through a combination of individual and small group work, in-class assistance and consultation/collaboration with classroom teachers and parents.

Children are referred for speech and language concerns through the instructional support process, where a team of specialists evaluates the student's areas of difficulty in the context of his/her overall academic and behavioral performance. If concerns are significant, the Speech/Language Therapist will initiate an S/L screening, followed by an assessment if appropriate. If a student is identified with an S/L impairment, an Individualized Education Program (IEP) will be developed to address specific areas of need.

Occupational Therapy and Physical Therapy: Occupational and Physical Therapists provide screening, evaluation, consultation and direct service as appropriate for student needs. A student may be determined to qualify for in-school OT or PT, if the student's impairment impacts his/her functioning in the school environment.

I-MTSS (Multi-Tier System of Supports): MTSS is a framework that helps schools improve the performance of all students by identifying student needs early and modifying instruction quickly. This framework is comprehensive and focuses on the whole child; academically, socially and emotionally. Through tiered intervention, students are provided with increased levels of instruction and behavioral support based on their specific needs, monitoring their progress frequently to make decisions about changes in instruction or goals, and applying child response data to important educational decisions.

BEHAVIOR

“At the core of all anger is a need that is not being fulfilled.”

— Marshall B. Rosenberg, *Nonviolent Communication: A Language of Life*

Overview

This year, we will be continuing and adding to our Positive Behavioral Interventions and Supports (PBIS) in congruence with Restorative Practices (RP) as our behavioral piece to the MTSS process. We are looking to be very proactive in creating a school climate that fosters an environment in which students and staff feel safe, supported, challenged and accepted while also fostering the social, emotional and academic well being of all students.

PBIS are about systems and data-based decision making to support the needs of students in order to promote positive behavior and a positive classroom climate. It promotes the use of clear and consistent classroom expectations.

Restorative Practices are focused on relationships with the goal of building strong connections that promote positive behavior and a positive classroom climate. It provides structures and practices to set clear classroom expectations, as well as providing language for engaging students in problem-solving and self reflection when problems arise.

Positive Behavioral and Interventions Supports:

PBIS is a way to promote good behavior. In the past, school discipline has often focused on reacting to misbehavior by using punishment, loss of privileges, sending students to the office, suspensions, and alternative placements. Research has shown that these approaches by themselves are not effective in creating a school environment in which appropriate behavior is the norm. PBIS creates this positive environment through a behavior framework that is used by every student and staff member.

There are four integrated elements: data for decision making, measurable outcomes, practices that outline appropriate behavior and support students who need interventions, and systems that hold staff accountable for implementing the practices. Instead of a reactive and punitive response to behavior, PBIS stresses a proactive and positive one, which can help boost student achievement and play a role in overall school improvement. Schools that use the PBIS framework are expected to incorporate schoolwide expectations, procedures and routines, and acknowledgment/reward systems.

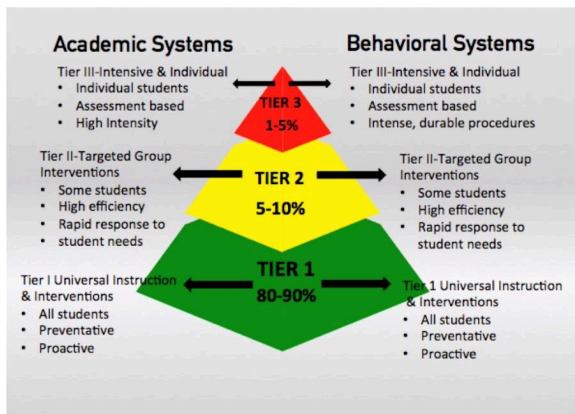
The diagram below represents the essentials in the PBIS framework. In the framework, systems, data, and practices work together to create the desired outcomes in students. These desired **outcomes** are the skills and qualities they should possess when they move from grade to grade or graduate—social competence and academic achievement outcomes. The **practices** in PBIS are directly related to the outcomes desired and are selected and used at a high level of fidelity. These practices are designed to support student behavior. The **systems** in PBIS support staff behavior by enabling adults to use the practices with high levels of fluency through resources, professional development, planning time, PLCs, etc. Finally, the use of various sources of **data** helps schools understand how they are doing and if they are achieving their desired outcomes.



How PBIS addresses behavior from an MTSS Tiered perspective:

- **Tier 1**—These are the interventions that **all students** in the building receive. These include the proactive classroom strategies of explicit instruction, praise, correction, and re-teaching. Eighty percent of the students in the building are usually able to meet the schoolwide expectations through Tier 1 interventions.
- **Tier 2**—Some students may need additional support beyond Tier 1 to meet expectations. These students may need additional **group** interventions or specialized classroom strategies. Fifteen percent of the students in the building will likely need Tier 2 interventions.
- **Tier 3**—Students needing Tier 3 support, generally only 5 percent, need even more , **individualized** support. This may come from a behavior plan, interventions, specific classroom supports, and wrap-around services.

The tiered approach is modeled in a pyramid:



Behavior on or off school grounds: Disciplinary action is applicable for behavior on school grounds, and “off campus” *Board Policy No 218*.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Discipline Code if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in

school, that would violate the Student Discipline Code if conducted in school.

5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Discipline Matrix: Default triggers and timeframes are adjustable based on eHallpass/SWIS data and monthly PBIS/MTSS reviews. Updates will be communicated to staff and reflected here.

Escalation rules for offenses:

Violation Count	Consequence	What Happens (incl. School Service)
1–2	Warning	Logged locally by teacher; expectations retaught
>=3	Lunch Detention	Reflection sheet; 5–10 min light school service; parent contact mandatory
Missed LD	In School Suspension (ISS)	Must serve both
ISS Refusal	Out of School Suspension - student sent home.	Must serve both
Excessive violations	After School detention	After serving all previous consequences
Missed After School Detention	Saturday Detention	Must serve both
5+ in 30 days	Restricted Hall Pass	Adult escort required; remains until admin lifts
Severe Misconduct	OSS → Alt Placement	Per admin discretion & due process

Lunch Detention: Served during school lunch period (including lunch and teacher lunch).

In School Suspension: Students may need to serve one or more class periods, ½ day, full day or multiple days.

After School Detention: Served 3:00-4:00 PM. Will be scheduled with notice.

Saturday Detention: Served 8:00-11:00 AM, check-in by 7:55 AM. 90 minutes school beautification, 60 minutes academic work, 30 minute reflection.

Escalation rules for offenses: Any of the example behaviors can be escalated to the next level at administrative discretion based on the severity.

Level	Example Behaviors	Primary Consequence (Range)
Level 1	Tardy, dress code, off-task, classroom disruption	Warning → Lunch Detention
Level 2 – Moderate	Repeated tardies/roaming, minor defiance, phone misuse	Lunch/Detention → In School Suspension
Level 3 – Serious	Skipping, harassment, academic dishonesty	ISS/After School Detention/Saturday Detention
Level 4 – Severe	Fighting, threats, drugs, weapons, vaping, major harassment	OSS → Alt Placement/Expulsion

Restorative Actions and School Service by Consequences:

Consequence	Required Restorative Action	School Service Component
Lunch Detention	Reflection sheet	Optional 5-10 minute light service
ISS	Classwork completion and reflection; behavior contract as needed	Possible supervised service (admin discretion, non-disruptive)
After School Detention	Reflection and/or apology letter	Required supervised service and academic time.

Saturday Detention	Brief restitution/reflection	Required supervised service and academic time.
OSS	Mandatory informal hearing if at least 3 days in length and behavior contract/other signed contract as needed	May include supervised service in re-entry plan.

Classroom Exclusion, Patterns, Teacher-Assigned LD:

Classroom Exclusion & Immediate Removal

- Teachers may request immediate removal to the Student Support/ISS room when behavior significantly impedes instruction or creates an unsafe/disruptive environment after intervention.
- Admin acknowledges promptly, reviews same day, assigns consequence per Matrix; parent/guardian contact initiated same day.
- Return to Class: student completes reflection + reentry plan. If the parent is not reached, the student returns next class period; conference within 24–48 hours.
- Documentation: teacher submits standard referral (facts, interventions tried); admin logs in SWIS; ensure access to make-up work.

“Pattern” Thresholds (Stricter Defaults)

- Classroom removals: 2 from the same class within 30 calendar days OR 3 across any classes within 30 days.
- Same-behavior repeats (e.g., disruption/defiance): 2 incidents in 10 school days.
- Office Discipline Referrals: 3 in 30 days or 4 in a quarter.
- ISS/OSS frequency: 1 ISS in 30 days or any OSS → pattern review.
- eHallpass violations: 5+ in 30 days → Restricted Hall Pass (adult escort).

Consequence After a Removal

- A removal is a major disruption and triggers a minimum of Lunch Detention (next school day).
- Escalate to Before/After-School Detention or higher if egregious or if a pattern threshold has been hit.
- Same-day admin review, parent contact attempt, and reentry plan occur before return.
- Permanent removal from a class that results in loss of credit or exclusion from programming will follow hearing requirements (suspension/expulsion timelines and rights).

Major Infractions, Evidence, Due Process, Re-entry:

- Violence/Fighting: mutual combat; assault; battery. (Fighting = automatic suspension.)
- Threats/Intimidation: verbal/written/online threats; stalking; extortion.
- Weapons: possession, use, or replica; dangerous instruments. (See Act 26 notice below.)
- Drugs/Alcohol/Vaping: possession, use, distribution, paraphernalia; under the influence; look-alikes.
- Harassment/Discrimination/Bullying: protected-class harassment; repeated bullying (incl. cyber); sexual harassment.
- Sexual Misconduct: inappropriate contact; indecent exposure; non-consensual acts.
- Major Vandalism/Theft: significant property damage; breaking and entering; arson; false alarms/bomb threats.
- Technology Misuse: hacking, bypassing filters, doxxing; filming fights; distributing explicit or violent content.
- Safety Violations: false alarms; tampering with safety equipment; trespass; major bus misconduct.

Major Infractions: Typical Sanction Ranges

Infraction	Typical Range	Notes
Fighting (mutual)	OSS 3–10 days + reentry plan	Consider diversion/anger management; repeated = higher
Assault (non-mutual)	OSS 5–10 days → possible expulsion	Police referral case-by-case
Threats/Intimidation	ISS/OSS 1–5 days	Safety plan; parent meeting
Weapons (Act 26)	OSS 10 days → recommended 1-year expulsion	Mandatory police referral; Superintendent may modify case-by-case
Drugs/Alcohol (use/possession)	OSS 3–5 days + SAP referral	Consider education/treatment diversion
Drugs (distribution)	OSS 10 days → expulsion	Police referral
Harassment/Bullying (major)	ISS/OSS 1–5 days	Safety plan; counseling; no-contact agreement

Sexual Harassment/Misconduct	OSS 3–10 days → expulsion	Title IX where applicable
Major Vandalism/Theft	ISS/OSS 1–5 days + restitution	Police referral if warranted
False Alarm/Bomb Threat	OSS 5–10 days → expulsion	Police referral
Tech Misuse (severe)	ISS/OSS 1–5 days	Device restrictions; AUP consequences
Bus Safety (major)	ISS/OSS 1–5 days + bus suspension	Mirrors on-campus standards

Due Process – Suspensions (1–10 days)

- For suspensions over 3 school days (up to 10), the District will offer an informal hearing within the first five (5) school days of the suspension.
- The student will be told the reasons, may speak on their own behalf, present witnesses, and question school witnesses.
- Written notice will include time, place, and the specific charges.
- Students are permitted to make up exams and classwork missed during suspension under District timelines.

Due Process – Expulsions (>10 days)

- Expulsion requires a formal hearing before the Board (or designee), recorded, with rights to counsel, present evidence, and question witnesses.
- If a hearing cannot be held within the suspension period and the student’s presence is a threat, exclusion may be extended no longer than 15 school days without a formal hearing unless both parties agree.
- Students under 18 will be provided education or alternative education pending the hearing.

Students with Disabilities (IDEA/Section 504)

- Track cumulative days of removal; removals exceeding 10 school days or a pattern require a Manifestation Determination Review (MDR).
- Provide FAPE during removals as required; implement or adjust FBA/BIP; IEP team decisions control changes of placement.

Tobacco & Vaping – Legal Notice

- Possession or use of tobacco products or e-cigarettes on school property or buses is prohibited by Pennsylvania law and may result in a summary offense citation in addition to school discipline.

Alternative Education for Disruptive Youth (AEDY), if used

- Referral to AEDY is a last resort after interventions; provide informal hearing prior to referral; use PDE-approved programs; ensure academics/counseling, nondiscrimination, clear exit criteria, and required reporting.

Detention Policies and Procedures: Assignment to detention is one form of disciplinary action taken by the school for those students disregarding the established rules and regulations.

1. A student may be assigned to detention for a violation of the Student Code of Conduct, habitual tardiness to class, unexcused tardiness and school truancy, cutting class, etc.
2. All students will be given a minimum of one-day notice before being requested to report to detention. This will allow the student to arrange for transportation and inform his or her parents.
3. Students assigned to detention are expected to report on the day indicated, and any excusals must be cleared with administration.
4. Students are expected to have materials to work on during the detention time.
5. Failure to comply with detention regulations may result in a temporary suspension, doubling the detention time or suspension.

Revocation of Privileges: The administration reserves the right to revoke privileges for any student that violates school rules, staff directives, or this code of conduct. These privileges include but are not limited to attendance at curricular and extracurricular events.

Alternative Education Assignment (AES): Philosophy – Alternative Education Assignment is an administrative disciplinary option, which temporarily removes the student from their regular classes. The student is assigned to a highly structured, restrictive educational setting for a period of one to ten days. Credit is given for classroom work completed during this assignment. Here they will participate in ways to repair the harm.

Responsibilities – During a period of alternative education assignment, the student:

1. Must report to the Elementary school office immediately upon arrival to school – with all necessary books and materials. Students will remain in the AEA (ISS) room the entire day.
2. Is expected to complete all classroom assignments which have been forwarded to the Dean and/or Behavior Paraprofessional by the regular classroom teachers. Assignments from the classroom teachers are to correspond to the work that is currently being missed in class during the alternative education assignment. Alternative education assignments are not the appropriate time to be doing work that is past due.

3. May not talk, move around the room, or leave the room – unless permission is given.
4. May receive a lunch that is provided by the cafeteria. Students assigned to AEA will be escorted by the Dean to the cafeteria at a designated time.
5. At the discretion of Administration, may not be allowed to participate in, or attend extracurricular and/or co-curricular activities during the term of the alternative education assignment.
6. Privileges that were restricted as a result of the alternative education assignment are reinstated the afternoon of the last day of the alternative education assignment.
7. Students assigned to an alternative education assignment may be required to complete additional work that is specific to the behavior that led to the alternative education assignment in a Restorative Justice model
8. Failure to abide by AEA rules, such as disruption or failure to complete work, may result in an OSS or additional AEA.

Suspension (Out of School): pursuant to SHSD Board Policy #233 and 22 Pa. Code 12.6

Philosophy - Suspension is a severe administrative disciplinary action that is taken only when: (1) milder forms of disciplinary action have been ineffective in correcting the student's behavior, or (2) the offense is severe enough to warrant this action.

Responsibilities - During a period of suspension:

1. The student **may not enter** school property – at any hour of the day or night, except with **prior** approval of a school administrator. Assignments must be picked up by the parent or guardian in the school office.
2. The student must stay at home during regular school hours. The student may not come to school or do community service through a school program, unless with administration approval.
3. The student may not attend or participate in any school-sponsored activity – either curricular or extra-curricular. Exclusions from curricular or extracurricular activities may extend beyond the last day of the OSS as determined by the student's administrator.
4. The student is expected to complete all assignments to the best of his/her ability. Completed assignments are to be submitted to teachers upon the student's return to school. Zeroes will be given for any work that is not done, along with possible further discipline such as AEA or OSS.
5. Suspension restrictions are reinstated the morning following the last day of the suspension.

Expulsion: pursuant to SHSD Board Policy #233 The Board of School Directors may, upon the recommendation of the principal and the superintendent, expel a student; thereby, prohibiting the student from attending SHES for a prescribed period of time. In cases of expulsion, the student and his/her parent or guardian shall have the right to a formal hearing before a committee of the Board of

School Directors. At the formal hearing, the student shall be entitled to the due process requirements outlined in Board Policy #233 and 22 Pa. Code 12.8. A student's complete school record (grades K through 6) may be considered during an expulsion hearing – including, their records from a different school district.

Discipline Records: School administrators maintain a record of all infractions of school rules for which administrative disciplinary action have been taken. This discipline record does not show teacher actions, such as teacher-assigned detention. State law (PA Act 20 of 1995) requires that your discipline record be forwarded to your new school if you transfer. This record will list all infractions of school rules for which administrative disciplinary action was taken during your years at SHES. (not just the current year).

Weapons: Students may not possess any weapon(s) or replicas of weapons on school property or at any school sponsored activity. School property shall include, by way of example but not limited to, grounds, buildings, vehicles, locations at which activities of the School District are taking place, any vehicles used to transport pupils to and from school or school related activities and locations where pupils await such vehicles. Weapons shall include, by way of example but not limitation, any knife, cutting instrument, cutting tool, nunchuck, B.B. gun, paintball gun, air rifle, handgun, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.