**Susquehanna Community Jr./Sr. High School**
**Student Handbook**
**2026-2027**

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Updates Highlighted

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## REGULAR BELL SCHEDULE

| | 1ST Lunch (Period 5) | 2nd Lunch (Period 7) | | 3rd Lunch (Period 9) | |
|---|---|---|---|---|---|
| HR | 8:10-8:15 | | | | |
| 1st | 8:15-9:00 | | | | |
| 2nd | 9:03-9:48 | | | | |
| 3rd | 9:51-10:36 | | | | |
| 4th | 10:39-11:24 | | | | |
| Lunch 5 | 11:24-11:51 | 5/6 | 11:27-12:12 | 5/6 | 11:27-12:12 |
| 6/7 | 11:54-12:39 | Lunch 7 | 12:12-12:39 | 7/8 | 12:15-1:00 |
| 8/9 | 12:42-1:27 | 8/9 | 12:42-1:27 | Lunch 9 | 1:00-1:27 |
| 10 | 1:30-2:15 | | | | |
| 11 | 2:18-3:03 | | | | |
| Flex | 3:03-3:08 | | | | |

## 12:00 PM DISMISSAL SCHEDULE

Periods will rotate
1, 2, 3, 4, 5-9
1, 10, 11, 2, 5-9
1, 11, 3, 4, 5-9

| | 1st Lunch (Period 5) | 2nd Lunch (Period 7) | | 3rd Lunch (Period 9) | |
|---|---|---|---|---|---|
| HR | 8:10-8:20 | | | | |
| 1st | 8:20-8:49 | | | | |
| 2nd | 8:52-9:21 | | | | |
| 3rd | 9:24-9:54 | | | | |
| 4th | 9:57-10:27 | | | | |
| L 5 | 10:27-10:54 | 5/6 | 10:30-11:00 | 5/6 | 10:30-11:00 |
| 6/7 | 10:57-11:27 | Lunch 7 | 11:00-11:27 | 7/8 | 11:03-11:33 |
| 8/9 | 11:30-12:00 | 8/9 | 11:30-12:00 | Lunch 9 | 11:33-12:00 |

## 2 HOUR DELAY SCHEDULE

Period run 1, 2, 5-9, 3, 4, 10, 11

| | 1ST Lunch (Period 5) | 2nd Lunch (Period 7) | | 3rd Lunch (Period 9) | |
|---|---|---|---|---|---|
| HR | 10:10-10:22 | | | | |
| 1st | 10:22-10:51 | | | | |
| 2nd | 10:54-11:23 | | | | |
| Lunch 5 | 11:23-11:50 | 5/6 | 11:26-11:55 | 5/6 | 11:26-11:55 |
| 6/7 | 11:53-12:22 | Lunch 7 | 11:55-12:22 | 7/8 | 12:58-12:27 |
| 8/9 | 12:25-12:54 | 8/9 | 12:25-12:54 | Lunch 9 | 12:27-12:54 |
| 3rd | 12:57-1:26 | | | | |
| 4th | 1:29-1:58 | | | | |
| 10th | 2:01-2:30 | | | | |
| 11th | 2:33-3:03 | | | | |
| Flex | 3:03-3:08 | | | | |

## ACTIVITY BELL SCHEDULE

| | 1ST Lunch (Period 5) | 2nd Lunch (Period 7) | | 3rd Lunch (Period 9) | |
|---|---|---|---|---|---|
| HR | 8:10-8:15 | | | | |
| 1st | 8:15-8:53 | | | | |
| 2nd | 8:56-9:34 | | | | |
| 3rd | 9:37-10:15 | | | | |
| 4th | 10:18-10:57 | | | | |
| 10th | 11:00-11:39 | | | | |
| Lunch 5 | 11:42-12:09 | 5/6 | 11:42-12:20 | 5/6 | 11:42-12:20 |
| 6/7 | 12:12-12:50 | Lunch 7 | 12:23-12:50 | 7/8 | 12:23-1:01 |
| 8/9 | 12:53-1:31 | 8/9 | 12:53-1:31 | Lunch 9 | 1:04-1:31 |
| 11 | 1:34-2:17 | | | | |
| A | 2:20-3:08 | | | | |

**VIRTUAL/SYNCHRONOUS BELL SCHEDULE**

| | 1ST Lunch (Period 5) | | 2nd Lunch (Period 7) | | 3rd Lunch (Period 9) | |
|---|---|---|---|---|---|---|
| HR | 8:15-8:20 | | | | | |
| 1st | 8:20-9:05 | | | | | |
| 2nd | 9:08-9:53 | | | | | |
| 3rd | 9:56-10:38 | | | | | |
| AM BREAK | | 10:38-10:44 | | | | |
| 4th | 10:44-11:29 | | | | | |
| Lunch 5 | 11:29-11:56 | | 5/6 | 11:32-12:17 | 5/6 | 11:32-12:17 |
| 6/7 | 11:59-12:44 | | Lunch 7 | 12:17-12:44 | 7/8 | 12:20-1:05 |
| 8/9 | 12:47-1:30 | | 8/9 | 12:47-1:32 | Lunch 9 | 1:05-1:32 |
| PM BREAK | 1:30-1:35 | | | | | |
| 10 | 1:35-2:20 | | | | | |
| 11 | 2:23-3:08 | | | | | |

**Emergency Closing of Schools**

There are times when changing weather conditions make it prudent for safety reasons to close school or alter the normal time schedule. On days of inclement weather, especially snow, tune into local radio or television stations and listen for announcements concerning the school schedule. In the event that school is to be dismissed early, district officials will inform the parents via the district's automated phone call system.

## ***ATTENDANCE:***

Regular daily attendance is important if you are going to maximize the benefits of our education program. Every child of compulsory school age (up to their 18th birthday) is required by law to attend school, with few exceptions.

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.
Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Students who are considered habitually truant under the PA School Code may not enroll in an out of district charter school under Act 47, unless deemed in the best interest of the student by the district.

**Excuse Blanks/Notification**

Parents/Guardians are required to provide in writing (physical note or email) a reason for why their student was absent from school. This excuse must include the name of the student, the date of the absence and the reason for the absence. Excuse emails may be sent to lvail@scschools.org or jburns@scschools.org. Excuse notes must be turned into the Main Lobby office within 3 days of the absence or the absences will remain unexcused.

Excessive unexcused absences could result in a student being dropped from the school rolls and/or not receiving credit for completing course requirements. The fact that a parent has made a phone call or written a note does not automatically mean the absence is excused. Such reasons for absence as "visiting", "away from home", "had to go to the store," "working" or "overslept" will not be marked as excused even with written parent notification.

**Excused/Lawful Absence**

The only lawful absences from school attendance are as follows:

1. Illness
2. Obtaining professional health care or therapy service
3. Quarantine
4. Family Emergency
5. Recovery from an accident
6. Required court attendance
7. Death in the family
8. Participation in a project sponsored by a statewide/countywide 4-H or FFA upon prior written request
9. Observance of a religious holiday upon prior written request
10. Non School-sponsored educational tours or trips upon prior written request

Excused/Lawful Absences still count towards a student's total number of absences. **A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year.** All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

**Unexcused/Unlawful Absence**

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's unexcused absence.

When a student reaches three unexcused absences, parents/guardians may be invited to a School Attendance Improvement Conference. If a student reaches six unexcused absences, the school district shall notify Susquehanna County or Wayne County Children and Youth Services. Should unexcused absences continue after the child has been referred to the local Children and Youth Agency, the school district may file a citation in the office of the appropriate District Magistrate against the person in parental relation who resides in the same household as the student or against the student if they are fifteen (15) years of age or older.

**ATTENDANCE CREDIT**

Any student arrival after 11:45 am will be considered a half-day absence. Any student arrival after 2:20 pm will be considered a full-day absence. Any student departure before 11:46 am will be considered a half-day absence. Any student departure before 9:05 am will be considered a full-day absence. Attendance will be calculated by period.

- Once a student has accumulated eight (8) periods of absences, it is considered a full day absent.
    - Being present for a period means that a student has been at school for at least 22 minutes of the period.
- Students arriving at school after 11:45 will be considered as a half day absence.

Students must be in school prior to 11:45 am and may not leave school prior to the conclusion of their regular school day in order to take part in extracurricular activities on that day. Students who leave school for a medical appointment may participate in an extracurricular activity that evening if they provide a copy of a medical excuse to their advisor/coach. This note must show the student made a reasonable attempt to minimize their time out of school. A copy of this excuse note must be turned into the Main Lobby office on the following day.

**Academic Credit and Absences – All Students:**

Any student in attendance at the Susquehanna Community Jr./Sr. High School or the Susquehanna County Career and Technology Center who accumulates 15 days of absence will have a mandatory parent meeting with Administration and Guidance within five days of the fifteenth (15th) absence to craft a plan to make up time for any future absence. The plan will cover up to five days of absence beyond the fifteenth (15th) absence. Each subsequent day that a student misses, either **excused or unexcused,** after the fifteenth absence (15th), must be made up with a six (6) hour equivalent learning experience for each absence. The plan will cover only up to five (5) future days of absence. A plan will state that if more than (5) future days of absence are accumulated and the student accumulates more than 20 days of total absences, the plan will be terminated. The student must then personally address the Superintendent of Schools at a meeting immediately following their 20th absence to discuss a new plan for making up time. Under no circumstances will a student earn academic credit or graduate who has accumulated 25 or more days of absence. Homebound instruction does not count towards absences.

High school students (grade 9-12) who are late to school or leave school early, without an appropriate note from a licensed practitioner of the healing arts, will not be given the opportunity to make up class work missed on their fourth (4) and subsequent unexcused early dismissal or late arrival each quarter. Students will also be held to the same timeline as their in attendance peers for work assigned on this unexcused late arrival or early dismissal. This policy does not apply to students who missed class due to participation in a school sponsored activity (ex: extracurriculars, job shadows, ect).

**Vo-Tech Attendance**

After 10 (ten) total absences, all excuses for absences must be medical excuses from a licensed medical provider. If the absence is not covered by a medical excuse or was not pre-approved by the Susquehanna Community Jr./Sr. High School Principal, the absence shall be considered an unexcused absence. Once a student receives five (5) unexcused absences after the 10 (ten) initial absences, the student will return to the Susquehanna Community Jr./Sr. High School for the remainder of the academic year.

**Compulsory Attendance Exceptions**

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

- On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
- Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district.
- Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
- Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
- Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
- The Board may excuse the following students from the requirements of attendance at district schools: Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
- Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
- Students enrolled in special schools conducted by the Northeast Intermediate Unit or the Department of Education.

**Independent Study**

Once a school year, students may apply for an independent study contract. Students may pick up an application in the Main Office and upon parent completion must return it to the Main Lobby Office ten days prior to their absence (unless an emergency). Independent study contracts are issued for a minimum of four (4) school days and a maximum of six (6) school days. Contracts must be approved by the building principal and students must abide by the requirements listed in the Independent Study Contract.

**TARDINESS TO SCHOOL**

If you arrive after 8:15AM, report directly to the office on the first floor for an admission pass, then report to your class in progress. Each student will be allowed two unexcused tardies per quarter. A student would be considered tardy excused only when a doctor's note is provided. A 3rd unexcused tardy in a quarter will result in a warning. A 4th & 5th tardy unexcused in the same quarter will result in an after school detention. A 6th time tardy will result in an ISS, a truancy charge may be issued, and a parent meeting will take place.

| **Category I Infractions:** | **3rd Offense** | **4th/5th Offense** | **6th** |
|---|---|---|---|
| Tardiness to Class/School | W | D | ISS |

**PERMISSION FOR EARLY DISMISSAL OR LEAVING SCHOOL**

Parents/Guardians must appear in the school office to have their student released with them. If their student will be leaving with an individual other than someone listed on their emergency contact list (or driving themselves), they should contact the High School Main Lobby to inform the school whom their student will be leaving with and at what time they are dismissed. The Main Lobby Office can be reached at 570-853-4921 ext 2100 or mshay@scschools.org. Students, ages 18 and older, are permitted to sign themselves out of school but must do so in between class periods. Students, 18 and older, who are looking to leave during a class period must notify the Main Lobby Office in advance to be called out of that class.

**CLOSED CAMPUS**

Our school operates a closed campus policy in that students are not allowed to leave campus during the inclusive hours of their classes. Therefore, excusal from school for lunch or personal errands is not permitted.

***EDUCATIONAL POLICIES:***

The Susquehanna Community Board of Education has adopted the following standards of Quality Education.

PA CORE; MATHEMATICS: The Pennsylvania Academic Standards for mathematics describe what students should know and be able to do at the end of grades 3, 5, 8, and 11 in the following areas: numbers, number systems and number relationships, computation and estimation, measurement and estimation, mathematical reasoning and connections, mathematical problem solving and communications, statistics and data analysis, probability and predictions, algebra and functions, geometry, trigonometry, and concepts of calculus.

PA CORE; LANGUAGE ARTS: The Pennsylvania Academic Standards for language arts describe what students should know and be able to do at the end of grades 3, 5, 8, and 11. Studies include integrating reading, writing, listening and speaking, literature, grammar, and research across the content areas.

PA CORE; SCIENCE AND TECHNOLOGY: Study of the natural world and facts, principles, theories and laws in the areas of biology, chemistry, physics, and earth sciences. Technology is the application of science to enable societal development including food production, manufacturing, building, transportation and communication. Science and technology share the use of the senses, science processes, inquiry, investigation, analysis and problem solving strategies.

ENVIRONMENT AND ECOLOGY: Understanding the components of ecological systems and their interrelationships with social systems and technologies. These components incorporate the disciplines of resource management, agricultural diversity, government and the impact of human actions on natural systems. This interaction leads to the study of watersheds, threatened and endangered species, pest management and the development of laws and regulations.

PA CORE; HISTORY: Study of the record of human experience including important events; interactions of culture, race and ideas; the nature of prejudice; change and continuity in political systems; effects of technology; importance of global-international perspectives; and the integration of geography, economics, and civics studies on major developments in the history of Pennsylvania, the United States and the world.

GEOGRAPHY: Study of relationships among people, places and environments, of geographic tools and methods, characteristics of place, concept of region and physical processes.

CIVICS AND GOVERNMENT: Study of United States constitutional democracy, its values and principles, study of the Pennsylvania Constitution and government including the study of principles, operations, and documents of government, rights and responsibilities of citizenship, how governments work and international relations.

ECONOMICS: Study of how individuals and societies choose to use resources to produce, distribute and consume goods and services. Knowledge of how economies work, economic reasoning and basic economic concepts, economic decision-making, economic systems, Pennsylvania and the U.S. economy, and international trade.

ARTS AND HUMANITIES: Study of dance, theater, music, visual arts, language and literature including forms of expression, historical and cultural context, critical and aesthetic judgment, and production, performance or exhibition of work.

CAREER EDUCATION AND WORK: Understanding career options in relationship to individual interests, aptitudes and skills including the relationship between changes in society, technology, government and economy and their effect on individuals and careers. Development of knowledge and skill in job-seeking and job-retaining skills and, for students completing vocational-technical programs, the skills to succeed in the occupation for which they are prepared.

HEALTH, SAFETY, AND PHYSICAL FITNESS: Study of concepts, skills and societal factors which affect personal, family and community health and safety, nutrition, physical fitness, movement concepts and strategies, safety in physical activity settings, and leadership and cooperation in physical activities.

FAMILY AND CONSUMER SCIENCE: Understanding the role of consumers as a foundation for managing available resources to provide for personal and family needs and to provide basic knowledge of child health and child care skills.

WORLD LANGUAGES: Ability to communicate in a language other than English, including the ability to understand and interpret written and spoken language on a variety of topics and to develop knowledge and understanding of other cultures.

**GRADUATION REQUIREMENTS**

A requirement for graduation shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards and meet the requirements set forth by Act 158 of 2018.

The Board requires that each candidate for graduation shall have earned twenty-five (25) credits. Certification for graduation will be determined by credits earned during grades 9, 10, 11 and 12. All seniors not enrolled in SCCTC or NTIEC must carry a schedule of 5 credits and physical education. In addition to other state mandated graduation requirements, students must earn twenty-five (25) credits from the following content areas to graduate from

the Susquehanna Community Jr./Sr. High School: four (4) English credits, four (4) math credits, four (4) social studies credits, four (4) science credits, two (2) units of arts and/or humanities one (1) unit of health and physical education, one (1) unit of technology, and four (4) elective credits. Students who attend the Susquehanna County Career and Technology Center full-time their senior year must earn at least three (3) credits in each of the following content areas: English, Math, Social Studies and Science. Students enrolled in the NTIEC Work Experience half day program will be enrolled in 1 unit of English, Math, Science, Social Studies and will be awarded 2 elective credits. Students who are enrolled in the NTIEC Work Experience full day program, senior year, will be enrolled in 1 unit of English and will be awarded 4 elective credits.

*Electives* - Each student will schedule at least four (4) elective courses. An elective will be any subject beyond the requirements for graduation.

In addition to the local graduation requirements listed above, students must meet one of the 5 pathways outlined by Act 158. As such, by the end of 11th grade all students will have taken each Keystone exam: Algebra, Biology, and English Language Arts. Any student that does not pass a Keystone exam on the first attempt must retake the Keystone exam one time following a period of remediation. More information can be found on the 5 pathways established by Act 158 in the Guidance Office. Students must also complete three(3), three (3) hour long job shadowing experiences prior to earning a diploma.

**Keystone Exam Policy**
Students will take the Keystone Exams when they are enrolled in the classes listed below. Regardless of enrolled classes, students not having attempted the Keystones exams by the Spring of their Junior year will do so then. Students who are enrolled virtually will be required to come into the building for these exams.

- English 10, Foundations of English (if a 10th grade student), Algebra I, Biology
- Students who have not met their pathway 1 or pathway 2 (composite) score under Act 158 must retake their necessary exams.
- Students who have met their composite score under Act 158 will be asked to retake their necessary exams.

**Senior Release/Work Release**: After three (3) TUs in a quarter, Senior Release/Work Release is suspended for the quarter. Students must be passing all scheduled courses to be eligible for Senior Release/Work Release.

**REPORT CARDS**
The school year is divided into four nine-week marking periods. Report cards will be issued to students at the end of each marking period. Report cards will be available online in Gradebook.

**DEFICIENCY REPORTS**
All students will receive mid-quarter report cards in place of deficiency reports. The purpose of mid-quarter report cards is to help our students and parents recognize potential problems in time to make an effort to improve prior to the end of the marking period.

**REMEDIAL HELP FOR STUDENTS**
If a student feels there is a need for additional help in a subject area or general curriculum, arrangements can be made through the Guidance Office.

**MERIT, HONOR AND HIGH HONOR ROLL**
Merit Roll, 84.5-89.4, Honor Roll, 89.5-92.4, High Honor Roll, 92.5-100 with no failing grades or incompletes for that marking period. Students must carry 5 full credits to be eligible.

**NATIONAL HONOR SOCIETY**
The local organization of the National Honor Society is known as the Susquehanna Chapter. The purpose of this organization is to recognize qualified candidates and to assist in the overall development of the educational environment. In order to be eligible:

- A student must be a Sophomore, Junior or Senior, carry 5 credits senior year, have/maintain a cumulative GPA of 91.5.
- Eligible students must complete an application in order to be inducted into the program, including a letter of recommendation from a teacher or counselor. A committee will review applications and accept or deny the students. (Criteria that will be considered: Volunteer experience, behavioral referrals, etc)
- Students who are accepted will be required to complete a minimum of 8 hours of volunteer service each year.
- Students must be enrolled in grade-level or advanced coursework, in all core academic subjects to be eligible for National Honor Society membership. Students in modified, remedial, or below grade level core academic courses are not eligible for NHS membership during the period in which those courses are taken.

The guidance office will identify eligible students at the end of the first semester of Sophomore, Junior and Senior years. Students attending SCCTC are provided the opportunity to be enrolled into the National Technical Honor Society through SCCTC. Therefore, there will be no new inductees from students enrolled in SCCTC. Students attending SCCTC, who were previously inductees, may continue to be part of the National Honor Society so long as they maintain the necessary GPA. Additionally, students who are enrolled full time in the district provided cyber academy are not eligible for induction into the National Honor Society. Students enrolled in the VLN program full-time are not eligible for National Honor Society.

**NATIONAL JUNIOR HONOR SOCIETY**
To be inducted into the National Junior Honor Society, a student must carry/maintain a cumulative GPA(starting with grade 7) of 91.5 or higher.
Eligible students must complete an application in order to be inducted into the program, including a letter of recommendation from a teacher or counselor. A committee will review applications and accept or deny the students. (Criteria that will be considered: Volunteer experience, behavioral referrals, etc). Students must be enrolled in grade-level or advanced coursework, in all core academic subjects to be eligible for National Honor Society membership. Students in modified, remedial, or below grade level core academic courses are not eligible for NHS membership during the period in which those courses are taken. The guidance office will identify eligible students at the end of the first semester of grade 8 and grade 9. Additionally, students who are enrolled full time in the district provided cyber academy are not eligible for induction into the National Honor Society.

**CLASS RANK**

Class rank shall be computed by the final grade in all subjects for which credit is awarded. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person. A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.[1] Beginning with the Class of 2021, all courses for Class Rank purposes and for the determination of Valedictorian and Salutatorian shall be taken at the Susquehanna Community Jr./Sr. High School, SCSD Cyber Academy or the Susquehanna County Career and Technology Center. No more than six (6) academic credits may be computed into a student's GPA, for the purpose of class rank, from the Susquehanna County Career and Technology Center. Courses taken at any other institution and successfully transferred into the Susquehanna Community Jr./Sr. High School on behalf of a student shall not be used in computing GPA or class rank. The academic credits for the courses taken at other institutions may be eligible for transfer, but the grades associated with those courses do not transfer. Additionally, students who are enrolled full time in the district provided cyber academy are not eligible for Valedictorian and Salutatorian.

Beginning with the Class of 2022, to be eligible for Valedictorian or Salutatorian, a student must:

1. Earn academic credit for either Advanced Biology, Environmental Science or Physics; and
2. Earn academic credit for either Pre-Calculus/Calculus or Probability and Statistics.

**ACADEMIC HONESTY POLICY**

Plagiarism includes but is not limited to:

- taking someone else's assignment or portion of an assignment and submitting it as one's own;
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source;
- presenting the work of tutors, parents, siblings, or friends as one's own;
- using a computer or other means to translate an assignment/homework from one language into another language and submitting it as an original translation;
- using automated generators, such as Citation Machine, when they are specifically forbidden by the classroom teacher.
- any unauthorized use of ChatGPT (or other artificial intelligence tool, program, application, website) on assignments is considered a breach of academic honesty.

Cheating includes but is not limited to:

- copying, texting, Snapchatting, emailing, or in any way duplicating assignments/homework that are turned in, wholly or in part, as original work;
- exchanging and/or providing either handwritten or computer-generated assignments/homework with other students, (when not consistent with teacher expectations for the assignment) whether it is believed they will be copied or not;
- using a memory aid during tests or quizzes without the express permission of the instructor;
- asking a peer for the answers during a test or quiz;
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy;
- disclosing information about the content of a test/quiz to students who have yet to take the assessment;
- accessing a test or quiz, by any means, for the purpose of determining the questions in advance of its administration.

If any student is found in violation of the Academic Honesty Policy, the following procedures and consequences will be followed. Penalties for violation of the Academic Honesty Policy are cumulative in nature across all courses for an academic year.

First Offense:

-Grade of zero (0) will be recorded for the assignment.

-Meeting held to include principal and student to review Academic Honesty Policy. Parents contacted by principal.

Second Offense:

-Grade of zero (0) will be recorded for the assignment and loss of 5 points on the class grade for the current marking period. In the case of a final examination, the student will receive a zero on the exam only.

-One day of In-School Suspension.

-Students will no longer be eligible for college credit in a dual enrollment class if cheating/plagiarism occurred in that class.

-If applicable, students will be removed from the National Honor Society for the current school year.

-Meeting held to include principal and student. Parents will be contacted by the principal.

Third Offense:

-Grade of zero (0) will be recorded for the assignment. Also, a grade of "F" for the current marking period will be given in the class in which the cheating occurred last. In case of a final examination, the student will receive a zero on the exam only.

-One day of Out-of-School Suspension and parents contacted by the principal.

**PARENT TEACHER CONFERENCES**

Parent teacher conferences are held at the end of the first, second, and third nine weeks. Parents/guardians are encouraged to attend these conferences.

In addition, anytime that a parent believes there is a need for a conference with a teacher, guidance counselor or administrator, an appointment can be made by telephone.

**INDIVIDUAL ONLINE COURSES**

Individual online courses will only be permitted if a scheduling conflict arises for district offered courses. Online Courses will transfer credit to a student's transcript, not a grade. The grade received will not be calculated in the GPA with the exception of Susquehanna Cyber Academy grades and prescribed online courses that are part of the high school's course offerings (I.E. French).

**DUAL ENROLLMENT REQUIREMENTS**

Students must have at least an 85 overall average in the previous year's course to qualify for Dual Enrollment as recommended by Lackawanna and Luzerne.

**HOMEWORK POLICY/LATE POLICY/MAKE UP ASSESSMENTS**

When absences occur, students shall check their Google Classroom and Focus accounts to determine what work was missed. Students should also

contact a trusted peer to determine what work was missed. It will always be to the student's advantage to come to school the following day with all work made up. Students should also discuss, in person, what was missed in class with their teacher and come up with a plan to make this work up. Teachers have one full school day to respond to student emails. Therefore, student emails to teachers may not be answered in enough time to be helpful in this type of situation. A face to face discussion is preferred, more effective and efficient. Students with an unexpected illness of 3 days or more may contact the Guidance Office to make arrangements for getting assignments.

A student who is unexpectedly absent from class, on the day an assignment is due, shall turn their assignment in on the next school day without penalty. If a student is unexpectedly absent on the day an assignment is assigned and this assignment is due the following day, students will be given a one (1) day extension to complete the work. This extension does not pertain to any assignment that is due beyond the student's first day back after an unexpected absence. When students miss the day of an assessment (test, quiz, ect) they are expected to complete the assessment on their first day back, if they were provided previous notice of the assessment.

The penalty for late homework assignments shall be left up to the teacher and outlined in the class syllabus; however, students shall not receive credit for homework turned in after 5 school days late.

Late large, multi day projects/essays/lab reports/assignments will be penalized as such:

1 school day late = 10% reduction
2 school days late = 20% reduction
3 school days late = 30% reduction
4 school days late = 40% reduction
5 school days late = 50% reduction
6+ school days late = no credit

**GUIDANCE**

Counseling service is available to all students. Many problems, concerning both school and one's personal life can be helped by counseling. It is the desire of this department to help our students to better understand themselves as individuals and as members of society and to enable them to make the best educational progress that their abilities will permit.

**SCHEDULE CHANGES**

The following outlines the school's policy strictly for schedule change/class drop requests made by a student or on behalf of a student by a parent or guardian. To avoid a denotation on a student's academic record, all schedule change requests for the entire academic year must be completed prior to **the 7th day of school**.

- To request a schedule change, the student must schedule an appointment with the Guidance Department.
- Schedule changes will not be made to accommodate requests for specific teachers, lunch periods, student groups, etc.

The procedures listed below will be followed for requests to drop classes made after the 6th day of school.
For a semester course:

• If a student withdraws from a semester course between 7 and 23 school days into the course, the dropped course(s) will appear on the student's transcript with "WP" or "WF" based on the student's current grade.
• Students will not be permitted to drop a class after 23 school days into the course.

For a year-long course:

• If a student withdraws from a year-long course between 23 and 45 school days into the course, the dropped course(s) will appear on the student's transcript with "WP" or "WF."
•A "WP" will be indicated on the student's transcript if the student had a passing grade at the time of the withdrawal from the course. A "WF" will be indicated on the student's transcript if the student had a failing grade at the time of the withdrawal from the course.
•Students will not be permitted to drop a class after 45 school days into the course.

**LATE STUDENT ENROLLMENT**

A student with no evidence of attendance at another school, entering Susquehanna Community School District ten weeks or more into the first semester, will receive credit for one-half year of work. A student with no evidence of attendance at another school, entering Susquehanna Community School District ten weeks or more into the second semester will receive no credit for the year.

**WITHDRAWALS AND TRANSFERS**

Students wishing to withdraw from school or transfer to another school must report to the Guidance Office for proper forms. If a student fails to return school property, records will not be forwarded to another school. Lost and damaged books will be reimbursed at replacement costs.

**SUSQUEHANNA COMMUNITY JR./SR. HIGH SCHOOL SUMMER SCHOOL POLICY**

Courses are "REMEDIAL MAKE-UP" in nature and are for students in grades 7 through 12 who have failed a course with a grade of 60 to 69. Any student who fails a given subject is encouraged to participate in summer school so the failed subject may be remediated during a summer school session prior to graduation. After successful remediation of said subject, a letter would be placed in the student's permanent record to state completion. Career credits would change and a grade of 70% would be awarded in that subject. Students are only permitted to take a maximum of two summer school courses. Students are responsible for the cost involved with summer school.

**RETENTION/PROMOTION**

Students in grades 9-12: The decision to retain or promote a student is based on career credits earned and the student's grades from the current school year. At a maximum, students may utilize summer school to remediate two courses. Additionally, students may utilize a credit recovery option to remediate a third course. Students needing to remediate additional courses (4 or more) beyond this would not be eligible for being promoted to the next grade. All credit recovery and summer school remediation courses must be completed prior to the start of the next school year. Students who fail to remediate these courses will be retained.

Students in grades 7 & 8: The decision to retain or promote a student is based on the student's grades from the current school year and on their current age. Summer school is recommended for students who fail two (2) or less classes. A student who does not complete summer school for these courses

will still be promoted to the next grade. Students who fail three (3) courses must remediate at least one (1) course through summer school. A student who fails to successfully remediate at least one course in summer school will be retained. A student who fails four (4) or more courses will be retained and not promoted to the next grade.

**CREDIT RECOVERY**

The highest grade transferred to a student's transcript will be a 70. Credit recovery options can be provided to a student by the Guidance Office. Students are responsible for the cost involved with credit recovery.

**HOME-BOUND INSTRUCTION**

Special instruction may be arranged whenever students are confined to their homes or hospital for an extended time. The Guidance Office will process all applications for this service.

**MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).1 The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION of homeless (McKinney-Vento Act sec. 725(2); 42 U.S.C 11435(2))

CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT-TIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations
- Living in emergency or transitional shelters
- Living in a public or private place not designed for humans to live
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian

Students who are in temporary, inadequate and homeless living situations have the following rights:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**For additional information, contact LEA Homeless Liaison at 570-853-4921 Ext. 1336**.

**NON-DISCRIMINATION POLICY**

The Susquehanna Community School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, color, religion, national origin, sex, age, ancestry, physical handicap or union membership. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to Brent Soden, High School Principal, 3192 Turnpike Street Susquehanna, PA 18847, (570) 853-4921 ext. 2344. Revised 9/94

**ACT 1992-88**

As of July 9, 1992 through Act Number 1992-88, students have the right to decline to participate in an education project involving dissection, incubation, capture or other harmful use of vertebrate animals and preserved specimens of vertebrate animals including fish, amphibian, birds, reptiles and mammals.

**PARENTAL NOTIFICATION, ACCESS, REVIEW AND CONSENT POLICY**

All parents/guardians shall have access to their child's educational record upon sufficient notice be given to the building principal responsible for their child's education. Sufficient notice is considered a written or verbal request received at least five work days prior to the date of review or inspection.

All parents/guardians shall have the right to request an amendment to their child's educational record if they believe the educational record is inaccurate. The parent/guardian shall write a letter to the building principal and clearly identify the part of the record they believe to be inaccurate and shy it is inaccurate. If the school district does not change the record, the school will notify the parent/guardian of their right to a hearing regarding the request for the amendment.

**TEACHER QUALIFICATIONS**
All parents/guardians may request and the school district will provide, in a timely manner, information on the professional qualifications of the student's classroom teachers and paraprofessionals (if employed as a Title 1 aide).

**DISTRICT/SCHOOL-LEVEL ASSESSMENT DATA**
All parents/guardians will have access to district/school-level assessment data. This data is available at futurereadypa,org. Parents/guardians may also contact the district office for a copy of the assessment results.

**EDUCATIONAL MATERIALS**
All parents/guardians shall have the right to review any and all educational materials used as part of the regular curriculum and utilized in educating their child upon sufficient notice to the building principal.

**PERSONAL INFORMATION**
All parents/guardians have the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. The district will forward a student's educational record to another district or educational placement in which the student is enrolling without the consent of the student's parent/guardian, if such consent is deemed unnecessary by the building principal. Parents/guardians may request that their child's name, address, and telephone number not be released to military recruiters, colleges and universities by the district without prior written consent.

**ESL PROGRAM DEVELOPMENT**
The parents/guardians of English Language Learners (ELLs) have the right to be involved in the development, implementation and evaluation of the district English as a Second Language Program (ESL). Parents/guardians of ELLs will be notified if their child is eligible for participation in ESL programming. Assessment data, goals, instructional methods, program components and exit criteria in relation to student involvement in the district ESL program will be made available to parents annually. Also, parents will be notified annually of meetings and activities related to the district ESL program.

**SURVEYS**
All parents/guardians may inspect, upon sufficient notice, any instrument or survey created by a third party used by the school district if the survey concerns any of the following eight protected areas:

1. political affiliations or beliefs of the students or the student's parent
2. mental or psychological problems of the student or the student's family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom respondents have close family relationships
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. religious practices, affiliations, or beliefs of the student or student's parent
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

A parent or guardian may opt their child out of a survey via written communication to their principal.

**CHANGE OF ADDRESS**
Inform the office as soon as possible of any change in your address, telephone number or how to reach your parents. This is very important.
Students who are not living with their parents in the district may need court verification to determine that legal custody of their child has been given to someone else.

## ***GENERAL GUIDELINES***

**Dress Code**
The Susquehanna Community School District recognizes that a clear and balanced dress code promotes an academic environment, limits disruptions and enhances students' self-images while allowing for a reasonable level of comfort, freedom and self-expression. The following guidelines have been written to promote clarity but are not all-inclusive. Please keep in mind that how an item of clothing is worn is as significant as what is being worn. The administration reserves the right to determine what is considered safe and appropriate dress during the school day and at all school-sponsored events. Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The dress code guidelines of this policy apply to all students in grades 4-12. Students may wear:

1. Clothing that is clean, in good condition and appropriate for the activities engaged in during the school day as well as after-school activities.

2. Clothing that fits appropriately, is not excessively baggy, is worn as intended by the manufacturer and is not made of material that is mesh, sheer or see-through.

3. Clothing that is free of inappropriate or offensive language or innuendos, references to or images of illegal substances or activities, alcohol, tobacco, sex, violence, hate speech, gang-related or other distracting subject matter.

4. Clothing, shoes, jewelry/piercings and accessories free of chains, spikes, sharp edges or other safety hazards.

5. Pants which are free from holes above the longest finger-tip length while standing and are not considered lounge or sleep wear.

6. Athletic shorts, athletic pants and sweatpants that securely fasten at the waist, are free from holes above the longest finger-tip, are not excessively baggy or made of mesh, sheer or see-through fabric.

7. Shorts, skirts and dresses which reach to at least the longest fingertip length while standing.

8. Any pants designed to be worn skin-tight must be covered with a top that reaches to the longest finger-tip length on all sides while standing.

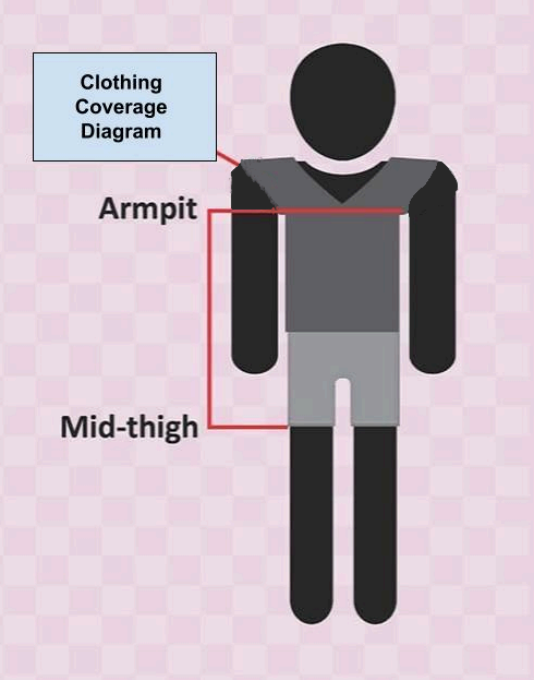
9. Shirts, tops and dresses that do not expose cleavage, midriff, undergarments or an excessive amount of skin on the chest, back or under the arms, have finished sleeves and cover the top of the shoulders.

10. Footwear with a hard sole which is safe and appropriate for each class and activity the student participates in (rubber/foam flip-flops, slides, platforms and slippers are not allowed). Footwear must have a back or at minimum a strap on the back.

11. Headwear, as required for religious beliefs/purposes.

12. Piercings are permitted with the exception of in or around the mouth. Any piercing identified as a safety hazard will be covered or removed.

13. Tattoos are permitted as long as they are not profane or obscene.




Students may NOT wear, during school hours:

1. Coats or jackets, gloves, arm sleeves, etc. designed as outerwear. Blankets may not be worn in school.

2. Hats, headgear and full bandannas are not permitted.

3. Headphones/earbuds during the school day.

4. Hoods or sunglasses during the school day.

Other Areas of Concern

Any clothing through which underwear or any type of undergarment may be seen are not allowed.

Spikes, dog chains/chokers, ball bearing chains, wallet chains, or other jewelry that increases the risk for accidents are not allowed.

Students who fail to comply with the district dress code will be allowed to modify their attire to comply with the dress code. Students who continually or willfully violate the dress code will face discipline for defiance in addition to being required to modify their attire. Students who refuse or are unable to modify their attire will be placed in In-School Suspension. Articles of clothing promoting the use and/or possession of alcohol, drugs, tobacco, etc., or who wear articles of clothing with distasteful images/messages, expressing profanity or sexually explicit messages and/or images will be subject to the consequences associated with the Code of Student Conduct.

Any other situations or extenuating circumstances that may warrant attention will be reviewed on an individual basis.

**STUDENT DESTINATION PASSES**

You are expected to minimize classroom disruptions by limiting lavatory visits to home room, lunch, activity, gym and study periods when possible, or the last 5 minutes of class. Students will carry individual classroom passes when they leave the classrooms. These destination passes will be issued in the homeroom quarterly. Students may purchase replacement passes for $.25 in the Main Office. Students are not allowed in hallways or out of their assigned classroom without a signed pass from a teacher. Students are not permitted to go to another teachers' room or another study hall without a presigned pass.

**CELLULAR PHONE & WIRELESS COMMUNICATION DEVICE POLICY**

The Board of Education realizes that cellular phones and wireless communication devices are effective communication tools used in today's society. The Board of Education prohibits the use of these devices by students, unless specific permission is granted by a building-level administrator, or faculty member during the school day in school buildings. High school students may bring cellular phones to school each day, but between 8:15AM and 3:08PM, the cellular phones must be turned off. Cellular phones may not be used by students during this time period without the permission of supervising faculty and/or staff. Throughout the day, cellular phones may be carried by the students in their pockets and book bags, but may not be visible unless permission has been granted for use. Students must leave their cell phones or other personal devices in a storage caddy when they enter a classroom. Students are expected to comply with those requests. Students who violate the cell phone policy may have their phone or other personal device confiscated and stored in the Main Office. On their first offense, the phone will be returned to them at the end of the school day. Subsequent offenses may result in the phone being turned over to only a parent or guardian. Students may utilize a "text stop" location throughout the building for quick communication needs in between classes or with teacher permission. These locations are immediately outside of the main office and in the main lobby. Student cell phone use in the cafeterias will be at the discretion of the principal.

**DIGITAL CAMERA AND/OR RECORDING DEVICE POLICY**

The Board of Education prohibits the inappropriate use of cell phones/digital cameras and/or recording devices on school grounds. Inappropriate use shall be defined as but not limited to:

- taking someone's picture or recording a video without their permission,
- taking pictures of an inappropriate nature,
- disturbing the educational process through the taking of pictures,
- recording someone's voice without their permission.

The Board of Education shall authorize building-level administrators to implement effective consequences to prevent the inappropriate use of such

devices. This can involve detention, or suspension, or parental involvement.

**LAVATORY REGULATIONS**
Students may use the lavatories before and after school, between class periods and during lunch periods. Do not request to go to the lavatory during a regular class unless it is an emergency. Students who exhibit a pattern of excessive bathroom usage (frequency or duration) shall be referred to the building principal. Strategies utilized by the building principal to increase time in the classroom may include students being required to utilize the nurse's office lavatory, development of a bathroom break plan or being required to leave their cellphone in the classroom prior to going to the lavatory. Medical needs are to be handled through the nurse's office. Students are expected to keep the lavatories clean. Loitering, smoking, and vandalizing in the lavatory are violations of the discipline code.

**OUTSIDE FOOD/BEVERAGE POLICY**
Students may carry with them water bottles, personal sports bottles and travel mugs with a closable top. Cans, glass bottles, disposable cups, or other containers deemed inappropriate by administration are not permitted in classrooms and hallways. Teachers may limit/restrict drinks in their classrooms to protect the district's equipment and for cleanliness purposes. Any beverage opened in the cafeteria must be consumed in its entirety during the lunch period. Food, gum, candy should not be consumed in hallways or classrooms without teacher permission. Outside food and drinks may be inspected at any time.

**LOCKERS**
Each student will be assigned a locker. In order to ensure privacy and to keep possessions absolutely secure, it is necessary that lockers be locked at all times. An open locker is an invitation for someone to enter and the school cannot be responsible for stolen property. Students are urged to keep their combinations confidential and are not to be jammed. Lockers are the property of Susquehanna Community School District, are subject to periodic inspection, and are loaned to you for your use.

**GYM LOCKER POLICY**
Due to the limited number of gym lockers, they will be divided up by the size of the class with approximately three students per locker. Students will sign up for a locker with his/her respective Phys. Ed. Teacher who will record names and locker numbers. Those students are responsible for the maintenance of their lockers. Lockers are the property of Susquehanna Community School District, are subject to periodic inspection, and are loaned to you for your use.

**LOST AND FOUND**
Students who find lost articles should take them to the office where the owner can claim them.

**CAFETERIA COSTS AND PROCEDURES**
The cost of lunch and breakfast is subject to change on a yearly basis. Separate notices will be sent home to inform parents of price changes.

**STUDENT VALUABLES**
Students are advised not to bring any more money to school than absolutely necessary. The school district is not responsible for stolen or lost personal valuables, such as watches, jewelry, money, cameras, tapes, radios, gym equipment, garments, etc.

**VISITORS**
All visitors must register in the main lobby immediately upon entering the building to gain permission to remain. A visitors badge will be issued and must be displayed appropriately and then returned to the office. Violators and trespassers may be prosecuted. Students may not bring friends and/or relatives to spend time in school during school hours. Staff must address any person without a visitors badge. Students are not permitted to open the door for visitors.

**SURVEILLANCE CAMERA POLICY**
Surveillance cameras may be used in the school hallways or on the school campus and on school buses to ensure that safety be prioritized. These devices may record video and/or audio.

**BULLETIN BOARDS**
Special notices are posted on the bulletin boards around the school. Student's announcements relating to school activities may be posted with prior approval from the office.

**CARE OF SCHOOL AND PERSONAL PROPERTY**
Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property or cause any other damage to school or another personal property will be required to pay for the damages done or replace the item. Radio, tapes, money, cameras, jewelry and other valuables are not the responsibility of the school and are to be left at home. All basic texts are loaned to students for their use and are to be kept clean. Please be sure to place your name in INK on the book label at the front of the book in case the book is misplaced.

## DISCIPLINE CODE

Students will understandably make mistakes and violate rules at certain times. When this occurs, the following disciplinary measures can be expected. However, the school administration has the option of using parental involvement in an attempt to remedy situations before consequences are needed. Bear in mind that it is virtually impossible to anticipate rules for all circumstances that may occur. Incidents that fall outside of what is listed in this handbook will be addressed on an individual basis.

### Susquehanna Community Discipline Policy

**PENNSYLVANIA SCHOOL CODE - SECTION 12.2 STUDENT RESPONSIBILITIES**

A. Student Responsibilities include regular school attendance, conscientious effort in classroom work and homework conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

B. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

C. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

D. It is the responsibility of the students to

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational processes.
4. Comply with Commonwealth and local laws.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Report accurately in student media.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, except when excused, and be on time at all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
11. Do not use obscene language in student media or on school premises.

**CLASSROOM COURTESIES**

- Come to class on time, ready to work and learn.
- Bring required materials to class.
- Follow instructions the first time given.
- Raise your hand to be recognized; only one person speaks at a time.
- Complete all assignments promptly, accurately and neatly.
- Respect the rights, privileges and property of others.
- Accept responsibility for your actions.

Offenses and infractions shall be organized into four categories based on the nature and seriousness of the infraction/offense. Based on the circumstances surrounding the offense/infraction and the seriousness of the offense/infraction, building principals and/or their designee may assign different levels of consequences. Parent meetings may be used as alternative proactive strategies in lieu of disciplinary consequences being applied to students after initial infractions.

**Category I Infractions**: Depending on the nature and seriousness of the offense, Category I Infractions may result in a warning, detention, and/or in-school suspension.

| **Category I Infractions:** | **1st Offense** | **2nd Offense** | **3rd Offense** |
|---|---|---|---|
| Cell Phone | D | D/ISS | D/ISS |
| Cutting Detention | D/ISS | D/ISS | D/ISS |
| Minor Inappropriate Behavior | W/D | D/ISS | ISS |
| Minor Disruptive Behavior | W/D | D/ISS | ISS |
| Minor Profanity | D | ISS | ISS |
| Public Display of Affection | W/D | D/ISS | ISS |
| Repeated Dress Code Violation | W/D | D/ISS | D/ISS |
| Cutting School or Class | D | ISS/OSS/ Parental and legal Involvement 2nd & 3rd times. | ISS/OSS |

**Cutting School or Class**

Being absent from school or missing class, without permission can be a serious safety concern. These issues will be treated as level one category infractions. However, since student safety is an issue, options such as suspension, parental involvement and use of the court systems can occur.

**Category II Infractions**: Based on the nature and seriousness of the offense, Category II Infractions may result in one to five days of ISS and/or one to five days of OSS. Police involvement may be requested by the building administration for certain Category II Infractions. If any of these infractions occur they may result in a SAP referral.

| **Category II Infractions:** | **1st Offense** | **2nd Offense** | **3rd Offense** |
|---|---|---|---|
| Category I Infractions (4+) | OSS | OSS | OSS |
| Defiance | ISS | ISS/OSS | OSS |
| Major Profanity | ISS | OSS | OSS |
| Major Inappropriate Behavior | ISS/OSS | OSS | OSS |
| Major Disruptive Behavior | ISS/OSS | OSS | OSS |
| Verbal Harassment/Bullying | ISS | ISS/OSS | OSS |
| Forgery | ISS | ISS/OSS | OSS |
| Cheating | See Academic Honesty Policy | | |
| Plagiarism | See Academic Honesty Policy | | |

**Category III Infractions:** Based on the nature and level of seriousness of any of the below infractions, police involvement may be utilized by the building administration. OSS may range from 1 to 10 days. An alternative educational placement and/or expulsion may be recommended for students for certain infractions. Police involvement will be requested by the building administration for each Category III Offense. (See category II SAP referrals).

| **Category III Infractions:** | **1st Offense** | **2nd Offense** | **3rd** |
|---|---|---|---|
| Physical Harassment | OSS & Police | AP/EP & Police | EP & Police |
| Threatening Behavior | OSS & Police | AP/EP & Police | EP & Police |

| | | | |
|---|---|---|---|
| Fighting | OSS & Police | AP/EP & Police | EP & Police |
| Assault | OSS & Police | AP/EP & Police | EP & Police |
| Extortion | OSS & Police | AP/EP & Police | EP & Police |
| Arson | OSS & Police | AP/EP & Police | EP & Police |
| Vandalism | OSS & Police | AP/EP & Police | EP & Police |
| Trespassing | OSS & Police | AP/EP & Police | EP & Police |
| Tobacco | OSS & Police | AP/EP & Police | EP & Police |
| Sexual Harassment | OSS & Police | AP/EP & Police | EP & Police |

AP = Alternative Placement EP = Expulsion

**Category IV Infractions**: Police involvement will be mandated for all Category III Offenses.

| **Category IV Infractions:** | **1st Offense** | **2nd Offense** | **3rd** |
|---|---|---|---|
| Drug/Alcohol Use/Possession | (See District Drug and Alcohol Policy) | | |
| Weapons Possession | Expulsion (Superintendent may recommend Alternative) | | |
| Weapons Use | Expulsion | | |

The Superintendent of Schools may recommend to the Board of Education alternatives to expulsion. The recommendation may involve OSS and/or an alternative educational placement.

**ALTERNATIVE PLACEMENTS**

Any student who continues to exhibit behavior that is inappropriate after parental-meetings and disciplinary consequences have occurred may need additional support, behavior plan, and/or an alternative educational placement to receive the fullest benefit from his/her educational experience.

Any student who does not respond to disciplinary consequences related to infractions for inappropriate behavior, disruptive behavior, and certain Category II offenses will be referred for evaluation by the district special education department. If a student is deemed to have a disability, the district will pursue services being offered in the least restrictive environment and provide for eight to 10 weeks for the services to take effect. If after the eight to 10 week period or if continual Category II and/or Category III Infractions occur during the eight to 10 week period, an alternative educational placement will be recommended and sought by the building administration.

If a student is deemed not to have a disability, the building administration will form a behavior contract with the student. Failure to abide by the contract will result in an alternative education placement by the building administration. This placement will be an off-site educational placement.

**HEARINGS**

The disciplinary measures listed have been adopted by the Susquehanna Community District. Students are to expect the appropriate punishment when a rule has been violated. Hearings are held by the high school principal and/or superintendent. The hearings involve the student offender and the student's parents or guardians. Legal counsel is permissible. Participation in the hearings is required; however, the hearing will proceed with or without student and/or parent participation. At the hearing, additional days of suspension may be assigned up to a total of ten (10) days. The outcome of a hearing might also be referral to the board of school directors for further disciplinary action.

Informal Hearing: A meeting involving parent or legal guardian, principal or his delegate, superintendent, and persons directly involved in the incident.

Formal Hearing: A meeting involving parent or legal guardian, principal or his delegate, superintendent, persons directly involved in the incident, and a majority of school board members.

Progressive Discipline:

This allows for a steady year by year overview of a student's behavior where the discipline record from a student's past and prior years can be examined to help determine a possible educational placement change and/or proper disciplinary actions. Attendance issues may also be reviewed under this policy of progressive discipline.

**GENERAL BEHAVIOR**

PUBLIC DISPLAY OF AFFECTION: Distasteful public displays of affection by students are not permitted. Reasonable physical contact; such as hugging and handholding is permitted, but students may not kiss, cuddle, or engage in other inappropriate acts. Public display of affection may be addressed by warnings to OSS, depending on how flagrant the P.D.A.

OUT-OF-SCHOOL BEHAVIOR: Harassment of faculty and staff by students outside of school is prohibited. Each case will be handled on a case-by-case basis. Consequences may include but not be limited to out of school suspension and police involvement.

**SMOKE FREE/TOBACCO FREE/DRUG FREE SCHOOL POLICY**

The Susquehanna Community School District prohibits the use of tobacco in all of its forms by school staff, faculty, visitors, and students. Students are prohibited from using and/or possessing tobacco in all of its forms on school grounds, at school-sponsored activities, and in areas under school jurisdiction. Areas under school jurisdiction include but are not limited to school buses, sporting events, field trips, and bus stops. Any electronic delivery device (Juuls, vapes, ect) are also strictly prohibited. The school board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized by the board's medication policy. The school board also prohibits student possession of any form of medical marijuana.

**SEARCHES**
It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers. The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population. When school officials have reasonable suspicion that a student is in possession of items that violate school policy or are a threat to the health and safety of students, school officials may utilize a handheld metal detector to determine if the student has such items. Reasonable suspicion includes being in a location at the time of, or just prior, to a vape detector activation.

If the metal detector indicates that a metal item is on the student's person, the student will be given the opportunity to produce the item. Students who decline to produce the item and are suspected of having an electronic delivery device will be disciplined according to this handbook. If a student is suspected of possessing an object other than an electronic delivery device and fails to produce the object then parents and law enforcement will be notified. Law enforcement will determine whether or not to search the student.

If a student is to be searched, due to an administrator's suspicion that the student possesses an object that would warrant suspension or expulsion, and that student flees from the search, he/she may be suspended for up to ten (10) days of school.

**MENTAL ABUSE POLICY**
A student will not apply pressure to a fellow student to perform any act or engage in any behavior, which makes that fellow student feel uncomfortable. This includes, but is not limited to, any form of hazing, rituals and initiations that may happen in school groups, clubs or athletic teams. A student will not, by any verbal or physical expression, harass or "bully" a fellow student. Discipline may include warnings to suspension from school and from any associated school activity. Legal involvement may also occur.

**BULLYING /CYBERBULLYING**
Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school. Bullying, as defined in this policy, includes cyberbullying. A student who violates this school policy shall be subject to appropriate disciplinary action, which may include counseling within the school; parental conference; loss of school privileges; transfer to another classroom or school bus; exclusion from school-sponsored activities; detention; suspension; expulsion; counseling/therapy outside of school; and referral to law enforcement.
Concerns regarding bullying, or other similar inappropriate interactions between students should be reported to an adult in the school right away. In addition, students may make a report through Safe2Say Something online reporting tool.

**STUDENT BUS POLICY**
The following actions are specifically prohibited:

- Smoking
- Fighting
- Littering-in the bus and out of the windows
- Defacing or destroying bus property
- Using profane or abusive language
- Assaulting, battering and/or cursing at a bus driver
- Trying to distract driver's attention
- Pushing others off bus at stops
- Pushing when getting on bus
- Being discourteous to other children or the driver
- Standing or changing seats while bus is in motion
- Crowding door before bus stops
- Trying to open doors before bus stops
- Dashing across the road immediately after leaving the bus
- Disobeying the driver
- Eating
- Any act that could cause a disturbance or a distraction to the safe operation of the vehicle.

Any offenses may result in the student being made accountable for his/her actions by the use of warnings, detention, ISS, OSS, or loss of bus privileges. The contacting of police authorities and the issuing of citations may also occur in some cases.

**WEAPONS IN THE SCHOOL POLICY**
Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle or any other tool, instrument or implement capable of inflicting serious bodily injury. Any unauthorized loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and shall be reported to the local law enforcement officials. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. The school board shall expel from school, for a period of not less than one (1) year, any student who violates this policy and the superintendent shall report such incidents relating to expulsion to the Department of Education. The superintendent may recommend discipline short of expulsion, on a case-by-case basis.

Weapons under the control of law enforcement personnel are permitted. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization. Bow and arrows utilized as part of the district's archery programs are not considered weapons when used in an appropriate manner for the activity.

**STUDENT SEXUAL HARASSMENT POLICY**

All students should enjoy a school environment free from all forms of discrimination, including sexual harassment. No student should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical from another student or from a district employee. Sexual harassment lowers morale, is damaging to the school environment, and is also illegal.
POLICY: Sexual harassment is prohibited and will be treated like any other form of student misconduct.
*DEFINITION: Sexual harassment may be in the form of student to student, student to employee, or employee to student. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:*

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, grades or other good standing.
- Such conduct has the purpose or effect of substantially interfering with an individual's performance or creates an intimidating, hostile or offensive school environment.
- Sexual harassment can take a variety of forms ranging from subtle pressure to physical assault. Although all facts and circumstances will be considered, some examples of sexual harassment may include:
- Threats of sexual relations or sexual contact.
- Continuous or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body.
- Sexually degrading words to describe the person or propositions of a sexual nature.
- Sexual remarks, jokes or gestures that may embarrass or offend others.

**PROCEDURE**

Any student who feels he/she has been a victim of sexual harassment should immediately report the alleged harassment to a teacher, nurse, counselor or administrator. The school principal will carefully investigate each complaint and all findings will be documented in writing. All information obtained will be held in strictest confidence and will be discussed only on a need-to-know basis to investigate the matter.
The student filing the complaint will be asked to answer the following questions:

- What was done to you?
- How did you feel when this occurred?
- What would you like to have happen from this complaint you are making?

Each student involved will also be informed of the possibility of legal action should false accusations or false statements concerning the accusations be made. No student will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint, unless such student falsifies a charge of sexual harassment against another student or employee. Any action taken as a result of the investigation will depend upon the facts of each case. Sanctions may range from a warning to expulsion for students, and from a warning to termination for employees. Also, local authorities may be notified by the administration under certain circumstances. If a student has any questions with regards to this policy he/she should contact the school principal.

**HARASSMENT AND HAZING POLICY**

Students do not have the right to cause mental or physical abuse to fellow students. When this occurs a meeting will be held between the administration and conflicting parties in an attempt to rectify the situation. Discipline, if necessary, can include detention, ISS, or OSS.

**DETENTION ROOM RULES**

Silence must be observed. If late for detention, an additional day of detention will be assigned; there will be no partial credit. Students are to take care of personal needs (bathroom) before reporting to the library for detention. There will be no bathroom privileges, unless an emergency occurs. If a physical problem exists, a doctor's excuse will be necessary. Students must bring all homework, books, coats, etc. to the detention room. Students will not be allowed to go to their lockers during or after detention. Dismissal will be from the detention room directly out of the school. Failure to abide by the above rules will result in additional detention or suspension. Students may be required to complete a reflective assignment. The policy of the Susquehanna Community School District is that parents are responsible for transporting their child following detention when they have been notified in advance.

**IN-SCHOOL SUSPENSION POLICY & RULES**

Having fulfilled lavatory requirements, students shall report to homeroom for opening exercises as usual with all books and necessary materials (including lunch if brought to school). At the conclusion of homeroom, students will report directly to the ISS room. Anyone reporting late to ISS will be referred to the principal and assigned a detention. Students will not talk or make any other disturbances while in the ISS room. Students will work on, complete, and turn in classroom assignments prior to any other reading or writing assignments. Upon completion of classroom assignments students will be given adequate reading or writing assignments to complete the day. Students who are on in-school suspension (full or half day) are ineligible to participate in any extracurricular event/athletic practices or games. Any misbehavior and/or uncooperative behavior while in the ISS room will result in referral for further disciplinary action. Students will be responsible for the desk, materials, and equipment that they use (an inspection will be conducted).

- A full day of ISS is from 8:20 am - 3:08pm.
- A half day ISS AM is from 8:20 am-11:56am..
- A half day ISS PM is from 11:56 am- 3:08 pm.

**OUT OF SCHOOL SUSPENSION**

Any student that has out of school suspension will not be allowed to participate or attend any extra-curricular activity during the suspension period, nor will they be allowed on school grounds without prior administrative permission.

**SCHOOL BASED PROBATION PROGRAM**

The Susquehanna Community School District in cooperation with the Susquehanna County Juvenile Probation Department has incorporated the program of school based probation. Basically, this program involves the incorporation and presence of a juvenile probation officer, employed by the Susquehanna County Probation Dept., on school property on predetermined days. The officer's primary responsibility is the supervision of those students who are currently on probation. However, the school district, acting "in loco parentis" and at their discretion, may involve the SBPO in disciplinary referrals, matters pertaining to truancy, drug and alcohol violations, and as a liaison between itself and the courts, as well as other local and state law enforcement agencies. Furthermore, the SBPO will be part of the SAP team and will co-facilitate a support group with a school staff at both the elementary and secondary levels. The SBPO may also provide or schedule educational assemblies, classroom presentations, and update the school faculty in juvenile law related issues.

The SBPO, during school hours, and in the presence of a school official, has the authority to directly question, interview, or refer any student without prior parental permission when appropriate. However, respective parents and/or the student's legal guardian will be promptly notified, whenever appropriate. Also, in compliance with Act 30 the SBPO will provide the building principal any information concerning the adjudication of an enrolled child.

Such reports must include a listing of the acts committed, disposition of the case and, in some cases, probation or treatment reports, prior delinquent history and the supervision plan for the student.

**PROBLEM REFERRAL**

If a student has a problem in school he or she should attempt to resolve the problem by first contacting the teacher or coach involved. If unable to settle the situation, the principal should be contacted in an effort to resolve the dispute. If this is determined not to be satisfactory to either party, the school superintendent should be contacted and, after that, the school board should be notified if the parties involved are still unable to resolve the situation.

**Drugs and Alcohol**

The possession or use of drug substances or paraphernalia including alcohol or any chemical or medication not listed or approved by the school health office, on school property or while involved in a school related activity is forbidden. In addition to school buildings, this restriction extends to school buses, school grounds, field trips sponsored by the school, or any activity related to the school in any activity for which the school is responsible, at home or away. Possession shall be interpreted as a knowledgeable holding for use, distribution, or safekeeping. Holding of substance for others shall not be a defense to the offense of possession. Violation of these restrictions will be determined to be a violation of the disciplinary policies of the Susquehanna Community School District and will result in disciplinary action as stated in the administrative guidelines. These guidelines are organized according to situations that may occur at school or at school sponsored events. Personnel authorized to conduct locker searches: Principal, School Counselors, School Nurse and Drug & Alcohol Policy Committee Chairman. In all cases where locker searches are conducted, the Superintendent shall be notified. His participation in the search is left to his discretion.

**SITUATION AND RESPONSES:**

**1.0.** *The possible drug/alcohol use of a student is of concern, however, there is NO EVIDENCE of violation of law or school regulation.*

This situation may involve

a. The student who is suspected of using drugs/alcohol but does not show extreme behavior changes and no evidence is available.

b. The student who contacts a teacher in regard to the drug/alcohol use of a "friend" or another student.

c. The student who volunteers information about personal drug use.

**1.1. Immediate actions**

A teacher may approach the student in regard to behavior, classroom performance or general health. Students should not be accused of drug use. The teacher should notify the administration, school nurse, or a counselor to discuss his/her concerns. If possible, an attempt should be made to discuss the situation in a positive manner or to refer the student to a counselor, school nurse, TreHab, or other appropriate agency.

**1.2. Investigation**

In most cases investigation is limited to discussion with the student and is not intended to be used as a basis to punish the student. A teacher may contact TreHab or the school nurse, or other appropriate agency to discuss the situation.

**1.3. Notification of parent or legal guardian**

Parents should be contacted only in extreme cases of suspected drug use when there is no evidence. Any contact with parents concerning the student's suspected use of drugs will be made in conjunction with the nurse and administration.

**1.4. Confidentiality**

Information will be limited to the staff member involved, student, nurse, counselor, TreHab, or other appropriate agency. In those cases that may require notification of parent or guardian, a conference with the administration will be held.

**1.5. Disposition of Substance**

Not applicable

**1.6. Discipline/Rehabilitation**

None is mandated, referral to SAP, TreHab or other appropriate agency may be attempted.

**2.0** *A student demonstrates obvious symptoms of possible drug/alcohol use (staggering slurred speech, dazed appearance, incoherence, inability to respond). This situation shall be handled as a health problem and potential emergency.*

**2.1. Immediate Action**

All standard health and first aid procedures will be followed. The student shall not be left alone. The school nurse will be summoned immediately. Arrangements will be made for the student to be taken to a medical facility, he/she will be accompanied by the principal or authorized delegate.

**2.2.** If alcohol, drugs, or paraphernalia is indicated, the principal or authorized delegate shall be responsible for all necessary investigations. This investigation may include a search, according to policy of the student's locker and removal of apparent drug substances.

**2.3. Notification of parent or Legal Guardian**

Parents will be notified of the incident as a health problem or medical emergency. This will include a description of the situation and symptoms.

**2.4. Confidentiality**

Maintaining the confidentiality of such situations, particularly the knowledge of there being drugs involved, shall be the responsibility of all parties involved. Such information shall be limited to the initial parties who are in knowledge of the situation and may only be extended to medical personnel, school superintendent, and counselor. A written report will be submitted to the superintendent.

**2.5. Disposition of Substance**

All substances discovered at the emergency scene or subsequently uncovered shall be turned over by the school principal or authorized delegate to medical personnel for identification and aid in the treatment of the student.

**2.6. Discipline/Rehabilitation**

Referral to SAP and the student may not return to school

until a conference is held between the administration and parents. If the substance involved is identified as governed by these guidelines, the disciplinary action would be dictated by Situation 3, section 3.6.

**2.7. Notification of Police**

Police shall not be notified by school personnel unless the safety of the emergency victim or general school population is at risk. If paraphernalia is found the police may be notified.

**3.0.** *The student is caught for the first time with alcohol, drugs, and/or paraphernalia (amount typical for personal use), and is cooperative.*

**3.1. Immediate Action**

The teacher will summon the principal or escort the student to the principal's office.

**3.2 Investigation**

The principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be

searched according to policy. The student will not be left alone.

**3.3 Notification of parent or legal guardian**.
The parent will be contacted, the situation described and a conference arranged. Contact will be verified by registered mail.

**3.4 Confidentiality**
Maintaining the confidentiality of such situations, particularly the knowledge of there being drugs involved, shall be the responsibility of all parties involved. Information shall be limited to the initial parties who have knowledge of the situation and may only be extended to medical personnel, superintendent, and counselor. A written report will be submitted to the superintendent.

**3.5 Disposition of substance**
Substance will be sealed, documented and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

**3.6 Discipline/Rehabilitation**
Following an informal hearing (see definition), the student will be suspended for a period of five (5) days. The student will also be required to see an appropriate drug counselor in regard to the incident as a condition of readmission. The contact will be verified through a referral to the SAP.

**3.7 Notification of Police**
All substances will be sealed, documented and turned over to the police for disposition and follow-up.

4.0. *The student is caught for the first time with alcohol, drugs, and/or paraphernalia but is uncooperative (will not turn over substance, responds with arrogance).*

**4.1. Immediate Action**
The teacher or other school personnel will summon the principal or escort the student to the principal's office. The student shall not be left alone. If a student refuses to cooperate, police may be notified.

**4.2. Investigation**
The principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy. If the student refuses to cooperate, even after notification of parents, police may be called in to conduct a search.

**4.3. Notification of Parent or Legal Guardian**
The parent will be contacted immediately and the situation described immediately. The parent will be informed of police involvement.

**4.4. Confidentiality**
Maintaining the confidentiality of such situations, particularly the knowledge of there being drugs involved, shall be the responsibility of all parties involved. Information shall be limited to the initial parties who have knowledge of the situation and may only be extended to medical personnel, superintendent and counselor. A written report will be submitted to the superintendent.

**4.5. Disposition of Substance**
Substances will be sealed, documented and turned over to police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

**4.6. Discipline/Rehabilitation**
Following an informal hearing (see definition), the student will be suspended for a period of ten (10) days. A formal board hearing (see definition), will be required to consider additional disciplinary action including term of possible expulsion, pursuit of legal prosecution and potential conditions of return. Said hearing will be conducted as soon as possible.

**4.7. Notification of Police**
Police will be notified to receive the substances and, as necessary, to carry out searches or investigations when the student refuses to cooperate.

**5.0** *A student is caught a second time in possession of alcohol, drug substance, or drug paraphernalia.*

**5.1. Immediate Action**
The teacher will summon the principal or escort the student to the principal's office.

**5.2. Investigation**
The principal will request that the student empty his/her pockets or purse and volunteer all drug/alcohol substances. The student's locker will be searched according to policy. The student will not be left alone. Police may be involved if the student is uncooperative.

**5.3. Notification of Parent or Legal Guardian**
The parent will be contacted and the situation described. The parent will be told of possible police involvement.

**5.4. Confidentiality**
Maintaining the confidentiality of such situations, particularly the knowledge of there being drugs/alcohol shall be the responsibility of all parties involved. Information shall be limited to the initial parties who have knowledge of the situation and may only be extended to medical personnel, superintendent, and counselor. A written report will be submitted to the superintendent. Name of the student will be withheld until after a formal board hearing.

**5.5. Disposition of Substance**
Substances will be sealed, documented and turned over to police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

**5.6. Discipline/Rehabilitation**
Following an informal hearing (see definition), the student will be suspended for a period of ten (10) days. A formal hearing (see definition), will be arranged before the Board of Education as soon as possible to determine the term of possible expulsion, need for legal prosecution and potential conditions of return.

**5.7. Notification of Police**
Police will be notified to receive the substances and, as necessary, to carry out searches or investigations when the student refuses to cooperate.

**6.0.** *A student is caught in possession of a large amount or drugs, alcohol, and/or paraphernalia (more than common for personal use) indicating the intention to sell or distribute.*

**6.1. Immediate action**
The teacher will summon the principal or escort the student to the principal's office.

**6.2. Investigation**
The principal or authorized delegate will request that the student empty his/her pockets or purse and volunteer all drug substances. The

student's locker will be searched according to policy. Police may be called in to assist in the investigation. The student will not be left alone.

**6.3. Notification of Parent or Legal Guardian**

The parents will be contacted and the situation described. They will be informed that the police will be called in.

**6.4. Confidentiality**

Maintaining the confidentiality of such situations particularly the knowledge of there being drugs involved, shall be the responsibility of all parties involved. Such information shall be limited to the initial parties who are in knowledge of the situation and may only be extended to medical personnel, school superintendent, and counselor. A written report will be submitted to the superintendent.

**6.5. Disposition of Substance**

Substances will be sealed, documented and turned over to police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

**6.6. Discipline/Rehabilitation**

Following an informal hearing (see definition) the student will be suspended for a period of ten (10) days. A formal board hearing will be arranged as soon as possible to determine ***the term of expulsion recommendation, WHICH MAY BE PERMANENT.*** Recommendations will be made regarding legal proceedings and potential conditions of return.

**6.7. Police Notification**

Police will be notified to receive the substances and, as necessary, to carry out searches or investigations.

**Student Assistance Program**

The Saber Support Team, in cooperation with Trehab and Tri-County Human Services, has established a Student Assistance Program. The S.S.T. Program is a way to identify students who are having problems that interfere with their success in school. It is a program of INTERVENTION, rather than treatment. It provides a channel to help students. The program operates at the junior-senior high level for students in grades 7-12. The Saber Support Team helps by recognizing students in crisis, providing direction and support for these students, referring them to appropriate community agencies and support groups, ensuring that the policies and procedures of the Susquehanna Community School District are followed, maintaining communication lines among teachers, parents, and students and minimizing the disruptions in school caused by a student's personal crisis. The Saber Support Team is a core group of school personnel who have been specially trained as a unit to work with students in crisis areas such as alcohol use, drug use, and crisis situations where a school official is normally responsible for intervention.

## ***HEALTH AND SAFETY:***

**Threat Assessment Teams** – Each school has a school-based threat assessment team to evaluate and respond to threats that may be made by students towards other students or adults. All students receive age-appropriate training in how to report threats. If a threat has been made towards a student, students are to inform the building principal, any adult employee in their school or submit it through the Safe2Say Program.

**Safe2Say Something Program** - Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. Individuals may submit an anonymous tip through the Safe2SaySomething system.

**SCHOOL HEALTH PROGRAM GOAL/IMMUNIZATIONS**

The school health program has been developed to enhance the educational process through the removal or modification of health barriers to learning, to promote wellness and environmental safety, and to meet the State and Federal Health regulations. School health services encourage, support, and assist parents and students in the identification and management of health problems that can impair learning. The Health Office Staff works in coordination with students, parents, teachers, administrators, counselors, and other outside resources. Annual and as needed updates to the Health Office Program will be evaluated and addressed by the Health Office Staff with approval from Administration, the School Board, and the School Physician as appropriate.

**PENNSYLVANIA SCHOOL IMMUNIZATION REQUIREMENTS**
**(28 Pa.CODE CH. 23)**

**For Attendance in All Grades Children Need the Following appropriately spaced vaccinations:**

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella (usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

**For Attendance in 7th Grade, Children Need the Following:**

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

**For Attendance in 12th Grade, Children Need the Following:**

- 1 additional dose of meningococcal conjugate

**The above vaccinations are required ON THE FIRST DAY OF THE SCHOOL YEAR, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.**

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card available in the health office) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card available in the health office) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.
- The vaccines required for entrance, 7th, or 12th grade continue to be required in each succeeding school year.

**These requirements allow for the following written exemptions: medical reasons, religious beliefs, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Contact your health care provider or call 1-877-PA-HEALTH for more information.**

**SCHOOL HEALTH SCREENINGS**
Mandated by the Department of Health and free of charge at school:

- Physicals – grades kindergarten, six, and eleven
- Dental Exams – grades kindergarten, third, and seven
- Vision Screening, Height, Weight, & BMI Assessments – all grades annually
- Hearing Screening – grades kindergarten, first, second, third, seven, and eleven
- Scoliosis Screening – grades six and seven

It is recommended to have private (at parent's expense) physical, dental, and ophthalmologic (eye) exams, which may be performed up to one year prior to the grade in which they are required. The necessary forms may be obtained in the Health Office or on the school website (www.scschools.org). Permission for school exams will be included on the Emergency and Annual Permission forms sent home at the beginning of each school year. SCSD offers school Dental Examinations through the Mobile Dental Smile Program each year. Please contact the school health office with any questions about that program. In addition, the SCSD Board of Education offers sports physicals, free of charge, in the high school. School policy for sports physicals is attached to the PIAA forms available through the High School Health Office and through www.scschool.org . Upon completion of the in school exams listed above, referral forms will be sent home for completion by a private health care provider as needed. If you require financial assistance in making private exams, please contact the Health Office. The school does not provide immunizations, only tracks immunization compliance.

**HEALTH SUPERVISION DURING SCHOOL HOURS**
The SCSD Board of Education and its employees shall not be responsible for diagnosis and treatment of student illnesses. The nursing staff will follow the PA Board of Nursing license/practice regulations. Our goal is to identify conditions that may require further medical attention or illnesses that could be spread within the school. Students who become ill while at school will be assessed by the health office staff on duty. If a student is unable to resume class, parents will be contacted and asked to take their child home. It is ABSOLUTELY NECESSARY that we have up-to-date phone numbers on file in the Health Office. Please notify us of any changes in contact information.

- General guidelines for keeping students at home or for sending them home during the school day include, but are not limited to: vomiting or diarrhea, temperature greater than 100 degrees, any potentially communicable disease or condition, live pediculosis (lice) per policy, or serious injury.
- If your child has been absent from school and referred to a health care provider for a potentially communicable disease/condition, a physician's statement regarding treatment and absence of communicability will be required upon return to school.
- Injuries that occur at school must be reported by the student to the teacher in charge, followed by notification of the Health Office staff. Basic first aid treatments will be administered. All serious injuries require parent notification and referral to a health care provider or emergency room.

**MEDICATION POLICY**
When medication (prescription or over-the-counter) must be given during school hours, the medication must be accompanied by a parent note and a Pennsylvania Licensed Medical Professionals' order (i.e. doctor, physicians assistant, nurse practitioner), indicating that it is medically necessary that the student receive the medication during school hours. State law requires a PA licensed provider order for all medication that comes to school. Medication must be kept in and administered from the original container, properly labeled by the pharmacist. Medications are stored in a double-locked (refrigerated when necessary) medicine cabinet in the health office. Student photo identification will be added to the medication log for safety in identifying students receiving medication. If a student brings medication to school without providing written parent permission and a PA licensed provider order, the nurse will contact parents to review the policy. If parent contact cannot be made, the nurse will lock up the medication for safekeeping and send it home with the student with a written reminder notice to parents.

~ Medication will not be administered at school if all areas of the policy have not been met.
~ Unused medication may be obtained by parents at the end of its administration.
~ Unclaimed medication will be destroyed (with witness present) at the end of the school year.

A licensed nurse will be the only person to administer medication during the school day. If a medication is not given on time (i.e. within a 30 minute time frame), parents will be notified. In the event of a medication error (wrong student, wrong dose, wrong route, or other error), the Certified School Nurse, school administration, and parents will be notified. Field trips consisting of students who need medication may be accompanied by a nurse, or parents may be asked to accompany their child.

The SCSD offers a Standing Order Emergency and Anaphylaxis Epinephrine Protocol in both the Elementary and the High School Health Offices. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

**HEALTH & PHYSICAL EXAMINATIONS AND SCREENINGS**
All parents/guardians shall be informed of regularly scheduled student physical examinations or screening. Parents/guardians may excuse their child from a physical examination or screening conducted by the school district, but must provide documentation of the required physical examination or screening being conducted by a private physician.

**STUDENT ACCIDENT INSURANCE**
Students are offered accident insurance as a school service which is administered by the nurse's office. Forms are usually distributed shortly after school starts in the fall. Students without any other accident insurance coverage are encouraged to buy school insurance. Details relating to the school accident insurance will be made available by contacting the nurse's office.

**ACCIDENT**
All injuries should be reported to the teacher in charge of any activity, followed by a report to the school nurse. In cases severe enough to require a doctor's attention, the nurse will require authorization from the student's parent/guardian before such action is taken.

**DANGEROUS WALKING ADVISORY**
The walkway along Turnpike Street and all other routes leading to the school are considered hazardous and the administration recommends that all students should ride their assigned buses in the interest of their safety.

**FIRE DRILLS & CAMPUS SAFETY**
Drills are held regularly to develop safety practices that will help students to move quickly and in an orderly manner to pre-designated safety areas during an emergency. Fire codes and building evacuation plans are posted in each room. Students should follow teacher directions during these drills. The propping open of exterior doors is strictly forbidden. Students are not to open exterior doors for anyone. All safety concerns must be reported to a school employee.

**PHYSICAL FACILITIES**
*The Asbestos Containing Material Management Plan of the Susquehanna Community School District* is on file and available for inspection at the Business Office located at the Elementary Building. It is available during normal business hours (9:00 - 3:00) without cost or restrictions for inspections by parents, teachers, and other school personnel. There will be a charge of twenty-five cents per page to make copies of the plan. The district has also completed the required Periodic Surveillance and the Three Year Re-inspection of all buildings in the district in total compliance with the federal and state mandates. The management plan was adopted by the board of education on June 22, 1988.

**INTEGRATED PEST MANAGEMENT (IPM)**
The Susquehanna Community School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc. From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application. Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the building principal in writing. Please include your e-mail address if you would like to be notified electronically. If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

## *STUDENT ACTIVITIES:*

**DANCES**
All regulations according to the discipline code are in effect during a school dance including the dress code. Once admitted to a dance, you will not be readmitted if you decide to leave.

**CLASS ELECTIONS**
Class elections will be conducted in grades 7 –12 during the 1st quarter of each school year or the 4th quarter of the previous year. Faculty members will serve as advisors for grades 11 & 12 and are responsible for the coordination with class officers of all meetings. The PRINCIPAL must approve all class meetings at least one week in advance. Candidates for student office must have satisfactory records of attendance, discipline, academic achievement and moral character as determined by the advisors, guidance counselors and principal before being permitted to become a candidate.

**SENIOR CLASS MONEY**
There shall be an official class meeting of a Susquehanna Community High School Senior Class prior to graduation at which the members, by majority vote, shall decide upon the disposition of senior class monies after current class obligations have been met. Said monies shall not remain in the Susquehanna Community School District Activity account beyond July 1st of the year in which a class graduates.

**STUDENT COUNCIL**
The student council is an organization in which students can participate in the management of the school in an advisory capacity. It is a forum in which suggestions for improvement can be made in a positive way. The council promotes leadership, initiative and self-control among its members.
Each spring, a president, vice president, secretary, and treasurer are elected to conduct business for the upcoming school year. One representative and an alternate are elected in each homeroom. It is the duty of the representatives to bring to the council's attention suggestions for improvement from their classmates and to report back to their homerooms the actions of the council.

**STUDENT DRIVERS AND PARKING**
All students who request a Parking Permit in order to drive to and from school, and to use our parking lot, must show a copy of the vehicle registration, a valid driver's license, and a proof of vehicle insurance in order to be granted a permit.
You are expected to: Park car in student parking lot adjacent to the tennis courts only.
Immediately leave the parking lot after parking the car. Do not park on grass or sod areas. Drive slowly, (15 mph) while on school property. Do not smoke or loiter, etc. in or out of cars on school property. Back into the parking space. Place your parking permit on your car as instructed. Arrive at school on time - continued tardiness or parking/driving violations may result in loss of driving privileges. Cars may be towed for violation of school procedures. Cars in the school parking lot are suspect to search upon cause.

**WORKING PAPERS**
Working papers can be obtained in the office.

**POLICY FOR INTERSCHOLASTIC ATHLETICS**
You must obtain your sports paperwork from the Health Office after you sign up through FamilyID. You must have your parent/guardian complete all paperwork and return it to the Health Office so a physical can be scheduled (free of charge). There will be one make-up day. If you are unable to report on the date specified, the required physical will be your own responsibility and at your expense. Please note that sports physicals are not a part of the state mandated school health program and are not reimbursed by the state. Therefore, please understand that the Board of Education of the Susquehanna Community School District is offering this service at the school district's expense.

**Academic Criteria for Extracurricular Activities**

At the present time, the Board recognizes and adheres to the P.I.A.A. policy which requires that a student pass four (4) major subjects to be eligible to participate in interscholastic athletics. However, the district's standards are higher and include extracurricular activities such as dramatic presentations, and after school club activities, which hold after-school practices or events more than one night per week. Students who are not passing four (4) major subjects shall be ineligible to participate in **optional/voluntary (**meaning not required by or an element of the curriculum open to/required for all students) band and chorus concerts/events or field trips that occur during the school day. Additional activities and clubs may be included in these guidelines at the discretion of the building administration. This policy requires the following:

1. Any student not passing 4 major subjects shall be ineligible to participate in extracurricular activities.
2. Eligibility for all activities will be determined each Friday at 2:00 pm.
3. A student who attends summer school and corrects deficiencies shall be eligible at the start of the next school year.
4. A student declared ineligible on Friday shall be ineligible commencing on the immediate following Sunday through the following Saturday.
5. Any student ineligible for any given week shall become eligible in the following week providing the report of the immediate preceding Friday meets the criteria of this policy.

**ATHLETIC INSURANCE**

Athletic insurance is provided by our local school board. The athletic insurance does not cover injuries during the regular school day in classes, such as physical education, wood shop, home economics, etc. It covers only those students involved in either a game or in practice for a specific sport while under the supervision of their coach.

**EXTRA-CURRICULAR PARTICIPANT DISCIPLINE PROTOCOL**

In-Season Discipline

- Any student who receives an ISS (In-School Suspension) may not participate in an extracurricular activity the day the student is served an ISS.
- Any student who receives **more** than four total days of ISS during a season or extracurricular activity period shall be suspended from the team/club/activity for 20 calendar days or the remainder of the season, whichever comes first.
- Any student who receives an OSS (Out-of-School Suspension) may not participate in an extracurricular activity or be physically present on the school campus the day the student served as OSS.
- Any student who receives **more** than three days of OSS during a season shall be suspended from the team/club/activity for 20 calendar days or the remainder of the season, whichever comes first.
- Any student who receives a combination of ISS and OSS totaling more than three days during a season shall be suspended from the team/club/activity for 20 calendar days or the remainder of the season, whichever comes first.

Disciplinary Infractions During Voluntary, Out-of-Season Activities

- Students who participate in voluntary, out-of-season activities during time periods when the school district is **not** in session (traditionally mid-June through mid-August) and commit offenses that would warrant an ISS or an OSS will be suspended from the voluntary out-of-season activity and will be suspended immediately from the start of the in-season activity for a duration equal to the length of the ISS/OSS that would have been applied to the student had school been in session. This total shall count towards the maximum number of ISS/OSS days that a student may accumulate before serving a 20 calendar day suspension or being removed from the team/club/activity.
- Nothing in this protocol shall prevent the coach and/or advisor from taking further disciplinary action in response to violation of team, activity and/or school rules. These actions may include additional loss of playing time, game suspensions and/or removal from the team, club or activity.

**SPECTATOR CODE OF CONDUCT**

The following behaviors are deemed unacceptable by the Susquehanna Community School District and the Pennsylvania Interscholastic Athletic Association (PIAA):

- Yelling, waving arms, or objects during an opponent's free throw attempt or serve.
- Disrespectful or derogatory statements, cheers, chants, songs, or gestures towards players, coaches and/or officials.
- Criticizing officials in any way.
- Cheers that antagonize an opponent.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger.
- Use of artificial noisemakers at indoor events in an attempt to distract an opponent.
- Smoking anywhere on the school district campus.
- Failure to wear appropriate attire. All spectators must have proper attire, including a shirt

Spectators exhibiting any one or more of these behaviors may receive one or more of the following consequences:

- Verbal warning
- Ejection from the contest.
- Suspension from attending future contests held at the district campus.
- Law enforcement notification by school district officials.

**ASBESTOS MANAGEMENT PLAN**

In compliance with the Ahera Law of 1986, the Susquehanna Community School District would like to give notice to all workers, building occupants, and short-term workers that asbestos containing materials were either sealed/encased and/or removed from the building in 1990. The district employs the

services of asbestos management, Inc. to provide the required six-month evaluations/surveillances. The district asbestos management policy is on file in the district business office and is open for inspection during regular business hours.

**INTERNET POLICY**

TERMS AND CONDITIONS FOR USE OF INTERNET ACCESS

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is coordinated through a complex association of government agencies, regional networks, and private corporations. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe the educational value of information and the interactions available on this worldwide network outweigh the risks that users may procure material that is not consistent with the educational goals of the school district. One of our goals is to support students in responsible use of this vast reservoir of information.

Internet – Terms and Conditions

1. Acceptable Use – The purpose of access, to the Internet, is to support education in and among the schools in Susquehanna Community School District by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and academic research and consistent with the educational objectives of the Susquehanna Community School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secrets. Use for product advertisement or political lobbying is generally not consistent with the purposes of the Internet. Illegal activities are strictly prohibited. Using your Internet account to play games (including MUDs) is not acceptable use.
2. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges and other disciplinary consequences.
3. Reliability - Susquehanna Community School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Susquehanna Community School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Susquehanna Community School District is at your own risk. Susquehanna Community School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
4. Security – Security on any computer system is a high priority, especially when the system involves many users. Do not give your password to any other individual. Attempts to log in to the system as any other user may result in cancellation of user privileges.
5. Vandalism – Vandalism may result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.

RESPONSIBILITIES OF STUDENTS IN THEIR USE OF THE INTERNET IN THE SUSQUEHANNA COMMUNITY SCHOOL DISTRICT

Certain uses of the technology resources, including the Internet, of the Susquehanna Community School District are contrary to the educational mission of the district. Some uses may also constitute a safety hazard to the well being of our students. Therefore, the following activities are strictly prohibited by the Susquehanna Community School District:

- sharing and/or using other students' ID numbers and passwords
- breaking into or attempting to break into other computer systems
- destroying another person's data
- creating and/or sending computer viruses
- communicating through e-mail, Instant Messenger, chat rooms, or other web-based communication services.
- checking home-based e-mail accounts.
- "hacking" websites
- downloading, viewing, and printing material that is obscene, pornographic, racist, or restricted
- bypassing or attempting to bypass the district filtering software
- downloading and installing copyrighted material or software
- purchasing materials through on-line shopping vendors
- utilizing (FTP) File Transport Protocol
- committing acts of academic dishonesty (cheating on tests or projects)
- threatening, harassing, or abusing others through computer technology
- other activities that constitute a safety hazard or are contrary to the educational mission of the Susquehanna Community School District

Undertaking any of these activities is strictly prohibited by the Susquehanna Community School District. Disciplinary consequences for such activities may include, but not be solely limited to, the following:

- Detention
- In School Suspension
- Out of School Suspension
- Loss of Computer/Technology Privileges
- Police Notification
- Academic Grade Reduction (for acts of academic dishonesty)
- Financial restitution (for acts that damage district technology resources)

**Notice of Special Education Services and Programs Child Find To Parents who reside in Susquehanna Community School District**

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district and request an explanation. Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during this process.

Identification Activity Child find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the state, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the

child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that if found cause a need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness. In the case of a child that is of preschool age, developmental delay. Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement. Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: Reviews of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. Parents who suspect their child is eligible for special education services and programs may request an evaluation at any time through a written request to the building principal. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

Confidentiality If after screening, additional information is necessary, we will seek your permission to conduct further evaluations. A written record of the results is called an education record, which is directly related to your child and is maintained by the school district. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identify easily traceable or other information that would make the child's identity easily traceable. The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies. The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records; training being provided to all persons using the information and; maintaining for public inspection a current list of employee's names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, except general information such as your child's name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation. As the parent of the child you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child that are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting), before a hearing should you and your school district disagree about how to educate your child who needs special education, and in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records. You have the right to an explanation and interpretations of records; to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records and; the right to have a representative inspect and review the records. Upon your request, the school district will provide you a list of the types and location of education records collected, maintained, or used by the agency. Additionally, the school district may charge a fee for copies of records made in response to your request for copies except it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. The district will not charge a fee to search or retrieve information. You have the right to request the amendment of your child's education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child. The school district will decide whether to amend the records within a reasonable time of receipt of your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at that time additional information regarding the hearing procedures and upon request, the district will provide you a records hearing to challenge information in your child's education files. Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll. When a child reaches age 18, the rights of the parent with regard to confidentiality of personally identifiable information is transferred to the student.

A parent may file a written complaint alleging the rights described in this notice were not provided:
Pennsylvania Department of Education Bureau of Special Education Division of Compliance 333 Market Street Harrisburg, PA 17126-0333. The Department of Education will investigate the matter; issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved. Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington DC 20202-4605. The Susquehanna School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact:

**Mrs. Elizabeth Shivock, Special Education Supervisor at 853-4921, ext. 1335**

**Early Intervention Identification** The PA Department of Education is responsible for providing EI programs and services to eligible young children under Act 212 of 1990, the EI Services System Act. An "eligible young child" is a child age 3 to age of beginners, who has an identified disability or developmental delay in the areas of speech/language, learning, motor, adaptive, social and/or behavioral and is in need of special education.

**Susquehanna Community School District Nondiscrimination Policy Notice**

The Susquehanna Community School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, color, religion, marital status, pregnancy, national origin, sex, age, ancestry, physical handicap or union membership as required by Title VI, Title IX, Sectional 504 and the American Disabilities Act. The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations. The Superintendent of Schools is the district Title IX Coordinator. The duties of the Title IX Coordinator are as follows:

- authorize the investigation of allegations of discrimination/harassment
- ensure this policy is distributed annually to students, employees, and parents
- review all relevant data, assessment scores, graduation statistics, activity membership, etc., to aggressively prevent discrimination and/or discriminatory practices
- ensure that all programs are equitably staffed based on enrollment and program duration, provide training to district employees to implement nondiscriminatory programs and policies, and review curriculum and assessment materials for discriminatory biases

- supervise the building principals in their investigation of allegations concerning discrimination and/or harassment

The Superintendent of Schools can be contacted at the following address:

Superintendent of Schools
Susquehanna Comm. School District
3192 Turnpike Street
Susquehanna, PA 18847

To file a complaint directly with the Office of Civil Rights, the following address may be used:

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

**District Secondary Phone Contact**

The Susquehanna Community School District utilizes a Voice Over Internet Phone System (VOIP) as the primary phone system for the district. In the event that the district's primary phone system experiences a technological issue, the school district maintains three emergency contact numbers in case the main phone number (570-853-4921) is out of service. The emergency contact numbers are as follows:

| | |
|---|---|
| Elementary Office | 570-853-3092 |
| High School Office | 570-853-3918 |
| Administration Office | 570-853-3768 |

These phone lines also serve as fax lines and will only be answered by district personnel if the district's primary phone is out of service.